

Saint Mary's Catholic Primary School



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RE: Request for Governing Body agenda and minutes for the last 3 years

Dear Parents

I write in response to your joint letter received this morning, 20th February, asking for Governing Body meeting documents for the last 3 years. As your request falls under the Freedom of Information Act 2000 I need to inform you that the cost for hard copy of the agendas and minutes would be over £12.00 for one set. To see our charging policy click here: <http://www.smi.hounslow.sch.uk/Media/charging-and-remissions-2.pdf>.

I will need time to gather the documents together and I will need to do this in as an efficient a way as possible. I will write to you again when the information has been collated. At that time, should you wish, one hard copy set can be collected from the office on payment of the photocopying fee. It would cost too much and take too much staff time to photocopy the number of documents to provide you all with hard copies.

Yours sincerely

F Marsh