

Olveston CE VC School
Governors' Confidentiality Agreement

The Governing Body aspires to be as open and transparent as possible when conducting its formal business. Governors must act at all times with integrity, objectivity and honesty, and in the best interests of the school. They must be open about, and prepared to explain, their collective decisions and actions.

The Governing Body decides at the first meeting of the academic year whether their meetings are in effect public meetings allowing anyone who is not a governor to attend a governors' meeting. Visitors should be asked to leave if confidential items are discussed, except where the Governing Body has asked them to take part in a specific discussion.

Agendas, reports, papers, meeting minutes (including draft minutes) and other documents relating to the business of the Governing Body should in the normal way be made available to anyone who wishes to inspect them. Where possible, the need for confidentiality in documentation should be avoided, for example by the omission of personal identifiers.

However, the following exceptions may apply and the information would then be treated as confidential:

any personal and sensitive matter relating to:

- a named governor
- a named teacher or other person employed (or formerly / proposed) at the school;
- a named pupil (or former pupil) at, or candidate for admission to, the school
- items of a commercially sensitive nature

The confidential element of any minutes, or other documents relating to that part of the meeting, should be kept separate and not be made available for inspection with the other papers. Relevant pages should be clearly headed 'CONFIDENTIAL' and where possible the use of clear marking and/or distinctive coloured paper is to be used.

The confidential minute will be distributed to Governors with the minutes of the meeting. Confidential documents should be kept secure and when no longer needed should be disposed of by shredding or other process rendering them illegible.

Governors should scrupulously respect the confidentiality of items of business both during their terms of office and on ceasing to be a governor.

I have read and agree to abide by this policy:

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