



# Ash Manor School

## Protocol for attending Governing Body's Meetings

The Governing Body of Ash Manor School has agreed that Part 1 of Full Governing Body meetings will be "open". Part 2 of Full Governing Body meetings will be "closed". This protocol constitutes the code of conduct required by the governing body in return for granting access to their meetings.

- Members of the public can make a request, in writing, to attend part 1 of any meeting.
- Requests to attend must be sent to the Clerk to the 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 to the requestor/visitor, together with an agenda. These will be sent by e-mail 7 days before the meeting.
- Visitor/s sit away from the governors' meeting table (as observers attending Parliament would sit separately in the public galleries).
- Anyone attending will be shown on the meeting as "In attendance".
- Persons attending meetings are there at the invitation of the Governing Body 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.

Failure to abide by these conditions may result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.

Minutes are available if you wish to see them by contacting the Clerk to governors by email [clerk@ashmanorschool.com](mailto:clerk@ashmanorschool.com).

Parental complaints/concerns should be addressed through the complaint procedure.