



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE

TERMS OF REFERENCE

1. **MEMBERSHIP**

1.1 The membership shall be:

- a. An individual who is not a member of the Corporation or an employee of the College shall be appointed as Chair for a term not exceeding 4 years and shall be eligible for reappointment.
- b. The Chair of the Corporation, the Group CEO & Executive Principal and 2 other Governors.
- c. In addition, one external Co-opted committee member may be appointed.

1.2 Members of the Search Committee shall be appointed annually by the Corporation.

2. **ACCOUNTABILITY AND PURPOSE**

2.1 The Committee is responsible to the Corporation. The main purpose of the Committee is to advise on:

- the appointment or reappointment of Members (other than the Group CEO & Executive Principal, College Principal and Staff/Student Members); and
- such other matters relating to membership and appointments as the Corporation may ask it to.

3. **ROLE OF THE COMMITTEE**

3.1 To advise the Corporation on the appointment or reappointment of Members (other than the Group CEO & Executive Principal, College Principal and Staff/Student Members), Co-opted Members and such other matters relating to membership as the Corporation may direct. Appointments as External Members shall be for an initial period of one year. Before the expiry of one year, newly appointed Members will be considered for reappointment to complete a total of 4 years.

3.2 Advising the Corporation on the balance of skills and experience appropriate to its strategic objectives, identifying candidates who possess such skills and experience and carrying out regular skills audit to identify any gaps in the profile adopted by the Corporation.

3.3 Monitoring and evaluating the success of individual Member appointments and advising the Corporation on the suitability of Members for reappointment.

3.4 To consider and make recommendations to the Corporation from time to time on the composition and membership of Committees of the Corporation.

- 3.5. Monitoring the diversity balance of Corporation Members and recommending appointments to remedy any under-representation when appropriate. The Committee shall have regard to the College's obligations under all aspects of discrimination legislation.
- 3.6 Consulting with local organisations to identify potential members.
- 3.7 Advertising External Members' vacancies either selectively, in the national or local press and social media as appropriate.
- 3.8 Interviewing prospective candidates and making recommendations to the Corporation.
- 3.9 Reviewing and approving the Appointment, Reappointment, Induction and Training procedures and recommending material changes to the Corporation for approval, where appropriate.
- 3.10 Ensuring that recommendations for appointments to the Corporation are made within 6 months of vacancies arising, where possible and deemed appropriate.
- 3.11 Dealing with other such matters as the Corporation may ask it to.
- 3.12 At the request of SGS Academy Trust Board, identifying and interviewing prospective candidates as Trustees of SGS Academy Trust, based on the skills/experience needs identified by SGS Academy Trust Board, and, where appropriate, making recommendations thereon to SGS Academy Trust Board for approval of their appointment.
- 3.13 Identifying, and where appropriate, interviewing prospective candidates as Directors for the College's subsidiary companies, based on the skills/experience needs identified by either the board of the subsidiary companies or the Corporation, and, where appropriate, making recommendations thereon to the Corporation for approval of their appointment.

4. **MEETINGS AND QUORUM**

- 4.1 The Committee shall meet at least once per year and as frequently as it decides is appropriate to discharge its functions effectively.
- 4.2 The quorum for meetings shall be 3 members.
- 4.3 All meetings shall be conducted to an agenda approved by the Chair.
- 4.4 The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee, and circulated together with relevant agenda papers to members of the Committee at least seven days before each meeting.

5. **REPORTING PROCEDURES**

- 5.1 The Clerk to the Corporation shall be the Clerk to the Search Committee.
- 5.2 Search Committee minutes shall be included in Corporation papers and reported upon at Corporation meetings.

Originator:	Clerk to the Corporation
Date of latest review:	October 2023
Date of last approval:	5 October 2023
Approved by:	Corporation
Review interval:	Annually
Next review due by:	June 2024

Last revised: 13 September 2012.

Last revised: 30 April 2015

Last revised: 28 April 2016

Last revised: 4 December 2017

Last revised: 7 June 2018 (membership revised to include an additional Co-Opted committee member)

Last revised: 5 October 2023 (membership revised to reduce by one external Corporation Member)