

# Board & Committee Open Meetings Protocol

## 2023-2024

The Trust Board of Greensand Multi-Academy Trust agrees that all Members' Board, Trust Board, Central Committee and School Committee meetings will be "open." Open meetings are meetings of those Boards and Committees to which members of the general public, including school staff and parents can request, in writing, to attend as observers. This protocol outlines the conduct expected by the Trust Board of those requesting attendance.

### Open Meeting Protocol

- All Board & Committee meetings are notified on the Trust website. School Committee meetings are notified on the individual schools' websites.
- Members of the public can make a request in writing to the Trust's Lead Governance Professional (with respect to all Board and Central Committee meetings) or to the Clerk to the relevant School Committee (for School Committee meetings) to attend the "open" part of any meeting.
- Requests to attend must be sent to the Lead Governance Professional (email: [e.salisbury@reigate-school.surrey.sch.uk](mailto:e.salisbury@reigate-school.surrey.sch.uk)) or to the Clerk to the School Committee ([clerk@dovers-green.surrey.sch.uk](mailto:clerk@dovers-green.surrey.sch.uk)), as appropriate, 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 Lead Governance Professional/Clerk to the School Committee, together with an agenda. 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 relevant Board/Committee, as observers *only*, and must agree:
  - not to speak or in any other way interrupt the meeting;
  - at the request of the chair, to leave the meeting if any part of the meeting is deemed, by the Board/Committee, to be confidential;
  - not to record any part of the meeting electronically or in writing

Failure to abide by these expectations is likely to result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.

**The Trust Board of Greensand MAT adopted this protocol on: Monday 18<sup>th</sup> September 2023**