



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE

FURTHER EDUCATION CORPORATION

ACCESS TO CORPORATION INFORMATION

PAPERS

It is the Corporation's policy to allow open access to information relating to the governance of the College except where it is necessary to protect the confidentiality of personal or otherwise sensitive information.

With the exception of confidential items the following documents may be inspected during normal office hours Monday-Friday on application to and by prior arrangement with the Clerk to the Corporation:

- Corporation and committee papers (which include agendas, papers and minutes);
- Draft Corporation and committee minutes which have been approved by the Chair of the meeting;
- Signed minutes of every Corporation and committee meeting.

A copy of the Register of Interests of members is also available for inspection.

With the exception of confidential items the signed minutes of every meeting of the Corporation and its committees will be placed on the College website, and will remain on there for a minimum period of 12 months.

Requests for copies of any agendas, supporting papers or minutes should be directed to the PA to the Principal. A charge may be made to cover costs.

MEETINGS

Meetings of the Corporation and its committees and sub-groups are open to the public other than where confidential items of business are being considered. Non members who wish to attend any meeting are asked to contact the Clerk to the Corporation at least seven days in advance of the meeting. Non members may attend but have no right to speak, unless invited to do so, or to vote. A calendar of meetings is available on this website. Details of the venue for a particular meeting can be obtained via the Clerk to the Corporation.

Originator:	Clerk to the Corporation
Date of latest review:	January 2012
Date of last approval:	January 2012
Approved by:	Corporation
Review interval:	3-yearly
Next review due by:	January 2015