



THE CORPORATION BOARD OF ACCRINGTON AND ROSSENDALE COLLEGE

CORPORATION POLICY REGARDING ATTENDANCE AT CORPORATION MEETINGS AND PUBLICATION OF AGENDAS, MINUTES AND PAPERS

1 Policy Statement

- 1.1 This policy statement is published as required by Article 8(a) of the Instrument and Articles of Governance
- 1.2 Members of Accrington and Rossendale College Corporation resolve that meetings of the Corporation and its Sub Committees will be held in private and that the decisions of non-confidential items of its meetings will be made available to the general public.

2 Attendance at Meetings

- 2.1 Senior Post Holders, other than The Principal who is a member of the Corporation Board, may attend all Corporation meetings and also Corporation Committee meetings, at the discretion of the Chair of those Committee.
- 2.2 Members of the Senior Management Team may attend Committee and Board meetings to present papers and answer related questions by arrangement with the Clerk. They must leave the meeting if asked to do so by the Chair.
- 2.3 Other members of College Management may attend only at the discretion of the Chair of the meeting and must leave the meeting if asked to do so by the Chair.

3 Publication of Agendas, Minutes and Papers

- 3.1 Corporation agendas and minutes will be published in two parts:
 - 3.1.2 Public Items (referred to as Part One) - which will include all items not assigned to Part Two. The agendas, minutes and papers of Part One will be published as described below.
 - 3.1.3 Confidential Items (referred to as Part Two) - which include material relating to:
 - a) a named or identifiable person employed at, or proposed to be employed at the college;
 - b) a named or identifiable past or present student at, or candidate for admission to, the college;
 - c) the Clerk to the Corporation.

3.1.4 The agendas, minutes and papers of Part Two will be kept confidential as described below at 3.3.

3.1.5 Occasionally there may be a need to keep some Part One items confidential, for example when they relate to commercially sensitive matters. Agendas will include an item towards the end of Part One of each meeting where members will decide whether any item discussed during the meeting fall in to this category and should, therefore, be kept confidential. If it is decided that an item or part of an item should be confidential, this decision will be recorded in the Part One minutes and a separate confidential minute of the item kept with the Part Two minutes.

3.2 Public Items

3.2.1 The Corporation will ensure that the following Public Items are available, as soon as possible, during normal college office working hours for any person wishing to inspect them:

- the agenda of every meeting of the Corporation Board and its Sub Committee (where applicable and excluding the Remuneration Sub Committee);
- the draft minutes of every such meeting, if they have been approved by the chair of the meeting;
- the confirmed and signed minutes of every such meeting;
- any report, document or other paper considered at every such meeting.

3.2.2 All documents referred to in Section 3.2.1 above will be available for viewing at the office of the Clerk to the Corporation during normal office hours

3.2.3 The Corporation will ensure that a copy of the confirmed and signed minutes of every meeting of the Corporation will be placed on the college's website, for a minimum period of 12 months.

3.3 Confidential Items

3.3.1 Part Two agendas, minutes and papers are considered as confidential to members of the Corporation, (excluding staff and student members). Therefore these will not be available to the general public.

3.3.2 Items as set out in 3.1.3 (a)(b)(c) and 3.1.5, will be summarised in writing at the end of the Part One agenda

3.3.3 The Corporation will review regularly all material excluded from inspection under paragraph 3.1.5 and make any such material available for inspection by the public where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason

3.3.4 All items considered by the Remuneration Sub Committee are considered as confidential to members of the Corporation, (excluding staff and student members). Therefore agendas, papers and minutes from this committee will not be available to the general public

4 **Amendment of Policy Statement and Procedures**

4.1 This document may be amended, modified or replaced by resolution of Accrington and Rossendale College Corporation

Approved: 22 July 1996

Amended: 23 November 1998

Updated, amended and approved: 22 March 2011

Amended by the Search and Governance Committee: September 2013