

## Protocol for Governing Body Meetings.

The Governing Body of Long Ditton Infant & Nursery School has agreed that Part One of meetings will be 'open'. Open meetings are meetings of the Governing Body 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 Body of those requesting attendance in return for granting access to observe their meetings.

### Protocol.

- Governing Body meetings will be publicised through the school website and through parental newsletters.
- Members of the public can make a request to the Clerk to attend the open part of any meeting.
- Requests must be made no less than 7 days before the date of the meeting.
- An invitation to attend, together with an agenda will be sent by e-mail before the meeting.
- Anyone attending the meeting will be recorded on the minutes of the meeting as 'in attendance'.
- Persons attending the meeting are there at the invitation of the Governing Body and must agree to:
  - be present as observers only;
  - not speak or in any way interrupt the meeting;
  - at the request of the chair, leave the meeting if any part of it is deemed by the Governing Body 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.

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