



Kingsdale Foundation School

Access to minutes and papers of governing body meetings and attendance at meetings of members of the public

Adopted: June 2026 for implementation 1st September 2026

Review date: June 2027

The governing body of Kingsdale Foundation School is committed to raising and maintaining school standards by setting strategic direction, ensuring accountability, and acting as a support system for the school community. The governing body focuses on specific areas of school life through its committees.

Governing body meetings are held according to the schedule published at the start of each academic year. Full Governing Body meetings are held once per term and committee meetings once per half term. The minutes of each meeting are drawn up by the Clerk to the Governing Body and approved and signed by the chair of governors/chair of the committee *at* the next meeting. The agenda for scheduled meetings will be circulated to members prior to the date of that meeting.

The papers and minutes of the meetings of the governing body of Kingsdale Foundation School and its committees are available to any member of the public who wishes to access them. There may be certain times when access to these documents is restricted. This could be when a specific member of staff or a pupil (or prospective staff member or pupil) is named or referred to, or when items are deemed commercially sensitive or otherwise confidential. Such items will be listed as Confidential Items.

The chair of governors annually reviews information that is restricted from public access to assess whether or not this information should continue to be classified or whether it can be released into the public domain.

Minutes and papers can be accessed during normal school hours. Requests for access should be made to the Clerk to the Senior Management Team who can be contacted via email smtclerk@kingsdale.southwark.sch.uk

Attending governing body meetings

Members of the public are welcome to attend meetings of the governing body at the discretion of the chair of governors but are required to give at least 72 hours written notice to the clerk of governors. Members of the public who are permitted to attend are invited purely as spectators and will take no part in the meeting unless specifically invited to by the chair of governors. Anyone in attendance can be asked to leave by the chair of governors at any point during discussion of particular items.

Requests should be made to the Clerk to the Senior Management Team who can be contacted via email smtclerk@kingsdale.southwark.sch.uk

Approved by the governing body on 19/06/2026 for implementation 1st September 2026

This document will be reviewed annually.