

Plumpton College

Search Committee

Terms of Reference

(Revised by the Corporation 23 September 2003; 4 October 2005; 26 September 2006; 16 January 2007; 25 September 2007; 1 April 2008, 14 July 2009, 13 July 2010)

1 Membership

1.1 The Committee shall be appointed by the Corporation and consist of:-

- the Corporation Chairman *ex officio*
- the Corporation Vice-Chairman *ex officio*
- the Principal *ex officio*
- three persons who shall be independent Corporation Members
- one person who is not a Corporation Member but who has been co-opted by the Corporation to represent the interests of the community

1.2 The Chair of the Corporation shall chair the Committee and the Vice-Chairman of the Corporation shall be vice-chairman.

2 Duties

2.1 The Committee shall be responsible for governor succession planning and co-optee appointments, nominating candidates for the approval of the Corporation to fill vacancies on the Corporation, and for determining the process whereby candidates are nominated.

2.2 The Committee shall from time to time consider and make recommendations to the Corporation on the Corporation's size, composition and balance, and on the procedures for appointment and re-appointment to the Corporation.

2.3 The Committee shall develop and recommend to the Corporation policies and procedures for the induction, training and development of Corporation Members.

2.4 The Committee shall consider and advise the Corporation on the composition of its committees.

2.5 The Committee shall monitor all informal activities of Governors, e.g. the link Governor scheme & Governor advisory groups & periodically, consider their cost effectiveness.

2.6 The Committee shall oversee the effectiveness of the Past Governor arrangements.

2.8 The Committee shall have the power to employ the services of such external advisers as they deem necessary to fulfil their responsibilities provided that the Committee may not incur direct expenditure in this respect in excess of £5,000 without the prior approval of the Corporation.

3 Frequency of Meetings

3.1 Meetings shall be held as appropriate but there shall be at least one meeting per year.

3.2 The quorum for meetings of the Committee shall be three persons.

4 Reporting Procedures

4.1 The Clerk to the Corporation shall be Clerk to the Committee.

4.2 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation Members.