

**SOUTH DEVON COLLEGE**

**SEARCH AND GOVERNANCE COMMITTEE**

**TERMS OF REFERENCE**

## **SOUTH DEVON COLLEGE**

### **SEARCH AND GOVERNANCE COMMITTEE Membership and Terms of Reference**

**Terms of Reference made under Article 5(1) of the Articles of Government.**

#### **1. MEMBERSHIP**

- 1.1 The Committee shall comprise of six members of the Governing Body including the Principal and the Chair, and up to three external advisers including a member of staff of South Devon College.

Members of the Governing Body may serve on the Committee for the period of their term of office as governors. Advisers who are not members of staff shall serve for a period of four years. An adviser who is also a member of staff shall serve for a period of two years.

- 1.2 The Chair of the Committee will be the Chair of the Governing Body.
- 1.3 The quorum for meetings of the Committee shall be three including at least two members of the Governing Body. All members shall have voting rights.
- 1.4 The Clerk to Governing Body shall act as Clerk to the Committee.
- 1.5 The Committee will meet at least once per term.

#### **2. TERMS OF REFERENCE**

- 2.1 To advise the Governing Body on the appointment of its members, other than the Principal/Chief Executive, having regard at all times to the provisions of the Instrument of Government and any policies determined by the Governing Body.
- 2.2 To consider and make recommendations to the Governing Body for appointments to Committees and annually review the membership and Chairs of all Committees when rotation of members across Committees is considered and actively pursued where possible.
- 2.3 To seek nominations in respect of vacancies on the Governing Body, and to determine and apply the processes whereby such nominations are screened and shortlisted.
- 2.4 To determine the methods to be used to seek potential members of the Governing Body: such methods may include the placing of advertisements in the press, consultation with local authorities, employers and voluntary bodies.

- 2.5 To determine appropriate membership of the interview panel and interview arrangements of prospective Governors
  - 2.6 To consider and make recommendations to the Governing Body on its composition and balance and on membership of its Committees.
  - 2.7 To advise upon, monitor and evaluate Governor induction arrangements.
  - 2.8 To advise upon, monitor and evaluate Governor development activities.
  - 2.9 To regularly monitor Governor attendance and take appropriate action to achieve good attendance by all Governors.
  - 2.10 To undertake, on behalf of the Governing Body, an annual skills audit.
  - 2.11 To consider, and make recommendations to the Governing Body, on any proposed re-appointments to the Governing Body.
  - 2.12 To establish a framework, for a self-assessment of governance by the Board and to oversee any actions plans for the improvement of governance practices.
  - 2.13 To review the Board's governance structures, policies and procedures and make recommendations to the Board.
  - 2.14 To advise on such other matters relating to governance as necessary.
- 3. OTHER MATTERS**
- 3.1 The Terms of Reference for this Committee will be reviewed annually.