

Advisory Board Terms of Engagement

Context

Southend-on-Sea Borough Council is establishing an Advisory Board consisting of people who bring unique knowledge and skills that complement the knowledge and skills of the College's formal governance arrangements. The Council is the accountable body with responsibility for good and effective leadership and governance of Southend Adult Community College, which is service area within of the Council sitting alongside growth and regeneration services. Until recently the College had a separate governance structure and operated at arm's length from the Council. The Council is now looking to secure the work of the College integrating more fully with other Council service areas whilst ensuring it continues to agile and responsive to local need. To support the College in its next stage of growth and development the Council is seeking to appoint an Advisory Board.

Council governance

The Council is responsible for commissioning priorities in line with government funding and local priorities. It does this on an annual basis through the Education and Skills Funding Agency contract and it prioritises skills for life and work, community learning and apprenticeships. The Council has an ambitious vision set out through its 2050 themes and outcomes. All of the College provision is aligned to the 2050 ambitions. The Council is accountable for the quality of College provision and monitors this annually through observation, peer review, learner and stakeholder sessions and through regular meetings where it monitors College performance through the quality improvement plan to ensure high standards are achieved.

Purpose of the Advisory Board:

The Advisory Board differs from the governance role of the Council and is being set up to:

- Support the College and the Council in the transition towards closer alignment across service areas
- Support the Council to set commissioned priorities in line with funding requirements and local need
- Provide current expert advice on education and skills in the context of adult community education, provision for young people and for those with special educational needs
- Provide expert advice on finance and funding to optimise planning and performance
- Provide expert advice on business operations to support the College to improve its approach to marketing and communication and all aspects of learner services
- Provide support and challenge, ensuring the curriculum intent, implementation and impact is relevant, effective and achieves the right outcomes for local people
- Support and challenge quality improvement in teaching, learning and assessment to ensure it builds knowledge, develops and extends skills and promotes the interests and aspirations of learners
- Act as a critical friend enabling the College to thrive as an outstanding College that prioritises and fulfils the needs of its community

As a member of this Group you are committing to attend regular virtual meetings, prepare information in advance and co-opting others to support specific projects when necessary. The Group will have a chair and vice chair. Meetings will take place virtually and be hosted through Microsoft Teams.

Membership of the Advisory Board will require senior leadership skills in the following areas:

- Further and adult education
- Business development, growth and innovation
- Digital and IT environment including AI, AV robotics and VR
- Ofsted inspections
- Further education finance and funding
- Marketing and communication
- Safeguarding
- Workforce development and welfare
- Commercial growth and innovation

Others may be co-opted onto the group to support specific projects as and when required.

The College is working to the following four pillars and key priorities:

Our four pillars

- Create an efficient organisation that is agile and focussed on creating a culture of high performance
- Secure good financial health to ensure we are resilient and achieve future sustainability
- Promote innovation to raise standards that provide young people and adults with the best possible experience, progress and outcomes
- Value people by creating a nurturing environment where staff and learners feel safe, supported and cared for enabling them to learn and work in a positive and productive environment

How we will do this

1. Improve the way we work to become agile, responsive and focused on wellbeing, progress and outcomes
2. Innovate curriculum plans to achieve growth, meet local need, employer demand, individual and community aspirations
3. Improve financial performance to optimise funding, reduce waste and secure new income for future sustainability of local provision for local people
4. Create work and learning environments where staff and learners feel safe, valued and empowered
5. Invest in marketing and communication to raise our profile reaching more learners, securing new partnerships and improving staff and learner engagement
6. Sustain high quality teaching, learning and work environments that support wellbeing, provide opportunity and enable progress

Behaviours

The Advisory Board will work together and adopt positive behaviours and values committing to:

- Lead by example being inclusive and respectful
- Positively embrace change and present solutions that improve the way we work together
- Be transparent and accountable for the decisions made
- Have a bias to positive action, problem solving and forward looking opportunities
- Work as a team - exploiting each other's strengths, demonstrating strong corporate commitment and trust

- Have a strong and effective commitment to transparent communications
- Disseminate information from Advisory Board meetings with wider groups as appropriate, respecting the need to maintain confidentiality when required
- Promote the importance of working to a high standard within agreed time lines