

FARNBOROUGH COLLEGE OF TECHNOLOGY

SEARCH COMMITTEE TERMS OF REFERENCE

1. MEMBERSHIP

- i. The committee shall comprise no more than seven members, including the Chair of the Corporation and the Principal. The committee may invite the Corporation's advisers or other third parties to attend meetings of the committee as appropriate. Such persons shall be entitled to speak at meetings but not have a vote.
- ii. The Chair and Deputy Chair of the committee shall be selected by the committee.
- iii. The quorum for meetings of the committee shall be three members.
- iv. The Clerk to the Corporation shall act as clerk to the committee.

2. TERMS OF REFERENCE

- i. To advise the Corporation on the appointment of external corporation board members and associate governors.
- ii. To advise on such other matters relating to membership and appointments as the Corporation may remit to the Committee.
- iii. To gather nominations in respect of current and future vacancies on the Corporation, to determine and apply the processes whereby such nominations are screened and shortlisted, and, to advise the Corporation on the appointment of members of the Corporation as specified in the Instrument and Articles of Government.
- iv. To develop and maintain a suitable database of potential candidates and, as required, to advertise for persons who might be interested in either being added to the database or applying for actual or prospective vacancies.
- v. To initiate searches for potential candidates through consultation with local authorities, voluntary bodies, employers and any other appropriate source.
- vi. To undertake a skills audit at least every two years to identify the range of skills, experience and diversity on the board of the Corporation and evaluate future requirements.
- vii. To recommend the appointment of members of the Corporation to other committees of the Corporation, provided that such appointments shall be consistent with the agreed membership and terms of reference of the committees.
- viii. The committee shall meet at least annually and, after each meeting, shall report to the next meeting of the Corporation Board.
- ix. The committee will review new governance legislation and inform the Board accordingly.

- x. To advise the Corporation on succession planning for Board posts and College senior management.
- xi. To recommend to the Corporation any de-classification of historic confidential minutes.
- xii. To review the Committee's Terms of Reference annually and recommend them to the Board.

Reviewed by Search Committee 13 November 2023
Approved by Corporation Board – 7 December 2023