

# THE SIXTH FORM COLLEGE, COLCHESTER

## CHAIRS AND SEARCH COMMITTEE

### TERMS OF REFERENCE

#### ROLE

The role of this Committee is to identify the skills and expertise required of governors and endeavour, where possible, to ensure that any appointment enables the Governing Body to work as effectively as possible in the best interests of the College. Ongoing training and development of governors, including consideration of other matters effecting the role and effectiveness of the Board of Governors, shall also be considered and recommended by this Committee.

#### ADMINISTRATION

1. Membership shall consist of the Chair and Vice Chair of the Corporation, and the Chairs of the Audit, Personnel, Finance & Premises, and Curriculum & Standards committees.
2. A quorum shall consist of three Governors.
3. The Committee will normally meet twice a year i.e. autumn and summer terms. A schedule of meetings is produced and presented to the Governing Body at the beginning of the academic year. The Chair of the Committee or a Committee Quorum i.e. 40% of the Committee Membership in consultation with the Clerk and other members of the Committee can call a further meeting(s) or reschedule a meeting if this becomes necessary.
4. The Committee will be chaired by the Chair of the Governing Body, or in her/his absence the Vice Chair.
5. The Principal will be invited to attend meetings of the Committee in an observer capacity.
6. The minutes of the Committee shall be kept by the Clerk to the Governing Body and with the exception of any confidential papers will be circulated to the full Governing Body.
7. The Committee has no executive status, but the Corporation shall not appoint any governor to the Governing Body (other than the Principal), unless it has first considered the advice of the Search Committee in relation thereto.

#### TERMS OF REFERENCE

- a) To advise the governing body on the skills which it considers necessary taking into account the developing needs of the College and a representative composition in the context of the nature of the College and of the local community.
- b) To seek nominations for consideration by the Committee as appropriate for certain categories of Governors, which from time to time will include public invitation.
- c) To undertake selection procedures in the appropriate categories and recommend appointments and reappointments to the Governing Body.
- d) To evaluate the contribution made by an individual governor where it is intended to propose their reappointment, especially after two terms of office.
- e) Any member of the Committee whose reappointment is being considered should withdraw from the meeting for that item.

- f) To assist in arranging for suitable training for all governors.
- g) To consider other matters effecting the role and effectiveness of the Board of Governors

In addition:

1. To make recommendations to the Corporation on matters affecting the Terms and Conditions of Service and Remuneration of designated Senior Post holders (Principal, Vice Principal).  
(Any Senior Post holder of the Corporation shall withdraw from the meeting when matters affecting their individual terms and conditions of service are being discussed.)  
When determining senior staff salaries reference should be made to information available in respect of other comparable educational establishments.
2. To make recommendations to the Corporation on matters affecting the Terms and Conditions of Service and Remuneration of the Clerk to the Governing Body.  
(The Clerk of the Corporation shall withdraw from the meeting when matters affecting his/her individual terms and conditions of service are being discussed.)

*Membership:*

- Chair of Governing Body*
- Vice Chair of Governing Body*
- Chair of Audit Committee*
- Chair of Curriculum & Standards Committee*
- Chair of Finance & Premises Committee*
- Chair of Personnel Committee*
  
- Principal (Observer)*