



## 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 Head of Human Resources 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 Head of Human Resources (for appropriate items)
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Higher Education:	Assistant Principal and Dean of Higher Education
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Quality and Standards:	Vice Principal Assistant Principal, Quality and Learner Services Assistant Principal, Curriculum
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Audit:	Vice Principal* Director of Finance and Resources*
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Remuneration:	Principal*
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\*but may be asked to withdraw

In addition, from time to time, individual members of staff may be asked to attend for specific items of business.

- 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 B 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.

Jackie Schillinger  
Clerk to the Board