



Protocol for Governing Body Open Meetings

2024/25

The Governing Body of St Peter's Catholic Primary School has agreed that Full Governing Body meetings will be "open." 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 constitutes the code of conduct required by the governing body of those requesting attendance in return for granting access to observe their meetings.

Protocol:

- Governing Body meetings are publicised on the school website and through parental newsletters.
- Members of the public can make a request, in writing to the Clerk to the Local Governing Body, to attend the "open" part of any meeting at clerk@stpeters-leatherhead.surrey.sch.uk
- Requests to attend must be sent to the Clerk to the Local 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, 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 governors, as observers only, and must agree to:
 1. Not speak or in any other way interrupt the meeting.
 2. At the request of the chair, leave the meeting if any part is deemed, by the Board of Local Governing Body, to be confidential.
 3. 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.

Dates of Full Governing Body Meetings:

13th September 2024

9th December 2024

31st April 2025

14th July 2025