

South Staffordshire College



SOUTH STAFFORDSHIRE COLLEGE GOVERNANCE & SEARCH COMMITTEE

Constitution

1. The membership of the Committee shall be the Chair, the Vice-Chair, the Chief Executive Principal plus two other governors.
2. A Chair of the Board shall act as Chair of the Committee.
3. The Committee shall be quorate when at least three members are in attendance.
4. The Committee shall meet at least once in each academic year and on such other occasions, in agreement with the Committee Chair, as are necessary to fulfil the terms of reference.
5. 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.

Terms of Reference

(Nothing in these terms of reference shall override or replace the statutory duty of the Clerk to advise the Board under Article 3(3) of the Articles of Government)

1. To advise the Board of Governors on the constitution of the Board, including :
 - i. The total number of members of the Board
 - ii. The number of members in each membership category
 - iii. The blend of skills required on the Board
 - iv. The procedure for the selection of new governors
 - v. The criteria and procedure for removal of existing governors
 - vi. Governors' terms of office
 - vii. The code of conduct for governors
 - viii. The register of governors' interests
 - ix. Governor training
 - x. Board and individual governor performance evaluation
 - xi. The effectiveness of the Board's decision making processes following review on an annual basis
 - xii. The membership of committees of the Board
 - xiii. The appointment and appraisal of the Clerk to the Corporation

In providing their advice, the Committee shall take into account the parameters set by legislation and the guidance available on good governance from FE sector organisations and other bodies such as the Committee on Standards in Public Life.

2. Before the expiry of the term of office of existing governors or upon a vacancy arising on the Board, to conduct the approved selection procedure and to recommend to the Board a person or choice of persons to fill the vacancy.

3. To consider proactively and on an ongoing basis the blend of skills required on the Board and to search actively for potential new Board members.
4. In the event that it appears to the Committee that there are grounds for removing a governor, to conduct the appropriate procedure and make a recommendation to the Board.
5. To engage in succession planning for the Chair, Vice-Chair and Chair of the Audit Committee.
6. To oversee any arrangements for governors' links with managers of the College for familiarisation with the work of the College.