

SEARCH AND GOVERNANCE COMMITTEE OF PETER SYMONDS COLLEGE

TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1 The Committee shall be appointed by the Board and consist of:
 - The Chairman of Governors ex officio
 - The Principal ex officio
 - The Chairman of the Committee, who is always to be a governor, shall be nominated by the committee and approved by the Board annually.
 - At least two other members of the Board (excluding the Student Governors)
- 1.2 Except for ex officio members a person shall be ineligible for appointment to the committee if he or she has served more than four years out of the last six on the committee.
- 1.3 In addition to the Board members of the Committee, the Board may co-opt up to two committee members from outside the College, such appointment will be subject to the terms of the Policy on co-opted members
- 1.4 The Committee may invite other persons to attend meetings in order to provide advice and evidence to assist the process of search, or to verify that the selection process is independent and free from any form of patronage.
- 1.5 Applicants/nominees for Board membership may be invited to attend Committee meetings with the agreement of the Chairman and the Committee.
- 1.6 The Chairman is empowered to ask non-members to leave meetings, particularly for agreed items, which the Committee are satisfied should be dealt with on a confidential basis.
- 1.7 The Clerk to the Governors shall act as the Clerk to the Committee.

2. FREQUENCY OF MEETINGS

- 2.1 The Committee will meet when required, usually three meetings each year.

3. DUTIES

- 3.1 To advise the Governing Body on the appointment and reappointment of members of the Board (other than a staff or student member or the Principal: the latter being eligible to serve on the Board as a result of the post), having regard at all times to the provisions of the Instrument and Articles of government, the Standing Orders and other relevant policies of the Board.
- 3.2 To consider and advise the Governing Body on the composition and balance of the Board and its committees having undertaken a skills audit.
- 3.3 To determine the procedures for appointing to the Governing Body.
- 3.4 When considering the recommendation of any appointment or reappointment to the Governing Body the Committee shall have regard to the aims and values of the Corporation with respect to membership of the Governing Body ie

- Members of the Corporation are appointed on merit, after an open selection process which complies with the requirements as set out in the Instrument and Articles of Government for the appointment of members and the Policy on Recruitment and Selection of Governors
- The appointment and re-appointment process is conducted with attention to Equal Opportunities with consideration being given to the balance of membership in terms of gender, age, disability, race and ethnic origin but also with regard to diversity in its widest sense e.g. background, experiences and personalities.
- The selection of members is consistent with the principles laid down by the Committee on Standards in Public Life for those holding public office.

3.5 To appraise and evaluate the contribution of members of the Board seeking re-appointment.

3.6 To determine, with the Clerk, the arrangements for the induction and governance development of the Governors.

3.7 To establish and monitor the training needs of Governors.

3.8 To determine with the Clerk and Senior Management the training arrangements for Governors.

3.9 To monitor and manage Governors attendance at Board and committee meetings.

3.10 Together with the Clerk, the Committee shall review and advise the Board on all matters relating to the effectiveness of College governance and accountability and report on good practice.

3.11 To undertake a regular skills audit in order to test the range of skills and experience on the Board of Governors.

3.12 The committee will, when appropriate, be responsible for undertaking a Review of the Instrument & Articles and to make any relevant recommendations to the Board arising from such review.

3.13 To be responsible, annually, for the governors' self-assessment and then agree recommendations and an action plan arising from that assessment, which will form part of the annual Cross-College Self- Assessment Report.

3.14 To receive and review, in conjunction with the Curriculum & QA committee, the Strategic Objectives before they are approved by the Board. In this regard, the

Curriculum & QA committee is responsible for ensuring that the Strategic Objectives fulfil the educational character and mission of the College.

4. QUORUM

The quorum shall be three members: the Chair of the Committee or his/her governor representative and one other governor member and the Principal or his/her representative.

5. AUTHORITY

5.1 The Committee is authorised to obtain external professional advice and, if necessary, secure the attendance of external advisers with relevant experience and expertise provided that the committee may not incur direct expenditure in this respect in excess of £1000 without the prior approval of the Board.

5.2 The Chairman of the Committee is responsible for providing effective feedback to the Governing Body.

6. REPORTING PROCEDURES

6.1 The Chairman of the Committee or his/her representative will report to the Board following each meeting.

OTHER

6.2 The Committee will review its Terms of Reference biennially. In accordance with the Instrument and Articles the committee will put its Terms of Reference and the Policy on Recruitment and Selection of Governors on the College website.

6.3 To review its own effectiveness.

Approved by the Board on 8th February 2010

Amended by the Board on 5th October 2015

Amended by the Board on 5th March 2018

Amended by the Board on 14th October 2019

Reviewed April 2022 – no changes

Date of next review April 2024