

THE MEETING – GUIDANCE NOTES

1 **Notes of the Meeting**

Details of the issues discussed and decisions taken at the meeting will be set out in the Minutes, which the forum will be asked to approve as a correct record at its next meeting.

2 **Meeting Attendance**

Members of the public are welcome to attend schools forum meetings, but do not automatically have the right to speak. The Chair has the discretion to allow public contributions where appropriate.

3 **Emergency Evacuation Procedure**

In the event of the fire alarm sounding, County Council officers will assist you to leave the meeting venue via the signposted emergency exit.