

## Public Access to Meetings Statement 2016

Under the terms of the Instrument and Articles of Government for Sixth Form Corporations (2015), the Corporation may decide whether a person should be allowed to attend any of its meetings where that person is not a member.

The Corporation of Richard Huish College has determined the following arrangements:

1. Persons who are not Committee Members (except those mentioned in paragraph 4 below) may only attend a meeting of the Corporation or any Committee with the prior approval of the respective Chair.
2. Such persons may attend in an observer capacity only and may not participate in any debate without the consent of the Chair at the meeting. As an observer they have no right to vote and have no bearing on the quoracy requirements for the meeting.
3. In the event of any confidential business arising during a Corporation or Committee meeting, the observer will be required to withdraw for this part of the meeting.
4. The Corporation and Committees, or the Chair acting on behalf of the Corporation or Committee, may invite members of the College staff, the College's external advisors or other interested parties to attend relevant Corporation or Committee meetings or attend for specific items on the agenda of those meetings.
5. Requests from members of the public, staff and students of the College or any other non-members to attend any Corporation or Committee meeting should be made in writing to the Clerk to the Corporation at least seven days in advance of the relevant meeting. The decision about whether to admit a person remains with the relevant Chair whose decision shall be final.
6. The draft Minutes of Corporation and Committee meetings will be made available for public inspection, on request, (except confidential items) once they have been approved by the Chair of the meeting.
7. The Minutes of the Corporation meetings will be published on the College's website (except confidential items) once they have been confirmed and signed at the subsequent meeting and will remain on the website for a minimum period of 12 months.
8. Information requests to the Clerk to the Corporation will be dealt with in accordance with the provisions of the Freedom of Information Act 2000.
9. The recording of proceedings is prohibited unless prior approval is granted by the Chair of the meeting.