

South Staffordshire College



SOUTH STAFFORDSHIRE COLLEGE

BOARD OF GOVERNORS

POLICY ON:

- 1. Attendance at committee meetings by persons who are not committee members**
- 2. The publication of the minutes of committee meetings**

1. Attendance at committee meetings by persons who are not committee members

- 1.1 Meetings of committees of the Board shall not be open to members of the public and representatives of the press.
- 1.2 With the exception of the Audit Committee, the Chair of the Board of Governors shall be entitled to attend and speak (but not to vote) at meetings of any committees of which he/she is not a member.
- 1.3 Subject to paragraph 1.7 below, the Principal shall be entitled to attend meetings of any committee of which he/she is not a member except for the Audit Committee which he/she shall attend only if requested to do so by the Chair of the Committee.
- 1.4 The Clerk to the Corporation shall be entitled and expected to attend meetings of all committees except that he/she shall withdraw from that part of any meeting at which his/her remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered.
- 1.5 The Principal is authorised to invite other members of staff to attend committee meetings.
- 1.6 The Chair of any committee may invite the attendance of any other person at a committee meeting after having taken the advice of the Principal and the Clerk.
- 1.7 All committees shall have the right to exclude any person who is not a member of the committee from all or part of a meeting should this be warranted by the nature of the business to be considered. However, a committee may not exclude the Clerk to the Corporation unless the provisions of paragraph 1.4 apply.

2. Minutes of Committee Meetings

- 2.1 Formal minutes of committee meetings will be prepared and submitted to the next ordinary meeting of the Board.