



**EWELL GROVE PRIMARY AND NURSERY SCHOOL**  
**GOVERNING BOARD**  
**ATTENDANCE OF OBSERVERS – OPEN MEETING PROTOCOL**

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- Visitors are welcome at part 1 of Governing Board meetings. (Part 2 of meetings is to discuss confidential items, and not appropriate for visitors to attend.) Please note: though part 1 agenda items are by definition not confidential, the specifics of who said what during the meeting should be considered to be confidential.
- Visitors may be invited to observe only. Please note the invitation to observe meetings does not confer on observers any entitlement to speak, vote, or otherwise participate in meetings.
- Alternatively, visitors may be asked to give their opinion or comments on a particular agenda item of the meeting. Please note the invitation to contribute on one agenda item does not confer any entitlement to speak, vote, or otherwise participate on any other agenda item.
- Anyone wishing to attend a meeting should contact the Clerk, Jacqui Jardine, at least five working days in advance of a meeting. If a visitor arrives without giving notice, it will be at the Chair's discretion as to whether to allow the observer to attend.
- Any materials shared with the visitor, printed or otherwise, must be returned to the Clerk at the end of their participation. The visitor may not take away any materials from the meeting.
- Every effort will be made to accommodate observers at meetings. However, due to limitations of space or facilities, the Chair has the discretion to limit the number of visitors. Visitors will normally be asked to sit away from the meeting table.

The Chair will:

- remind visitors that they can only observe (or participate in a specific agenda item) and cannot contribute (to other agenda items);
- advise visitors that all discussions are confidential and that they should not discuss them with anyone outside of the meeting;
- note that minutes of part 1 will be available from the Clerk (or on the web site);
- will ask visitors to leave the room when part 2 matters or other confidential business are discussed, or in the interest of proper conduct of the meeting.