

## **Governing Body Open Meeting Protocol 2023-24**

The Governing Body of The Orchard School has agreed that Full Governing Body (FGB) meetings will be 'open', excluding Part Two. Open meetings are meetings of the Full Governing Body to which members of the public, including school staff and parents, can request in writing to attend as observers. This protocol outlines the conduct expected by the Governing Body of those requesting attendance.

- Members of the public can make a request, in writing/via email to the Clerk to the Governing Body, to attend the 'open' part of any meeting.
- Requests to attend must be sent to the Clerk to the Governing Body 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 Body, together with an agenda. These will be sent by email 7 days before the meeting.
- Anyone attending will be recorded in the minutes as 'in attendance'.
- Persons attending meetings do so at the invitation of the Governing Body, as observers only, and must agree to:
  - not speak or in any other way interrupt the meeting;
  - at the request of the Chair, leave the meeting if any part 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.

**AGREED BY FGB 29.8.23**