

JOHN TAYLOR MULTI ACADEMY TRUST



Succession Planning Policy for Trustees, Committee Chairs and Governors

Review date: September 2021
LGB Procedures: No

Introduction

It is the aim of the Trust to ensure that changes in governance are as 'seamless' 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 Trust and its schools to be governed by teams of people who work well together.

John Taylor MAT 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 communities served by schools.

Members

Members of the Academy Trust comprise the signatories to the Memorandum and any person appointed by the Members by passing a special written resolution. There is no time limit for any Member although membership would terminate immediately if the Member became ineligible under Article 15. In addition, membership, may be terminated if other Members agree by passing a written special resolution to remove or the member resigns provided that the minimum number of Members shall not be less than three.

Trustees

Planned succession is essential to ensure the right mix of skills and perspectives around the board table so that the Board is a team of people who work well together. The term of office for a Trustee shall be four years save that this time limit shall not apply to any post that is held ex-officio. Subject to remaining eligible to be a particular type of Trustee, any Trustee may be re-appointed or re-elected. Removal of a Trustee may take place in line with Article 66 or through disqualification Article 68-80. Trustees wishing to retire shall do so at the AGM and should be mindful of article 65 which states that resignation can only be accepted if at least 3 other Trustees remain in office when the resignation takes effect. It is desirable if Trustees wishing to resign give 3 months' notice of their intention wherever possible. Resignation should be tendered in writing to the Company Secretary.

Prior to appointment of a Trustee to a vacancy, the skills audit will be revisited and updated. The skills matrix should be used to determine the skills, knowledge and diversity needed to complement the board and maintain its effectiveness and diversity.

Prior to selection of a Trustee the Board will consider the proposed appointees and delegate the interview process to the Chair and a panel of Trustees. This panel will interview the potential appointees and make a recommendation to the Trust Board. Trustees shall be appointed at the AGM by an ordinary resolution by Members.

Aspiring Trustees

All Governors within MAT Schools are invited to participate in appropriate acclimatisation which will prepare them for appointment as Trustees. This is regarded by the MAT Board as an indication of their willingness to serve on the Board and any relevant committees at MAT level. Trustees are then selected by an open and transparent selection process as described above. This acclimatisation may include formal training via the Teaching School Hub or other local providers, but will certainly involve discussion with existing Directors, observing a Trust Board meeting and familiarisation with documentation relating to the role, for example the Academy Trust Handbook, JT MAT Policies and Procedures, Terms of Reference.

Governors should indicate their interest via the Clerk to the MAT Board.

Local Governing Body Governors

Local Governing Body Governors shall be selected or elected in line with the process described for the appointment of Trustees with the Local Governing Body making all the necessary arrangements. As the Local Governing Body is a "sub-committee" of the MAT the Local Governing Body should source and recommend an addition to their number but the MAT Board will need to approve the appointment.

The Chair of the MAT Board

In line with the rule the Trust must have a Chair, and has also chosen to have a Vice Chair. The Trust appoint the Chair at the final meeting of the MAT Board each academic year.

The Chair may resign at any time (without necessarily resigning as a Trustee). 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 MAT Board

The procedure below will apply any time there is a vacancy for Chair and annually at the final meeting of the summer term. Under the Regulations, it is for the Board to determine the Chair's terms of office unless the Chair or Vice Chair become ineligible for the position in line with Articles 84-92.

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 for the position of Chair.

The MAT Board needs to decide on the process at the outset of their final meeting of the summer term. It may just be a case of confirming the current arrangements but it is an opportunity to change if the Board wishes to do so. Therefore, the Board must agree how they want to elect the Chair and for how long, as a first item 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 Trustees 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 organise a secret ballot.

If there is only one nomination a vote must still take place. The nominated Trustee 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, Trustees 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 MAT Board. The DfE has advised that the Board may reject all nominees for Chair if they choose.

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

NB: The above process is replicated for the election of Chair and, where applicable, Vice Chair of a Local Governing Body (LGB) within a MAT school.

Quorum

MAT Board

The quorum for a meeting of the Board and for any vote on any matter at such a meeting shall be 3 or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting and are present at the meeting and entitled to vote.

Local Governing Body

The quorum is set out in the LGB's terms of reference and shall be 'half plus one' of the governors-rounding down in the event that there is an odd number of governors on the LGB.

Post of Additional Responsibility

The Trustees and Governors annually elect members to serve in the position of Chairs of Committees. Any Trustee or 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 Trustees and Governors as valued personal development and contributing to the induction of anyone seeking to serve as Chair.

Induction

All new Trustees and Governors receive an induction handbook and access to the Trustee and Governor Portal. The content is matched with the DfE Governance of good practice. A menu of induction activities and training is available to new members to choose from and complement their prior learning and experience. (See New Governor Induction Policy for use within John Taylor MAT Schools or Approach to New Trustee Induction).

Mentoring

The MAT Board operates an informal mentoring system for new members to aid a smooth transition into the role. All Trustees and Governors are encouraged to participate in the scheme. (See New Governor Induction Policy for use within John Taylor MAT Schools or Approach to new Trustee Induction).