



**SUDLEY INFANT SCHOOL
ACCESS TO MINUTES OF GOVERNING BODY
MEETINGS POLICY**

Signed: Ms S Milan

Chair of governors January 2018 Review Spring 2020

Access to minutes and papers of governing body meetings and attendance at meetings of members of the public

The governing body of Sudley Infant School is committed to raising and maintaining school standards by setting strategic direction, ensuring accountability, and acting as a support system for the school community. The governing body focuses on specific areas of school life through its committees

Full Governing body meetings are held once per term with additional smaller committee meetings also taking place at least once per term. The minutes of each meeting are drawn up by the clerk and approved and signed by the chair of governors at the next meeting. The agenda for the next meeting will be circulated at least seven days prior to the date of that meeting.

The papers and minutes of the meetings of the governing body of Sudley Infant School and its committees are available to any member of the public who wishes to access them. There may be certain times when access to these documents is restricted, in accordance with the Freedom of Information Act. This could be when a specific individual such as a member of staff or a pupil (or prospective staff member or pupil) is named or referred to, or when items are deemed confidential to protect free and frank discussion or are otherwise confidential. These parts of the minutes that cannot be disclosed will be in Part B of the minutes, with Part A covering the elements that can be disclosed.

Minutes and papers can be accessed during normal school hours. Requests for access should be made to the clerk of governors who can be contacted via the school office.

Attending governing body meetings

Members of the public are welcome to attend meetings of the governing body at the discretion of the chair of governors but are required to give at least 7 days written notice to the clerk of governors. Members of the public who are permitted to attend are invited purely as spectators and will take no part in the meeting unless specifically invited to by the chair of governors. Anyone in attendance can be asked to leave by the chair of governors at any point during discussion of particular items.