

CAPEL MANOR COLLEGE
ATTENDANCE AT COMMITTEE MEETINGS BY NON-MEMBERS
WITH EFFECT FROM THE 10TH DECEMBER 1997
(Re-confirmed by Governors at their meeting of the 30th March 2000)
(Re-confirmed annually as part of Standing Orders)
(Re-confirmed as a separate policy 9th 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
Personnel 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**
Head of College
Director of Estates and Buildings
Finance Manager
Personnel Manager

- **Finance and General Purposes Committee**

Head of College
Director of Estates and Buildings
Finance Manager
Personnel Manager

- **Health and Safety**

Director of Estates and Buildings
Head of College
Personnel Manager
Customer Services Manager
Capel Manor Representative (UNISON)
Centre Head, Gunnersbury Park
Resources Co-ordinator (Horticulture)
Health and Safety & Gardens Operations Coordinator

- **Personnel Committee**

Head of College
Director of Estates and Buildings
Finance Manager
Personnel Manager

- **Audit Committee**

Head of College
Director of Estates and Buildings
Personnel Manager
Finance Manager
Clerk to the Governing Body

- **Curriculum and Quality Committee**

Head of College
Director of Estates and Buildings
Finance Manager
Personnel Manager

- **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.