

SEARCH COMMITTEE

TERMS OF REFERENCE

The **Committee's role** is to undertake searches for new governors at the request of the Corporation, to advise the Corporation on the re-appointment of existing governors and to undertake periodic reviews of the skills, ethnicity, age, disability and gender of governors.

The Committee may invite other persons to attend meetings in order to provide advice and evidence to assist the search process and to verify that the selection process is independent and free from any form of patronage. The Corporation shall not make any governor appointment other than that of the Principal, and the parent, staff and student governors, without having first considered the advice of the Committee. All appointments shall be made in accordance with the Instruments and Articles of Government.

The Committee is an advisory Committee of the Corporation. Its **responsibilities** are:

- a. Review the composition of the Corporation, membership and skills audit analysis, including the number, composition and balance of interests represented on the Corporation and its committees and, when necessary, make recommendations for change
- b. Review the contributions (includes attendance at meetings, college and training events) of existing governors eligible for reappointment and make recommendations to the Corporation.
- c. Make recommendations on succession planning and reviewing the succession policy and the policy on appointment and reappointment of governors.
- d. Seek applications, normally by advertising, and to shortlist and select candidates for vacancies on the Corporation, other than those for parent, staff or student Governors in accordance with goals set by the Corporation.
- e. Determine the interview arrangements for new external governor candidates and appoint an interview panel that will make appropriate recommendations to the Corporation on the suitability of candidates.
- f. Advise on any governance matters that have a bearing on the role of governors.

MEMBERSHIP

- The membership of the Search Committee shall be the chair and vice-chair of the Corporation, together with the Principal and a minimum of three other governors.
- The Vice-Chair of the Corporation shall be the chair of this committee. In the absence of the Chair, a chair shall be chosen by those present to conduct that meeting.
- The Committee shall meet at least once each year.
- The quorum is 3.
- Agendas for the meetings shall be distributed 7 days ahead of a meeting.