



PLUMPTON

COLLEGE

Search and Governance 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,
19 July 11, 29 May 12, 19 July 2016, 27 Mar 2018, 27 Nov 18, Jan 21, Oct 21, Sept 22)

1 Membership

- 1.1 The Committee shall be appointed by the Corporation and consist of:-
- the Corporation Chair *ex officio*
 - the Corporation Vice-Chair *ex officio*
 - the Principal *ex officio*
 - three persons who shall be independent Corporation Members (non *ex officio* members must not be members of remuneration committee).
- 1.3 The Committee may invite an external co-opted member to this committee.

2 Duties

The Committee shall:

- 2.1 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 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 develop and recommend to the Corporation policies and procedures for the induction, training and development of Corporation Members. Ensuring that governor training and development is recorded and the impact of the training reviewed.
- 2.4 consider and advise the Corporation on the membership of its committees and other working groups.
- 2.5 have the power to employ the services of such external advisers as they deem necessary to fulfil their responsibilities provided that the Committee have prior approval from the Corporation.

- 2.6 be responsible for succession planning for the Principal and the Clerk and be responsible for annually checking the arrangements for carrying out the duties of the Principal and Clerk when they are temporarily absent e.g. on holiday
- 2.7 undertake regular skills audits in order to test the range of skills and experience on the Corporation and to advise the Corporation on actions arising from those audits.
- 2.8 advise on arrangements for the Link Governor scheme and monitor its impact.
- 2.9 be responsible for advising the Corporation on the development and review of all matters relating to the governance of the College, including but not limited to:
 - 2.9.1 Keeping under review and making recommendations to Corporation in relations to changes to:
 - the Instruments and Articles of Government
 - Rules and Regulations
 - Role description and person specification for governor roles
 - 2.9.2 The co-ordination of the Annual Review of the performance of the governing body and three year external review.
 - 2.9.3 The development and oversight of implementation of the Governance Quality Improvement Plan.
 - 2.9.4 reviewing Corporations compliance with the Corporations Code of Governance.

3 Frequency of Meetings

- 3.1 Meetings shall be held termly.
- 3.2 The quorum for meetings of the Committee shall be three persons at least one must not be an ex officio member.

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.