



Publication of Corporation Minutes, Agendas and Papers Policy

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Student Friendly Version	n/a

The Corporation has determined as follows:

1. The Corporation will conduct its affairs as openly and transparently as possible; consulting fully on its plans and delivery, so that staff and students have access to all appropriate information about the Corporation's proceedings.
2. Subject to the provisions of this Policy, written resolutions of the Corporation and its Committees and the minutes, agendas and papers from Corporation meetings will be made readily available to the public, in line with the Freedom of Information Act 2000 ("the Act").
3. All minutes, written resolutions, agendas, papers and/or correspondence ("Information"), shall remain confidential until they are (as appropriate):
 - a. approved for publication by the Chair of the Corporation or the relevant Committee;
 - b. circulated to members of the relevant Committee; and/or
 - c. reported to the Corporation.

3. To the extent that Information is “Confidential Information”, meaning where:
 - a. the Information is a trade secret;
 - b. confidentiality is needed to protect the personal data of an individual;
 - c. disclosure would prejudice the commercial interests of the College or any other person;
 - d. the Information was supplied to the College and is held under a legal duty of confidence, where disclosure would constitute an actionable breach of confidence;
 - e. or where any other exemption in the Act applies,

it will be excluded from publication until the Corporation is satisfied that the reason for dealing with it on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

4. The Chair of the Corporation or the Chair of the relevant Committee, together with the Governance Director, shall determine which items of Information are to be considered “Confidential Information” and for what period, taking account of any protective marking classification applied by the author or the information owner.
5. The Corporation shall regularly review all Information which has been classified as “Confidential Information” in accordance with this Policy and shall make such Information available for inspection where it is satisfied that the reason for dealing with it on a confidential basis no longer applies, or where it considers that the public interest in its disclosure outweighs that reason.
6. Separate minutes shall be taken of those parts of meetings from which Staff Governors, Executive Governors, Student Governors and/or the Governance Director have been required to withdraw and such persons shall not be entitled to see the minutes of that part of the meeting or any supporting papers relating to it, unless the Corporation so resolves.
7. All Information withheld in accordance with paragraph 3 above will be notified to the Corporation by the Governance Director. Confidential Information will be marked as such, kept in a confidential folder by the Governance Director and circulated in confidence to only those Governors and others who are authorised to receive it.
8. All minutes and papers relating to the Remuneration Committee shall automatically be treated as Confidential Information unless otherwise marked and shall be circulated to Independent Governors only, unless and until the Corporation directs otherwise.
9. Subject as above, the minutes of Corporation and Committee meetings and a print of all Written Resolutions shall be published on the College website, along with a copy of this Policy. All other Information shall be available for inspection from the Governance Director on request.