



## **ST JOSEPH'S SCHOOL PLEASANT POINT**

### **MEETINGS IN COMMITTEE PROCEDURE**

#### **EXPLANATION:**

This policy is to ensure that the correct procedures as set out in the Local Government Official Information and Meetings Act are followed when the Board of Trustees goes into Committee.

#### **GUIDELINES:**

Meetings of Boards of Trustees must be open to the public, including reporters, but under certain circumstances the public may be excluded from the whole or any part of the proceedings of any meeting of the Board. These circumstances include:

- a) There is a good reason for information to be withheld. However, any information which comes into existence in committee may be protected from release only by the use of the withholding provisions in sections 6, 7, or 9 (except section 9(2)(g)(i) of the Official Information Act 1982). The exclusion of section 9(2)(g)(i) means that a meeting may not be closed to the public merely because members are going to speak "freely and frankly"; or
- b) Public disclosure of certain information would be contrary to the provisions of a specified enactment or constitute contempt of court or of the House of Representatives; or
- c) A Board of Trustees is considering a recommendation made to it by the Ombudsman under section 30(1) or section 35(2) of the Official Information Act 1982.

Under these provisions of the Local Government Official Information and Meetings Act, whenever a Board resolves to exclude the public it will state in general terms the subject matter to be considered and the reason for passing the resolution, eg because the Board wishes to discuss a matter relating to Teacher Causing Concern/Suspension of Pupil and for that reason the discussion of this matter in public would infringe the privacy of a natural person under section 9(2)(a) of the official Information Act 1982.

If a person requests minutes of a meeting (or part of a meeting), from which the public was excluded, then the request must be treated as a request for access to official information under the Official Information Act 1982, and dealt with accordingly.

Any defamatory matter included in the agenda, its attachments or the papers tabled at the meeting or in the minutes of a Board meeting shall be privileged unless the publication is proved to be made with malice.

**Reviewed:** November 2012

**Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***This policy should be read in conjunction with the Special Character policy and the school's  
Mission Statement.***