

PETROC

SEARCH AND GOVERNANCE COMMITTEE

1. Membership and Quorum

- I. The Committee shall comprise at least 5 Governors including the Chair and Vice Chair of the Board who will respectively serve as Chair and Vice-Chair of the Committee
- II. There shall be a Chair and Vice-Chair of the Committee who will be elected, annually
- III. The College Principal and CEO will serve on this Committee.
- IV. External governors will include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively.
- V. The Committee shall have the power to employ the services of such external advisors, as it deems necessary to fulfil its responsibilities.
- VI. The Governance Advisor shall act as Clerk to the Committee and shall keep appropriate records of its proceedings.
- VII. The quorum for meetings of the Committee shall be 3 members of the Committee, 2 of which should be External Governors.

Meetings

The Committee shall meet three times each year and on other occasions, if deemed necessary.

Terms of Reference

Governance

- The Committee is responsible for considering reports in respect of matters relating to governance and shall consider and advise the Board on arrangements for ensuring effective governance.
- The Committee shall consider and recommend appropriate briefing and training for Board Members.

Search

- The Committee is responsible for such matters relating to membership and appointment as the Board may remit to the Committee, and for gathering, screening and shortlisting nominations in respect of vacancies on the Board and for determining the process whereby candidates are nominated.
- The Committee will consider and advise the Board on the membership composition and balance of the Board and its Committees.

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- The Committee will review the skills and knowledge of the membership of the Board and its Committees, to ensure that the membership offers a comprehensive range of skills, is diverse and reflects the community served.
- The Committee will endeavour to develop and maintain a database of appropriate persons interested in making voluntary contributions to the work of the Board, including those interested in Board membership.
- When a vacancy occurs or is anticipated, the Committee will research suitable candidates drawn from the database or from elsewhere through the process of interview and confidential references, where appropriate.
- In the case of considering an existing Board member for re-appointment, the Committee will evaluate the Board member's contribution, match the Board member's skills, knowledge and experience against the current collective skills needs of the Board, and then make its recommendation to the Board.
- Each potential candidate will be interviewed by members nominated by the Committee, normally the Principal and the Chair of the Board, plus one other member. The Committee will recommend an appropriate candidate for each vacancy to the Board for consideration.
- The Board will not normally appoint any member of the Board, other than the Principal and elected staff and student members, unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the *Instrument and Articles of Government*.
- The Committee will also advise the Board on the following:
 - a written procedure for the appointment and re-appointment of Board members;
 - role descriptions and person specifications for Board members;
 - define the terms of appointment for Board members;
 - the encouragement of nominations, including self-nomination;
 - the use of advertising and/or consultation with interested bodies when seeking candidates to fill vacancies;
 - procedures for the induction, self-assessment and continued briefing and development of Governors.
 - monitoring and review of the requirements of the Code of Good Governance for English Colleges.
- To bi-annually review the Committee's membership, terms of reference, operation and effectiveness.

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