



**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 five members. It will always comprise:

- The Chair of the Board of Trustees
- The Principal
- Three other members of the Board of Trustees

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.
- 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

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

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.