



ACCESS TO CORPORATION INFORMATION STATEMENT

Members not to hold interests in matters relating to the institution

In accordance with Instrument of Government 10

The Clerk to the Corporation will maintain a Register of the Interests of the Members which have been disclosed and the register shall be made available during normal office hours at the College to any person wishing to inspect it, by arrangement with the Clerk to the Corporation.

Public Access to Meetings

In accordance with Instrument of Government 15

The Corporation has resolved that:

Any person who wishes to be present at a Corporation or Committee Meeting shall make a formal request in writing to the Clerk to the Corporation which will be considered by the Chair of the Corporation or Committee before the meeting. A timetable of meetings is available from the Clerk to the Corporation

Publication of Minutes and Papers

In accordance with Instrument of Government 16, a copy of

- (a) the Agenda for every meeting of the Corporation;
- (b) the draft Minutes of every such meeting, if they have been approved by the Chair of the meeting;
- (c) the signed Minutes of every such meeting; and
- (d) any report, document or other paper considered at any such meeting,

will as soon as possible be made available during normal office hours at the College to any person wishing to inspect them by arrangement with the Clerk to the Corporation.

There will be excluded from any item made available for inspection any material relating to:

- (a) a named person employed at or proposed to be employed at, the institution;
- (b) a named student at, or candidate for admission to, the institution;
- (c) the Clerk to the Corporation; and
- (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

A copy of the Agendas and non-Confidential approved draft or signed Minutes of every meeting of the Corporation will be placed on the College website and will remain on the website for a minimum period of twelve months.

The Corporation has resolved that:

The Chair, Principal and Clerk to the Corporation have delegated authority in Standing Orders to annually review Confidential Minutes that are more than three years old, once a year and make any such material available for inspection where they are satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where they considers that the public interest in disclosure outweighs that reason.

Copies of the Instrument of Government

In accordance with Instrument of Government 17, a copy of the Instrument will be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge to any other person who so requests a copy, and shall be available for inspection at the institution upon request, during normal office hours, to every member of staff and every student.

Approved by the Corporation on: 21 March 2017

Review Frequency: Triennial

Sue Frost
Clerk to the Corporation