



SEARCH AND GOVERNANCE COMMITTEE

Terms of Reference

Governor Members

Two Independent Governors (to include the Chair of the College Board of Governors)
Principal

Quorum

Three Members (including a maximum of one co-opted member where applicable)

Co-opted Member

A co-opted member may be appointed to this committee

1. Objectives

- 1.1. The Committee shall advise on all matters relating to the maintenance of a full complement of well-qualified and experienced members of the Board of Governors.

2. Attendance at Meetings

- 2.1. All members of the Board of Governors shall have a right of attendance at meetings of this committee.

3. Frequency of Meetings

- 3.1. The Search and Governance Committee will meet at least three times per year.

4. Authority

- 4.1. The committee is authorised by the Board of Governors:
- 4.2. To investigate opportunity for maintaining a broad spectrum of experience among the governing body.
- 4.3. To maintain an overview of expenditure of the development budget allocated annually for this purpose.

5. Duties

- 5.1. The committee shall be responsible for identifying and nominating candidates for the approval of the Board of Governors in order to fill vacancies on the Board of Governors and for determining the process whereby candidates are nominated.
- 5.2. The committee shall take what steps seem appropriate by such means as Skills Audits and Self Assessment in order to maintain an overview of the range of skills and experience within the Board of Governors.

- 5.3. The committee shall from time to time consider and make recommendations to the Board of Governors on the composition and balance of the Board of Governors (and its committees) and on the procedures for appointment to the Board of Governors (and its committees).
- 5.4. The committee shall determine the development needs of the Board of Governors and shall consult with the Clerk to the Board of Governors concerning the best way of meeting those needs within the budget and time available.
- 5.5. The committee will evaluate the contribution made by existing individual Governors, before proposing their reappointment, especially after two terms of office.
- 5.6. The committee will monitor the performance of the Board of Governors through Key Performance Indicators and Governance Performance targets and make recommendations to the Board.
- 5.7. Oversee the process for the appraisal of the Chair of Governors.

6. Reporting Procedures

- 6.1. The Clerk to the committee will circulate minutes of the meetings of the committee to all Board of Governors members.
- 6.2. The Committee shall provide a report of its work to the Board of Governors through minutes.

Terms of Reference Approved by the Corporation 25th May 2000.
Amendment to Terms of Reference Approved by Search 9th January 2002
Amendment to Terms of Reference Approved by the Corporation 27th February 2002
Terms of Reference Approved by Search 29th September 2005
Terms of Reference Approved by Corporation 26th October 2005
Terms of Reference Approved by Search 13th February 2008
Terms of Reference Approved by Corporation 6th March 2008
Amendments to Terms of Reference Approved by Search 1st October 2009
Amendments to Terms of Reference Approved by Corporation 22nd October 2009
Membership increased by Corporation 14th October 2010
Terms of Reference Approved by Search and Governance Committee 6th October 2011
Terms of Reference Approved by Corporation 20th October 2011
Membership increased by Corporation 12th July 2012
Terms of Reference approved by Search and Governance Committee 3rd October 2013
Terms of Reference approved by Corporation 24th October 2013
Amendments to Membership approved by Search and Governance Committee 5th March 2015
Amendments to Membership approved by Corporation 25th March 2015
Amendments to Membership approved by Corporation 13th October 2016
Terms of Reference approved by Search and Governance Committee 12th January 2017
Terms of Reference approved by Corporation 26th January 2017
Terms of Reference approved by Search and Governance Committee 16th January 2019
Terms of Reference approved by Corporation 31st January 2019