

**DGAT Local Governing Board Record of Chair’s Action**

The chair of the local governing board has no additional functions or responsibilities above any other governor and cannot act in isolation of the local governing board.

The chair is, however, permitted to act in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a ‘chair’s action’.

Chairs of governors should use this form to record any action taken outside of local governing board meetings, to share with the LGB and Head of Governance and People the decision taken and the reason it was necessary for them to act without delay and with urgency.

Diocese of Gloucester Academies Trust November 2023

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| **Decision requested** | **Name and role of person requesting a decision through Chair’s Action** | | **Decision made** |
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| **Decision making process** | | | |
| **Potential detrimental effect (Please indicate all that apply)** | | **Details of the potential detrimental effect (Please provide details for all that apply)** | |
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| **Communicating the decision to the local governing board and Head of Governance and People** | | | | |
| **Date the decision was communicated:** | | | | |
| **How the decision was communicated** | **Local governing board:**  **Head of Governance and People:** | | | |
| **Date:** | | **Name:** | | **Role:** |