

C1.1 Public Attending Board Meetings

The board of trustees welcomes public presence at board meetings and hopes that members of the public enjoy their time observing board meetings. Members of the public include staff, students and parents' families and whānau of the school community who are not trustees on the board.

A copy of the following procedures will be provided to members of the public attending meetings so that they understand the rules that apply and are to be followed unless otherwise authorised by the board:

- 1) Board meetings are not public meetings but meetings held in public
- 2) If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded
- 3) Members of the public may request speaking rights on a particular item that is on the agenda. This request must be made no later than two days prior to the meeting date. Public participation is at the discretion of the board and this will be decided via special vote prior to the meeting.
- 4) Speakers shall be restricted to a maximum of 15 minutes.
- 5) Speakers are welcome to ask questions of the Board but the Board will not address any questions or statements at the time. Responses from the Board will be provided within 10 days of the meeting, after due consideration.
- 6) Speakers shall observe the schools values of respect, resilience, relationships and responsibility. These are available on the school website (<https://paruabay.school.nz/About/Values>)
- 7) If the chair believes that any of the above procedures have not been followed-the speaker will be asked to finish.

This procedure was approved by the board in August 2020

Last reviewed: 7 June 2023

Next review: June 2026
