

HARROW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND DEVELOPMENT COMMITTEE CONSTITUTION & TERMS OF REFERENCE

1 Name and Origin

- a) The name of the committee shall be the Search and Development Committee (“the Committee”).
- b) The Committee is established in accordance with paragraph 5 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Search & Development Committee may be varied at any time by the Corporation.
- d) The Search & Development Committee is a sub-committee of the Harrow College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

2 Membership and Quorum

- a) The membership shall be in accordance with the following:
 - The Chair of the Corporation; and
 - The Principal; and
 - 2 other members of the Corporation; and
 - if so decided by the Corporation 1 co-opted member
- b) Members (other than the co-opted member) shall be appointed by the Corporation at its first meeting after 1st April each year, at which time one of the members shall be appointed by the Corporation to be Chair of the Committee.
- c) If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

- c) The Committee shall meet at least twice each year to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any member of the Committee.
- d) The quorum for meetings shall be 2 members of the Corporation, excluding the Principal.

3 Clerk to the Search & Development Committee

- a) The Clerk to the Committee will be the Clerk to the Corporation.

4 Terms of Reference

The terms of reference shall be as follows:

- a) To keep under review requirements for the appointment or reappointment of Governors, including changes in the number, composition or balance of interests represented on the Corporation and making recommendations to the Corporation;
- b) To oversee arrangements made to recruit, inform and interview potential Governors and to make recommendations to the Corporation for the appointment of governors;
- c) To oversee arrangements made for Governor development and training;
- d) To oversee the registers maintained by the Clerk, including the register of members, of members' interests, of members' expenses and hospitality, of members' attendance, and to make recommendations to the Corporation;
- e) To recommend for approval by the Corporation an annual review of the performance of the Corporation.

5 Conduct of Meetings

- a) All meetings shall be conducted to timed agendas.
- b) The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).

- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting the Clerk, in consultation with the Chair of the Committee, the Principal and, where appropriate, the Chair of the Corporation, shall reserve these matters to a confidential (Part II) agenda. Details and papers of such an agenda shall not be circulated unless the circumstances which caused them to be considered or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Minutes and Reports of Meetings

- a) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee to the next meeting of the Corporation and the Chair of the committee shall provide, if appropriate, an oral summary.
- c) Minutes of the meetings, with the exception of those regarded as confidential in accordance with c) above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and on the College website.

7 Openness and Transparency

- a) The Terms of Reference of the Search & Development Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website.