

## **Would you like to attend a meeting of the Governing Body?**

**Anyone is welcome to attend meetings of the Governing Body by prior arrangement.**

You can contact the Clerk to the Governors in the following ways:

- By post at Carmel College, Prescott Road, St Helens, WA10 3AG
- By phone on 01744 452200
- By email at [clerk@carmel.ac.uk](mailto:clerk@carmel.ac.uk)

*Contact the Clerk to the Governors to make appropriate arrangements and they will:*

- Ensure you receive the documentation required for the particular meeting
- Arrange for you to be met at Reception and shown to where the meeting is taking place.

*During the meeting:*

- You must not speak unless invited to do so by the Chair;
- You must leave the room for any item designated as 'confidential' under the terms of the Freedom of Information Act and the Data Protection Act;
- Please ensure your mobile phone is switched off