



Policy on Board Meetings without Staff present

Date: V1 2018

Date: V2 2022



Policy

The Coordinator is employed by the Board of Directors/Trustees to manage the operational running of the Family Support Centre on its behalf. It is therefore of key importance that the Coordinator should be in attendance at all Board meetings. This practice ensures that the Board is fully informed of all issues arising within the Centre, and has all the relevant information required regarding the implications of proposed decisions before being made.

There are times however when it may be appropriate for the Board of Directors/Trustees to meet without the Coordinator (or another member of staff) being present for part of a meeting. These occasions include when the Board of Directors need to:

- Discuss employment issues – such as staffing issues, salaries, increments, disciplinary or grievance procedures where the staff member may have a conflict of interest;
- Participate in specific training and / or support sessions with outside agencies
- Discuss confidential issues that only concern members of the Board of Directors/Trustees;
- Have an opportunity to address specific issues that have arisen internally between members of the Board of Directors/Trustees;
- Discuss concerns that have arisen for individual members of the Board of Directors/Trustees.



The Coordinator will be informed when the Board of Directors/Trustees deem such occasions necessary and will be asked to absent themselves from the meeting for the duration of the particular agenda item of discussion. A member of the Board will take note of any decisions or recommended actions that were taken during this time and these will be included in the minutes of the meeting.

This policy was discussed and ratified by the Board of Directors/Trustees.

Proposed by: _____

Signed: _____

Second by: _____

Signed: _____

Date: _____