



**SEARCH COMMITTEE
TERMS OF REFERENCE**

DATE REVIEWED: June 2021



WESTON COLLEGE CORPORATION

SEARCH COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY:

- 1.1 This is a statutory committee required by Article 5 of the Instrument & Articles of Government (revised January 2008):

Article 5:

- (5.1) The Corporation shall establish a Committee, to be known as the 'Search Committee', to advise on:-

- (a) The appointment of members (other than as a parent, staff or student member); and
- (b) Such other matters relating to membership and appointments as the Corporation may require.

- (5.2) The Corporation shall not appoint any person as a member (other than as a parent, staff or student member) without seeking the advice of the Search Committee.

- (5.3) The Corporation may make rules specifying the way in which the Search Committee is to be conducted and a copy of these, together with the Search Committee's Terms of Reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the College website and made available at the College during normal office hours.

2. DELEGATED AUTHORITY

- 2.1 The Committee shall have the power to employ the services of such external advisors as they deem necessary to fulfil their responsibilities up to a value of £1000 per annum, without further authorisation by the Finance Committee or Corporation.

- 2.2 The Committee shall have the power to advertise in the press and/ or on the College website to identify persons wishing to serve as Corporation members.

3. MEMBERSHIP

3.1 The Committee shall comprise up to five members.

Please see separate schedule for current membership details.

4. QUORUM

4.1 The quorum for each meeting shall be three members, two of whom must be Governors external to the College.

5. MEETING CYCLE

5.1 As required with at least one meeting per annum.

6. DECLARATIONS OF INTEREST

6.1 Standing Orders relating to disclosure of interest apply to Committee meetings in the same way as they apply to Corporation meetings.

7. TERMS OF REFERENCE

The Committee shall be responsible for:

7.1 Considering and making recommendations to the Corporation on the composition of the Corporation.

7.2 Approving the election/re-election process for Corporate Chair and Vice Chair(s) of Corporation.

7.3 Approving appropriate Governors' appointment and re-appointment processes.

7.4 Recommending the appointment and re-appointment of members of the Corporation.

7.5 The nomination/recommendation of members of the Corporation and external members to Committees of the Corporation (after consultation with the relevant Chair).

7.6 The appointment of Chair to the Audit, Finance, Curriculum and Remuneration Committees.

7.7 Undertaking a regular review of Governor attendance.

7.8 Undertaking an annual review of the personal contribution of each governor against the skills audit to ensure that the needs of each Committee are met.

7.9 Undertaking an annual review of Governor induction and training.

The Search Committee shall consider and advise the Board on:

7.10 The determination of the arrangements for the induction of new Governors and the training of all Governors in liaison with the Clerk.

7.11 Such matters relating to membership and appointments as the Corporation may remit to the Committee.

8. ADDITIONAL INFORMATION

8.1 The Search Committee shall have regard to the skills and experience of Corporation members as recorded in the appropriate skills and experience audit register when reviewing the composition of the Corporation and the filling of any vacancies.

<p>These revised Terms of Reference were approved by the Corporation on 8th July 2021</p>

SEARCH COMMITTEE

Ref.	Achieved By	Frequency
7.1	Review of the composition of the Corporation to determine ongoing appropriateness against the skills set required.	Annually - June
7.2	Review of Election/Re-Election of Corporation Chair & Vice Chair	Annually - June
7.4	Review of Governor Appointment Process	Annually - June
7.5	<p>Recommendation to the Corporation on new appointments following:</p> <p>(i) Interview with prospective Governors within one month of receipt of CV;</p> <p>(ii) Assessment against the skills set required at that particular time</p>	As required/following recruitment drives
7.6	Review of Governor Re-Appointment Process	Annually -June
7.7	Recommendation re Committee membership	Following annual review linked to 7.9 and 7.10
7.8	Nomination of External Committee members	As need identified - linked to 7.1 and 7.5
7.9	Election of Chair to the Audit, Finance, Curriculum and Remuneration Committees	Annually -June
7.10	Report on Governor Attendance at Corporation and Committee Meetings	Annually - June
7.11	Review of Governors' personal contribution against the skills audit	Annually - June
7.12	Review of Training Log and identified individual Governor training needs	Annually - June