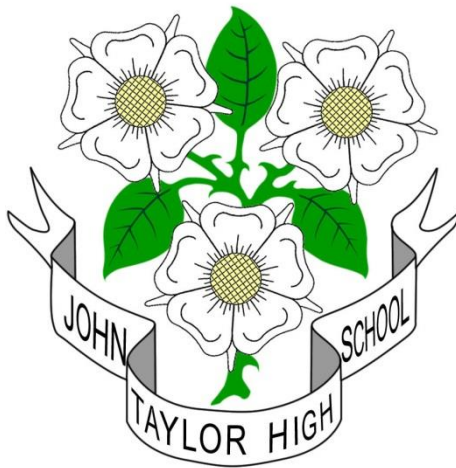


JOHN TAYLOR HIGH SCHOOL

A Science and Leadership
Academy



Succession Planning Policy for Trustees, Committee Chairs and Governors

Introduction

It is the aim of the academy to ensure that changes in governance are as ‘seamlessly’ as possible. The period of time a position remains vacant should be kept to a minimum.

This aim is underpinned by 4 core objectives:

- The need to secure the right mix of skills and perspectives amongst Governors and Trustees.
- The requirement for Governors and Trustees to continuously develop their skills.
- To ensure a high level of commitment amongst the non-executive team.
- For the academy to be governed by a team of people who work well together.

John Taylor High School is fully committed to an open and transparent recruitment process designed to ensure that the board is composed of people who are committed to the values and purpose of the organisation, bring with them the skills and competencies required, and who reflect the diversity of the community served by the school.

Trustees

There is no maximum period of office for any Trustee, as determined by the Academy. Trustees retiring should do so at the AGM. Appointment of new members to the Trust will take place as required at the AGM each year. Trustees may also resign by giving notice to the Company Secretary. It is desirable that members give 3 months notice of their intention to resign wherever possible.

Aspiring Trustees

All Governors are invited to participate in training which will enable them to be appointed as Trustees. Successful graduates from the training are asked to complete an application form. Trustees are then selected by an open and transparent selection process.

Reference: www.education.gov.uk/schools/leadership/governance

Parent and Staff Governors

Governors are admitted to the Governing Body on the basis of an open and transparent selection process and commensurate with their designation as Staff or Parent Governors. Prior to the selection process the Governing Body reviews the skills profile of its remaining members and determines what new attributes and knowledge are needed to compliment the board and maintain its effectiveness and diversity.

Co-opted Governors

The Governing Body also appoints co-optees. This practice promotes positive succession. Co-opted Governors may be appointed to fill vacancies in shortage skills areas. Alternatively, a Co-opted Governor may be appointed to provide expertise in a specific skill for the duration of a particular project. Co-opted Governors are appointed initially for a period determined by the board but may be reselected for up to a maximum of four years.

The Chair

In line with the rule the school must have a Chair, but has chosen not to have a designated Vice Chair. The Governing Body, appoint the Chair at the first meeting of the Full Governing Body each academic year.

The Chair may resign at any time (without necessarily resigning as a Governor). It is desirable that a notice period of 3 months is given wherever possible.

Appointment of Chair

An indication of whether the Chair wishes to re stand or resign will be required to be given at the previous meeting. Following resignation of the Chair, the successor is selected using an open and transparent selection process.

Election Process for Chair of Governors

The suggested procedure below will apply any time there is a vacancy for Chair and annually at the beginning of the autumn term. Please note that under the Regulations it is for the Governing Body to determine the Chair's terms of office. Terms will be between one and four years.

Under regulations [School Governance (Procedures) England) Regulations 2003] Governing Bodies can determine for themselves what arrangements and procedures to use in arranging Chair elections. Previous regulations are therefore revoked other than the eligibility criteria which are that governors who are employed to work at the school, (either under a contract of employment or a contract of services) are not eligible to stand for election.

The Governing Body needs to decide on the process at the outset of their first meeting of the autumn term. It may just be a case of confirming the current arrangements but it is an opportunity to change if the Governing Body wishes to do so. Therefore the Governors must agree how they want to elect the Chair and for how long, as a first time on the agenda before actually electing them.

The Clerk must act as Chair during the election of the Chair (but does not have a casting vote) and must ensure that the meeting is quorate to carry out the election process (see guidance below). The Clerk should remind Governors of the criteria for eligibility. Those standing for election should withdraw from the meeting when a vote is taken. In case there is more than one nomination for each role, the Clerk should remember to take some slips of paper to the meeting for organising the secret ballot.

If there is only one nomination a vote must still take place. The nominated Governor must leave the room. The vote must then be held but it does not have to be a secret ballot. It can be an open vote i.e. show of hands. If there is more than one nomination and following a secret ballot there is a tie Governors should vote again and if it remains a tie, the candidates must draw lots. Finally, the Clerk will announce who has been duly elected Chair of the Governing Body. The DfE has advised that the Governing Body may reject all nominees for Chair if they choose.

If a Governing Body cannot elect a Chair they must adjourn the meeting so that they comply with the requirement to elect a Chair at the first meeting. They can, however, complete the agenda before adjourning, with the meeting being chaired by the previous Chair or a Governor appointed as Chair for the purpose of the meeting, as appropriate. A further meeting date must be set for election of the Chair.

Quorum

The School Governance (Procedures) (England) Regulations 2003 now state that the quorum for a meeting of the Governing Body and for any vote on any matter at such a meeting shall be a half of the current membership of the Governing Body (rounded up to a whole number). Governors are not able to vote in their absence (i.e. by postal or proxy vote).

The quorum is determined by the total size of the Governing Body as recorded on the instrument of Government.

Post of Additional Responsibility

The Governors annually elect members to serve in the position of Chairs of Committees. Any Governor interested in applying for these positions should discuss this with the Chair one to one. Development needs may then be delivered within an individual training plan co-ordinated by the school.

Experience in these positions is recognised by the Governors as valued personal development and contributing to the induction of anyone seeking to serve as Chair.

Induction

All new Governors receive an induction handbook. The content is matched with the DfE Governance good practice. A menu of induction activities and training is available to new members to choose from and complement their prior learning and experience.

Mentoring

The Governing Body operates an informal mentoring system for new members to aid a smooth transition into the role. All Governors are encouraged to participate in the scheme.