

TERMS OF REFERENCE: GOVERNANCE & SEARCH COMMITTEE

1 Introduction

The Committee will report directly to the Corporation. All members of the Corporation Board shall receive the minutes. The Head of Governance will minute all meetings of the Committee.

2 Membership

The Committee shall consist of up to 6 members: Chair of the Corporation, Vice-Chair(s) of the Corporation, Principal/Chief Executive and Chairs of the Committees for Audit, Finance & Corporate Services and Standards and Performance.

3 Role

The Committee will oversee the College's governance arrangements. It will promote and develop recognised best practice in corporate governance and advise the Corporation accordingly. The Committee will encompass the role of the Search Committee including the public advertisement and additional search for persons who can make a contribution to the work of the Corporation. It will advise on the composition and balance of the Corporation and make recommendations on the appointment of all governors except staff and student members and the Principal. It will oversee the annual Governance Self-Assessment and Quality Improvement Targets.

4 Terms of Reference

- To review and make recommendations to the Corporation on the recruitment and appointment procedure for governors.
- To review and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees.
- To manage the process of succession planning for membership of the Corporation and for specific posts within the Board based on skills audit.
- To carry out targeted recruitment as required ensuring a managed succession plan.
- To review suitable candidates in accordance with the Policy on selection of Governors
- To make recommendations to the Corporation regarding the appointment of all governors except staff and student members and the Principal.
- To oversee the staff governor election process.
- To consider the wider principles of good governance in relation to the governance arrangements at Chesterfield College and advise the Corporation on any changes required.
- To monitor the legal framework in which FE Colleges operate and advise the Corporation of relevant changes.
- To oversee the annual Governance Self-Assessment and Quality Improvement Plan and recommend to the Board for approval.
- To review the Corporation's Instruments and Articles of Governance, Standing Orders and Scheme of Delegation every 3-years or as required, and recommend any amendments to the Board for approval.
- To review its terms of reference biennially.
- To produce an annual report for the Corporation, summarising the committee's activities relating to the financial year under review including:
 - A summary of the work undertaken by the committee during the year
 - Any significant issues arising up to the date of preparation of the report
 - The committee's view of its own effectiveness and how it has fulfilled its terms of reference

5 Quorum

A quorum for the Committee shall be 3 members.

6 Frequency of Meetings

The Committee shall meet at least 3 times per year.