

**TERMS OF REFERENCE FOR
SEARCH COMMITTEE**

2023 - 2024

MEMBERSHIP

- The Committee shall have a minimum of three members appointed by the Board.
- The majority of members of the Committee shall be members of the Board, but the Board shall be entitled to appoint persons to the Committee who are not members of the Board.
- The Chair shall be a Trustee of the Board.
- The Committee may invite other persons to attend meetings in order to provide advice and evidence to assist the search process.
- The Principals and relevant members of each Academy's SLT shall attend meetings as need dictates and/or at the request of the Committee
- The Chief Executive Officer shall attend as need dictates and/or at the request of the Committee.

QUORUM

- The quorum for meetings of the Committee will be two members of the Committee who are also Trustees.

COMMITTEE CHAIR

- The Board will appoint a Chair from the members of the Committee who are also Trustees.
- The term of office for the Committee Chair will be as determined by the Board, but on expiry of the term of office, the existing Chair shall be entitled to continue in office until the Board has appointed a successor.
- If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

FREQUENCY OF MEETINGS

- The Committee shall meet at least three times per year at such time and place as may be determined by the Chair.
- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference.
- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:

1. s/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and
2. If after all reasonable efforts, this does not prove possible, the meeting may still proceed with its business provided it is quorate.

RESPONSIBILITIES

1. Undertake searches for new trustees at the request of the Board.
2. Undertake searches for new LAB members, where appropriate.
3. To advise the Board on the re-appointment of existing Trustees.
4. To undertake periodic reviews of the skills of Trustees.

The Committee is an advisory Committee of the Board. Its responsibilities are:

Review

- To review the composition of the board, membership, and skills audit analysis, including the number, composition, and balance of skills represented on the Board and its committees.
- As advised by the Board, determine required additional skills.
- Seek applications, shortlist, and select candidates for vacancies.
- Determine the interview arrangements for new external Trustee candidates and appoint an interview panel that will make appropriate recommendations to the Board on the suitability of candidates.
- Review the contributions (including attendance at meetings) of existing Trustees eligible for reappointment and make recommendations to the Board.
- Make recommendations on succession planning.

Reporting

- Deliver a Search Committee report to the Board of Trustees on an at least termly basis.