

(Extracted from the Board Policy Manual)

9.13 Openness

The Board wishes to be as open as possible in keeping with being a body that operates in the public interest.

9.13.1 Public Access to Meetings

The Board wishes to be as open as possible in keeping with being a body that operates in the public interest, and has both staff and student governors on the Board, but it also needs to bear in mind that much of its business can be commercially sensitive. In some circumstances, the Board may agree by special resolution to admit members of the public, students or staff to address the Board, to be decided at the commencement of its meetings. Anyone wishing to do so should contact the Clerk, ideally one week before the date of the Board meeting.

9.13.2 Pre-approved Staff attendance at Meetings

Designated Senior Post Holders, and such other College staff as the Principal may require to present reports and to provide information, may attend Board and committee meetings without further approval.

9.13.3 Public Access to Agenda and Papers

A copy of the Board agenda and papers and the minutes of Committee meetings other than those deemed confidential, will be held at the Learning Exchange to be available for inspection on request. Confidential papers will be held separately by the Clerk. Non-confidential minutes of Board and committee meetings will be published on the College website.

9.14 Confidentiality

There will be occasions when Board papers or minutes will not be made available for public inspection in whole or in part; for example, when the Board considers sensitive issues or named individuals or for other good reason outlined below.

9.14.1 Confidential Items

The Board shall determine at the end of each meeting those matters that it deems confidential and the reasons for that decision. Such items will normally fit under one or more of the following categories:

- (a) Personal information relating to an individual;
- (b) Information provided in confidence by a third party who has not yet authorised its disclosure;
- (c) Financial or other information relating to procurement decisions, including that relating to the College negotiating position;
- (d) Information relating to the negotiating position of the College in industrial relations matters;
- (e) Information relating to the financial position of the College where the Board is satisfied that disclosure might harm the College or its competitive position;
- (f) Legal advice received from, or instructions given to, the College's legal advisors;
- (g) Information planned for publication in advance of that publication.

When determining confidentiality governors will also consider the College's publication scheme issued under the Freedom of Information Act 2000.

9.14.2 Review of Confidential Items

Some confidential items are likely to be of a sensitive nature for a certain period of time only (for example, information relating to a proposed commercial transaction or a collaboration with another institution).