

**CITY OF WOLVERHAMPTON COLLEGE
BOARD OF GOVERNORS**

**SUCCESSION PLANNING POLICY AND APPOINTMENT PROCEDURE FOR THE
CHAIR AND VICE-CHAIR**

- 1 The Board of Governors agrees that there must be an on-going review of succession planning for positions of Chair and Vice-Chair of the Board of Governors.
- 2 As stated in the Instrument & Articles of Government, the Principal, staff or student members are not eligible to be appointed Chair or Vice-Chair.
- 3 When considering succession, regard will be given to the development of existing governors and of promotion from within existing membership.
- 3 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. This will be undertaken before the end of the Chair/Vice-Chair's term of office. To help inform governors, responsibilities and job descriptions for both Chair and Vice-Chair are attached.
- 4 If there are governors who are prepared to undertake either of these roles, then arrangements should be made to enable prospective Chair and Vice-Chair to shadow the existing Chair and Vice-Chair over a period of time.
- 5 In addition, prospective Chair and Vice-Chair should be given the opportunity to chair a Committee of the Board of Governors so that they gain experience in chairing meetings.
- 6 The Clerk will inform all governors of the Succession Policy and, on an on-going basis, will seek expressions of interest from governors in either being Chair or Vice-Chair. Should this result in no expressions of interest being received, and if there are governors who have the appropriate skills and expertise to undertake the duties of either Chair or Vice-Chair, then arrangements should be made for the Chair, Vice-Chair, Clerk and Principal to encourage such governors to take on the role.
- 7 If there are no governors willing to put themselves forward for Chair or Vice-Chair, and if the Board of Governors feels it would be helpful to attract an individual from outside its membership, then the option to search and advertise will be given consideration.
- 8 The Search and Governance Committee will be responsible for overseeing the succession process but not the selection and appointment of the Chair and Vice-Chair which is the responsibility of the Board of Governors.

THE ROLE OF THE CHAIR AND VICE-CHAIR

RESPONSIBILITIES AND JOB DESCRIPTION

The Instrument & Articles of Government requires each Board of Governors to appoint a Chair and Vice-Chair. The term of office for individual governors is set by the Board of Governors up to a maximum of 4 years, as specified by the Instrument & Articles of Government.

Under the Instrument of Government, it is up to the Board of Governors to determine the period of office for the Chair and Vice Chair (limited by the individual's remaining period of office as a governor). The Chair and Vice-Chair of the Board of Governors of City of Wolverhampton College are normally appointed on an annual basis.

At the last meeting before the end of the term of office of the Chair or Vice-Chair, or at the first meeting following the Chair or Vice-Chair's resignation or removal from office, the members shall appoint a replacement from among themselves. At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for re-appointment.

- 1 The Chair of the Board of Governors is accountable to the Secretary of State for Innovation, Universities & Skills (through the Learning and Skills Council) for the effective governance of the College.
- 2 The Chair and Vice-Chair must undertake the duties required of all governors (as set down in the Instruments and Articles)
- 3 The Chair will ensure that the business of the Board of Governors is conducted properly in accordance with the Instrument and Articles of Government, Board of Governors' Standing Orders and recognised 'Good Practice' and that the Seven Principles of Public Life are observed in all aspects of the Board's business.
- 4 The Chair and Vice-Chair will ensure effective governance of the College through:
 - leading and promoting the mission statement and educational character of the College
 - maintaining strategic oversight of the College and to ensure that the Board of Governors works with the College Senior Management Team in determining the strategic direction of the College
 - promoting the interests of the College with external stakeholders
 - the development of a strong team spirit among Board of Governors members
 - ensuring that the business of the Board's committees is reported back to the Board appropriately.
 - promoting a critical self assessment of Board of Governors processes and of Board of Governors performance
 - ensuring managerial freedom and scope of action to the Principal and Chief Executive, and other senior post-holders, to achieve their agreed objectives within executive limitations

- encouraging on-going member participation in all issues and strategic decisions
 - with the Search and Governance Committee, addressing the balance of the Board of Governors with respect to gender, age, ethnicity, disability and stakeholder representation
 - providing personal support to other Board of Governors members and, if and when necessary, discuss matters relating to poor attendance and unsatisfactory performance or conduct where necessary.
- 5 The Chair and Vice-Chair, with the support of the Clerk, shall ensure the efficient and effective conduct of business at Board of Governors meetings by ensuring that issues before the Board of Governors are debated fully, that governors have the opportunity to contribute and that discussions and decisions are properly summarised and recorded.
 - 6 The Chair shall preside at meetings of the Board of Governors, and in his/her absence, the Vice-Chair shall preside. If both are absent from the meeting the remaining Governors shall appoint a person from amongst their number to act as Chair for that meeting, providing that the member chosen shall not be the Principal or a staff or student member.
 - 7 The Chair may call a special meeting of the Board of Governors (if necessary with less than seven days notice) if there are matters of significance to be dealt with which are too urgent to await the next scheduled meeting.
 - 8 The Chair shall exercise a second or casting vote where there is an equality of votes at a Board of Governors meeting.
 - 9 The Chair to exercise any specific authority delegated by the Board of Governors together with a general delegated authority to act, after consultation with the Principal and the Clerk, on any issue arising which is both urgent and important and cannot wait for the next meeting of the Board of Governors. Such action to be reported to the Board of Governors for information at the next available meeting.
 - 10 The Chair and Vice-Chair to develop an effective working relationship with the Principal and the Clerk based on a full understanding of the role of the Board of Governors in the governance of the College.
 - 11 The Chair and Vice-Chair to maintain the trust and support of the Board of Governors.
 - 12 The Chair and Vice-Chair to offer both general and specific support to the Principal where strategic, major or contentious issues are involved.
 - 13 The Chair and Vice-Chair shall, together with the Principal, act as the principal spokespersons for the college in communication with the media in the event of any circumstance likely to damage the interest of the College.
 - 14 The chief spokesperson for the College will be the Principal, but the Chair and Vice-Chair may from time to time issue statements to the press. These will always be co-ordinated with the Principal and assistance will be available from the Vice Principal Staff and Customers.

- 15 The Chair will maintain regular contact with the Principal to review the business situation and major on-going developments within the College.
- 16 The Chair will liaise with the Clerk on routine Board of Governors business and regulatory requirements, and determine the agenda for meetings of the Board of Governors in consultation with the Principal and the Clerk having regard to decisions of the Board of Governors and suggestions from individual members.
- 17 The Chair and Vice-Chair shall seek to promote the interests of the College wherever possible.
- 18 The Chair and/or Vice-Chair will represent the College at meetings, presentations and conferences as and when appropriate.
- 19 The Chair and Vice-Chair will collaborate with the Principal and the Clerk in formulating a programme for Governor training events.
- 20 The Chair will assist the appropriate Board of Governors Committee in compiling a job description and person specification of the Senior Post-holders of the College and will organise with the Clerk and the Principal the appropriate arrangements for the selection process.
- 21 The Chair and Vice-Chair, will undertake the annual appraisal of the Principal and will ensure appropriate opportunities for development and training for the Principal.
- 22 The Chair and Vice-Chair will undertake the annual appraisal of the Clerk to the Board of Governors, will oversee the work of the Clerk and will ensure appropriate opportunities for development and training for the Clerk.
- 23 The Chair and Vice-Chair to instigate disciplinary action against holders of senior posts should the need arise and exercise those responsibilities detailed in the Articles of Governance with regard to the suspension and dismissal of Senior Post-holders.