

## **Governance support resources**

### **Board succession planning – or planning for success**

It is important that all boards have good succession and induction plans in place. A succession plan helps ensure a good mix of representation and expertise on a board. An induction plan assists in bringing new trustees up to speed as quickly as possible. And, of course, a well-functioning board helps ensure the main focus is achieved – students that are achieving well and enjoying their time at school.

Succession planning and induction procedures are especially important in an election year (both triennial and for mid-term elections). Those trustees who have been recently elected may be able to provide valuable input as to what assistance and information they would have liked prior to and when first joining a board.

While the prime requirement to be an effective trustee is the desire to be part of a governance team that ensures all your students achieve to their potential, there may be particular expertise that the board is looking to target. For example, this could be people with:

- leadership skills
- good strategy skills
- analytical skills
- practical skills
- good communication skills
- the ability to be a good team player

And, of course, all trustees need to operate with integrity and honesty, and be prepared to commit the time required to be an effective trustee. This involves being prepared to commit to ongoing training. Legislation and the environment in which trustees work can (and does) change. Trustees need to keep up to date with such changes.

To sum up, the following questions may assist in confirming you have good succession and induction procedures in place or identify that work is required to improve your procedures.

#### ***Has your board documented the role of the board?***

For example, this could be –

- set and, as needed, modify the vision, mission, and values of the school
- protect the special character of the school
- ensure a sensible and feasible strategic plan is in place
- approve and monitor the annual plan

#### ***Has your board a folder of relevant information for prospective trustees to read before deciding to stand for your board?***

#### ***Has your board a planned induction programme?***

#### ***Has your board an up to date trustee or governance manual that new trustees can use?***

#### ***Has your board a plan for your new trustees' professional development?***

Check out the information on [www.trustee-election.co.nz](http://www.trustee-election.co.nz) under "board resources". Especially relevant is information under "becoming a trustee" and "succession planning". (The dates referred to in A Board's Guide to Effective Succession Planning can be adapted for your mid-term elections.)



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### Where do I get advice?

The *Governance advisory and support centre* advisers can also assist and are contacted on 0800 782 435, option 1 or [govadvice@nzsta.org.nz](mailto:govadvice@nzsta.org.nz)