

# The Hermitage School

## Governing Body Visitor Meeting

### Protocol 2018-19

The Governing Body of The Hermitage School has agreed that Full Governing Body (FGB) meetings can be attended by non-Governors. These sessions are meetings of the Full Governing Body to which members of the public (including school staff, parents and individuals potentially interested in becoming new Governors) can request to attend as observers, in writing in advance. This protocol outlines the conduct expected by the governing body of those requesting attendance.

## Visitor Meeting Protocol

- The dates of Governing Body meetings are notified on the school website and through school communications.
- Individuals can make a request, in writing 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 together with an agenda, will be issued by the Clerk to the Governing Body. These will be sent by e-mail seven 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, and as observers only. They 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;
  - Not communicate verbally or in writing any part of the meeting as true facts until the minutes have been approved of the meeting (usually at a subsequent meeting).

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.

**The Governing Body of the Hermitage School adopted this protocol on: 10<sup>th</sup> September 2018**