

GOWER COLLEGE SWANSEA

Committee Title	Search and Governance Committee	
Membership	Determined by:	Corporation Board
	Number of members	6
	Chair	Colin Cornelius
	Members:	David Ashelby Colin Cornelius Tim Clark Carol Green Robin Kirby Fiona Rees
Reporting Officers	<p>The Committee may request the attendance of Executive team members if deemed necessary</p> <p>The Committee shall have access to external guidance and/or facilitation for Item 14 below</p>	
Servicing Secretary	Clerk to the Corporation	
Terms of Reference	Search	<ol style="list-style-type: none"> 1. To make recommendations to the Corporation on the appointment/re-appointment of Business, Co-opted, Local Authority and Community Members 2. 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 statutory Instrument and Articles of Government 3. To develop and maintain, via a process of interview and confidential references, a database of candidates recommended for future Corporation membership (Clerk's Database)

GOWER COLLEGE SWANSEA

		<ol style="list-style-type: none"> 4. To initiate searches for potential candidates for Corporation membership if required through consultation with interested bodies, organisations and/or individuals and the placement of timely advertisements in the local/regional media and/or in relevant community publications 5. To determine the process whereby candidates are considered for Corporation membership and to gain reassurance regarding their eligibility under the Instrument of Government 6. To oversee succession planning of Corporation and Committee memberships, including relevant development opportunities 7. To review all aspects of the latest skills and diversity analysis in relation to current Corporation membership, prior to the consideration of any new appointment 8. To regularly review the composition and balance of Corporation and Committee memberships and make appropriate recommendations 9. To ensure that the names of candidates under consideration are not released to the Corporation until a recommendation is made to that body, for reasons of confidentiality
	Governance	<ol style="list-style-type: none"> 10. To approve the appointment/re-appointment of appropriate Corporation Members as Governors with relevant responsibility under the Safeguarding Children and Protection of Vulnerable Adults Policies 11. To develop and recommend to the Corporation policies and procedures for the induction and governance development of the Corporation and to oversee their implementation

GOWER COLLEGE SWANSEA

		<p>12. To approve and review annually the Corporation's Byelaws, Code of Conduct and Register of Interests</p> <p>13. To approve and review regularly all other Corporation policies and procedures that are relevant to the work of the Committee</p> <p>14. To develop and recommend to the Corporation criteria for the evaluation of the performance of the Corporation as a whole, such criteria to form part of an annual governance self assessment against Corporation agreed outputs</p> <p>15. To identify and prioritise development needs of the Corporation and its Members in order to provide an annual governor development schedule that will lead to progressive improvement in the performance of the Corporation</p> <p>16. To monitor the attendance of Corporation Members at meetings of the Corporation and its Committees and approve appropriate action as necessary</p> <p>17. To consider all governance issues resulting from internal reviews and/or external reviews of Gower College Swansea and ensure that appropriate remedial action is taken</p> <p>18. To review and, where appropriate, respond to consultation documents from external bodies, such as the Welsh Assembly Government, that relate to governance issues</p> <p>19. To receive and review an annual report confirming that all relevant records related to Corporation membership have been updated on a timely basis</p> <p>20. To review and recommend Corporation approval of the Clerk's Annual Report, for submission to the Department for Children, Education, Lifelong Learning and Skills</p> <p>21. To undertake regular reviews of the</p>
--	--	---

GOWER COLLEGE SWANSEA

		<p>Terms of Reference for the Chair and Vice Chair of the Corporation and recommend any revisions to the Corporation</p> <p>22. To consider any governance issue referred to it by the Corporation or another of its Committees</p>
	Other	<p>23. The Committee shall have the power to employ the services of such external advisers as it deems necessary to fulfil its responsibilities</p> <p>24. The Committee may invite attendance by any person, whether Governor or external to Gower College Swansea, in order to provide advice and evidence to assist in the search process and/or to verify its independence</p> <p>25. The Corporation shall not appoint any Corporation Member to the Business, Co-opted, Local Authority and/or Community membership categories unless it has first considered the advice of the Search and Governance Committee</p>
Quorum	At least 40% of the aggregate of the total number of members (3)	
Reporting Procedures	Corporation Board	
Required Frequency of meetings	At least termly	
Terms of Reference and Constitution Reviewed	<p>Approved 14 June 2010 Updated 12 May 2011 New members added 27 September 2012 Updated Sept 2013 to confirm quorum as 3</p>	