

### Terms of Reference, Constitution and Procedures

#### 1.0 Terms of Reference

1.1 The Search Committee's Terms of Reference are:

- a) To advise the Corporation on the appointment of independent members who have the necessary skills to ensure the Corporation carries out its functions under article 3 of the Articles of Government
- b) To advise on the co-option of the co-opted members of the Corporation
- c) To advise on such other matters relating to membership and appointments as the Corporation may remit to the Committee having regard at all times to the provisions of the Instruments of Government and the policies of the Corporation
- d) to gather nominations and applications in respect of vacancies on the Corporation and to determine and apply the processes whereby such nominations are screened and short listed
- e) To consider and advise the Corporation on the composition and balance of the corporation and its Committees
- f) To develop and maintain a suitable database of potential candidates and to consider placing on open advertisement in the local and regional media, as necessary, for persons who might be interested in applying to be a member of the Corporation or being added to the database.
- g) To initiate searches for potential candidates through consultation with local bodies and employers
- h) To undertake a regular skills audit in order to test the range of skills and experience on the board of the Corporation
- i) To make recommendations to the Corporation for the re-appointment of existing members

#### 2.0 Membership

2.1 The Committee shall comprise of the following Corporation members:

- i) The Chair of Corporation or the Vice Chair of Corporation
- ii) The Principal; and
- iii) Three other members

#### 3.0 Term of Office

3.1 Members shall be appointed annually by the Corporation.

3.2 At the end of their term of office, members may be re-appointed, subject to their remaining eligible.

3.3 Any member who has been absent from meetings of the Committee for more than six consecutive months without permission of the Chair of Corporation shall cease to be a member of the Committee. In the case of absence of the Chair of Corporation from meetings for more than six consecutive months permission should be sought from the Vice-Chair of Corporation.

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#### 4.0 Chair

- 4.1 The Committee shall appoint a chair elected (if necessary) by a majority of votes cast by members.
- 4.2 The term of office for the chair shall be one year. A chair shall cease to hold office if he/she resigns by giving written notice to the Clerk to the Corporation, or if he/she ceases to be a member of the Committee. A chair may stand for re-election.
- 4.3 The Committee shall select one of its members to preside over a meeting if the chair is unable to attend.

#### 5.0 Quorum

- 5.1 The quorum for the Committee shall be three members.

#### 6.0 Frequency of Meetings

- 6.1 The Committee shall meet at least once per college term.
- 6.2 Meetings shall be convened by the Clerk to the Corporation giving at least seven days notice and providing a full agenda.
- 6.3 In cases of urgency the Clerk to the Corporation shall convene a meeting of the Committee on the direction of the chair, or in his or her absence, the vice-chair, giving at least three days notice.

#### 7.0 Record of Meetings

- 7.1 The names of members present at a Committee meeting shall be recorded in the minutes of the meeting.
- 7.2 The chair shall sign the minutes of the previous meeting at the following meeting to confirm that they are an accurate record.
- 7.3 Copies of the agenda, papers and signed minutes for each meeting shall be made publicly available at Priory House, Shrewsbury Sixth Form College, Priory Road, Shrewsbury, with the exception of confidential items.
- 7.4 The chair or vice-chair shall determine which, if any, items are confidential and the minutes for those confidential items shall be kept separate and not available for public inspection.

#### 8.0 Proceedings

- 8.1 Meetings of the Search Committee shall be held in private except where the Committee decides otherwise.

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#### 9.0 Voting

- 9.1 Where the Committee cannot reach agreement on any matter, it shall be determined by a majority vote. Where the votes are equal, the chair shall have a second or casting vote.

#### 10.0 Code of Conduct

- 10.1 In carrying out their functions members of the Committee are expected to act in accordance with the seven principles of public life, as recommended by the Nolan Committee's report, "Standards in Public Life", namely: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.
- 10.2 Members shall declare their interest in any item on the agenda. They shall withdraw from the meeting whilst that item is considered and take no part in the decision relating to it.
- 10.3 Members shall respect the confidentiality of items of business which have been determined as confidential.
- 10.4 In conducting its business the Committee shall have regard to the requirements of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Human Rights Act 1999.

#### 11.0 Complaints

- 11.1 Any complaints about the operation of the Committee shall be addressed in the first instance to the Clerk to the Corporation, who shall seek to resolve the complaint and report the outcome to the next meeting of the Committee. If the complaint cannot be resolved by the Clerk, it shall be reported to the next meeting of the Corporation.

#### 11.0 Amendments to this Document

- 11.1 The Committee shall review the Terms of Reference, Constitution and Procedures every three years or as necessary and if required by further guidance or statutory requirements.
- 11.2 Any amendments to this document shall be approved by the Corporation.

## **SEARCH COMMITTEE**

### **Terms of Reference, Constitution and Procedures**

#### **Constitution of the Corporation**

##### **1.0 Membership**

Under the Instrument & Articles of Government brought into force on 1<sup>st</sup> January 2008,

The Corporation shall consist of:

- Up to 15 members who have the necessary skills to ensure the Corporation carries out its functions under article 3 of the Articles of Government
- Up to 2 LSC members (if appointed)
- The Principal (unless the Principal chooses not to be a member)
- At least 1 and not more than 3 staff members
- At least 2 and not more than 3 students
- At least 1 and not more than 2 parents

##### **2.0 Membership Categories**

###### **Members – up to 13**

Members who have the necessary skills to ensure the Corporation carries out its functions under article 3 of the Articles of Government

###### **LSC Members (none appointed)**

###### **Principal**

Under the Instrument of Government the Principal of the College is given the option of not being a member.

###### **Staff Governors – 2**

Staff Governors are nominated and elected by the staff of the College. Their term of office is four years, but they cease to be governors upon leaving the College.

There are two options available for the appointment of two staff governors:

###### either

one nominated and elected by all academic staff and one nominated and elected by all non-academic staff;

###### or

both nominated and elected by all staff.

If there are more nominees than vacancies an election must be held, over which the Clerk to the Corporation will preside.

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#### **Student Governors – 2**

The student governor is a student at the College, nominated by other such students or (as the Corporation may determine) by a recognised association representing the students at the institution. The term of office is one year, but the student governor ceases to be a governor upon leaving the College.

If there are more nominees than vacancies an election must be held, over which the Clerk to the Corporation will preside.

#### **Parent Governors – 2**

Parent governors must be parents of students under the age of 19 years at the College, nominated and elected by other such parents or (as the Corporation may determine) by a recognised association representing such parents.

The term of office for parent governors is three years and does not cease when their child ceases to be a student at the college (unless the Corporation specifies this in the terms of appointment). The parent would not, however, be eligible for re-appointment, when their term of office comes to an end.

If there are more nominees than vacancies an election must be held, over which the Clerk to the Corporation will preside.

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#### **Procedures for Securing Nominations for New Members**

1. Wherever possible these procedures will be set in motion at least six months prior to the expiry of office of any member.
2. The Clerk to the Corporation will advise the Committee of any resignations and impending dates of expiry of office.
3. For members, various options for securing nominations will be considered, including:
  - Advertising locally;
  - Suggestions from staff, parents and members of the Corporation;
  - Targeting local businesses; and
  - Developing links with local business organisations and learning partnerships.
4. For staff, student or parent governors, a circular will be sent out inviting nominations. Any nominations received will be vetted at this stage by the Clerk to the Corporation to ensure the eligibility of candidates. If there are several eligible candidates for one vacancy a vote will be arranged, to be overseen by the Clerk to the Corporation.
5. For local authority and local community governors the appropriate bodies will be contacted for nominations.
6. Where necessary, the Principal will meet nominated candidates to discuss their background and establish their particular skills and areas of interest in the College. A copy of their Curriculum Vitae should be obtained at this stage.
7. The Principal will report to the Committee with details of candidates nominated, which the Committee will consider to ensure (within the terms of the Instrument and Articles of Government) that Corporation membership is balanced in terms of *inter alia* skills, gender, ethnicity, and that it reflects the College Mission.
8. The Clerk to the Corporation will vet all nominations to ensure the eligibility of candidates prior to their details being put forward to the Corporation for consideration.
9. Details of potential members together with the recommendations of the Search Committee will then be presented to the Corporation.

In addition to focusing upon forthcoming vacancies the Committee will also identify potential members on an ongoing basis to establish a pool of suitable candidates in case an urgent requirement arises.