

Cardinal Newman Catholic Primary School

Local Governing Committee Open Meeting Protocol

The Local Governing Committee of Cardinal Newman Catholic Primary School has agreed that Local Governing Committee meetings will be “open”. Open meetings are meetings of the Full Local Governing Committee to which members of the public, including school staff and parents can request, in writing, to attend, as observers. This protocol constitutes the code of conduct required by the governing Committee in return for granting access to their meetings:

- Governing Committee meetings are publicised on the school website.
- Members of the public can make a request, in writing, to attend the “open” part of any meeting.
- Requests to attend must be sent to the clerk to the local governing Committee via the school office 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 Committee, together with an agenda. These will be sent by e-mail 7 days before the meeting.
- Anyone attending will be shown on the meeting as “In attendance”.
- Persons attending meetings are there at the invitation of the governing Committee and must agree to:
 - be present as observers only
 - not speak or in any other way interrupt the meeting
 - at the request of the chair, leave the meeting if any part of it is deemed, by the governing Committee, to be confidential
 - not record any part of the meeting electronically or in writing

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.