



Open Meeting Protocol
For ratification on 11th February 2019

The Governing Board of Red Gates School has agreed that Part 1 meetings of the full governing board may be 'open' meetings, to which individual parents, members of staff or the community may be invited or request to attend as observers.

This protocol constitutes the code of conduct required by the governing board in return for granting access to observe their meetings.

- The Chair of Governors, or members of the Board (through the Chair), may invite individuals who have a particular interest in the work of the Board or a particular item on the agenda, to attend a meeting giving at least 7 days' notice before the meeting.

Additionally,

- Members of the public can make a request, in writing or by email via the school office, or to the Clerk to the governing board to attend the 'open' part of any full governing board meeting.
- Requests to attend must be received no less than 14 days before the date of the meeting.
- If there is sufficient capacity/space, an invitation to attend, together with an agenda will be sent on a 'first come first served basis'. These will be sent by email by the Clerk to the Governing Board 7 days before the meeting. A maximum of 2 requests to observe will be permitted at each meeting, subject to space.
- The Clerk will speak to observers prior to the meeting to ensure they understand how the meeting works and the rules about attending the meeting.
- Observers attending the meeting will be asked to read and sign this protocol to confirm their understanding and acceptance. This should be read and signed prior to any meeting papers being sent to the observer and their attendance at the meeting.
- Anyone attending the meeting will be recorded in the minutes of the meeting as an 'Observer'.
- Persons attending the meeting are there at the invitation of the Governing Board and must agree to:
 - Be present as Observers only
 - Not speak to or in any other way interrupt the meeting (unless invited by the Chair to speak)
 - At the request of the Chair, leave the meeting if any part of it is deemed by the Governing Board to be confidential
 - Not record any part of the meeting electronically or in writing



Red Gates School **Governing Board Open Meeting Protocol**

The Chair of Governors reserves the right to postpone or refuse a request to observe a meeting.

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

I (full name) have read and understood the Red Gates School Open Meeting protocol and agree to abide by the rules contained within it when observing a meeting of the full Governing Board.

<i>Signed</i>	<i>Date</i>
<i>Print Name</i>	<i>Email address</i>

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