

GOVERNANCE POLICY 7: PUBLIC ATTENDING BOARD MEETINGS PROCEDURE

Carmel College is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

The Carmel College Board of Trustees welcomes a public presence at our meetings.

In order that members of the public attending our meetings understand the rules that apply to this attendance, a copy of these rules must be given to anyone who attends:

- 1 Board meetings are not public meetings but meetings held in public.
- 2 If the meeting moves to exclude the public (usually this is to protect the privacy of individuals) then you will be asked to leave the meeting until this aspect of business has been concluded.
- 3 Members of the public may request speaking rights on a particular subject that is on the agenda. This request has to be made in advance. Public participation is at the discretion of the Board.
- 4 Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of fifteen minutes per interest group.
- 5 No more than 3 speakers on any one topic.
- 6 Speakers are not to question the Board and must speak to the topic.
- 7 Board members will not address questions or statements to speakers.
- 8 Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
- 9 If the Chair believes that any of these have occurred or the speaker has gone over time, they will be asked to finish.

Please note: Members of the public include staff and parents of the school who are not trustees on the Board.

REVIEW:

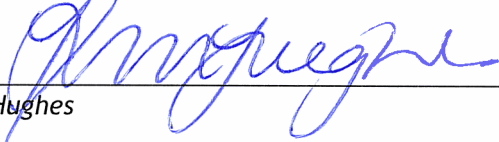
This policy will be reviewed by the Board of Trustees triennially

REFERENCES:

1. NZSTA Policy Framework
2. NZSTA Trustee Handbook
3. Key legislation contained in 'Guidelines for Board Assurance Statement and Self Audit Checklists', ERO, 2014.

Approved by the Board of Trustees at the meeting held on 12 March 2018

Chair: _____


Kathrine Hughes

NEXT REVIEW SCHEDULED: no later than March, 2021.