



## Governing Board 'Open' Meeting Protocol

The Governing Board of St Mary's Hampton Primary School have agreed that Part One Full Governing Board meetings will be 'open'. Open meetings are meetings of the Full Governing Board to which members of the public, including school staff and parents, can request to attend as observers. This protocol constitutes the code of conduct required by the Governing Board of those requesting attendance in return for granting access to observe their meetings.

- Members of the public can make a request, in writing, to attend the 'open' part of a Full Governing Board meeting.
- Requests to attend must be emailed 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, together with an agenda, will be issued by the Clerk to the Governing Board on a 'first come first served basis'. These will be sent by e-mail 7 days before the meeting. A maximum of two observers will be permitted at each meeting subject to space.
- The Clerk will speak with the observers prior to the meeting to ensure they understand how the Governing Board meetings work and the rules about attending the meeting.
- Observers will be asked to read and sign this protocol to confirm their understanding and acceptance. This should be returned to the clerk prior to the meeting papers being issued to the observer.
- Anyone attending the meeting will be recorded on the minutes of the meeting as 'in attendance' and '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 way interrupt the meeting
  - At the request of the Chair, leave the meeting, or any part of it, deemed by the Governing Board to be confidential
  - Not record any part of the meeting electronically or in writing.
- The co-Chairs of Governors reserve 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 the meeting and potentially be refused an invitation to future meetings.

***I ..... (full name) have read and understood the St Mary's Hampton Primary School Open Meeting Protocol and agree to abide by the rules contained within it when observing a meeting of the full governing board.***

Signed .....

Date: .....