



St.Nicholas  
S c h o o l

**Access to minutes and papers of  
governing body meetings and  
attendance at meetings of members of  
the public**

St Nicholas School is working towards the UNICEF Rights Respecting School award and promotes rights respecting values in all its policies



*The Governing Body of St Nicholas School reviewed  
this Policy on 12<sup>th</sup> October 2019*

*It will be reviewed in 3 years from this date unless advised by Croydon LA*

Signed \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Chair of Governors

## **Access to minutes and papers of governing body meetings and attendance at meetings of members of the public**

The Board of Governors of St Nicholas School is committed to raising and maintaining school standards by setting strategic direction, ensuring accountability, and acting as a support system for the school community. The work of the Board of Governors also focuses on specific areas of school life through some committees.

The board of Governors meetings are held at least twice termly. The minutes of each meeting are drawn up by the clerk and approved and signed by the chair of governors at the next meeting. The agenda for the next meeting will be circulated at least seven days prior to the date of that meeting.

The papers and minutes of the meetings of Board of governors and its committees are available to any member of the public who wishes to access them. There may be certain information within these documents that is restricted, in accordance with the Freedom of Information Act. This could be when a specific individual such as a member of staff or a pupil (or prospective staff member or pupil) is named or referred to, or when items are deemed confidential to protect free and frank discussion or are otherwise confidential. These parts of the minutes that cannot be disclosed will be in Part B of the minutes, with Part A covering the elements that can be disclosed.

Minutes and papers can be accessed during normal school hours. Requests for access should be made to Sue Mellor, school Business Manager This person can be contacted by phone or email available on the school website. Electronic copies of minutes can also be accessed via the school website at [www.st-nicholas.croydon.sch.uk](http://www.st-nicholas.croydon.sch.uk)

### **Attending Board of governors meetings**

Members of the public are welcome to attend meetings of the governing body at the discretion of the chair of governors but are required to give at least 48 hours' written notice of the request to the clerk of governors. Members of the public who are permitted to attend are invited purely as spectators and will take no part in the meeting unless specifically invited to by the chair of governors. Anyone in attendance can be asked to leave by the chair of governors at any point during discussion of particular items.