

Public Access to Meetings and Minutes of Meetings

Under the terms of the Instruments and Articles of Government for Further Education Colleges (2008) as updated, the Corporation / Governing Board may decide whether a person should be allowed to attend any of its meetings where that person is not a member¹.

The Governing Board of Wigan and Leigh College has determined the following arrangements:

1. The Board or one of its committees, or the Chair on its behalf, may at its discretion invite persons who are not members of the Board or the Director of Governance, to attend Corporation or committee meetings or parts of meetings. Any such invitations shall be issued through the Director of Governance, who shall stipulate the portion of the meeting, to which the person has been invited. Such persons may only speak if invited to do so by the Chair of the Board or committee. The presence of such persons and the point in the meeting at which they left, shall be recorded in the minutes.²
2. Senior Officers of the institution shall attend meetings of committees in accordance with the requirements of the agenda for each meeting and at the request of the Chair of the Committee.³
3. Requests from members of the public, staff and students of the College or any other non-members to attend any Governing Board or Committee meeting should be made in writing to the Director of Governance of the Governing Board at least seven days in advance of the relevant meeting. The decision about whether to admit a person lies with the relevant Committee Chair whose decision shall be final.
4. The draft Minutes of Governing Board and Committee meetings will be made available for public inspection, on request, (except confidential items) once they have been approved by the Chair of the meeting.⁴
5. The Minutes of Governing Board and Committee meetings will be published on the College's website (except confidential items) once they have been confirmed and signed at the subsequent meeting and will remain on the website for a minimum period of 12 months.⁵

¹ Instrument 17 of the College's Instrument and Articles of Government

² Standing Order 10 – Public access to meetings and Standing Order 18.3 (c)

³ Standing Order 18.3(d) – Attendance at Committee meetings

⁴ Instrument 18(1) of the Instrument and Articles of Government

⁵ Instrument 18(3) of the Instrument and Articles of Government