

Colchester Institute Corporation

**PUBLIC ACCESS TO MEETINGS**

Under the Instrument of Government the Corporation is solely responsible for deciding whether or when to allow members of the public access to its meetings and meeting of its committees.

To assist with its efficiency the Board has agreed the following policies covering the attendance of non Board members at its meetings and meetings of its committees.

1. **Staff of the College**

The following will normally be invited to attend meetings as shown and will be sent all the associated papers for the meeting. At Board meetings and meetings of its committees staff may speak at the invitation of the Chair of the meeting. Other college staff may also be invited by the appropriate Chair for the business of the day.

**Board meetings**

- All members of the College Executive

**Audit and Compliance Committee**

- Principal
- Vice Principal: Finance and Resources

**Curriculum Quality Committee**

- Vice Principal: Curriculum and Delivery
- Vice Principal: Quality and Support
- Quality and Development Manager

**Resources Committee**

- Vice Principal: Finance and Resources

**Remuneration and Search Committee**

- None

**NB** The Principal is a member of the Board and all committees except the Audit and Compliance Committee ..

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

2. **Non Board Members of the Audit and Compliance Committee**

If an external co-opted member is appointed Chair of the Audit and Compliance Committee, that person shall have the right to attend and address all meetings of the Corporation Board, and will receive a set of all Board papers for information. Other external co-opted Committee members may not attend Board meetings except by invitation of the Chair.

3. **Professional Advisers**

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

The Internal Auditor will be invited to attend meetings of the Audit and Compliance Committee. The Financial Statements Auditor will be invited to attend those meetings of the Audit and Compliance Committee, Finance and General Purposes Committee and Corporation Board at which the Annual Report and Accounts are considered.

4. **Members of the Public**

The meetings of the Board and its Committees are not public meetings; members of the public, in any capacity, may not attend meetings except when they are individually invited to do so by the appropriate Chair, when they may speak at the invitation of the Chair of the meeting.

5. **Secretary to the Board**

The Secretary to the Board shall attend all meetings of the Board and its Committees except when his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal, retirement or appointment of a successor is under consideration. In the absence of the Secretary, a manager who has no interest in the business of the day shall be appointed by the appropriate Chair to attend the meeting and act as Secretary.

6. **Part II Agendas**

Normally Part II agendas and papers will be sent to those non Board members who are listed above to attend the meeting, except that where an item concerns the member of staff's remuneration, conditions of service, promotion, conduct, suspension, dismissal, retirement or appointment of a successor; or when the Chair of the meeting decides that it is in the best interests of the Board to limit circulation, the papers will be sent only to members of the Board.