



REASEHEATH COLLEGE BOARD

WRITTEN STATEMENT ON ATTENDANCE OF NON-BOARD MEMBERS

1. Article 8 (a) requires the Board to have a written statement of its policy regarding attendance at committee meetings by persons who are not committee members and for the publication of the minutes of committee meetings on the college website.

The current policy is enshrined in a number of resolutions of the Board and its committees and this paper provides the formal written statement required by the Articles of Government.

2. Attendance at Meetings

- 2.1 As a matter of policy, the Vice Principal and Director of Finance and Resources are invited to attend all meetings of the Board.

- 2.2 The appropriate Director/Senior Member of Staff will be asked to attend when his/her expertise is required (eg the Director of Human Resources and Organisational Development for discussion of employment issues).

- 2.3 The following officers, as a matter of course, are invited to attend the various committees of the Board:

Finance and General Purposes:	Vice Principal Director of Finance and Resources Director of Human Resources and Organisational Development (for appropriate items)
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Quality and Standards:	Vice Principal Director of Quality, Learning and Support Assistant Director of Quality
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Audit:	Vice Principal* Director of Finance and Resources*
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Remuneration:	Principal*
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In addition, from time to time, individual members of staff may be asked to attend for specific items of business.

**but may be asked to withdraw*

- 2.4 The Clerk or his/her nominated deputy is required to attend all meetings of the Board and its committees.
 - 2.5 Up to six members of the public (or staff or students) can attend full Board meetings but will be required to withdraw for Part II items or any other confidential business (Note: the restriction to six is required due to the size of the room).
 - 2.6 Members of the public will not normally be allowed to attend committee meetings but may attend part of the meeting with the permission of the Chair of the Committee.
3. This paper should be read in conjunction with the policy entitled “Access to College Information” contained as Appendix 12 in the Standing Orders, which are available from the Clerk to the Board.

Jackie Schillinger
Clerk to the Board