

## **Terms of Reference for the Search and Governance Committee**

### **Constitution and Membership**

The Governing Body is responsible for establishing this committee and for appointing its members. The Chair of the Governing Body shall be the Chair of this committee and the Vice-Chair is also to be a member of this committee. Up to three other members can be appointed. The minimum number of members is three and a quorum is two members.

### **Authority**

The committee is authorised by the Governing Body to seek suitable members for the Governing Body within the statutory constitution and composition of the Governing Body and to recommend such potential members to the full Governing Body for approval or otherwise.

### **Proceedings**

The Committee shall meet at least twice a year.

### **Duties**

The duties of the Committee will include:

1. advising the Governing Body on all governance matters, including the:
  - composition of the Governing Body and the filling of vacancies;
  - roles and responsibilities of governors including office holders;
  - appointment and re-appointment of governors other than the Principal;
  - induction, training and development of governors and succession planning;
  - arrangements for the appointment of Chair, Vice-Chair and other office holders;
  - establishment and dissolution of committees, their membership and terms of reference;
  - performance review of the Chair and members of the Governing Body;
  - the annual effectiveness review of the Board and its committees;
2. receiving feedback from the governor learner walks;
3. undertaking an annual skills audits of the Governing Body and its committee and advise the Governing Body accordingly of any skills gap;
4. receiving and reviewing annual attendance records and advise the Governing Body accordingly;
5. analysing the results of effectiveness reviews and recommend actions;
6. reviewing and where appropriate making recommendations to the Governing Body regarding Standing Orders, Code of Conduct and Register of Interests;

7. reviewing and, where appropriate and having sought the view of the Governing Body, responding to consultations from external bodies that relate to governance issues;
8. considering all governance issues result from internal and/or external review of the College and ensure that appropriate action is taken;
9. monitoring and advising the Governing Body of arising governance issues;
10. considering any governance issues referred to it by the Governing Body or any other committee;
11. preparing an annual report to the Governing Body on all matters within its remit.

### **Reporting Procedures**

The minutes of the committee shall be provided to the Governing Body via the Clerk to the Governing Body.

The committee shall provide for the Governing Body ad hoc reports as may be required by the Governing Body.

Nicola Eyre, Clerk to the Governing Body

**REVISED: MARCH 2021**

**APPROVED: JULY 2021**

**DATE OF NEXT REVIEW: SEPTEMBER 2023**