

## **Terms of Reference for the Search & 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:

1. 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.
2. Advise the Governing Body on all matters relating to governance arrangements and ensure that the College's values are upheld.

### **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 based on the appropriate diversity of skills, experience and backgrounds;
  - 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;
2. Analysing the results of the annual Governing Body self-assessment exercise and recommend actions to the Governing Body;
3. Undertaking an annual skills audit of the Governing Body and its committee and advise the Governing Body of any skills gap;
4. Receiving and reviewing annual attendance records and advise the Governing Body accordingly;
5. Reviewing and, where appropriate, making recommendations to the Governing Body regarding Standing Orders, Code of Conduct and the Register of Interests;

6. Reviewing and, where appropriate having sought the view of the Governing Body, respond to consultations from external bodies that relate to governance issues;
7. Considering all governance issues result from internal and/or external review of the College and ensure that appropriate action is taken;
8. Monitoring and advising the Governing Body on arising governance issues;
9. Considering any governance issues referred to it by the Governing Body or any other committee;

### **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

**Reviewed by the Clerk: AUGUST 2023**

**Reviewed by the Search & Governance Committee: SEPTEMBER 2023**

**Approved by the Governing Body: 26 OCTOBER 2023**

**Date of next review: OCTOBER 2025**