

## 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"> <li>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. They also receive agendas only for other committees and may request particular papers.</li> <li>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.</li> <li>3. Officers attending the Board or its committees are included in the circulation of agenda papers and subsequent minutes.</li> <li>4. The relevant Committee Clerk provides early e-mail notification of matters arising which require attention and of future reports that are required.</li> <li>5. The Committees website contains the agenda, papers and minutes of the Board and its committees.</li> </ol>
Governors	<ol style="list-style-type: none"> <li>1. All Governors receive all agendas and may request individual copies of papers of committees of which they are not in membership.</li> <li>2. Chairmen receive draft minutes of their committees for agreement.</li> <li>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.</li> <li>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 a report on each meeting of its committees.</li> </ol>
University Community	<ol style="list-style-type: none"> <li>1. Issued agendas on Committees website.</li> <li>2. Minutes (non-confidential) cleared by Chairman, but unconfirmed, published on Committees website.</li> <li>3. Copies of agendas, papers and minutes placed on the Committees website and in the Governors' area of <i>myCourse</i>.</li> <li>4. Publication and distribution of Annual Report.</li> </ol>
Wider Community	<ol style="list-style-type: none"> <li>1. Occasional features in ISSUE.</li> <li>2. Occasional press releases in respect of important matters.</li> <li>3. Publication and distribution of Annual Report.</li> </ol>