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Document.	0032	Policy on Chair's Action			
Revision	03	Approved By	Katy Taylor	Approval Date	10/03/2026

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Background

Chair's Action is a concept operated by committees in many institutions such as school governing bodies, university councils and local government. It acknowledges that although committee-based decision making is best practice governance and to be encouraged, on rare occasion things happen which require a reaction too urgent to wait for either the next committee meeting or even an emergency meeting to be called. In those circumstances, the employed managers of an organisation consult with the Chair of the committee.

Most organisations do not define the remit of the Chair for Chair's Action but tightly define how it must be minuted afterwards. For the sake of clarity, it has been suggested that a **Statement of Intent** be drawn up to satisfy the Trustees and staff that all measures are undertaken appropriately, in a timely fashion and with the best interests of the setting at the heart of all decisions made.

It is emphasised that this statement deals with emergency-type situations. It is not intended to preclude the routine day to day consultations on non-contentious issues that properly happen between senior staff and their Line Manager, the Chair.

Policy

It is impossible to produce a definitive list of emergency situations but examples include:

- A public or civil emergency
- Outbreak of a major illness (Policy 0017 refers)
- A need to close the setting temporarily, for example due to a fire, power cut or water shortage
- Other immediate health & safety issues
- Safeguarding issues where the Trustee Safeguarding Officer is not available or has a conflict of interest
- Urgent advice of emergency services, local authorities or education authorities, including Ofsted
- Critical financial incidents where failure to act immediately would materially impact the setting's financial stability (The Chair should try to consult with the Treasurer in this circumstance)
- Confidential incidents that the Managing Supervisor does not consider it proper to disclose to a full Trustees' meeting

The Managing Supervisor, or in his or her absence the person in charge of the Setting at the time of an incident, will follow the policies of the setting to deal with the incident. Hereafter, this policy will simply refer to the Managing Supervisor to mean any of the above.

If the policies do not adequately deal with the specific situation, the Managing Supervisor may want to contact the Chair for advice or guidance.

If the Chair cannot be contacted as quickly as the Managing Supervisor deems necessary in the circumstances, s/he may instead contact another Trustee, who will act on the Chair's behalf, and inform the Chair as soon as possible. If no Trustee can be contacted, then the available senior staff of the setting should act as best they can without Trustees' involvement.

Approved by (signature)	
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After any such decision and appropriate action has been taken, a report should be written by the Managing Supervisor and this should be included with the reports at the next scheduled Trustees meeting. If the matter becomes on-going or needs other Trustees input, then they should be informed as soon as possible of the situation.

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Responsibility for periodic review	Full Committee
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Document History

Rev	Changes	Date	Approval
00	New Policy	20/03/12	Committee
01	Addition of Scope Statement	02/01/14	Business Manager
02	Reviewed and amended. Replaced Vice-Chair with other Trustee	06/06/19	Gosia Prout
03	Reviewed. Corrected a spelling mistake.	12/04/21	Gosia Prout
	Reviewed	12/10/22	Keith H
	Reviewed	06/01/24	Katy Taylor
	Reviewed	10/03/26	Katy Taylor

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