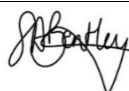
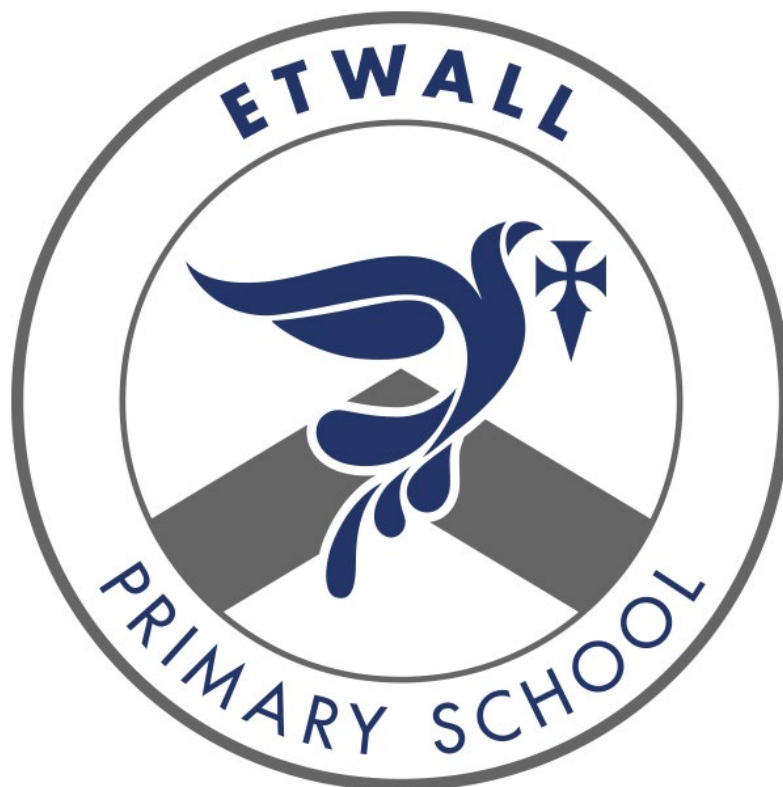


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Next Review	September 2028	Headteacher	
This policy has been reviewed on 13/06/2025 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			



Urgency and Efficiency Policy

1.0 Introduction

- 1.1 The governing body recognises that decisions may be necessary between scheduled board & committee meetings that could not have been foreseen at the preceding meeting and cannot wait for the next scheduled meeting.
- 1.2 The governing body also recognizes that in order to maximize the efficiency of governance arrangements and due to the length of some board and committee agendas, occasionally matters requiring a decision may be dealt with outside a meeting even though they are not urgent. Matters of key strategic importance should not typically be dealt with in this manner.
- 1.3 The body responsible for making a decision under Urgency & Efficiency Procedures is the same body that has authority to make the decision were it to be made at a formal meeting.

2.0 Urgent Decision Making

- 2.1 When it is clear that a decision needs to be made under Urgency & Efficiency Procedures, the proposer (Headteacher or delegated by the Headteacher) should refer to the Scheme of Delegation and write a formal proposal, including any supporting documentation if appropriate, and send it to the Clerk for distribution to the relevant board/committee members.
- 2.2 The proposal should include:
 - 1. The reasons why a decision is being sought as a matter of urgency.
 - 2. Any information that is typically expected to support a similar proposal at a formal meeting.
 - 3. The opportunity for the decision makers to seek clarification of or ask questions about any points raised.
 - 4. The date and time by which responses need to be received. This should be no shorter than a full working week whenever possible.
- 2.3 The Clerk will distribute the proposal and any supporting documentation to all members of the relevant body. Whenever possible this will be done via email. In exceptional circumstances, the Clerk may telephone the relevant individuals to advise them of the proposal.
- 2.4 When the deadline has passed, the Clerk will consider the responses and judge a decision to be made if the proposal has been formally approved or declined (via email or in writing) by a majority of board/committee members
- 2.5 If the deadline has been reached and there are insufficient responses to form a majority decision the proposal will be considered declined unless the relevant Chair agrees that the deadline can be extended.
- 2.6 All decisions taken under Urgency and Efficiency shall be binding on the board/committee as if they were made at a meeting.

3.0 Emergency Decision Making

- 3.1 If the emergency is such that a decision must be taken immediately and there is no time to consult with board or committee members, the Chair of Governors shall act in the school's best interests and decide accordingly.
- 3.2 The Chair of Governors (or nominated representative) must inform the relevant committee Chair at the earliest opportunity.

- 3.3 Any emergency decision making must be reported in writing to the next meeting of the Full Governing Board and minuted accordingly.

4.0 Reporting of Urgent Decision Making

- 4.1 All decisions take under this policy must be reported back to the next meeting of the Governing Board or the relevant committee (whichever comes first). Acknowledgement of the decision must be clearly recorded in the minutes of that meeting.

ETWALL PRIMARY SCHOOL: Urgent Decision Proposal

The governing board recognises that decisions may be necessary between scheduled meetings and so has an Urgent and Efficiency Policy to deal with such scenarios. When a decision needs to be made under Urgency and Efficiency procedures, the scheme of delegation should be consulted and the proposal detailed below. This proposal is then to be sent to the clerk of governors for distribution to the relevant board/committee members.

Name and role of proposer:

Proposal:

Reason why decision is urgent:

Date and time by which responses should be received:
