



WOODHOUSE
COLLEGE

POLICY ON THE PUBLICATION OF PAPERS AND MINUTES

The policy for the Board and its Committees is as follows:

1. In accordance with Article 8, and following Instrument 17, copies of
 - a) the agenda for every meeting of the Board and its Committees;
 - b) the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
 - c) the signed minutes of every such meeting; and
 - d) any report, document or other paper considered at any such meetingwill, as soon as possible, be made available during normal office hours at the College to any person wishing to inspect them.
2. There may be excluded from any item required to be made available for inspection any material relating to:
 - a) a named person employed at or proposed to be employed at the institution;
 - b) a named student at, or candidate for admission to, the institution;
 - c) the Clerk;
 - d) any matter which by reason of its nature the committee is satisfied should be dealt with on a confidential basis, for example matters of commercial interest.
3. A copy of the signed minutes of every meeting of the Board and its Committees will be placed on the College's website and will remain on the website for a minimum period of 12 months. Under normal circumstances, the minutes will be removed from the website when the minutes of the corresponding meeting of the following year are placed on the website.
4. At such time as the minutes are removed from the website, the Board, or Committee concerned, will review any material excluded from inspection under paragraph 2 and make such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

Adopted: February 2014

Next Review: February 2017