

**STATEMENT OF POLICY REGARDING ATTENDANCE AT
CORPORATION AND COMMITTEE MEETINGS BY PERSONS
WHO ARE NOT MEMBERS AND THE PUBLICATION OF
MINUTES OF COMMITTEE MEETINGS**



Cheshire College
South & West

Attendance at Corporation meetings

1. Meetings of the Corporation shall be attended, in addition to members, by the Vice Principals, the Clerk to the Corporation and by such other persons as the Corporation may from time to time invite. Such persons shall withdraw from any part of a meeting upon being required to do so by the Corporation.
2. A Principal who has chosen not to be a member of the Corporation shall still be entitled to attend and speak at all meetings of the Corporation.

Attendance at Committee Meetings

1. Meetings of a committee shall be attended by the members and clerk to the committee together with the officers of the college and other persons specified in paragraph 2. A member of the Corporation who is not a member of a committee may attend its meetings as an observer. No other persons shall be entitled to attend meetings of a committee unless invited by the committee.
2. Meetings of committees shall be attended by officers of the college and other persons as follows:
 - Audit Committee: Vice Principal Finance and Resources; Deputy Director of Finance, Internal Auditors. The Principal and other members of staff shall attend meetings of the committee if requested to do so. External Auditors shall have the right to attend any meeting of the Committee. The Committee shall be entitled at any time to exclude any or all participants and observers.
 - Finance Committee: Vice Principals; Deputy Director of Finance. Other members of staff shall attend on request.
 - Management and Performance Committee: Vice Principal. Other members of staff shall attend on request.
 - Chairs' Committee: Vice Principals

Such officers and/or persons shall withdraw from any part of any committee meeting when requested to do so by the committee.

Publication of Minutes of Committee Meetings

1. Subject to paragraph 3, and with the exception of the Part B confidential business considered by any Committee, the Corporation shall ensure that a copy of:
 - a) the agenda for every meeting of a committee;
 - b) the draft minutes of every such meeting, if they have been approved by the chair of the meeting;
 - c) the signed minutes of every such meeting; and
 - d) any report, document or other paper considered at any such meeting,

shall in each case as soon as may be, be made available without charge during normal office hours at the College to any person wishing to inspect them. Applications for inspection shall be made to the Clerk to the Corporation.

2. Subject to paragraph 3 and with the exception of the Part B confidential business considered by the Committee, the Corporation shall ensure that a copy of:
 - a) the agenda for every meeting of the Corporation;
 - b) the draft minutes of every such meeting, if they have been approved by the chair of the meeting; and
 - c) the signed minutes if every such meeting in substitution of the draft minutes referred to in paragraph (b),

shall be placed in the library of the College, the Staff Information System of the College computer network and the College's website;

3. There may be excluded from any item required to be made available in pursuance of the foregoing paragraphs any material relating to –
- a) a named person employed at or proposed to be employed at the College
 - b) a named student at, or candidate for admission to, the College;
 - c) any matter, which by reason of its nature, the committee resolve should be dealt with on a confidential basis.