

**S&G Committee self-assessment 2021/22****Search Responsibilities taken from Terms of reference:**

- 1 The Committee will be responsible for advising on the appointment of members of the Governing Body and such other matters relating to membership and appointments (excluding staff and student members) in accordance with the Instruments and Articles of Government (IAG). The Governing Body may remit the Committee to gather, screen and shortlist nominations in respect of vacancies on the Board and determine the process whereby candidates are nominated. **Completed 14/10/21**
- 2 The Committee will from time to time consider and make recommendations to the Governing Body on the composition and balance of the its members and its Committees. **Completed 14/10/21**
- 3 The Committee will meet at least three times each year. **Completed 4 meetings scheduled for 2021/22 to enable sufficient cover of the Committee's work.**
- 4 The Committee will advise on such other matters relating to membership and appointments. **Completed 14/10/22 & 28/4/22**
- 5 The Committee will advise the Board on its Committee structure and membership, and, where appropriate recommend candidates for the approval of the Board. **Completed 14/10/21**
- 6 The Committee will maintain an overview of the skills and expertise of Board members by undertaking annual skills audits. **Completed annually – last updated in Dec 2021 – for review 9/6/22**
- 7 The Committee will advise the Board on the induction, training and development of members. **Completed 14/10/21 & 21/1/22**
- 8 The Committee will evaluate the contributions made by existing members before proposing their re-appointment including consideration of more than two terms of office (8 years) under exceptional circumstances. **Completed – Attendance reviewed 14/10/21**
- 9 The Committee will undertake a review of the Committee's performance and its terms of reference annually. **To be completed 9/6/22**
- 10 The Committee will initiate searches for potential candidates through consultation with others such as the Governors One Stop Shop (GOSS) **Completed – last communicated with GOSS in March 2022**
- 11 The Committee is able to employ the services of such external advisers as they deem necessary to fulfil their responsibilities. **External Reviewer appointed May 2022**

- 12 The Clerk will ensure the minutes of the Committee are published on the College's website. **Completed – published when signed.**
- 13 To review on an annual basis those items of business designated as confidential and make recommendations to the Board as appropriate **Completed annually – 9/6/22**

### **Governance Responsibilities:-**

The Committee will be responsible for:-

- 1 Reviews of the Governing Body byelaws i.e. Standing Orders, Governance and Delegation of Powers and the Governing Body's Code of Conduct, reviewing and making recommendations to the Board on said documents, ensuring compliance with the Instrument and Articles of Government, the Post 16 Audit Code of Practice, and other governance related legislation. **Completed 27/1/22 & 9/6/22**
- 2 Keep the Instrument and Articles of Government under review and make recommendations to the Board; and, at the request of the Board, reviewing and where appropriate responding to consultation documents from external bodies such as AoC, DfE, that relate to issues of governance, or other matters that may impact upon governance. **As required – possible changes from DfE guidance re SPH appointments**
- 3 Making recommendations to Governing Body on succession planning for the Governing Body members. **Deputy Chairs for Committee appointed.**
- 4 To oversee arrangements for Governors' links with areas of the College for familiarisation with the work of the College. **Completed 14/10/21**
- 5 To keep under review all governance policies and procedures and make recommendations to the Board as appropriate. **Completed eg. SIC and Governor Training Policy**
- 6 Review compliance with the Code of Good Governance for English Colleges **Completed T&F Group reviewed and proposed action plan 27/1/22 & 28/4/22**
- 7 The Committee will be required to approve any College Policies or other duties as delegated by the Governing Body. **As required**

Improvement Plan for 2022/23

<b>Improvements in 2022/23</b>	<b>Action</b>	<b>Owner</b>	<b>Due Date</b>
The robust recruitment process to continue as vacancies arise.	Continue with the recruitment of vacancies.	Recruitment Panel	2022/23
Succession planning for vacancies and skills gaps.	S&G to be forward looking re vacancies and the skills gaps that may arise.	Committee	2022/23
Governor Training & Development Programme.	Continue to plan bespoke Governor training and encourage completion of the ETF Modules.	Clerk/Chair	2022/23
External Review.	Ensure a smooth process and action recommendations.	Governing Body	End of 2021/22 and 2022/23

Approved