Nova Primary School

Code of Conduct for Visitors to Full Governing Body (FGB) Meetings

Attendance at the OPEN part of meetings of the Full Governing Body is for observation only, and not to take part in discussions. The Governing Body considers requests to visit a full Governing Body meeting on a case-by-case basis. There is no public access to any other Governing Committee meetings or working parties, unless specifically invited by the committee Chair, to bring expert knowledge and experience.

Please provide your personal details

Name: ....

Address: ....

Contact telephone: ....

Relationship to Nova Primary School: ....

Reason for request to attend: ....

The collection and processing of your personal data will comply fully with the school's data protection policy
https://novaprimaryschool.co.uk/wp-content/uploads/2022/04/Nova-Data-Protection-Policy-Sept-21.pdf

Code of Conduct for visiting a Full Governing Body meeting

I agree to abide by the following terms if I am accepted to visit a Full Governing Body meeting:

- I will sit aside from the Governors during the meeting
- I will turn off my phone, and not make or receive calls or text messages
- I will not talk to any other visitors during the meeting
- I will not interrupt or disrupt the meeting in any way
- I will not record any sound or pictures, although I may take notes
- If a confidential discussion is deemed necessary by the chair during the "OPEN" part of the meeting, I agree to leave the room if requested to do so
- I agree to leave at the request of the Chair if I have disrupted the meeting or violated any of the above conditions
- I accept that if I violate any of these terms, I will not be permitted to attend future meetings.

Signed: .... Date: ....

Approved by: .... Position: ....