

The Mosley Academy
Governance and Succession Planning Procedures for the
Local Governing Body



Introduction

It is the aim of The Mosley Academy to ensure that any changes in governance is as 'seamlessly' transitioned as possible. The period of time a position remains vacant is kept to a minimum.

This aim is underpinned by 4 core objectives:

- The need to secure the right mix of skills and perspective amongst Governors;
- The requirement for Governors to continuously develop their skills;
- To ensure a high level of commitment amongst the Governing Body and Leadership Team;
- For The Mosley Academy to be governed by a team of people who all work well together.

The Mosley Academy is fully committed to an open and transparent recruitment process, in conjunction with the John Taylor MAT Board, to ensure that the Local Governing Body is composed of people who are committed to the values and purpose of the school, bring with them the skills and competencies required, and who reflect the diversity of the school community.

Local Governing Body

The term of office for a Parent, Staff or co-opted Governor is 4 years from the date of their appointment. Newly appointed Governors and existing governors are continually invited to participate in training, and encouraged to observe as visitors at other local governing body meetings. Annual training days are also arranged by the JTMAT for all members of the Local Governing Body.

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 Local Governing Body reviews the skills profile of its remaining Governors, and determines what new attributes and knowledge are needed to compliment the Local Governing Body 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. Co-opted Governors may also be appointed to provide expertise in a specific skill for the duration of a particular project. Any application for co-option needs to be ratified by the JTMAT Board.

The Chair and Vice-Chair of the Local Governing Body

In line with governance legislation, The Mosley Academy must have a Chair and a Vice-Chair of the Local Governing Body. The Governing Body appoint their Chair and Vice-Chair at the last Local Governing Body meeting in the academic year, which falls in June. This ensures that the positions are agreed in preparation for the first meeting of the Autumn term.

The Chair and Vice-Chair may resign at any time, (without necessarily resigning as a Governor). It is desirable that a notice period of 3 months is given in writing, where possible.

The Chair and Vice-Chair may re-stand with the full agreement of the LGB.

Election Process for Chair/Vice-Chair of Governors

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

Under regulations [School Governance (Procedures) England Regulations 2013] Governing Bodies can determine for themselves what arrangements and procedures to use in arranging Chair/Vice-Chair elections. Previous regulations are therefore, revoked other than the eligibility criteria which are that governors who are employed to work at The Mosley Academy, (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 last meeting of the academic year. It may be just a case of confirming the current arrangements, but it is an opportunity to change if the Governing Body wishes to do so. Therefore, Governors

must agree how they want to elect the Chairs and Vice-Chairs 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 and Vice-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 as Chair/Vice-Chair of the Governing Body. The DFE has advised that the Governing Body may reject all nominees for Chair/Vice-Chair if they choose.

If a Governing Body cannot elect a Chair, they must adjourn the meeting and defer. 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 prior to the end of the academic year.

Quorum

The School Governance (Procedures) (England) Regulations 2013 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 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 Local Governing Body Membership Schedule.

Post of Additional Responsibility

The Governors annually elect members to serve in the position of Chair and Vice Chair of the Learning & Standards Committee and the Managing & Organising Committee. These positions will also need to be voted on and agreed at the last meeting of the Academic year. Other sub-committees and Link Governor roles can be agreed at the first meeting of the Autumn Term.

Any Governor interested in applying for these positions should discuss this with the Chair and Clerk to Governors one to one. Development needs may then be delivered within an individual training plan co-ordinated by the school.

Existing Chairs and Vice-Chairs may re-stand and if there are no further applications of interest, the Local Governing Body can agree to their term of office by a show of hands.

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 of the local Governing Body.

Induction

All new Governors receive an induction, and this is also tailored to suit the Governors application and skills audit. All Governors are required to be DBS checked, have an in-depth knowledge of safeguarding and sight of the DFE's 'Keeping Children Safe' document and complete a Disclosure of Business and Pecuniary Interests Form.

During the induction process new Governors will be informed of the 'Eyes on, Hands off' approach to governance. This is as follows:

Eyes on:

- **Governor knowledge** of the school and community is important
- **Skills required for scrutiny** are vital - forensic analysis, interpretation, understanding of cost (in every sense), questioning
- **Strategic thinking skills** - causation, effects, opportunity cost, consequences.
- **Ambition and appetite** - for excellent, and to hold leaders to account

Hands off:

- **Separation of operational from strategic**
- **Respecting the executive 'space'** as being the preserve of employed staff
- **"Supporting and not stifling"**
- **Holding to account** those who make decisions (which can only be done when there is clarity)

Mentoring

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