

Statement of policy for access to Governing body and Committee meetings and minutes

February 2020



Attendance at Meetings

1. Attendance at Local Governing Body and committee meetings by persons, other than identified lead officers, who are not Local Governing Body or committee members, is at the invitation of the Local Governing Body or committee chair.
2. The Clerk shall be entitled to attend all meetings of any Committee and of the Local Governing Body.
3. With the exceptions set out above, a person who is not a member may not attend meetings of the Local Governing Body or its committees.

Attendance at Local Governing Body, Student Council and Committee meetings by Members of the general public and the media/press

1. The Local Governing Body has decided that attendance by the public or by the media / press at meetings of the Local Governing Body, Student Council and Committees is not allowed.
2. In exceptional circumstances the Local Governing Body may decide (by a majority vote) to allow members of the public or media / press to attend for all or a specific part of a particular Local Governing Body, Student Council or Committee meeting.

Publication of Agendas and Minutes

1. Subject to paragraph 2 below, a copy of:
 - the agenda for every meeting of the Local Governing Body or committee,
 - the draft minutes of every such meeting, if they have been approved by the Chair of the committee (or, in his absence, the Vice Chair),
 - the signed minutes of every such meeting, and
 - any report, document or other paper considered at any such meeting shall in each case as soon as reasonably practicable be made available at the College for inspection by the public.
2. There may be excluded from any item required to be made available pursuant to paragraph 1 above, any material relating to:
 - a named person employed at or proposed to be employed at the college,
 - a named student at, or candidate for admission to, the college,
 - the Clerk to the Local Governing Body, or
 - any matter which, by reason of its nature, the committee is satisfied should be dealt with on a confidential basis.
3. All material excluded from inspection under paragraph 2 shall be reviewed regularly and made available for inspection where the reason for dealing with the matter on a confidential basis no longer applies, or where the public interest in disclosure outweighs that reason.
4. A copy of the draft or signed minutes of every meeting of the Local Governing Body or committee shall be placed on the college web site, and shall remain on its web site for a minimum period of 12 months.

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