

Esher High School Governing Body Open Meetings 2018-19

The Governing Body of Esher C of E High School has agreed that Local Governing Body meetings will be “open.” Open meetings are meetings of the Local Governing Body to which members of the public, including school staff and parents can request, in writing, to attend, as observers. This protocol outlines the conduct expected by the governing body of those requesting attendance.

Local Governing Body Meeting Dates 2018-19

Wednesday 28 November 2018

Wednesday 13 March 2018

Wednesday 26 June 2018

Open Meeting Protocol

- Local Governing Body meetings are notified on the school website and through parental newsletters.
- Members of the public can make a request, in writing to the Clerk of the Local Governing Body, to attend the “open” part of any meeting.
- Requests to attend must be sent to the Clerk of the Board of Trustees 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 to the Local Governing Body, 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 trustees, as observers only, and 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

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 Governors of Esher C of E High School adopted this protocol on: 12
September 2018