

## **POLICY ON SUCCESSION PLANNING FOR GOVERNORS**

*The College seeks to ensure through its functions, policies and employment practices that it does not discriminate on any grounds and that it acts in accordance with its statutory obligations under the equality duties and in compliance with current legislation.*

### **SCOPE**

This policy applies to all governors.

### **PURPOSE**

The Henley College Corporation is committed to forward planning and ensuring by effective succession planning that it is always in a position where there is an effective and functioning Board to ensure continuity of the College leadership of the highest quality. This policy will form part of the terms of reference of the Governance & Search Committee with recommendations brought to the Board.

### **CHAIR AND VICE CHAIR(S)**

The Corporation agrees that there must be an ongoing review of succession planning for positions of Chair and Vice Chair(s) of the Corporation.

As stated in the Instrument and Articles of Government, the Principal, staff or student members are not eligible to be appointed Chair or Vice Chair(s).

The Chair of the Corporation will be asked to confirm their intention to be considered for re-appointment for another term of office six months prior to the end of their current term of office. They are requested to provide at least six months' notice of their intention to resign from office to assist effective succession planning for this position.

The Vice Chair(s) of the Corporation will be asked to confirm their intention to be considered for re-appointment for another term of office three months prior to the end of their current term of office. They are requested to provide at least three months' notice of their intention to resign from office to assist effective succession planning for this position.

Chairs of Committees are requested to provide at least two months' notice of their intention to vacate such positions in order that the vacancy may be considered at the next scheduled meeting of the Governance & Search Committee or Board whichever takes place sooner.

When considering succession, consideration must be given to the development of existing governors and of promotion from within existing membership.

The positions of Vice Chair(s) of the Corporation and Chairs of Committees may be considered as possibilities for development for the position of Chairperson of the Corporation in future (although not having held such positions will not preclude a Governor from being nominated and elected to the position of Chair).

An indication should be sought from existing governors if there is any governor prepared to put themselves forward for consideration as either the future Chair or Vice Chair(s). This will be

undertaken 12 months before the end of the Chair/Vice Chair(s)'s term of office. To help inform governors, responsibilities and job descriptions for the roles of Chair and Vice Chair(s) have been prepared.

If there are any governors who are prepared to undertake either of these roles, then arrangements should be made to enable prospective Chairs and Vice Chair(s) to shadow the exiting Chair and Vice Chair(s) over a period of time.

In addition, prospective Chairs and Vice Chair(s) should be given the opportunity to chair a committee of the Corporation, if they have not already done so, so that they gain experience in chairing meetings.

Should an unforeseen vacancy occur in the position of Chair of the Corporation and no nominations for the post are received from existing Independent Members by the deadline set, the Corporation will consider at its earliest opportunity, its next steps. This may include the option to search and advertise externally for a Governor to be appointed with a view to becoming the future Chair of the Corporation (following the appropriate induction as a Governor and necessary nomination and election process). In the interim period, the Vice Chair(s) of the Corporation will deputise for the vacant position.

## **INDEPENDENT MEMBERS**

A Standing Order exists to limit the number of consecutive terms of office a Member may undertake. This ensures that independence is maintained and assists the aim of having a balance of new and experienced Governors.

The Clerk will monitor the terms of office of existing members to alert the Governance & Search Committee of future vacancies that will occur in 12 months' time and areas of board skills expertise that may be impacted as a result of future vacancies. In addition, the committee will annually conduct a risk assessment of the skills audit and review the criteria used within the skills audit to ensure that it matches the current strategic aims of the college and its changing needs.

The expiry dates of terms of office of existing Independent Members are staggered to assist effective succession planning and to reduce the number of forthcoming vacancies at any particular time.

Governors are requested to provide at least two months' written notice to the Clerk if it is their intention to resign before the expiry of their term of office.

Where a future vacancy in an office has been identified, opportunities for shadowing by, and mentoring of, prospective future office holders, to allow for development and knowledge sharing before an office is taken up will be considered.

In making recommendations to the Board on future members, the Governance & Search Committee will also consider whether such members would, in the future, have or have developed the necessary skills and expertise for the role of Chair and Vice Chair(s).

A review of Committee membership will be undertaken at least twice yearly.

## **SUCCESSION PLANNING SUPPORTED BY SELF-ASSESSMENT**

The Corporation collectively will undertake self-assessment annually including assessing against the Ofsted expectations for effective governance. As part of this assessment, any succession issues and activity to address them will be identified.

Each Governor annually will participate in a one to one meeting with the Chair of the Corporation. This will include assessment of their contribution to the Board of the Corporation. The meeting will include an opportunity to identify how the Governor would like to develop their role and their aspirations as a Governor and what support to develop would be useful. Individual one to one outcomes will be used to contribute to the effective Governance of the College.

#### **POLICY MONITORING AND REVIEW**

The implementation of this policy and procedure will be monitored by the Governance & Search Committee at least bi-annually.

Author: Clerk to the Corporation: 29 January 2018

Approved by Corporation: 21 March 2018