

# COLLINGWOOD COLLEGE

## Governing Board Open Meetings 2024/2025

The Governing Board of Collingwood College agrees that Full Governing Board meetings will be “open.” Open meetings are meetings of the Full Governing Board to which members of the general public, including College staff and parents can request, in writing, to attend as observers. This protocol outlines the conduct expected by the Governing Board of those requesting attendance.

### Open Meeting Protocol

- Governing Board meetings are notified on the College website and through newsletters to parents/carers.
- Members of the public can make a request, in writing to the Clerk to the Governing Board, to attend the “open” part of any meeting. [s.rutherford@collingwood.surrey.sch.uk](mailto:s.rutherford@collingwood.surrey.sch.uk)
- Requests to attend must be sent to the Clerk to the Governing Board no less than 14 days before the date of the meeting.
- If there is sufficient capacity/space an invitation to attend the meeting will be issued by the Clerk to the Governing Board, together with an agenda. These will be sent by e-mail seven days before the meeting.
- Anyone attending will be recorded in the minutes as “In attendance”.
- Persons attending meetings do so at the invitation of the Governing Board, as observers *only*, and must agree to:
  - not speak or in any other way interrupt the meeting;
  - at the request of the chair, leave the meeting if any part of the meeting is deemed, by the Governing Board, to be confidential;
  - not record any part of the meeting electronically or in writing

Failure to abide by these expectations is likely to result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.