**LEICESTER**

**Public Access**

**& Confidentiality**

**Policy**

**Gateway College Colin Grundy Drive Leicester**

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**Review:**

January 2022

**Next Review due:**

March 2026

**PUBLIC ACCESS AND CONFIDENTIALITY POLICY**

It is the policy of the Gateway Local Governing Body (LGB) that its dealings should be transparent in all but a strictly limited number of exceptions where this is clearly inappropriate. These exceptions apply to the following circumstances:

a) An individual member of staff, or a student or governor is mentioned by name in connection with a private matter, such as a disciplinary matter or a grievance, or reference is made to private personal circumstances.

b) The matter relates to the appointment, terms and conditions of employment or discipline of a member of the Senior Leadership Team.

c) Disclosure would entail a breach of commercial confidence.

Minutes of the discussion of items falling into categories a) and b) above shall remain confidential for a period of thirty years. Minutes of the discussion of any item within category c) above shall remain confidential for a period determined by the Board in accordance with the principle of openness wherever appropriate.

The Clerk to the Governors holds the minutes of the meetings of the LGB together with copies of the supporting papers. Members of the public may have access to approved minutes and accompanying

papers, excluding confidential items, by contacting the Clerk during normal College hours.

Members of staff, students, parents, members of the public and other stakeholders may be invited to attend governors’ meetings as observers or to provide information or advice. Additionally, anyone with a direct and demonstrable interest in the College may contact the Clerk not less than a week in advance with a request to attend a meeting of the LGB. Such requests will be considered by the Chair of the meeting and will normally be approved, unless there are concerns that the numbers or actions of those wishing to attend would be likely to disrupt the conduct of business. The decision of the Chair is final.

Ratified by the LGB on 26 January 2022