



**Greenhead College
Corporation**

**ACCESS TO MINUTES AND
MEETINGS OF THE
CORPORATION
POLICY**

GREENHEAD COLLEGE CORPORATION

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

1. Greenhead College has a policy of openness in its affairs.
2. Papers and minutes relating to all Corporation 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. Copies of papers and minutes held by the Clerk are made available on the college website, they are also 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 (current academic year).

Approved committee minutes will also be placed on the college website (current academic year).
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 comply with legislation, 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.

Approved by the Policy Committee: May 2011

Approved by the Corporation: June 2011

"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".

Policy Prepared by: Clerk to Corporation