



# **Sawston Village College Local Governing Body Governance and Search Committee Terms of Reference**



## **1. Introduction**

- 1.1. The Local Governing Body has resolved to establish a Governance and Search Committee.
- 1.2. The Governance and Search Committee is responsible to the Local Governing Body.
- 1.3. The Committee's Terms of Reference are adopted by the Local Governing Body and may only be amended with the approval of the Local Governing Body and/or the Trust Board.

## **2. Purpose**

- 2.1. Advising the Local Governing Body on the appointment and reappointment of Governors and for the appointment of Governors to the Local Governing Body Committees.
- 2.2. Monitoring the skills base of the Local Governing Body to ensure it is balanced in terms of expertise and reflects the gender, ethnicity, cultural, age and disability balance of the community served by the College.
- 2.3. Advising the Local Governing Body on succession planning for Local Governing Body and Committee roles.
- 2.4. Monitoring of the Local Governing Body's effectiveness, levels of attendance and participation.
- 2.5. As a general principle, the Committee is required to adopt open and transparent procedures for its work and to ensure that its recruitment processes follow best practice and reflect the principles of the Nolan Committee.

## **3. Authority**

- 3.1. The Committee is authorised by the Local Governing Body to investigate any activity within its terms of reference or specifically delegated to it by the Local Governing Body. It is authorised to seek any information it requires from any Governor or employee of the Trust and all employees of the Trust are directed to co-operate with any legitimate request made by the Committee.
- 3.2. The Committee is authorised by the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

#### 4. Constitution and Administration

- 4.1. The Committee shall consist of a minimum of three members appointed by the Local Governing Body. Members of the Committee are appointed annually.
- 4.2. Up to two external co-opted members with particular expertise may also be appointed who are not members of the Local Governing Body. The Local Governing Body may not co-opt an employee of Anglian Learning if the result would be that the number of committee members who are employees of the Trust (including the CEO) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights.
- 4.3. The Chair of the Local Governing Body shall act as Chair of the Committee. If the Chair is absent from a meeting the Committee shall choose another Local Governing Body member to act as Chair for that meeting.
- 4.4. Other Local Governing Body members shall also have right of attendance and may fully participate in meetings.
- 4.5. The Principal will be an ex officio member of the Governance and Search Committee.
- 4.6. Other employees of the Trust's may be invited to attend meetings but will have no voting rights.
- 4.7. The Committee shall be quorate when at least **two** members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those present are required to be Local Governing Body members [in the event of there being co-optees on the Committee] and no more than 50% of those present may be employees of the Trust.
- 4.8. The Committee shall meet at least twice in each academic year. Additional meetings may be called as necessary in agreement with the Chair.
- 4.9. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.
- 4.10. The Committee shall be served by the Clerk to the Local Governing Body or his/her deputy.
- 4.11. Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed schedule of activity) and papers will be circulated to members and other attendees at least 5 working days in advance of the meeting.
- 4.12. Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the Local Governing Body once approved in draft by the Chair of the Governance and Search Committee.
- 4.13. The Committee will self- assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Local Governing Body for approval.

- 4.14. The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Local Governing Body (whichever shall happen first).

## **5. Duties**

- 5.1. The Committee is responsible for the following specific duties:
  - 5.1.1. Determining an appropriate recruitment and selection procedure in line with the Local Governing Body's Policy on Recruitment and Selection, in order to recommend to the Local Governing Body a person or choice of persons to fill the vacancy.
  - 5.1.2. To consider proactively and on an on-going basis the diversity and blend of skills required on the Local Governing Body and to search actively for potential new Local Governing Body members.
  - 5.1.3. To maintain an overview of the training and development programme for Local Governing Body governors.
  - 5.1.4. In the event that it appears to the Committee that there are grounds for removing a LGB Governor, to conduct the appropriate procedure as set out within the Articles of Association of the Trust/ LGB Constitution and to make recommendations accordingly.
- 5.2. To advise the Local Governing Body on the following matters:
  - 5.2.1. The composition of the Local Governing Body, including the total number of governors.
  - 5.2.2. The blend of skills required on the Local Governing Body.
  - 5.2.3. The procedure for the recruitment and selection of new Local Governing Body governors.
  - 5.2.4. The criteria and procedure for removal of existing governors.
  - 5.2.5. Terms of office and succession planning.
  - 5.2.6. The Code of Conduct for governors.
  - 5.2.7. Local Governing Body induction, training and development.
  - 5.2.8. Local Governing Body and individual governor performance evaluation.
  - 5.2.9. The effectiveness of the Local Governing Body's decision making processes following review on an annual basis.
  - 5.2.10. The membership and Terms of Reference of Committees of the Local Governing Body.

JCU

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