

EFFECTIVE GOVERNANCE

THE GOVERNANCE BOARD

TERMS OF REFERENCE

The Skills Centre has established stronger governance with sharper and more purposeful Board arrangements.

The Skills Centre's Governance 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 discussions and agreed actions
- A supportive, open, and where necessary, challenging culture focused 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

To help to reduce risk, increase value, and to drive performance, by:

- Ensuring that there is a clear organisational vision
- Scrutinising and challenging performance
- 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, and environmental
 - Promotion of equality and inclusivity
- Ensuring effective management of staff performance
- Monitoring risk

Board Composition

- Trudy Burrows – Independent Member (Chair)
- Alun Chapple – Business Finance Partner

- Sam Downton – Operations Director
- Jean Duprez – Independent Member
- Bob Flowers – Business Finance Partner
- Jon Howlin – CEO
- Dan Langford – Independent Member
- John White – Operations Director
- Student Member – to be invited once a year

All Board meetings will be minuted by Vivian Kokunda. Minutes will be circulated within 7 days of each meeting.

Quorum

A minimum of four Board members, of which at least two will be Independent Members, need to present for the Board meeting to proceed.

Meetings

- Board Meeting will ordinarily be held in the 1st week of every month
- Dates for the first year of meetings will be as follows:
 - 1st April 2021
 - 7th May 2021
 - 4th June 2021 (16th June – Annual full-day Governance Board session)
 - 2nd July 2021
 - 6th August 2021
 - 3rd September 2021
- 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 will be recorded.
- 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).



Standing items:

- Apologies & Declarations of Interest
- Minutes of Previous Meetings & Matters Arising
- MD's Performance Report (incorporating actual v target analysis against Board approved KPIs)
- Quality Assurance & Continuous Improvement
- Financial Performance / Management Accounts summary
- Safeguarding & Prevent
- Health & Safety, and Environmental
- Promotion of Equality and Inclusivity
- Risk Register

Cyclical Items:

- The Self-Assessment Report
- Learner / Employer Voice Update
- Curriculum Plan
- Marketing Plan
- Social Value Impact (half-yearly update/review)

Review

Board Membership will be reviewed every 3 years and the Terms of Reference will be reviewed in September 2022.

Update as of 10 August 2021