

GREENHEAD COLLEGE CORPORATION

Access to minutes and papers of meetings of governors and governors' sub-committees

1. Greenhead College has always had a policy of openness in its affairs.
2. Papers and minutes of Corporation meetings and finance meetings are sent to governors at least 7 days before meetings, and concurrently are made available to all staff through governors and the support staff representatives, being available in the staffroom.
3. When necessary and appropriate, Staff governors call pre-meeting and post-meeting meetings of staff to discuss issues to be discussed and the outcomes of such discussions.
4. As regards the general public, copies of papers and minutes held by the Clerk will be made available for examination in the college library to any member of the public requesting to do so at reception. All visitors to the college are required to sign in at reception and the receptionist sees that their needs are met, and will do so in respect of any requests to read papers and minutes of college meetings.
5. The approved minutes of Corporation meetings will be placed on the college website. These will remain on the website for a minimum of 12 months.

Approved committee minutes will also be placed on the college website and remain on for 12 months.
6. There will be no public access to governors' meetings or sub-committee meetings without the express prior permission of the group in question.
7. Governors adopt this policy formally to meet the needs of the LSC while also meeting college needs for security vis à vis visitors and continuing its policies of openness.
8. At the end of governors' meetings it will be decided if any items are confidential and need to be excluded from the public.

Adopted by the Corporation on 03/12/07

Updated on 10/03/08