

THE CORPORATION
of
THE SIXTH FORM COLLEGE, COLCHESTER



SEARCH & GOVERNANCE COMMITTEE

STANDING ORDERS AND TERMS OF REFERENCE 2022 -2023

Standing orders

Membership

Membership shall consist of the Chair and Vice-Chair(s) of the Corporation and up to five other named Corporation members.

The Principal will be invited to attend meetings of the Committee as an observer.

Any member of the Committee whose reappointment is being considered will be required to withdraw from the meeting for the duration of that item.

Quorum

A quorum shall consist of three committee members.

Meetings

Meetings are held in accordance with the Corporation's schedule of meetings.

In accordance with the instruments of government all meetings of the Corporation will be called by the Clerk unless provisions relating to special meetings prevail.

Chairmanship

The Committee will be chaired by the Chair of the Corporation, or in their absence one of the Vice-Chairs of the Corporation.

Clerking

The Clerk to the Corporation will clerk all meetings.

The minutes of the committee shall be kept by the Clerk to the Corporation and with the exception of any confidential papers will be circulated to all members of the Corporation.

Resolutions

Decisions shall be made by a simple majority (ordinary resolution) unless legislations or statutory guidance indicates that a special resolution is required.¹

¹ Special resolution [Sect. 283 (4)]



Terms of Reference

- a) To identify the skills and expertise required by the Corporation and endeavour, where possible, to ensure that any appointment enables the Corporation to work as effectively as possible in the best interests of the College
- b) To advise the Corporation on the skills which it considers necessary taking into account the developing needs of the College and a representative composition in the context the inclusive and diverse nature of the College and of the local community
- c) To review and ensure adequate representation of the skills required for effective management of statutory and operational committees
- d) To seek nominations for consideration by the committee in accordance with the Corporation's recruitment and retention policy, the instruments and articles of government and statutory guidance
- e) To undertake selection procedures in accordance with the Corporation's recruitment and retention policy and recommend appointments and reappointments to the Corporation
- f) To evaluate the outcomes of the contribution made by an individual where it is intended to propose their reappointment as a member of the Corporation, especially after two terms of office.
- g) To consider other matters affecting the effectiveness of the Corporation including:
 - the Chair's report on the outcomes of individual governor self-assessments and competency frameworks
 - the Corporation annual self-evaluation review outcomes and resulting action points
 - the annual key efficiency indicators benchmarking reports and target setting
 - receiving reports on the outcomes from Corporation and individual governor development events including governors visit day and 'governance week'
 - the external governance review process, resulting reports and subsequent action plans
 - overseeing the priorities identified in the Corporation's training and development plan
- h) To monitor the implementation of the Code of Good Governance including the annual report on progress made to the Corporation board.
- i) To make recommendations to the board regarding the annual review of operational and statutory committee terms of reference
- j) To monitor the implementation and evaluate the effectiveness of the lead governor and governor visit day scheme [part of the annual review and report on effectiveness]
- k) To review and approve policies and procedures as delegated at 'committee level' according to the policies and procedures schedule.