

Governors' Nominations and Effectiveness Committee

Constitution and Terms of Reference

1. Constitution

The Governing Body has established a committee of the governing body known as the Nominations and Effectiveness Committee.

2. Membership

The Committee and its Chair shall be appointed by the governing body. There shall be no fewer than six members and the Committee shall include:

- the Chair of Governors, who shall chair the Committee;
- the Chair of the Executive Committee
- one Independent Governor;
- one Independent or Co-opted Governor
- the Vice-Chancellor
- one of the Teaching Staff Governors

A quorum shall be four members.

3. Attendance at Meetings

The Committee may invite officers to attend if there is business to be discussed which is relevant to them.

4. Frequency of Meetings

The Committee shall meet prior to the commencement of the new period of office and at such times as required.

5. Authority

The Committee is authorised by the Governing Body to take decisions on issues within its terms of reference. It is not authorised to make decisions on those issues which are properly the responsibility of the full Board of Governors, as set out in the Board's own terms.

6. Duties

The duties of the Committee shall be:

- 6.1 Taking account of the agreed areas of competence which are required on the Board, to seek out and recommend new lay/independent members to the Board of Governors.
- 6.2 To keep the Bishop of Chichester informed of the periods of office of Church Independent Governors and advise him of any potential new members who would match the criteria for appointment by the Bishop.
- 6.3 Taking account of the agreed areas of competence which are required on the Board, to seek out and recommend new co-opted members to the Board of Governors.

- 6.4 To oversee the arrangements made by the Clerk for the election of Teaching Staff Governors and the Support Staff Governor.
- 6.5 To agree the membership of Committees of the Board and to ensure rotation of members and advise the Chair of Governors on the designation of Chairs of Committees, other than the Chair of the Executive Committee, who shall be the Vice Chair of Governors.
- 6.6 With the exception of the Vice-Chancellor, Staff and Student Governors, to agree the allocation of governors to link with schools and sections and oversee their engagement with the scheme.
- 6.7 To ensure that the Board's membership arrangements operate to reflect best governance practice within the Higher Education sector. In addition to recruitment, this will include arrangements for induction and development, such as attendance by Governors from time to time on seminars organised by the Leadership Foundation or similar organisations.
- 6.8 To ensure that the Board conducts a periodic effectiveness review in accordance with good practice.
- 6.9 To agree the duties and specification of the role of Chancellor, at such time as the Board of Governors agrees that such a person should be appointed and to carry out the preliminary arrangements and interviews prior to making a recommendation to the Board.

7. Reporting Procedures

A report of the recommendations of the Nominations and Effectiveness Committee for appointment and any other appropriate issues will be presented to all members of the governing body.

8. Clerking Arrangements

The Clerk to the Nominations and Effectiveness Committee will be the Clerk to the Governing Body.

Approved by the Board of Governors: 4 April 2006