



# Board Business and Succession Policy

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## Policy

The Beehive Montessori School Inc. Board is made up of past and current Beehive parents and past students with a mix of different skill sets in order to provide a wide range of expertise in the governance of the School. Succession planning for the Board is critical to the success of the School, and to that end, the Board endeavours to identify the best people from both inside and outside the School community to serve as future Board members.

## Background

The Board is constituted under the Beehive Montessori School Inc. Constitution. The Board is responsible for the governance of the School, in accordance with the Beehive Montessori School Inc. Constitution.

## Implementation

1. The Board shall inform itself of the School's values and commitment, the factors that have made the School successful and the means by which the School works with the School community to implement its mission.
2. The Board shall –
  - 2.1. Develop and have a Strategic Plan at all times.
  - 2.2. Review the Strategic Plan on an annual basis.
  - 2.3. Develop and maintain a program for the continuing training and education of Board members.
  - 2.4. Identify the competencies and skills of the current Board members and assess the competencies and skills that are needed to lead the School.
  - 2.5. Maintain a record of all training and education undertaken by Board members, which are relevant to their competencies and skills as members of the Board.
  - 2.6. Identify any gaps in the competencies and skills of the current Board members that are needed to lead the School, now and in the foreseeable future, including the competencies and skills needed for key roles on the Board, such as the role of Chair, Deputy Chair and Treasurer.
  - 2.7. Identify and recruit future Board members who can fill any gaps in the competencies and skills of current Board members that are needed to lead the School by:
    - 2.7.1 approaching past or current parents identified as having the competencies and skills; and
    - 2.7.2 reviewing expressions of interest from past or current parents to serve on the Board.

## The Beehive Montessori School Inc.

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- 2.8. Identify any Board members who do not have the competencies and skills and commitment that are needed to lead the School, and develop a transition plan for retirement of any such Board member.

#### **Related Documents & Resources**

[Beehive Montessori School Constitution](#)

[Beehive Montessori School Strategic Plan](#)

Self-Evaluation of the Governing Body

Board Meeting Appraisal Form

Board Manual

Board-Register of Members

*Approved 24/6/24 by the Board Policy Committee. Next review due 24/6/26*

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