

THE GREVILLE PRIMARY SCHOOL

The Governing Body has agreed that Part 1 of its meetings arranged as in person meetings will be open to observers.

Observers are invited to be present at in person meetings of the Full Governing Body, provided that:

1. They have made a request, in writing, to Tessa Jones, the Clerk to the Governing Body, to attend the “open” part of any meeting.
2. The request to attend must be received no less than 14 days before the date of the meeting to clerk@greville.surrey.sch.uk
3. There is sufficient capacity/space attend the meeting.
4. Should space be available, the Clerk to the Governing Body will email an invitation to attend the meeting, with the meeting agenda, seven days before the meeting.
5. Non-member invitees attending Governors’ meetings will be recorded in the minutes as “In attendance”.
6. Non-member invitees attending Governors’ meetings understand that they are doing so at the invitation of the Governing Body and, as observers only, they must agree to:
 1. Not speak or in any other way interrupt the meeting.
 2. Leave the meeting at the request of the Chair of Governors if any part is deemed, by the Governing Body, to be confidential.
 3. 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.

Note: this protocol does not apply to meetings held remotely or to panel meetings.

The Governing Body agreed that its in person meetings would be open in 2025-26 at the FGB meeting held 29 September 2025.