

CALDERDALE COLLEGE



INSPIRING LEARNERS TO SUCCEED IN LIFE & IN WORK

TERMS OF REFERENCE FOR THE SEARCH & GOVERNANCE COMMITTEE

1. Membership	1.1 The membership of the Search & Governance Committee shall be up to six members (including any External Co-opted Members).
	1.2 Members will be determined at the final meeting of the Governing Body in the College year.
	1.3 Members will serve for a period of one College year and will be eligible for reappointment
2. Quorum	The quorum for meetings of the Search & Governance Committee will be three Members.
3. Frequency of meetings	The Search & Governance Committee will meet at least once per term.
4. Responsibilities of the Search & Governance Committee	4.1 The Committee will be responsible for recommending candidates (for the approval of the Corporation) to be Governors and Co-opted Members and for determining the processes whereby candidates are identified.
	4.2 The Committee will, annually, consider and make recommendations to the Corporation on the Governing Body's composition and balance, and on the procedures for appointment to the Corporation.
	4.3 The Committee shall have the power to employ the services of such external advisors as it deems necessary to fulfil its responsibilities.
	4.4 The Committee will have the power to advertise to identify persons wishing to serve as Corporation members and Co-opted Members.
	4.5 The Committee will advise on the re-appointment of members of the Corporation and Co-opted Members.
	4.6 The Committee will be responsible for advising upon, monitoring and evaluating induction arrangements and governor training.
	4.7 The Committee will regularly monitor governor attendance and take appropriate action to achieve good attendance by all governors.
	4.8 The Committee will monitor the annual performance evaluation processes (including those for individual governors, the Board, the Chair and committees) and will ensure that all identified outcomes are addressed in an appropriate manner.
	4.9 The Committee will review the Board's governance processes at least annually and make recommendations for any amendments.
5. Election of Chair of the Search & Governance Committee	The Chair will be elected at the first meeting of the Search & Governance Committee in each College year.
6. Clerking of the Committee	The Clerk to the Corporation will provide the clerking for the Search & Governance Committee.
7. Reporting to the Governing Body	The minutes of the Search & Governance Committee will be presented to the next meeting of the Governing Body.