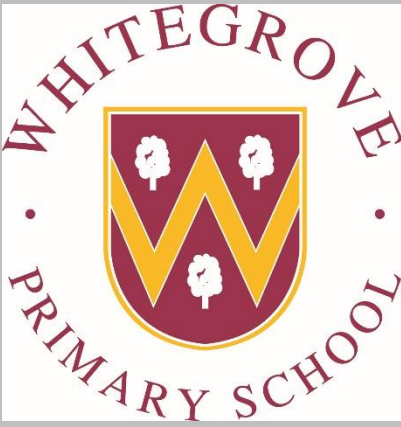




GOVERNING BODY SUCCESSION PLAN (GOVERNANCE)

Reviewer: Governing Body

Updated: Autumn 2025

Review: Autumn 2028



Governing Body Succession Planning Policy

Introduction

- THIS DOCUMENT IS a statement of the aims, principles and strategies for Governing Body Succession Planning at Whitegrove Primary School.
- IT WAS DEVELOPED during the Autumn Term 2015 through a process of consultation between the Governors and has been updated in Spring 2021 to reflect the reconstitution.
- IT WAS APPROVED by the FGB on 25/3/2021
- THIS POLICY WILL BE REVIEWED according to the School Policy Tracker.

Aims

The aim of this policy is to ensure continuity of Governing Body ("GB") effectiveness in response to planned and unplanned changes in membership.

Principles

This policy is based on the following principles:

- GB composition and role will be in accordance with statutory requirements, as set out in "Governance Guide for Maintained Schools" and our "Instrument of Government".
- This policy covers all GB appointments, except that of the Headteacher which is subject to a separate policy.
- All GB members will be provided with induction and other training relevant to their needs.
- Roles and responsibilities of individual Governors are documented and fully understood by Governors.
- Succession planning should be proactive – preparing the GB for unexpected as well as planned changes – so that a seamless transition is striven for at all times.

GB Membership and Methods of Recruitment

Membership of the GB of Whitegrove Primary School, in accordance with its Instrument of Government, which complies with Statutory Requirements, is as follows:

- 2 Parent Governors (elected post)
- 8 Co-opted Governors (appointed by GB based on skills and will include at least 2 parents)
- 1 Authority Governor (nominated by BFC, appointed by GB)
- 1 Staff Governor (elected post)
- 1 Head teacher (ex-officio)



The total number of Governors is 13, except at any time when the Headteacher has given notice under The School Governance (Constitution) (England) Regulations 2012 that s/he chooses not to be a Governor, when the total number of Governors shall be 12.

The GB may also appoint Associate Members.

Periods of Appointment as Governors

All Governors, except the Headteacher, have a maximum period of office of 4 years before reappointment or an election. Appointments as Chair of Governors and Vice Chair are subject to an annual election, normally at the first meeting of the new school year. Length of appointment of Associate Members will usually follow similar arrangements but can be determined on an individual basis of between 1 and 4 years.

Chairs and Vice Chairs of Committees will be appointed annually, however, the Chair of HT Performance Management will have up to a 4 year term and the Chair of PFE Committee will have a 2-3 year term.

End of Appointment as Governors

It is essential that the GB plans and prepares ahead of the expiry dates of Governors' terms of office. Governors who are not looking to renew their commitment, or choose to leave earlier are legally obliged to send their written resignation to the Clerk. To facilitate succession planning, Governors are also encouraged to provide the Headteacher and Chair of Governors with written notice at the earliest opportunity, ideally at least 3 months before departure. Chair and Vice Chair of Governors and Chairs of Committees, who wish to stand down from those offices, should also provide the Headteacher (and Chair, if appropriate) with, ideally, at least 6 months' notice so that expressions of interest can be sought from others.

However, this does not mean that Chairs/Vice chairs will be free of challenge in standing for re-election each Autumn Term, but in the interests of continuity it would be helpful if those wishing to stand for election could declare their candidature to the Clerk and Chair of Governing Body by the end of the Summer Term. In a properly planned situation, it could be expected that a Governor who is seeking election as Chair of the Governing Body would have completed some governance training from Bracknell Forest Governor Services and either have served as Vice Chair or as a Chair of a Committee with a period of having shadowed the existing Chair of the Governing Body. There may be circumstances, of course, where this is not possible. In circumstances where the Chair is unavailable, the Vice Chair is expected to assume the full role until the Chair returns or a new Chair is elected.



Preparation for Recruitment and Recruitment and Induction of Governors

Those who may be interested in becoming a Governor (of whatever type) have an opportunity to discuss the role of a Governor with the current Chair of Governors, a member of the governing body or the Headteacher. A tour of the school should also be undertaken.

Activity to recruit all types of Governors should start early, including if appropriate, advertising vacancies and preparation of a short-list of potential candidates for election or appointment. Each candidate should be properly briefed on the advertised role (e.g. Parent Governor, Staff Governor, Co-opted, or Authority Governor) before selection / election. Once appointed, an existing Governor will be assigned a Mentor to help the new Governor settle into their new role within the GB and to assist with the induction period. Induction training will be offered by the Development Governor and Clerk and the new Governor will be invited to attend Committee meetings as an observer until a decision has been made as to which committees the new Governor is to join. If a Governor is undertaking a new role within the governing body, if possible, it is advisable to shadow / liaise with the Governor that they will replacing before undertaking their new responsibilities.

Desired Competences, Skills and Attitudes of Candidate Governors

Whitegrove Primary School encourages diversity within its GB. A variety of skills, experiences and backgrounds is clearly beneficial to the GB and valued by the School. The ability to work co-operatively with others is essential. Service as a Governor requires significant dedication and commitment to the School, its Vision and its Objectives. Governors should be willing to share their own skills and expertise in the conduct of GB business, to the benefit of each other and the GB overall. Governors have a responsibility to identify with the School Ethos and Vision and to accept corporate interests and responsibility by putting aside their personal interests and views once a decision has been made.

Required Governor Commitment

It is to be expected that Governors will display a significant commitment to the School and the business of the GB generally. Governors will be expected to sign and abide by a code of conduct, whereby they will make themselves available to attend the School, GB and Committee meetings to which they have membership, on a regular basis.



Continuity of GB Clerk

Recruitment and selection of a GB Clerk should also be planned early to ensure an appropriate period of induction. Suitable clerking qualifications and previous clerking experience will be desirable characteristics and will form part of the candidate comparison process. Selection interviews will be conducted by the Headteacher and Chair of Governors. Training opportunities should be offered by the Development Governor and candidates should be offered an information pack produced by the Chair of Governors.