



# Effective leadership and governance

**Employer-Providers**

# Effective governance for employer-providers

---

Are you an employer providing apprenticeships for adults in the UK? If the answer is "yes", you'll need to make sure that you have a robust governance framework to meet with Ofsted requirements.



## How can we help you?

We have developed three support packages to meet your needs – whether your leadership is new, your looking to take your governance to the next level, or you require an independent representative for your Board, we've got you covered.



## Our team of experts

Rest assured that you are in safe, experienced hands.

SDN has Strategic Associates who support Governor teams at a wide range of training providers across England. This includes working with organisations implementing rapid leadership and governance improvement plans.

When establishing a formal governance framework at FTL, Karen was the first person we turned to. Karen's unrivalled apprenticeship knowledge backed by her practical approach to funding compliance has proved invaluable as we have grown our business.



Whether it was establishing an appropriate governance mechanism, agreeing terms of reference, or setting a monthly agenda, Karen took time to get under the skin of our business and ensured we had the appropriate checks and balances in place.



**Stewart Goold**

**Managing Director at Future Talent Learning**

## Karen Kelly

Karen is a Non-Executive Director, Board Member and Chair for several small and large ITPs and EPAOs. With an ESFA background, experience as an Education Consultant and recent Ofsted inspection experience as a Governor, she can provide invaluable support.



## Anna Sutton

Anna Sutton specialises in helping new providers to set-up, launch and grow their provision. Central to this has been the development of robust governance arrangements and practice and how this links into leadership, management, and quality. She has a wealth of directly relevant expertise and experience to share.

Both Karen and Anna sit on the Boards of Governors for training providers across the UK.



## Package 1 - Introduction

### "Governance fundamentals"

If you're looking to develop a governance framework for the first time, this is the service for you. Our services include, but are not limited to:

#### Establishing your Governance needs

A 2.5 hour online (or face-to-face) discovery call:

- Explore existing governance frameworks, structures, and mechanisms
- Evaluate the drivers & priorities of your organisation
- Discover governance best practise
- Identify resources & systems required for effective governance

#### Outcomes

We will provide you with a report full of practical recommendations and actions.

## The start of your governance journey

A half day face-to-face meeting for a deeper dive

### Outcomes

You will come away with a bespoke toolkit including:

- Agreed Terms of Reference & standing agenda
- Action log
- Risk register
- Skills scan(s)
- Outline format for Governance reporting



## Review & Interim Support

A 2-hour post implementation consultation to review and refine your plans.

### Outcomes

On completion of this package, you'll have the fundamentals to drive forward governance plans, meeting the needs of regulators and funding bodies.

## Optional Extras – CPD, coaching and mentoring, KPI's

- Training sessions with your team - help them implement your plans with confidence, and drive efficiency throughout the organisation
- Develop a mission and vision statement
- Develop effective KPI's to measure & evaluate your performance



# Package 2 - Reviewing your Governance

## “The next level up”

We can carry out an evaluation of your existing governance framework.

### Via Independent Review

A half-day online (or face-to-face) meeting to explore:

- The drivers & priorities of your organisation
- Your model & key governance principles
- Existing formal & informal arrangement, resources & systems
- Current documents, terms of reference, minutes, agendas, data reporting, policies & more...



## Via observation

For a more practical evaluation we can conduct a pre-meeting with the Chair of Governors and attend a governance meeting to gain insight from a fly-on-the wall perspective.

### Outcomes

Whichever option you choose, you'll receive a written report with recommendations and practical suggestions to take your governance to the next level.

Our commitment and support doesn't end there; we can also support you through the implementation of your plans and provide an independent governor service.



## Package 3 - Independent Board Members

### “Recruit your own expert”

This might be just what you need if you lack resources, are undergoing a period of growth or change, or are experiencing internal challenges and require an independent perspective. We will spend time with you to understand your requirements before pairing you with the best matched SDN Strategic Associate.

#### We aim to provide 1-2-1 support including:

- Attending governance meetings & contributing as an independent advisor
- Chairing meetings in person or online
- Working with the Chair to prepare effective meetings
- Providing minutes of meetings to record, & monitor actions & risks
- Making sure you have a clear vision, mission, values, & strategic direction
- Building a performing team & implementing the right training programme
- Managing financial performance
- Establishing KPI's for reporting requirements

### Outcomes

We will work with you to understand and meet your objectives, providing practical solutions that are fit for purpose.



 [hello@strategicdevelopmentnetwork.co.uk](mailto:hello@strategicdevelopmentnetwork.co.uk)

 [www.strategicdevelopmentnetwork.co.uk](http://www.strategicdevelopmentnetwork.co.uk)

 /SDNHQ/

 @SDN\_HQ