



**TERMS OF REFERENCE
GODALMING COLLEGE
GOVERNANCE AND HR COMMITTEE**

1. Membership

The Committee will be appointed by the Board of Trustees and will consist of at least four members.

A quorum will be three Trustee members at least two of which are non-staff.

The Clerk to the Board of Trustees will be the Clerk to the Committee.

2. Terms of Reference

2.1. The following powers have been delegated to the Committee by the Board of Trustees.

- Reviewing the terms of office of trustees, ensuring that the appropriate nominating body is advised in timely fashion when vacancies will arise.
- Identifying forthcoming vacancies on the Board of Trustees, advertising these posts, gathering, screening and short-listing nominations in respect of these vacancies, other than parent and staff vacancies.
- Arranging interviews with prospective trustees in order to make recommendations to the Board of Trustees on appointment of new Trustees.
- Maintaining a database of persons interested in becoming members of the Board of Trustees, seeking interest from the local community, local businesses and local government.
- Initiating an annual skills audit and self-assessment review of members of the Board of Trustees.
- Identifying the training needs of the Board of Trustees.
- Identification, selection and engagement of training resources for the Board of Trustees
- Overseeing personnel and staff development matters including numbers, recruitment, training, staff satisfaction, levels of absence and termination of employment.
- Considering and approving College human resources policies taking advice from College management and advise the Board of Trustees accordingly.
- Considering the advice and recommendations from the SFCA on pay and conditions of all employees other than senior post holders.
- Determining a remuneration policy and appropriate conditions of service for College employees, excluding senior post holders, and make recommendations to the Finance and Estates Committee and Board of Trustees.
- Overview of complaints data
- Oversight of HR and governance data
- To consider such risks as are allocated to it by the Board of Trustees

- To consider and recommend to the Board of Trustees the policy and procedures for the appointment, professional review, remuneration and overall conditions of service of The Clerk to the Board of Trustees.

2.2. The Committee shall be responsible for oversight of the following policies and documents:

- Admissions Policy
- Complaints Procedure
- Strategic Plan
- Personnel Policies – Grievance, Redundancy, Disciplinary, Capability, Code of Conduct, Bullying and Harassment, Family Friendly Policies, Safer Recruitment
- Equality, Diversity and Inclusion Policy
- Substance Misuse Policy
- Maternity and Maternity Support
- Adoption
- Shared Parental Leave
- Sabbatical
- Flexible Working
- Pension discretions
- Trustee policy
- Absence Management

2.3 The Committee will make recommendations to the Board of Trustees on the following:

- Appointment of new members to the Board of Trustees. Appointments shall be made in accordance with the Articles of Association.
- The re-appointment of Trustees.
- The results of staff and parent elections for Trustees.
- Suggested changes of the composition and skills balance of the Board of Trustees as necessary.
- Suggested memberships of Committees.
- Overview of attendance for Board of Trustees and Committee meetings.
- The approved policies and documents listed in 2.2.

3. Reporting Procedures

3.1 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Board Members.