

Title:	Craven College – Access to Board information and Attendance at Board Meetings	
Document owner:	S Francis – Director of Governance	
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Version	Author	Date	Section	Changes summary
2	S Francis	December 2025	ALL	Re-written policy to amalgamate and update the “Access to Corporation Business” and Attendance at Board/Committee Meetings” policies.

1. Purpose of policy

The purpose of this policy is to set out the Board’s (Corporation’s) approach to:

- attendance at meetings of the Board and its committees by non-members
- the publication and public availability of agendas, minutes and papers.

2. Scope

This policy applies to:

- meetings of the Corporation (Board)
- meetings of all Committees of the Board
- all Governors, co-opted members, senior leaders, staff, advisers and observers attending such meetings.

3. Role and Responsibilities

The Board is committed to providing appropriate information to the public regarding the work of the Governing Body, subject to statutory and governance requirements.

The Director of Governance is responsible for this policy/publishing Board minutes/arranging attendance at meetings/providing requested information.

4. Access to Agendas, Minutes and Papers

Any person wishing to inspect:

- agendas for meetings of the Board or its Committees
- approved minutes of the Board or its Committees
- reports or papers considered at meetings of the Board or its Committees may do so by contacting the Director of Governance.

4.2 Requests for information made under the provisions of the Instrument of Government or the Freedom of Information Act will be processed within 20 working days of receipt.

4.3 Copies of documents will normally be provided electronically free of charge. The Board permits the Director of Governance to make a nominal charge for photocopies/postage of requested material.

5. Confidential Information

5.1 The Board and its Committees may designate items of business or documentation as confidential where disclosure would be inappropriate, including (but not limited to):

- items relating to identifiable individuals
- Information provided in confidence by a third party who has not authorised its disclosure
- commercially sensitive information
- matters subject to legal privilege
- information whose disclosure could prejudice the effective conduct of public business.

5.2 Confidential material will **not** be made available to the public.

5.3 Where minutes contain both open and confidential business, confidential sections will be excluded or redacted from any published or publicly available copies.

5.4 The College reserves the right to decline to provide the information requested, within the limits of the Freedom of information (FOI) Act, where it considers that the work involved is excessive, but will not do so unreasonably.

6. Attendance at Board/Committee Meetings

6.1 Attendance at meetings of the Board/Committee shall be restricted to:

- members of the Board//Committee
- the Principal and Chief Executive
- the Director of Governance

6.2 Other persons (including members of staff, students, professional advisers or observers) may attend meetings of the Board/Committee by prior agreement of the Chair, for all or part of the meeting.

6.3 Attendees/observers who are not members of the Board/Committee:

- may speak only at the invitation of the Chair
- shall have not voting rights
- may be excluded for any item of confidential business.

6.4 The Chair of the Board is entitled to attend and speak (but not vote) at meetings of all Committees of which they are not a member, except for Audit (See paragraph 3.2 – 3.5 [College Financial Handbook](#)).

6.5 Governors who are not members of a Committee may attend Committee meetings as observers, subject to the prior agreement of the Committee Chair. (See paragraph 3.2 – 3.5 [College Financial Handbook](#)).

6.6 The Chair of a Committee may invite other persons (including members of staff, students, professional advisers, internal or external auditors) to attend for specific items of business. (See paragraph 3.2 – 3.5 [College Financial Handbook](#)).

6.7 Filming, photography or livestreaming of Board meetings is prohibited unless expressly authorised by written consent of the Chair. Any such consent may be subject to conditions, including compliance with data protection and safeguarding requirements.

7. Exclusion from Meetings

7.1 The Board or any Committee may exclude any attendee (including Governors) from all or part of a meeting where an item of business is deemed confidential.

7.2 The decision to exclude attendees shall be made on the advice of the Director of Governance, in accordance with the Instrument of Government.

8. Public Access to Meetings

8.1 Members of the public*, including representatives of the press or media, will not be admitted to meetings of the Board or its Committees. In exceptional circumstances, the Board or Committee may decide (by a majority vote) to allow public attendance for all or part of a particular meeting.

** Members of the public are defined as anyone who is not a member of the Board, Director of Governance, co-opted member or any member of staff, student or officer invited by the Chair to attend for a specific purpose.*

9. Publication of Minutes

9.1 Approved minutes of the Board shall be:

- published on the College website – for a minimum period of 12 months
- made available for public inspection via the Director of Governance subject to the exclusion or redaction of confidential material.

9.2 Minutes of Committees shall:

- be reported to the next meeting of the Board
- be made available for inspection on request.

Draft minutes remain confidential until formally approved.

10. Legislation and Regulatory Compliance

This policy has been written in accordance with:

- the Instrument and Articles of Government
- the [Further Education Corporations and Sixth Form College Governance Guide](#)
- the [Nolan Principles](#) of Public Life, in particular accountability and openness
- the [Freedom of Information Act 2000](#)
- the [Data Protection Act 2018 and UK GDPR](#).

11. Monitoring and Review

This policy shall be reviewed by the Director of Governance every three years, or sooner if required by changes to legislation, guidance or governance practice.