

# MORLEY COLLEGE LONDON



## SEARCH & GOVERNANCE COMMITTEE

### TERMS OF REFERENCE – APPROVED BY THE BOARD 17 JULY 2017

#### 1. PURPOSE

To advise the Governing Body on all matters relating to the governance of the College

#### 2. RESPONSIBILITIES

- a) reviewing the composition and membership of the Governing Body, including the diversity of the Governing Body, the range of skills available and the range of communities represented, and making recommendations to the Governing Body;
- b) advising the Governing Body on search strategies. When a vacancy occurs or is anticipated, the Committee will consider whether or not the vacancy should be filled and, if so, what process should be followed, advising the Governing Body accordingly;
- c) leading the search for new members, through open and transparent processes that ensure that candidates' suitability is assessed against agreed criteria, through a process of interview and confidential references;
- d) advising the Governing Body on the appointment and re-appointment of members (other than staff members, student members and the Principal), making recommendations for each vacancy;
- e) reporting to the Governing Body on the attendance and contribution of existing governors;
- f) reviewing and advising on the arrangements to enable governors to improve their understanding of the work of the College;
- g) reviewing and advising on the arrangements for governor induction, development and training;
- h) advising on such other matters relating to membership and appointments as the Governing Body may remit to the Committee;
- i) reviewing the leadership development and succession planning needs of the Governing Body and making recommendations accordingly;
- j) reviewing and making recommendations to the Governing Body on the process for evaluation of the effectiveness of governance and the appraisal of office-holders and individual governors;
- k) development and oversight of implementation of the Governance Quality Enhancement Plan arising from the Governing Body's self-assessment; and

- l) keeping under review and making recommendations to the Governing Body in relation to changes to the College's Articles of Association, Code of Governance, Scheme of Delegation, Standing Orders and Code of Conduct and to Governors' job descriptions.

### **3. MEMBERSHIP**

- a) The Committee will comprise at least four and not more than seven members of the Governing Body, including the Chair or Vice-chair of Governors (or both) and the Principal.
- b) The Chair of the Governing Body may be a member of the Committee but shall not chair the Committee.
- c) Staff and Student Governors are not eligible for membership.

### **4. OFFICERS**

- a) An external governor with appropriate expertise shall chair the committee.
- b) The Clerk to the Governing Body shall be the Clerk to the Committee.

### **5. ATTENDANCE AT MEETINGS**

The Committee has the power to invite such persons to attend meetings as may be desirable and necessary.

### **6. FREQUENCY AND CONDUCT OF MEETINGS**

Meetings will normally be held at least twice each year.