

SEARCH AND GOVERNOR DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

PURPOSE

The purpose of the Committee is to advise the Corporation on the appointment of its members, to advise on the induction, development and training of the Corporation Members, and to provide an oversight to Corporation Governance arrangements.

KEY TASKS

Search Functions

- 1 The Committee will be responsible for advising on the appointment of members of the Corporation and such other matters relating to membership and appointments as the Corporation may remit to the Committee, for gathering and considering nominations in respect of vacancies on the Corporation, in accordance with the Instrument of Government and the Corporation's Policy and Procedure for the 'Identification and appointment of Corporation and Co-opted Committee Members'.
- 2 The Committee will, at least annually, consider and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees, using skills audits where appropriate.
- 3 The Corporation shall not appoint any member of the Corporation (other than the Principal, the staff and student governors) unless it has first considered the advice of the Committee.

Governor Development Functions

- 4 The Committee will develop and recommend to the Corporation policies and procedures for the induction, appraisal and governor development of Corporation Members.
- 5 The Committee will formulate appropriate and relevant induction, training and development activities for Corporation Members.

Governance Functions

- 6 The Committee will maintain oversight of the Corporation's governance arrangements to ensure that they remain up-to-date and relevant. In this context the Committee will consider new initiatives and changes to the arrangements from time to time and will make recommendations to the Corporation.
7. The Corporation will annually review key governance documents and recommend to the Corporation any changes necessary. These documents include but are not restricted to—
 - Standing Orders of the Corporation
 - Code of conduct for Corporation Members.
8. The Committee will receive from the Clerk, at least annually, a performance report to cover—
 - Governor Attendance
 - Results of the Governor Skills Audit
 - Governor Training and Briefings provided.

MEMBERSHIP

9. The Committee will comprise three Members of the Corporation and include the Principal. Staff and Student Members are not eligible to be Members of the Search Committee.
10. The Committee may invite other persons to attend meetings in order to:
 - Provide advice and evidence to assist the process of search;
 - Verify that the selection process is independent and free from any form of patronage.
11. The quorum for meetings of the Committee will be two.
12. The Chair of the Committee will be appointed by the Corporation. Members present will determine the Chair of the Committee at any meetings at which the appointed Chair is unable to attend.
13. The Clerk to the Corporation will act as Clerk to the Committee.

FREQUENCY OF MEETINGS

14. The Committee will meet at least once each year.