As requested by the GB further investigation into how the appointment of Co-Chairs could work at College Town Primary School have now been explored. The advice from Bracknell Forest Governor Services was sort and guidance from the NGA was also used – copy attached. Both prospective co-chairs have also met with the head teacher to discuss the proposal in more detail.

The two prospective Co-Chairs met on two occasions and followed the NGA guidance. The following areas were considered and how these could be addressed at CTPS.

* Communication
* Meetings and other events
* Chairs Actions
* Working with the governing board
* Joint responsibility
* Short or long term
* COMMUNICATION

The two Co Chairs would meet face to face at least once every two weeks.

Regular email contact would take place and school emails sent to both. It was agreed the co-chairs would agree who should respond depending on the subject of the email.

If urgent contact is required either could be contacted by mobile

Both would attend HT catchup meetings depending on feasibility

It was agreed Rita would be the first point of contact unless notification of unavailability has been given.

* MEETINGS AND EVENTS

Only one person would chair meetings, this would be agreed between the co-chairs before each meeting.

Both co-chairs would attend all training events which would always ensure at least one person represent the school at these events.

* CHAIR ACTIONS

This is only required in limited circumstances and then co-chairs would always aim to make joint decisions. Both have agreed to trust each other and would be able to make decision if necessary.

* WORKING WITH THE GB

Agreement of the Co-Chair arrangement at CTPS is currently under discussion and this paper forms part of this process

* JOINT RESPONSIBILITY

Both co-chairs have accepted and will standby the actions of the other but where possible joint decisions will be made.

Both have agreed will be equally responsible for all of the chairs duties.

* SHORT OR LONG TIME

This is to be determined by the FGB