

Terms of Reference for the Search and Governance Committee

Constitution and Membership

The Governing Body will be responsible for establishing this Committee. The Committee Members and its Chair will be appointed by the Governing Body (recommendations are to be made by the Search & Governance Committee to the Governing Body). There shall be not less than 3 and not more than 5 members. A quorum shall be 40% of its membership.

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. overseeing and monitoring the Link Governor Scheme;
3. undertaking an annual skills audits of the Governing Body and its Committee and advising the Governing Body accordingly of any skills gap;
4. receiving and reviewing annual attendance records and advising the Governing Body accordingly;
5. analysing the results of effectiveness reviews and recommending actions;
6. reviewing and where appropriate making recommendations to the Governing Body regarding the 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 resulting from internal and/or external reviews of the College and ensuring 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 other Committees;
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: February 2019

APPROVED: March 2019

DATE OF NEXT REVIEW: March 2021