

# **Bilborough College**

## **SEARCH COMMITTEE TERMS OF REFERENCE**

### **ROLE**

- Responsible for the recruitment of new governors.
- To make recommendations to the Corporation regarding the appointment of all governors except the Principal, Staff Governors, Parent Governor and Student Governors.
- To determine the induction programme for new governors and an annual programme of training for governors.
- Review the skill set of Corporation on an annual basis

### **ACCOUNTABILITY**

- Recruit governors with appropriate skills, abilities and experience to fill any vacancies that arise
- Maintain a database of appropriate persons interested in membership of Corporation
- Set the annual training programme for governors

### **MEMBERSHIP**

Members of the Committee will be appointed by the Corporation as follows:

Chair of the Corporation  
Principal  
Chairs of Committees

The quorum for the meeting shall be 3 members.

Meetings will be clerked by the Clerk to the Corporation.

### **DUTIES**

- To make recommendations to the Corporation on the composition and balance of the Corporation and its committees.
- To make recommendations to the Corporation on the recruitment and appointment procedure for governors.
- To develop and maintain a database of appropriate persons interested in making a contribution to the work of the Corporation including those interested in Corporation membership
- To use various techniques for recruiting new Governors, including the skills audit and the needs of the Committee at the time of the vacancy
- To consult with interested bodies including local community/employer representatives and local authorities to search for new persons to add to the database
- To research suitable candidates drawn from the database and to meet them regarding possible membership of the Corporation when a vacancy occurs or is anticipated and for which they may have the necessary skills set.

- To make recommendations to the Corporation regarding the appointment of all governors (except staff, student and parents governors and the Principal)
- To determine an induction programme for new governors and to monitor its success
- To determine an annual programme of training for all governors.

**December 2009**