

**CAPEL MANOR COLLEGE**  
**ATTENDANCE AT COMMITTEE MEETINGS BY NON-MEMBERS**  
**WITH EFFECT FROM THE 10<sup>TH</sup> DECEMBER 1997**  
**(Re-confirmed by Governors at their meeting of the 30<sup>th</sup> March 2000)**  
**(Re-confirmed annually as part of Standing Orders)**  
**(Re-confirmed as a separate policy 9<sup>th</sup> April 2008)**

**POLICY**

**1. MEMBERS OF THE PUBLIC OR PRESS**

It is the Governing Body's policy to allow access to the following meetings by members of the public and the press as observers:

Governing Body  
Finance and General Purposes Committee  
Audit Committee  
Curriculum and Quality Committee  
Health and Safety Committee

Access will not be permitted to confidential agenda items and members of the public or press will be asked to withdraw when these items are being considered. Access will normally be withheld for and items relating to:

- a. a named person employed at or proposed to be employed at the institution
- b. a named student at, or a candidate for admission to, the institution
- c. any matter which, by reason of its nature, the Corporation are satisfied should be dealt with on a confidential basis.

**2. PROFESSIONAL ADVISORS**

At the request of Members or on the recommendation of the Clerk or Chief Executive to the Chair of Governors.

**4. STAFF ATTENDANCE**

Listed below are the Committees and staff attendance on those committees. Governors reserve the right to request the presence of other members of staff as appropriate.

- **Governing Body**  
  
Director of Estates and Buildings  
Director of Finance  
Director of Human Resources  
Principal Designate  
Vice-Principal

- **Finance and General Purposes Committee**

Director of Estates and Buildings  
Director of Finance  
Director of Human Resources  
Principal Designate  
Vice-Principal

- **Health and Safety**

Director of Estates and Buildings  
Director of Finance Director  
Director of Human Resources  
Principal Designate  
Vice-Principal

- **Audit Committee**

Chief Executive  
Clerk to the Governing Body  
Director of Estates and Buildings  
Director of Finance  
Director of Human Resources  
Principal Designate  
Vice-Principal

- **Curriculum and Quality Committee**

Director of Estates and Buildings  
Director of Finance  
Director of Human Resources  
Principal Designate  
Vice-Principal

- **Remuneration Committee**

Senior postholders as requested.

The Clerk shall be entitled to attend all meetings of the Corporation and any of its committees (subject to clause 14 (10a) of the Instrument of Government)

NB. If postholders are unable to attend in person they may nominate a suitable deputy to represent them.