



## PUBLIC ATTENDING BOARD MEETINGS POLICY

The board of trustees welcomes public presence at board meetings and hopes that members of the public enjoy their time observing board meetings.

In order that members of the public understand the rules that apply to then attending board meetings these procedures will be provided and followed unless otherwise authorised by the board.

- 1 Board meetings are not public meetings but meetings held in public.
- 2 Copies of this policy should be available to any observers when they arrive so they understand their role at meetings. The Board Chairperson will welcome all observers, make necessary introductions and allocate visitor seating.
- 3 The meeting will follow a written agenda that has previously been circulated to Board Members together with background papers. Visitors are welcome to observe, however only board members are entitled to meeting documents.
- 4 If the meeting moves to exclude the public (usually this is to protect the privacy of individuals) then you will be asked to leave the meeting until this aspect of business has been concluded.
- 5 If an observer wishes to address the Board in relation to a specific matter on the agenda, the observer should discuss this with the Chairperson prior to commencement of the meeting. The Chairperson may, at his or her discretion incorporate the matter into the agenda and grant the observer speaking rights in relation to that matter.
- 6 Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of fifteen minutes per interest group. Any speaking rights granted may be limited by the Chairperson to ensure the smooth and timely running of the meeting.
- 7 No more than TWO speakers on any one topic.
- 8 Speakers are not to question the board and must speak to the topic.
- 9 Board members should not address questions or statements to speakers.
- 10 Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
- 11 If the chair believes that any of these have occurred or the speaker has gone over time they will be asked to finish.

**Please note:** Members of the public include staff, students and parents of the school who are not trustees on the board.

Review schedule: Triennially



