

Policy for Attendance of Non-Members to Corporation and Committee Meetings

Version No	Purpose/Change	Lead	Last Reviewed
1.0	Introduction of policy	LJS	April 22

Purpose of the Policy

Under Article 8 of the Articles of Government, the Corporation is required provide a written statement of its policy relating to attendance of non-members at meetings of the Corporation and its Committees and the publication of minutes.

1) Attendance at Meetings of the Corporation and Committees

Under Instrument 16 of the Instruments of Government, the Corporation shall decide whether a non-member shall be allowed to attend any of its meetings where that person is not a member, the Clerk or the Principal and in making its decision, it shall give consideration to clause 17(2).

As such, the Corporation has determined the following:

- a) Attendance at a meeting of the Corporation shall be restricted to include members of the Corporation, the Principal and the Clerk to the Corporation. Members of the College's Senior Leadership Team (SLT) will usually be invited to attend meetings of the Corporation as attendees.
- b) Attendance at a meeting of a committee shall be restricted to include those members appointed by the Corporation to that committee, including co-opted members, the Principal and Clerk to the Corporation. Members of the College's Senior Leadership Team (SLT) will usually be invited to attend meetings of the committees as attendees.
- c) The attendance of any other person at the meetings of the Corporation shall be determined in advance by the Chair of the Corporation and Vice-Chair of the Corporation. The attendance of any other person at the meetings of the committees shall be determined in advance by the Chair of the Corporation and Chair of the Committee. This includes (but is not limited to) staff, observers, external advisors, and Governors who are not appointed as a member of that committee.
- d) Any non-member who wishes to attend a meeting of the Corporation or a committee should contact the Clerk to the Corporation giving at minimum, seven days' notice.
- e) The Corporation has the discretion under the relevant clauses of the Instruments and Articles of Government and Code of Conduct to determine the exclusion of attendees (or certain Governors) for any item of business which are deemed confidential or where

a declaration of interest is disclosed. Those excluded have no right of access to minutes (or papers) dealing with these items.

2) Publication of Minutes and Supporting Papers

In line with the Corporations' Code of Conduct, the Corporation recognises the importance of conducting its business openly and transparently, and as such, the business of the Corporation will generally be open to public scrutiny. However, there are occasions when the record of discussion and decisions will not be made available for public inspection (Instruments of Government 17(2)). Business qualified as confidential must satisfy one or more of the following criteria:

- (a) a named person employed at or proposed to be employed at the institution;
- (b) a named student at, or candidate for admission to, the institution;
- (c) the Clerk; or
- (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

Any business that is determined to be confidential will be qualified as confidential for a specific period of time and will be reviewed by the Search and Governance Committee after a period of 12 months. A recommendation will be made to the Corporation as to whether the business continues to satisfy the agreed confidentiality criteria, or if the confidential status can be removed. After the 12 month review, the Search and Governance Committee will recommend to the Corporation any further review and recommendation relating to confidentiality at such time as a request for access is made.

Under the Instruments of Government (17) and Standing Orders (22) non-confidential agendas, reports and minutes of meetings of the Corporation and its Committees are available for inspection by members of the public during normal office hours of the College. The minutes of the Corporation and its Committees once approved, are available on the website for a minimum of 12 months.

Public inspection of minutes and associated reports which relate to the business of the Search and Governance Committee shall be restricted unless the Corporation is satisfied that they should be available to the public and with due regard to confidentiality criteria. Any request for minutes or associated reports from the Search and Governance Committee should be directed to the Clerk.

Review of Policy

The policy will be reviewed by the Search and Governance Committee every three years or sooner if required, and recommendation to the Corporation for approval.