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The Governing Board of Leatherhead Trinity Primary School has agreed that Full Governing Board meetings will be “open.” Open meetings are meetings of the Full Governing Board to which members of the public (including school staff and parents) can request to attend, as observers. This protocol constitutes the code of conduct required by the governing board in return for granting access to their meetings.

- Governing Board meetings are publicised on the school website and through parental newsletters.
- Members of the public can make a request, in writing or by email via the school office, to attend the “open” part of any full governing board meeting.
- Requests to attend must be sent to the Clerk to the governing board 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 Governing Board, together with an agenda on a “first come first served basis”. These will be sent by e-mail 7 days before the meeting. A maximum of two observers will be permitted at each meeting subject to space.
- The clerk will speak with the observers prior to the meeting to ensure they understand how the meetings work and the rules about attending the meeting.
- Observers attending a meeting will be asked to read and sign to say that they understand and accept this protocol. See appendix 1. This should be returned to the clerk at least one week prior to the meeting, before the meeting papers are issued to the observer.
- Anyone attending will be recorded in the meeting minutes as “Observer”.
- Persons attending meetings are there at the invitation of the governing board and must agree to:
  - be present as observers only
  - not speak or in any other way interrupt the meeting
  - at the request of the chair, leave the meeting if any part of it is deemed, by the governing body, to be confidential
  - not record any part of the meeting electronically or in writing
- The Chair of Governors reserves the right to postpone or refuse a request to observe a meeting.

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.

# Appendix 1

I..... have read and understood the Leatherhead Trinity Primary Open Meeting Protocol and agree to abide by the rules contained within it when observing a meeting of the full governing board.

Signed.....

Date.....