

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

### **Constitution and Membership**

The Governing Body will be responsible for establishing this Committee and the Committee and its Chairperson will be appointed by the Governing Body. There shall be not less than 3 and not more than 5 members. A quorum shall be 2 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 Board on all governance matters, including the:
  - composition of the Board 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. oversee and monitor the Link Governor Scheme;
3. undertake an annual skills audits of the Governing Body and its committee and advise the Governing Body accordingly of any skills gap;
4. receive and review annual attendance records and advise the Governing Body accordingly;
5. analyse the results of effectiveness reviews and recommend actions;
6. review and where appropriate make recommendations to the Governing Body regarding Standing Orders, Code of Conduct and Register of Interests;
7. review and, where appropriate and having sought the view of the Governing Body, respond to consultations from external bodies that related to governance issues;

8. to consider all governance issues result from internal and/or external review of the College and ensure that appropriate action is taken;
9. to monitor and advise the Governing Body of arising governance issues;
10. to consider any governance issues referred to it by the Governing Body or other committee;
11. prepare 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 Governors.

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

Alwena Morgan

**REVISED: April 2017**

**DATE OF NEXT REVIEW: September 2018**