

DECISION MAKING OUT-OF-SESSION



Part of the role of a School Representative Body is to make decisions. These decisions would normally be made during formal meetings. However, due to time constraints or emerging issues between scheduled meetings, some matters may require a decision to be made out-of-session.

Out-of-session decision making should not be used for significant or highly contentious matters. These should be considered at a properly convened, face-to-face meeting to ensure transparency, inclusive discussion, and due process. Members should consider whether the matter requires a Special General Meeting (SGM) to be called. The business of an SGM must be limited to the single agenda item for which it was called.

Where required, the Chair or Principal may request that a decision be considered out-of-session. If members agree, the decision may be made by email, phone, or another agreed method, such as a physical noticeboard.

IMPORTANT POINTS

If Standing Orders have been adopted, the process for out-of-session decision making will be outlined within them.

- Ensure all members share a clear and common understanding of the purpose and process for making out-of-session decisions.
- Any actual, potential, or perceived conflicts of interest must be declared and appropriately managed.
- Out-of-session decision making must be fair and inclusive, ensuring all members are given the opportunity to participate.
- Members must act in good faith and make decisions in the best interests of the school.

PROCESS [EXAMPLE]

1. The Chair, Principal, or Secretary contacts all members, clearly outlining the matter to be decided on. Where appropriate, include the Business Manager for information only.
2. A deadline [date and time] is given as to when a response is required by.
3. A question-and-answer process may occur. If the decision is happening via email, using "Reply All" can support transparency and informed discussion.
4. Responses must be received from at least half the members [quorum] before a decision is final.
5. The Chair or Secretary records and collates the answers and ensures that only those eligible to vote have voted. [Business Manager cannot vote].
6. At the agreed deadline, the Chair confirms the outcome, based on a simple majority.
7. At the next meeting, the out-of-session decision [motion] is recorded on the agenda and minutes under Correspondence Out or Business Arising from Correspondence.