

LONDON SKILLS & DEVELOPMENT NETWORK (LSDN) GOVERNING BODY TERMS OF REFERENCE

AUTHORS

This document was prepared by: Ena Saksena

Document Owner

Name/Title	Ena Saksena (Clerk to the Governing Body)
Organisation:	LSDN
email address:	esaksena@lsdn.org.uk

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APPROVALS

Date	Document Version	Approver Name and Title	Approver Signature
Feb 2018	V1	Virginie Ramond, CEO	VRamond
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1. BACKGROUND OF LONDON SKILLS & DEVELOPMENT NETWORK

London Skills & Development Network (LSDN) is a not-for-profit Social Enterprise, we have been delivering ESFA and DfE funded programmes since 2011.

We provide adult education and community learning across London and surrounding areas with a focus on technical and professional programmes that help our learners progress into and within employment. In addition to our emphasis on delivering and developing career-focussed programmes, we also place specific importance on developing our learners' wider social, employment and personal skills.

Our programmes typically include a main technical or professional course supported by a number of additional qualifications (both funded and unfunded) that provide learners with the necessary skills, knowledge and information to help them succeed and thrive in their careers and within wider society, this is closely linked to LSDN's social mobility ethos. We place a high level of importance on the development of good English and maths skills; where appropriate, learners will follow discrete qualifications in English and maths, others will develop their skills through informal learning and skills development alongside their main programme of learning.

LSDN has a strong ethos of social justice which is shared at every level of the organisation and by all staff, governors and partners of LSDN. We work with many of the more disadvantaged and excluded individuals within society, many of whom are least likely to engage with mainstream services and provision. We have developed effective strategies and support systems to successfully enable our learners to complete and achieve meaningful programmes of learning while also supporting them to improve their health, wellbeing and personal circumstances.

Our provision is funded through a range of public funding contracts, including, Greater London Authority, Education and Skills Funding Agency and Student Loans Service. Our current programmes include AEB, ESF and Advanced Learner Loans provision. LSDN is in the top 3% of learning providers for learner satisfaction (DfE National FE Choices survey).

2. ROLE OF THE GOVERNING BODY

- To ensure that LSDN reflects the vision and ethos expressed in the Business Plan.
- To ensure the best use is made of all resources and that these are assigned with due care to ensure appropriate expertise is brought to bear on all activities, taking account of prudent expenditure and value for public money.
- To ensure that any risks to the success of LSDN are identified at the earliest possible time and that appropriate actions are taken to mitigate any such risks.
- To provide support and scrutiny as a 'critical friend' to LSDN leadership and management, ensuring that all LSDN learners experience the highest quality of education, have a positive learning experience and remain safe throughout their time at LSDN and that staff performance, professional development needs and wellbeing are effectively and proactively considered and met at all times.
Invite stakeholder members and representatives to attend the Meetings for relevant items so that these members and

3. RESPONSIBILITIES OF THE GOVERNING BODY CHAIR

The Governing Body Chair is to be selected by LSDN leadership and serving governors (as appropriate), should the nominated Chair be unable to attend a meeting the Deputy Chair will serve as Chair.

The responsibilities of the Governing Body Chair are set out in the Chair roles and responsibilities document. The role of Chair in organising and leading governing body meetings is summarised as follows:

- Agree the Agenda for each meeting.
- Ensure that all previous minutes are recorded as a true record making and recording the basis of any adjustments/corrections that may be necessary.
- Sign and date every copy of previous minutes when agreed as a true record.

- Make the purpose of each meeting clear to Governing Body Members and other attendees explaining the Agenda, meeting purpose and priorities at the start of each meeting.
- Review and identify conflicts of interest at the start of each meeting.
- Clarify and summarise what is happening throughout each meeting.
- Chair the meeting with due regard to time and efficiency.
- Encourage broad participation from all attendees, proactively if necessary.
- End each meeting with a summary of decisions and assignments.

4. RESPONSIBILITIES OF THE CLERK OF THE GOVERNING BODY

The responsibilities of the Governing Body Clerk are set out in the Clerk roles and responsibilities document. The role of Clerk in organising and coordinating governing body meetings is summarised as follows:

- Plan and agree the agenda with the Chair in advance of each meeting and circulate to attendees a minimum of 1 week in advance of each meeting.
- Send out invites, reminders and meeting details to all invitees a minimum of 4 weeks in advance of each meeting.
- Request agreed reports from LSDN staff, governors and any other contributors a minimum of 4 weeks prior to each meeting with a deadline for response a minimum of 1.5 weeks prior to each meeting.
- Circulate meeting reports a minimum of 1 week prior to each meeting, unless agreed otherwise (e.g. data reports may occasionally be produced at short notice prior to the meeting due to tender external timescales).
- Ensure that written minutes and an action point list is produced for every meeting and that these are distributed promptly to attendees.
- Ensure that agendas, previous minutes and an action point list and supporting materials are delivered to members not less than 3 working days in advance of meetings.

- Ensure that items for the Agenda are sought from attendees where appropriate.

5. RESPONSIBILITIES OF THE GOVERNORS

To provide support and scrutiny as a 'critical friend' to LSDN leadership and management, ensuring that all LSDN learners experience the highest quality of education, have a positive learning experience and remain safe throughout their time at LSDN and that staff performance, professional development needs and wellbeing are effectively and proactively considered and met at all times.

To offer advice and challenge in a professional and respectful manner in the spirit of supporting LSDN's development, improvement and ensuring the best outcome and experience for all learners at all times, while also taking into account staff workload, wellbeing and development needs.

To responsibly review all reports and information sent in advance and in between meetings using professional judgement, wisdom and curiosity to assess the performance and potential improvement needs of the organisation and ensuring that positive dialogue is encouraged at all times between LSDN leadership and governance.

To make evaluative judgements and conclusions based on an appropriate range of information and evidence and use an inclusive manner to reach judgements and conclusions, including seeking evidence and clarifications from LSDN staff, students, leadership and other governors/committee members as appropriate and so that conclusions demonstrate best practice and are conducted with due regard for the principles of equality, inclusivity and respect.

To stay abreast of sector changes and developments, especially with regards to compliance and best practice improvements. To remain professionally and personally informed of policies, priorities and practices related to Ofsted, Department for Education, Education and Skills Funding Agency, Greater London Authority and issues related to labour market needs and shortages; workforce development; and employer views and practices related to education and training.

To proactively identify own learning and development needs informing the Chair and clerk of governors of any identified needs and completing any proposed skills analysis or other forms of identifying training and development needs as and when requested.

To complete any year-end or interim personal or board performance assessments as and when requested.

To act as advocates for LSDN and promote LSDN to stakeholders and external parties as appropriate.

6. MEETING FREQUENCY AND ARRANGEMENTS

The governing body will meet three/four times per annum as agreed, as set out in the Calendar of Events (appendix 1).

7. MEMBERSHIP

The Governing Body membership structure is set out as follows:

Core Board:

Governing Body Chair- Daniel Gilson

Independent Governor/Deputy Chair - Lord Tony Sewell, OBE

Independent Governor – Patricia Shalet

Chief Executive – Virginie Ramond

Regular Invited Attendees:

Finance and HR Director – Felix Hervie

Operations Director – Anerie Huisamen

Clerk to the Governors – Ena Saksena

Representatives

LSDN Staff Rep – Emma Rollinson/Staff Well-being Panel

LSDN Student Rep – Nominated Student Rep

Link Governor for Safeguarding and Well-being – Daniel Gilson

Link Governor for Teaching & learning and Quality – Lord Tony Sewell, OBE

Link Governor for Governance and Strategy – Patricia Shalet

Appendix 1: Calendar of Events:

Meetings:

December 6 2023- End of Term 1

April 24 2024 - End of Term 2

July 10 2024 - End of Term 3

Events:

KIT meetings:

21 Sept 2023

01 Mar 2024

25 Apr 2024

27 Jun 2024

22 Aug 2024