



St. Giles Junior School

OPEN MEETING PROTOCOL

June 2016

It is vital that the Governing Body strikes the appropriate balance between confidentiality and what can be mistaken for secrecy therefore St Giles Junior School Governing Body operates an "open" meeting system to ensure the meetings are always as open and transparent as possible.

Governors agree and vote on this at the first meeting of each academic year when meeting dates and times are confirmed.

The Committee Meetings are open to parents and registered carers of children currently attending St. Giles Junior School (referred to below as visitors).

Visitors can sit in on the meetings, but will be asked to withdraw if / when confidential items are discussed. Visitors and Governors should be aware that discussions can sometimes move to confidential matters when following the agenda and visitors may be asked to leave the room at any point.

Visitors are 'Observers' only and should not speak throughout the proceedings unless invited to do so.

Visitors sit away from the governors' meeting table (as observers attending Parliament would sit separately in the public galleries).

The Clerk will distribute papers for the meeting (that are not confidential) to the visitors at the start of the meeting and these must be handed back to the Clerk at the end of the meeting.

Visitors should give 48 hours' notice if they wish to attend a meeting.

Parental complaints / concerns should be addressed through the correct Complaints Procedure.

This protocol statement will be reviewed annually.