

# Queen Elizabeth Sixth Form College

## Search Procedures for the Nomination and Appointment of Members of the Board of the College Corporation

### Composition of the Board of the College Corporation

The composition of the Board of the College Corporation is in line with the Modified Instrument and Articles of Government approved by the Board on 29<sup>th</sup> September 2022.

Category	Number	Term
<b>Independent</b>	At least 8 and not more than 14	4 years
<b>Staff</b>	At least 1	4 years
<b>Parent</b>	At least 1	2 years
<b>Student</b>	At least 1	1
<b>Principal (Ex-officio)</b>	1	as required
<b>Total</b>	<b>18</b>	

The Board of the Corporation is responsible for the appointment of all Members but it must consider advice given by the Search & Review Committee before any new Member is appointed. The Search & Review Committee will consider the skills and diversity profile of the Board and identify any gaps, making every effort to ensure that the Board collectively comprises the skills and experience required to fully discharge its duties and is as representative as possible of the College community it serves.

In accordance with the Instrument & Articles of Government and Charity Code of Governance, governors will, under normal circumstances, serve a maximum of two terms of office or a maximum of 9 years.

### Search Procedures

The procedures for the selection and appointment of the various categories of member are as follows:

#### All Categories (Except Student and Ex-officio)

The Search & Review Committee is to:

- Consider the composition of the Board and identify any gaps in skills and diversity
- Consider the date by which the new appointment is required

## Independent Members

The Search & Review Committee is to:

- Decide upon the strategy for seeking nominees/applicants
- Receive relevant details of all nominees/applicants
- Consider a shortlist of candidates, if appropriate. This may be done by a sub-committee comprising at least three members of the Search & Review Committee; normally the Chair of the Board, the Principal and one other member of the Search & Review Committee.
- The Search & Review Committee will advise the Board of the findings and offer its recommendations

The Board of the Corporation, having received the advice of the Search & Review Committee, will then consider and determine any appointments.

## Staff Members

The Search & Review Committee is to:

- Advertise any vacancy in Staff Members and invite nominations, including by self-nomination. If there are to be two or more Staff Members on the Board, at least one is to be a member of Support Staff and at least one is to be a member of Teaching Staff
- Receive relevant details of all candidates
- Consider a shortlist of candidates, if appropriate. This may be done by a sub-committee comprising at least three members of the Search & Review Committee; normally the Chair of the Board, the Principal and one other member of the Search & Review Committee.
- The Search & Review Committee will advise the Board of the findings and offer its recommendations

The Board of the Corporation, having received the advice of the Search & Review Committee, will then consider and determine any appointments.

## Parent Members

The Search & Review Committee is to:

- Decide upon the strategy for seeking nominees, including by self-nomination
- Receive relevant details of all candidates
- Consider a shortlist of candidates, if appropriate. This may be done by a sub-committee comprising at least three members of the Search & Review Committee; normally the Chair of the Board, the Principal and one other member of the Search & Review Committee.
- The Search & Review Committee will advise the Board of the findings and offer its recommendations

The Board of the Corporation, having received the advice of the Search & Review Committee, will then consider and determine any appointments.

### Student Members

- The Search & Review Committee is to inform the Student Association, or equivalent, of any vacancies.
- Under normal circumstances, the President and Vice-President of the Student Association will be appointed by the Board as Student Members in the Autumn term following their appointment and following consideration by the Search & Review Committee,

The Board of the Corporation, having received the advice of the Search & Review Committee, will then consider and determine any appointments.

### The Principal (Ex-officio)

Although not a mandatory requirement, the Principal will, under normal circumstances, be a Member of the Board of the Corporation.

# Queen Elizabeth Sixth Form College

## SEARCH & REVIEW COMMITTEE

### Terms of Reference

1. The Committee shall advise the Corporation on the procedures for appointment to the Board.
2. The Committee shall consider and make recommendations to the Corporation on the Board's composition and balance.
3. The Committee shall be responsible for nominating candidates for the approval of the Corporation to fill vacancies on the Board.
4. The Committee shall advise the Corporation on the procedures for induction, training, support and performance of Board members and shall be responsible for overseeing arrangements for the training, appraisal and continuing professional development of governors.
5. The Committee shall be responsible for keeping under review the Corporation's Code of Conduct and related procedures.
6. The Committee shall develop and maintain a database for potential Members.
7. The Committee shall advise the Corporation on the procedures for the appointment of Senior Postholders in accordance with the Instrument and Articles of Government.

### Good Practice and Performance Indicators

- To meet when necessary but at least three times per year.
- Agenda and papers to be distributed at least one week prior to the meeting.
- Attendance target of 80% for each academic year.
- Quorum to be achieved at all planned meetings (40%).
- To take appropriate steps to enable the Board to fill any vacancy at the earliest opportunity.
- To consider the composition and balance of the Board annually and when appropriate make recommendations to the Board.
- To consider annually the Corporation's Code of Conduct and related policies and procedures.