



# **POLICY ON THE PUBLICATION OF MINUTES OF THE CORPORATION**

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## **LEEDS COLLEGE OF BUILDING**

### **POLICY ON THE PUBLICATION OF MINUTES OF THE CORPORATION**

The Corporation shall ensure that a copy of:

- The approved minutes of every Corporation meeting

shall, in each case be published on the College website for a period of one year after the meeting concerned. Minutes from every Corporation meeting from over one year after the meeting concerned are available from the Governance Adviser and Clerk to the Corporation upon request.

There may be excluded from any item required to be made available, any material relating to:

- a named person employed at or proposed to be employed at the institution;
- a named student at, or candidate for admission to the institution; and
- any matter which, by reason of its nature, the Corporation are satisfied should be dealt with on a confidential basis.

It is proposed that separate minutes shall be taken of all items deemed to be confidential by the Corporation and separate minutes shall be taken of those parts of meetings from which staff or student members have withdrawn. A staff or student member who has withdrawn from a meeting shall not be entitled to see the minutes of that part of the meeting.