



Bexhill 6th Form College

**ATTENDANCE OF
NON-MEMBERS
AT
MEETINGS**

POLICY NUMBER: SG2

Reviewed & Approved by Search Committee: **May 2014**
Approved by Corporation: **June 2014**

ATTENDANCE OF NON-MEMBERS AT MEETINGS POLICY

As stated in the Instruments & Articles of Government the Corporation shall ensure that it provides a written statement of its policy regarding attendance at meetings by persons who are not Committee Members. The Corporation has agreed the following Policy covering the attendance of non-members/members of the public at Corporation and Committee Meetings.

1. STAFF OF THE COLLEGE

The following staff will normally be invited to attend meetings as shown and will be sent all the associated papers for the meeting. At Corporation and Committee Meetings staff may speak at the invitation of the Chair of the meeting.

CORPORATION MEETINGS

- Vice Principals
- Director of Finance
- Director of Services Supporting Learning
- Director of Human Resources

AUDIT COMMITTEE

- Principal
- Director of Finance

FINANCE & PROPERTY COMMITTEE

- Director of Finance
- Property Manager

PERSONNEL COMMITTEE

- Principal
- Director of Human Resources

REMUNERATION COMMITTEE

None

SEARCH & GOVERNANCE COMMITTEE

None

STRATEGIC PLANNING, POLICY & QUALITY ASSURANCE COMMITTEE

- Vice Principals
- Director of Services Supporting Learning

The Staff member will be allocated to a committee where the Search Committee feels their skills will be of value. This may be subject to change within the annual review of committee membership.

Other staff may also be invited to present relevant papers at Committee meetings with the approval of the Chair of the Committee. A copy of the agenda will be sent to the staff member as appropriate.

2. PRINCIPAL

The Principal is a Member of the Corporation and all Committees except Audit and Personnel but in attendance at both.

Corporation members may attend meetings of the Committees of which they are not members by invitation of the appropriate Chair.

PROFESSIONAL/EXTERNAL ADVISERS

Professional/External Advisers may be invited to attend meetings of the Corporation and its Committees by invitation of the appropriate Chair.

Auditors will be invited to the Audit Committee meetings where relevant auditing procedures are being considered and will be sent all the associated papers for the meeting.

QUORUM

Meetings attended by non-members of the Corporation/members of the public will be classed as 'in attendance' and are not included within the quorum figures.

RESPONSIBILITY

It is the responsibility of the Clerk to include non-members on the agenda and to circulate relevant papers.

It is the responsibility of the Chair of the Corporation or the Vice Chair in their absence, to inform the Clerk of the request to invite members of the public to Corporation or Committee meetings and to inform the Clerk of the papers to be circulated.

Clerk to the Corporation
April 2013