



Epping Forest Schools Partnership Trust

Unlocking the Potential of Collaboration

Chair's Action: Guidance

The Chair, or in his/her absence the Vice Chair, has authority to take urgent action between meetings in rare and genuinely urgent situations. It is not to be used as a form of delegation for the Local Governing Body/Trust Board, or as a way to perform routine tasks. Chairs should resist the temptation to make decisions outside Local Governing Body/Trust Board and Committee meetings, except in cases of real urgency.

The power to act should not be exercised where it is unlikely that the issues would be so urgent that the Local Governing Body/Trust Board and Committee could not meet.

Chair's Action should therefore only be used where:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and
- the matter is one which can be delegated to an individual under the Articles of Association regulations.

If the Chair (or Vice Chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Local Governing Body or Trust Board.

It would **not** be appropriate to use the Chair's Action to:

- create a new committee;
- approve a change to the Senior Leadership structure; and
- agree to an increase in the Headteacher/CEO's salary.

Chair's Action could be used, in an exceptional situation, such as where Governors/Trustees must urgently approve or update a policy to ensure it complies with the latest legislation, e.g. the Safeguarding Policy before a school trip. However, Governors/Trustees are expected to plan their annual work cycle in such a way as to allow them to go through the normal, statutory process for approving policies.

Also, the approval of several statutory policies, including the Special Educational Needs and Disability (SEND) Policy, cannot be delegated to an individual under normal governance procedures. Routinely approving this under Chair's Action can be interpreted as a form of delegation which is therefore not permissible under statutory guidance.