

Policy Regarding the Publication of Minutes of Corporation Meetings

Author	Clerk to the Corporation
Date	November 2022
Person Responsible	Clerk to the Corporation
Approval/review body	Corporate Board
Frequency of Review*	36 months

** Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
Nov 2019	Clerk	Completely updated in accordance with current legislation.
Sept 2021	Clerk	Annual Review
Nov 2022	Clerk	Annual Review

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1. Scope

The Corporation has determined that, once approved by the Chair of the relevant meeting, Corporation and Committee Minutes will be published as follows:

1.1. Minutes, excluding confidential minutes, to be made available to:

- 1.1.1. all Corporation members including staff and students;
- 1.1.2. all others in attendance at meetings;
- 1.1.3. College staff via College Website
- 1.1.4. the Public File (held on the College website with the Governance section); and
- 1.1.5. anyone else upon request to the Clerk & Governance Advisor to the Corporation

In addition, Corporation minutes (excluding confidential minutes), without supporting papers shall be posted on the College website and will remain there for at least 12 months in accordance with the Instrument and Articles of Government.

1.2. Confidential Minutes to be made available to the following Corporation members and College Officers unless they have been excluded from the meeting:

- 1.2.1. All Corporation members;
- 1.2.2. Chief Executive/Executive Principal;
- 1.2.3. Deputy Executive Principal/Teaching, Learning & Improvement;
- 1.2.4. Deputy Chief Executive; and
- 1.2.5. Minutes and supporting papers for confidential items will be made available to those listed.

Minutes of Corporation Meetings will be published as soon as possible following approval by the Chair of the Meeting.

There shall be an annual review by the Clerk & Governance Advisor to the Corporation and Chair to determine whether any Corporation or committee minutes classified as confidential shall be made available for publication. In appropriate cases, the Chair or Clerk & Governance Advisor to the Corporation may refer these issues to the Search, Governance and Remuneration Committee for determination. Factors to be considered in determining whether or not to waive confidentiality will include whether an individual staff member or student could be identified; whether there are ongoing commercial reasons for maintaining confidentiality e.g., contract negotiations; whether there are or might be legal proceedings; whether the business undertaken is subject to a Non-Disclosure Agreement.