

## Policy Regarding Attendance at Corporation Meetings of Non-Corporation Members

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Author	Clerk to the Corporation
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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
Nov 2022	Clerk	General Review

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## **1. Scope**

The Corporation has determined that the following non-Corporation members attend Corporation and Committee Meetings:

### **1.1. Corporation Meetings**

- 1.1.1. Deputy Executive Principal/Teaching, Learning & Improvement;
- 1.1.2. Deputy Chief Executive; and
- 1.1.3. Deputy Executive Principal - Curriculum & Strategy

### **1.2. Audit Committee**

- 1.1.4. Deputy Chief Executive;
- 1.1.5. Deputy Executive Principal - Curriculum & Strategy;
- 1.1.6. Internal Audit service representatives;
- 1.1.7. Financial Statements Auditor when the Annual Report and management letter is on the agenda;
- 1.1.8. The Chair may invite additional members of staff to report on audit reports were deemed appropriate; and
- 1.1.9. (The Chief Executive/Executive Principal attends this committee by invitation only)

### **1.3. Search, Governance and Remuneration Committee**

Chief Executive/Executive Principal for the Search & Governance section of the agenda only and by invitation for the Remuneration section.

### **1.4. Quality & Standards Committee**

- 1.4.1 Deputy Executive Principal/Teaching, Learning & Improvement
- 1.4.2 Chief Executive
- 1.4.3 Deputy Executive Principal/Curriculum & Strategy

Additional members of staff may be invited to attend the meetings to present reports.

The Clerk & Governance Advisor to the Corporation attends all Corporation and committee meetings unless specifically excluded under the provisions of the Instrument and Articles.

**1.5. All other attendance to be by invitation of the Chair of the Corporation or Committees as appropriate.**

The Meetings of the Corporation and its Committees will not be open to the general public, unless by invitation of the Chair of the Corporation. Minutes of meetings are to be published as set out in the NKC Corporation Board Publication of Minutes Policy.