

SYSTEMS FOR COMMUNICATING THE OUTCOMES OF THE WORK OF THE BOARD OF GOVERNORS AND ITS COMMITTEES

Constituency	Systems
Officers	<ol style="list-style-type: none"> 1. The Vice-Chancellor receives a full set of all agendas, papers and minutes. The Deputy Vice-Chancellors receive a full set of agendas, papers and minutes of the Board; and for each committee at which they represent the Vice-Chancellor. 2. The Clerks of the Board's committees receive full sets of agendas, papers and minutes for the committees for which they are the Clerk. 3. Officers attending the Board or its committees are included in the circulation of agenda papers and subsequent minutes. 4. The relevant Committee Clerk provides early e-mail notification of matters arising which require attention and of future reports that are required.
Governors	<ol style="list-style-type: none"> 1. All Governors receive all agendas and may request individual copies of papers of committees of which they are not in membership. 2. Chairs receive draft minutes of their committees for agreement. 3. All Governors in membership of the Board and its committees, as appropriate, receive an individual copy of all sets of minutes agreed for issue by the appropriate Chairman. 4. All Governors have an opportunity to raise items in connection with a set of minutes at the next available meeting of the Board, or at the relevant committee of which they are a member. The Board also receives the minutes of each meeting of its committees.
University Community	<ol style="list-style-type: none"> 1. Issued agendas on Committees website. 2. Minutes (non-confidential) cleared by Chairman, but unconfirmed, published on Committees website
Wider Community	<ol style="list-style-type: none"> 1. Confirmed, redacted, non-confidential minutes published on website. 2. Publication and distribution of Annual Financial Statements.