

1. Aims and Objective

- 1.1 To define the policy governing attendance at and access to meetings of the Shrewsbury College Governing Body (“the Corporation”) and its committees.

2. Attendance Rights

- 2.1. Only Corporation members and the Clerk are entitled to attend Corporation meetings.
- 2.2. Senior Management Team members may attend when appropriate and participate in discussions, but they do not have voting rights.

3. Privacy of Meetings

- 3.1. Although most Corporation business is not confidential; meetings shall be held in private.
- 3.2. Members of the public, college staff (who are not staff governors or members of the senior leadership team and officers invited to present reports) and the press may not attend by default.

4. Withdrawal from Meetings

- 4.1. The Clerk may be asked to withdraw if they are a member of college staff. (Instrument 12 [9]).
- 4.2. Staff must withdraw when discussions concern their own role or those of more senior staff, including:
 - Appointment
 - Remuneration
 - Conditions of service
 - Promotion
 - Conduct
 - Suspension, dismissal, or retirement (Instrument 12 [8]).
- 4.3. Governors with a financial interest in college-related goods or services in the supply of work or goods to the college, are not required to withdraw when that matter is under consideration (Instrument 9 refers). However, they must not participate in discussion or vote and shall not be counted in the quorum for that

item (Instrument 9). The Corporation and/or member concerned should consider whether withdrawal from the meeting would be more appropriate.

4.4. Student governors must withdraw when:

- Their own conduct is under discussion.
- Requested by any member during staff-related matters (e.g. the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of any member of staff (Instrument 12 [7] refers)).

4.5. Regardless of withdrawal, they must not participate in discussion or vote (Instrument 12[7]).

5. Attendance by Employees

5.1. The Corporation may invite specific employees to attend meetings to provide relevant information or advice.

6. Observer Access

6.1. Request to Attend

Anyone wishing to attend as an observer must contact the Clerk. The Clerk will liaise with the Chair to present the request to the Corporation for approval. (Instrument 14). The Corporation will consider the reason for the request.

6.2. Observer Conduct

Observers attending a meeting must withdraw for confidential items. Unless specifically invited, observers do not have speaking rights.

Companion Guide for Observers

Attending Meetings Shrewsbury College Governing Body

Purpose of This Guide

To help observers understand their role, expectations, and boundaries when attending meetings of the Corporation.

Who Can Attend as an Observer

- Observers are not automatically entitled to attend.
- Anyone wishing to observe must contact the **Clerk to the Corporation** in advance.
- The Clerk will liaise with the **Chair** to present the request to the Corporation for approval.

What to Expect

- Meetings are held in private, even if business is not confidential.
- If approved, you may attend but **do not have speaking rights** unless specifically invited.
- You may be asked to **withdraw** during confidential items.

Confidentiality

- Some agenda items may be sensitive or confidential.
- The Chair will indicate when observers must leave the room.
- Observers are expected to respect the privacy of discussions and not share details externally.

Conduct and Etiquette

- Arrive promptly and dress appropriately.
- Remain silent unless invited to speak.
- Avoid using mobile devices or recording equipment.

Contact

For requests or questions, please contact: **Clerk to the Corporation**
tracyc@shrewsbury.ac.uk