

APPOINTMENT PROCEDURE FOR THE CHAIR AND VICE CHAIR

	<p>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.</p>
	<p>As stated in the Instrument and Articles of Government, the CEO and Principal, staff or student members are not eligible to be appointed Chair or Vice-Chair.</p> <p>The Board will go to external advert when the position of Chair becomes vacant due to the resignation of the Chair or at the end of the Chair’s tenure.</p> <p>The Board will appoint a member from among themselves when the position of Vice-Chair becomes vacant due to the resignation of the Vice Chair or at the end of the Vice Chair’s tenure.</p>
	<p>When considering succession, regard will be given to the development of existing governors and of promotion from within existing membership. The Director of Governance 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.</p>
	<p>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 a role description for the Chair and Vice Chair is included at appendix 1.</p>
	<p>The Search, Governance and Remuneration Committee will be responsible for overseeing the succession process.</p> <p>For the Vice Chair the Search, Governance and Remuneration Committee will review potential candidates and make a recommendation to the Board.</p> <p>For the Chair the Board shall:</p> <ul style="list-style-type: none"> • Appoint a selection panel consisting of up to four independent governors and include the CEO and an external member • Arrange meetings with stakeholders (to include students, staff) to contribute to the process <p>The members of the selection panel shall</p> <ul style="list-style-type: none"> • decide on the arrangements for selecting the applicants for interview; • interview the applicants; and • where they consider it appropriate to do so, recommend to the Board for appointment one of the applicants they have interviewed. <p>The Board will have a final approval of appointment of Chair and Vice Chair.</p> <p>Appendix 1</p>

ROLE DESCRIPTION: Chair of the Board

Role summary

In addition to playing a full and active role as a Governor, the Chair is responsible for providing effective leadership of the Board (the Corporation). This includes championing a culture of inclusivity, innovation and responsiveness, ensuring that the Board meets its statutory responsibilities, and serving as an ambassador and promoting the Group's best interests and reputation in local, regional and national settings.

1. Appointment

The Board has published rules for the appointment (and re-appointment) of Governors and you will be appointed using this process.

2. Key responsibilities

- with the support of the Director of Governance, ensure the Board is properly constituted, structured and that membership meets the target profile
- ensure through the Director of Governance that the RNN Group can meet fully its statutory requirements in respect of
 - setting budgets, approving strategies and policies
 - monitoring performance against targets
 - maintaining the solvency of the Group
 - reporting to funding bodies
 - conducting business in accordance with its Instrument & Articles
- line manage the CEO & Principal, and Director of Governance
- establish strong, open, supportive, challenging and effective relationships with and between the CEO & Principal, other governors and the strategic leadership team
- act as a critical friend and sounding board to the CEO & Principal to offer general and specific support where strategic or contentious issues are concerned
- provide strategic leadership through key developments and opportunities within the FE sector
- build relationships with and influence stakeholders in order to raise the profile of the Group, locally and regionally
- keep informed of the main strategic issues impacting on the Group within the local/ regional economy helping to identify future opportunities for students
- regular attendance at RNN Group events to support curriculum / commercial activities
- follow the highest standards of corporate governance in line with the Members' Code of Conduct

- meet with individual governors to conduct their annual performance review and discuss their contribution and development as governors
- chair meetings of the Board
- oversee the appointment of the CEO & Principal, Senior Post-holders and the Director of Governance
- oversee the implementation of any disciplinary or grievance procedures involving the CEO & Principal, Senior Post-holders and the Director of Governance
- hear staff or student appeals as necessary and in accordance with Group policies

3. Person specification

Skills

- a. ability to chair meetings decisively and inclusively
- b. strategic reasoning and thinking
- c. an ability to influence without domination
- d. confident public speaking and presentation
- e. ability to communicate with wide and varied groups, including students and staff, to ensure their interests and views are considered
- f. ability to foster supportive and constructively challenging working relationships, based upon trust

Knowledge and understanding

- g. the FE sector and post-16 education - its role in society, how it functions, and its relationship with the Department for Education (DfE)
- h. the wider economic landscape
- i. the social and economic realities of South Yorkshire and North Nottinghamshire
- j. public sector financial management and charity status

Experience

- k. leadership in a comparably complex sector
- l. working within a governance framework
- m. leading, managing and holding senior leaders to account
- n. team building in a non-executive environment

Personal Characteristics

- o. ability to commit flexibly to the time required of being Chair of the Board
- p. willingness to meet with external stakeholders, locally, regionally and nationally
- q. commitment to good governance

- r. commitment to lifelong learning and the Group's mission statement
- s. commitment to maintaining a strong focus on continuous improvement
- t. personal integrity and a commitment to equality, diversity and inclusion

References to other documents

- Standing Orders
- Instruments and Articles of Government

ROLE DESCRIPTION: Vice Chair of the Board

Role summary

In addition to playing a full and active role as a Governor, the Vice Chair(s) will support the Chair to ensure the effective leadership and functioning of the Board (the Corporation).

1. Appointment

The Board has published rules for the appointment (and re-appointment) of the Vice Chair(s).

2. Key responsibilities

- a. In the absence or disability of the Chair of the Board, to perform the responsibilities of the Chair according to the College's Instrument and Articles of Government, Standing Orders and as set out in the Chair of the Board's Role Description
- b. To chair meetings of the Board in the absence of the Chair and ensure that it functions effectively
- c. To assist the Chair, as required, to fulfil the duties and responsibilities of the leadership role and ensure the effective operation of the Board and its committees
- d. To develop an effective working relationship with the Chair of the Board, the other Vice Chair (if appointed), the Group CEO and Principal and the Director of Governance, based on a full understanding of the role of the Board in the governance of the College
- e. To take the lead on particular aspects of Board activities, as agreed in discussion with the Chair, and to act on matters delegated by the Chair
- f. To act as Deputy when the Chair is unable to attend a meeting, function or matter of business requiring his/her involvement, including representing the Group/Board at local, regional and national events if available to do so and to report back to the Board as appropriate
- g. To continue to fulfil all duties of a governor and as a member/chair of committees
- h. To be available to members of the Board, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Director of Governance, is inappropriate.

3. Person specification

Skills

- a. ability to chair meetings decisively and inclusively
- b. strategic reasoning and thinking
- c. an ability to influence without domination
- d. confident public speaking and presentation

- e. ability to communicate with wide and varied groups, including students and staff, to ensure their interests and views are considered
- f. ability to foster supportive and constructively challenging working relationships, based upon trust
- Knowledge and understanding**
- g. the FE sector and post-16 education - its role in society, how it functions, and its relationship with the Department for Education (DfE)
- h. the wider economic landscape
- i. the social and economic realities of South Yorkshire and North Nottinghamshire
- j. public sector financial management and charity status
- Experience**
- k. leadership in a comparably complex sector
- l. working within a governance framework
- m. leading, managing and holding senior leaders to account
- n. team building in a non-executive environment
- Personal characteristics:
- o. ability to commit flexibly to the time required of being Vice Chair of the Board
- p. willingness to meet with external stakeholders, locally, regionally and nationally
- q. commitment to good governance
- r. commitment to lifelong learning and the Group's mission statement
- s. commitment to maintaining a strong focus on continuous improvement
- t. personal integrity and a commitment to equality, diversity and inclusion

REFERENCES TO OTHER DOCUMENTS

- Standing Orders
- Instruments and Articles of Government

Updates	Person responsible	Date of approval
Scheduled review. Updates to terminology	Director of Governance	SGR Committee – 28.01.26
Chair role description format updated in line with other role descriptions	S&G Committee	S&G Committee – 11.09.2024
Appendix 1 – Role description updated in line with sector guidance	Chair selection panel	S&G Committee – 19.02.2024
Updated in line with the Instruments and Articles of Government to include going to external advert for recruitment of the Chair and process for appointment	Interim governance advisor	S&G Committee – 11.01.2024 Board – 05.02.2024
Policy created	Director of Governance	8 July 2020