

**05.01.2023**

**EXECUTIVE BOARD MEETING**

**Board Terms of Reference**

**The Board**

The Skills Centre have established stronger Governance with sharper and more purposeful Board arrangements.

The Skills Centre Board is characterised by

- A small committed Board appointed for their skills and experience
- Clear Terms of Reference identifying the advisory nature of the Board and its responsibility for advising the company owners (the ultimate decision makers)
- A schedule of meetings with pre-agreed agenda, written reports and timely minutes capturing key discussion and agreed actions
- A supportive, open and where necessary challenging culture focussed on the achievement of aspirational aims and objectives
- Conduct which stands up to scrutiny and sets a tone for the organisation as a whole

**Board Objectives**

- Ensuring that there is a clear Organisational Vision
- Scrutinising and challenging business and contractual performance
- Monitor centre performance against community objectives and Key Performance Indicators
- Ensuring that the organisation is in good financial health
- Ensuring high-quality teaching and learning
- Considering and taking account of stakeholder views
- Monitoring the effectiveness of key policies including:
  - Safeguarding & Prevent
  - Health & Safety
- Ensuring effective staff performance management and communication throughout the business
- Ensure that the organisation is forefront with environmental management and green skills

**Board Composition**

Jean Duprez	Chair
Jon Howlin (JH)	CEO – The Skills Centre
Rebecca Fox (RF)	Executive Assistant – The Skills Centre
Trudy Burrows (TB)	Independent Board Member
Dan Langford (DL)	Independent Board Member
Paolo Nistri (PN)	Independent Board Member
Alun Chapple (AC)	Financial Director
Ray Moyler (RM)	Employee Voice
Lisa Cudjoe (LC)	Learner Voice
Charles O’Madden (guest)	Safe Guarding Lead – The Skills Centre
Adam Sheppard (AS) (guest)	Head of IT and Data - The Skills Centre
Emily Benstock (EB) (guest)	Marketing Manager - The Skills Centre

All Board meetings will be minuted by Rebecca Fox (Executive Assistant to Jon Howlin). Minutes will be circulated within 7 days of each meeting.

### **Quorum**

A minimum of 3 Board members need to present for the Board meeting to proceed.

### **Meetings**

- Board Meeting will ordinarily be held every month.
- Dates for the first year of meetings will be as follows:
  - 15<sup>th</sup> December 2022
  - 18<sup>th</sup> January 2023
  - 14<sup>th</sup> February 2023
  - 15<sup>th</sup> March 2023
  - 19<sup>th</sup> April 2023
  - 19<sup>th</sup> May 2023
  - 16<sup>th</sup> June 2023
  - 29<sup>th</sup> September 2023
- Board meetings will be a combination of face-to-face and remote online meetings as circumstances allow
- Strong reporting with papers distributed electronically 5 days in advance of the meeting
- All meetings minuted with decisions and actions clearly identified

### **The Agenda**

Core items (on every agenda) will be supplemented by cyclical items (of predictable relevance and significance at certain times of the year) and any ad-hoc items (should be few and far between but provide the opportunity to discuss urgent, unplanned or opportunistic matters).

Core Items (which will be on the agenda of every meeting)

- Minutes of Previous Meetings
- Safeguarding and Prevent Summary
- Health & Safety Update
- Reporting including CEO's Performance Report Review (incorporating actual v target analysis against agreed KPI's)
- Summary of Financial Performance/Management Accounts
- Commercial and Business Development Performance
- Future Growth and Developments
- Social Impact and Centre Performance
- Green Skills (& Sustainability)
- Systems and data plan for the business
- Quality Improvement – Delivering the Improvement Plan
- Communications Update

### Cyclical Items

- The Skills Centre Strategy Update
- The Self-Assessment Report
- Curriculum Plan
- Marketing Plan
- Yearly Social Impact Review
- Resource and Budgeting Review

### **Review**

Board Membership will be reviewed every 2 years and the Terms of Reference will be reviewed in September 2023.

### **Report Schedule**

<b>Agenda</b>	<b>Report</b>	<b>Regularity</b>	<b>Responsibility</b>
Health and Safety Update	TSC Management Health and Safety Report	<i>Monthly</i>	Health and Safety Manager
Safeguarding and Prevent Summary	TSC Safeguarding and Prevent Summary	<i>Monthly</i>	TSC Safeguarding lead
Environmental Update	Environmental Report	<i>Monthly</i>	TSC Environmental lead
Financial Update	Financial Profit and Loss/Balance Sheet	<i>Monthly</i>	Finance Partner
	Revenue Update	<i>Monthly</i>	Finance Partner
	Cost Update	<i>Monthly</i>	Finance Partner
Contractual and Operational Update	Contract Dashboard	<i>Monthly</i>	Contract Director
	AEB Report	<i>Monthly</i>	Contract Director
	Apprenticeship	<i>Monthly</i>	Contract Director
	ESF	<i>Monthly</i>	Contract Director
	WMCA	<i>Monthly</i>	Contract Director
	Commercial	<i>Monthly</i>	Contract Director
Centre Update	Build East	<i>Monthly</i>	Community and Strategy Director
	SCSC	<i>Monthly</i>	Community and Strategy Director
	Earls Court	<i>Monthly</i>	Community and Strategy Director
Quality Improvement	QIP	<i>Monthly</i>	Head of Quality and Support Services
Business Development	Business Development Report	<i>Monthly</i>	CEO
The Skills Centre Strategy	The Skills Centre Strategy Update	<i>Monthly</i>	CEO

Communications	Comms Update Internal/External	<i>Monthly</i>	Marketing and Communications Manager
Self Assessment	SAR	<i>Annual</i>	Head of Quality and Support Services
Learner/ Employer Voice Update	LEV Report	<i>Quarterly</i>	Head of Quality and Support Services
Curriculum Planning	Curriculum Plan Update	<i>Quarterly</i>	Head of Quality and Support Services
Marketing Plan	Marketing Plan	<i>Quarterly</i>	Marketing and Communications Manager
Social Impact Review	Social Impact Study	<i>Annual</i>	CEO
Staff Appraisals	Performance Appraisals Report	<i>Annual</i>	Head of Quality and Support Services
Wage and Cost Review	Cost and Wage Structure Review	<i>Bi annual</i>	Finance Business Partner