

GOVERNANCE
PUBLIC ACCESS TO CORPORATION BUSINESS POLICY

INTRODUCTION

The Instruments and Articles of the Corporation of Furness College specify the procedures regarding the publication of and access to Corporation minutes and papers, as well as the requirements with regards to public access to Corporation meetings. These are as follows:

POLICY DETAIL

Publication of Minutes and Papers

- (1) Subject to the requirements of Section (2) (*below*) the Corporation shall ensure that a copy of:
 - (a) the agenda for every meeting of the Corporation;
 - (b) the agreed minutes of every such meeting; and
 - (c) any report, document or other paper considered at any such meeting,
 shall as soon as possible be made available via the Clerk during normal office hours at the institution to any person wishing to inspect them.
- (2) There shall 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; or (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.
- (3) The Corporation shall ensure that a copy of the agreed minutes of every meeting of the Corporation, under Section (1) (*above*), shall be placed on the institution’s website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.
- (4) The Corporation shall review regularly confidential items excluded from inspection under Section (2) (d) (*above*) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

Public Access to other meetings and other governance documentation:

Copies of the Instrument and Articles of Government

These are available for public view on the institution’s website, with a paper copy also available via the Clerk, during normal office hours, to any person wishing to inspect them. A copy is also available via the Clerk for a discretionary charge which will not exceed the cost of printing.

Declaration of Personal Interest.

The Register (of Interests) shall be made available via the Clerk, during normal office working hours, to any person wishing to see it.

Public Access to Corporation Meetings

In accordance with clause 15 of the Instrument, the Corporation shall decide any question as to whether a person, who is neither a member, the Principal or the Clerk, should be allowed to attend any of the meetings of the Corporation (*Board meetings*).

In making its decision it shall give due consideration to clause 16 (2) of the Instrument which states that the items relating to the following shall be excluded from public attention:

- (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; or (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis

Review of this policy

This POLICY will be reviewed every 2 years or more frequently should circumstances change.

Policy Statement:		
Public Access to Governance Documentation and attendance at meetings policy		
Approved by	Governance & Search Committee	Board
Approval date	October 2025	
Reapproval date	October 2027	

