

# Succession Plan for Principals

This Succession Plan Template has been designed to facilitate a seamless transition of leadership to ensure the continuance of best practice and to maximise the school's capacity.

Formulated by the outgoing principal in conjunction with his/her successor under the stewardship of C&C Consultancy

When the Principal/BOM have agreed to enlist the help of C&C consultants to prepare and formulate a Succession Plan the following steps will ensue

1. A Succession Plan Template will be emailed to the Principal with a list of headings based on managerial and leadership duties both at administrative and curricular levels. The principal will be given the opportunity to edit this list and to add any contextual issues that are of importance. He/she may then need to compile additional information/documentation and set key priorities in preparation for sharing with the newly appointed principal.
2. An introductory face to face meeting with the outgoing principal will then be offered. Notes based on key information discussed at this meeting under the edited document headings are recorded. Additional areas identified as being important to make the leadership transition as successful as possible can be added to the draft template.
3. A succession plan based on the information received, and the priorities identified at the initial meeting will be formulated under each of the agreed headings.
4. This draft plan is the presented to the outgoing principal where he/she is provided with the opportunity to add clarification or make any other amendments deemed necessary to finalise the template.
5. Following completion of the appointment procedures of the new principal, he/she will be provided with the succession plan. The principal designate is then given the opportunity to seek clarification on individual aspects of the document and identify key priorities to be developed. These subsequent amendments if required will be facilitated under the guidance of C&C Consultancy. The newly appointed principal will at this stage have the option to meet with C&C consultants before the commencement of their new role as principal if requested.

6. Within the first month of the new principal's tenure, a meeting will be arranged with C&C consultants. This meeting is aimed at providing advice and support in relation to any aspects of the succession plan or other areas of concern that may arise within this transitional time-frame.
7. C&C consultants will remain available on an advisory capacity for guidance and assurance during that pivotal first year of a leading a school community.