

**Access to Corporation Information Policy
(Attendance of Non-Members at Meetings & Publication of Minutes)**

Buckinghamshire College Group recognises its duty to be held publicly accountable and the importance of conducting its business openly and transparently. The policy of Buckinghamshire College Group is to ensure that, as a general principle, students, staff and the public have free access to information about the proceedings of the Corporation.

Attendance at Corporation or Committee Meetings by Non-Members

In accordance with the Instrument & Articles of Government and Corporation Standing Orders, any non-member of the Corporation and/or its Committees wishing to attend a Corporation or Committee meeting:

- Should contact the Director of Governance at least 15 working days prior to the date of the meeting they wish to attend.
- Right of access shall be granted at the sole discretion of the Chair of Corporation or Committee Chair in consultation with the Principal & Chief Executive. The Director of Governance shall communicate the decision to the non-member at least 5 working days before the date of the meeting.
- If granted access, will attend in the role of observer and will not be allowed to raise agenda items or speak at the meeting.

There is a standing invitation to all senior post holders, executive members of the leadership team and co-opted Committee members to attend Corporation/Committee meetings.

Publication of Corporation and Committee Meeting Minutes

In accordance with the Instrument & Articles of Government, the Director of Governance, on behalf of the Corporation, shall ensure that a copy of:

- a) The agenda for every meeting of the Corporation;
- b) The draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
- c) The signed minutes of every such meeting; and
- d) Any report, document or other paper considered at any such meeting.

shall as soon as possible be made available during normal office hours to any person wishing to inspect them.

There shall be excluded from any item made available for inspection any material relating to:

- a) A named person employed at or proposed to be employed at the College;
- b) A named student at, or candidate for admission to, the College;
- c) The Director of Governance; or
- d) Any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

The Director of Governance, on behalf of the Corporation, shall ensure that a copy of the signed non-confidential minutes of every meeting of the Corporation shall be published on the College's website and shall remain on the website for a minimum period of 12 months in order to ensure openness and accountability to stakeholders.