Enlighten Learning Trust
2026 -2027

The Trust Board of Enlighten Learning Trust has agreed that Trust Board and Local Governing Body meetings will be "open." Open meetings are meetings to which members of the public, including school staff and parents can request, in writing, to attend, as observers. This protocol outlines the conduct expected by the trustees of those requesting attendance.

Open Meeting Protocol

- Local Governing Body meetings are notified on the school website to parents and carers.
- Members of the public can make a request, in writing to the Governance Professional to the Local Governing Body, to attend the "open" part of any meeting at TJones@stmartinsepsom.school.
- Requests to attend must be sent to the Governance Professional of the Local Governing Body no less than 14 days before the date of the meeting.
- If there is sufficient capacity/space an invitation to attend the meeting will be issued by the Governance Professional, together with an agenda. These will be sent by e-mail seven days before the meeting.
- Anyone attending will be recorded in the minutes as "In attendance"
- Persons attending meetings do so at the invitation of the governors, as observers only, and must agree to:
    - not speak or in any other way interrupt the meeting;
    - at the request of the chair, leave the meeting if any part is deemed, by the Board of Trustees/Local Governing Body, to be confidential;
    - not record any part of the meeting electronically or in writing

Failure to abide by these expectations may result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.

The Trust Board of Enlighten Learning Trust adopted this protocol on: 10 July 2026