



# ACCESS TO TRUST AND LOCAL GOVERNING BODY PAPERS

<b>Member Academies:</b>	Beamont Collegiate Academy Bridgewater High School Broomfields Junior School Great Sankey Primary School Meadowside Community Primary and Nursery School Padgate Academy Penketh High School Penketh South Primary School Priestley College Sir Thomas Boteler Church of England High School
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Version	Date	Action
1	26/6/19	Approved by Finance, HR and Operations Committee
2	12/12/19	Broomfields Junior School and Meadowfields Community Primary added as member academies.
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## **1. Introduction**

This policy lays out the arrangements under which the Minutes and Papers of the Trust meetings and Local Governing Body Meetings can be made available to members of the public. It also indicates the circumstances under which members of the public are able to attend Trust Board meetings.

## **2. Access Arrangements to Papers and Minutes**

The papers and minutes of the meetings of the Trust Board and its committees and of Local Governing Body meetings are available to any member of the public wishing to inspect them. Certain items, which refer to individual members of staff or students and others which are commercially sensitive and are deemed confidential by the Trust or a Local Governing Body are not available. The papers and minutes of the Trust's Remuneration, the Trust's Finance HR and Operations Committee and the Local Governing Body meetings where Human Resource matters are on the agenda are confidential.

Papers and minutes may be seen during normal Trust of Academy opening hours. Requests for access to the Trust Board papers and minutes should be made to the Clerk to the Trust Board who may be contacted c/o Priestley College, Loushers Lane, Warrington WA4 6RD. Requests for access to the Local Governing Body papers and minutes should be made to the Clerk to the Local Governing Body via the relevant Academy's reception or their general enquiries contact information.

The minutes of Trust Board and Local Governing Body meetings and Committee meetings are available on the Trust's or relevant academy's website as appropriate.

## **3. Confidentiality**

The Chair and the Clerk review the confidential status of all items so deemed annually, and make recommendations to the Trust Board or the Local Governing Body regarding the continuation or removal of this status for each item.

## **4. Register of Interests**

The Trust maintains a register of interests of Trust Board members. This register is also available for inspection.

## **5. Attendance at Trust Board meetings**

Members of the public may attend meetings of the Trust Board, by giving 48 hours notice of their wish to attend, at the discretion of the Chair of the meeting. Members of the public who attend shall take no part in the meeting unless invited to do so by the Chair. Anyone attending a meeting may be required to leave by the Chair during discussion of particular items.