Buckland Primary School
Governing Body Open Meetings
2026 - 2027

The Governing Board of Buckland Primary School has agreed that Full Governing Body meetings will be "open." Open meetings are meetings of the Full Governing Board to which members of the public, including school staff and parents can request, in writing, to attend, as observers. This protocol outlines the conduct expected by the governing body of those requesting attendance.

Open Meeting Protocol

- Governing Board meetings are notified on the school website and through parental newsletters.
- Members of the public can make a request, in writing to the Clerk to the Governing Board, to attend the "open" part of any meeting.
- Requests to attend must be sent to the Clerk to the Governing Board no less than 14 days before the date of the meeting.
- If there is sufficient capacity/space an invitation to attend the meeting will be issued by the Clerk to the Governing Board, together with an agenda. These will be sent by e-mail seven days before the meeting.
- Anyone attending will be recorded in the minutes as "In attendance"
- Persons attending meetings do so at the invitation of the governing board, as observers only, and must agree to:
    - not speak or in any other way interrupt the meeting;
    - at the request of the chair, leave the meeting if any part is deemed, by the governing body, to be confidential;
    - not record any part of the meeting electronically or in writing

Failure to abide by these expectations may result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.

The Governing Body of Buckland Primary School reviewed this protocol: September 2026