

East Coast College Corporation Meeting Tuesday 26 April 2022 9am Conference Call

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| Present: | David Blake (Chair - DB) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Saul Humphrey (SH) Ian Lomax (IL) Stuart Rimmer (CEO & Principal -SR) Andrew Walmsley (AW) Gemma Head (GH) Peter Lavender (PL) Jude Owens (JO) Kirk Lower (KL) Nasima Begum (NB) | |
| In attendance: | Wendy Stanger (Director of Governance) Ann Wall (Director of People and Wellbeing) Urmila Rasan (Deputy Chief Executive) and Paul Padda (Deputy Principal) | |
| ECC/22/04/1 | Apologies and membership | Action |
| <p>Apologies</p> <p>Andrew Timberlake (AT) Alan Debenham (AD) and from Gemma Head (GH) who could only attend part of the meeting.</p> <p>Membership</p> <p>Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO & Principal - SR) Saul Humphrey (SH) Peter Lavender (PL) Andrew Timberlake (AT) Gemma Head (GH) Mike Dowdall (MD) Giles Kerkham (GK) David Blake (Chair - DB) Kirk Lower (KL) Ian Lomax (IL) Andrew Walmsley (AW) Jude Owens (JO) Nasima Begun (NB)</p> <p>The Director of Governance advised that Maciej Suchowiecki had resigned as he was no longer a student at the College. This was effective as at 8 4 22.</p> | | |
| ECC/22/04/2 | Declarations of Interest | |
| <p>There were the following declarations of interest:</p> <ul style="list-style-type: none"> • Mike Dowdall as an employee of the LEP <p>It was agreed that this declaration did not preclude full participation in the meeting.</p> <ul style="list-style-type: none"> • The Senior Team - Urmila Rasan, Stuart Rimmer, Paul Padda, Ann Wall and Wendy Stanger in agenda item 17. <p>It was agreed that the Senior Team would withdraw for this item.</p> | | |
| ECC/22/04/3 | To approve the Minutes of 23 3 22, including confidential and any other matters raised previously not otherwise included in the Agenda | |
| The minutes were approved as a true record of the meeting. | | |
| ECC/22/04/4 | Rolling Action Log | |
| The Action Log was reviewed and it was noted that the proposal for the use of the VAT receipt had not yet been produced. | | |

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| ECC/22/04/5 | CEO/Principals Report | |
| ECC/22/04/5.1 | Annual Strategic Conversation | |
| ECC/22/04/5.2 | Strategic Priorities | |
| <p>The CEO updated the Board on the Annual Conversation outcome which was set out in the formal letter from the ESFA. [REDACTED]</p> <p>The Corporation discussed the strategic priorities and noted that:</p> <ul style="list-style-type: none"> • There had been good progress with the establishment review and that this was to be a lot less disruptive than first thought. • The EBITDA set in the budget was on target to be achieved, subject to the inflationary pressures and apprenticeships. • Applications were on target. • Planning week was to include team strategic planning, professional learning and volunteering. Student celebration events were also to be held. • Leadership structure review consultation had commenced with an outline structure to be shared shortly. Recruitment for the vacant Assistant Principal is to take place with the aim to secure for September. <p>Governors commented that it was disappointing that the student governor had withdrawn from the College and that there needed to be a sustainable and supported learner voice.</p> <p>Governors discussed Sizewell C and the different approaches to the training offer and the risk to the local economy of losing staff to the project. The CEO advised that the consortium was taking a mixed approach to training and discussions were ongoing on implementing the agreed MOU. The College was looking to support the local economy and also needed to be mindful to retention of its own staff.</p> <p>Governors challenged what the current position was with Lound, restrictions on its usage and whether this was to be used for Sizewell C training. The CEO advised that work on this was ongoing and it was agreed that an update would be discussed at May's Estate Committee.</p> <p>Governors discussed the HE centre and the need for the project to be brought in on target. The CEO advised that the main risk was construction inflation and that a full update was to be reviewed at May's Estate Committee.</p> <p>Governors challenged if accommodation had been secured for the maritime students. The CEO advised that the College was working on a solution with a developer at a local site.</p> <p>Governors challenged what the current po</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Sizewell C Action Plan to the May Board • Sizewell C Presentation to June's Curriculum Development | | <p>SR SR/JB</p> |

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| ECC/22/04/6 | ESFA Financial Statements Review 2020 to 2021 | |
| The Corporation noted the ESFA review. | | |
| ECC/22/04/6.1 | Demonstration of ESFA Financial Dashboard information | |
| <p>The Deputy Chief Executive shared the new ESFA online financial dashboard and took the Board through the graphs and data which was based on historical audited data. This was to be further developed by the ESFA.</p> <p>Governors noted that the College's:</p> <ul style="list-style-type: none"> • staff costs were above benchmark and that EBITDA needed to be increased to fund any additional staff investment. • borrowing and the amount needed to service this debt was reducing. • cash days in hand were above average but required maintaining due to the borrowing. <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • A dashboard of regional comparative data to be produced and shared with the Board | | UR |
| ECC/22/04/7 | Management Accounts to receive and approve - February 2022 | |
| The Deputy Chief Executive presented the management accounts and advised that the College was on target to achieve the budgeted EBITDA with contingencies in place in case of apprenticeships not achieving. | | |
| ECC/22/04/8 | Printer Contract Renewal | |
| <p>The Deputy Chief Executive presented the report and advised that the College was not looking to tender.</p> <p>Governors challenged if printing had reduced. The Deputy Chief Executive advised that support staff use had reduced but that students were still printing.</p> <p>The Corporation resolved to:</p> <ul style="list-style-type: none"> • to approve a new five-year contract with Konica-Minolta for the provision of desktop printers and MFDs on the College's campuses. | | |
| ECC/22/04/9 | Strategic Risk Register | |
| <p>The Deputy Chief Executive presented the Strategic Risk Register and advised that following the latest Covid guidance the College was no longer maintaining a covid risk register.</p> <p>Governors discussed the covid rules and raised concerns about the risk of students and staff attending College when positive. The CEO advised that the College could only advise students not to attend as the rules were set by the DFE but could set rules for its staff. The Director of People and Wellbeing advised that the College was still recording Covid as a reason for staff absence and currently this accounted for 2 absences.</p> <p>Governors noted that the level of Covid was reducing due to testing not taking place.</p> | | |

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| | Committee Reports for Review | |
| ECC/22/04/10 | Standards Committee Report | |
| ECC/22/04/10.1 | College QIP | |
| ECC/22/04/10.2 | Apprenticeships QIP | |
| ECC/22/04/10.3 | ECC Says Stop! to Sexual Harassment, Discrimination and Violence Position Paper Feb 22 | |
| <p>The Standards Committee Chair presented the Committees report and highlighted the QIPs and ECC Says Stop! Paper that were included in the pack. The Committee had received a really uplifting presentation from students and the Curriculum Manager for Creative and Digital and discussed with them how the area could become outstanding.</p> <p>Governors discussed what the outcome would be if Ofsted inspected. The Standards Committee Chair advised that the Quality report reviewed by the Committee and available to all on the portal demonstrated that the vast majority of provision was good or outstanding. The risk still was apprenticeships. The Committee had apprenticeship quality as a standing item and as could be seen in the QIP actions were ongoing. The next update to the Committee was to include practical case studies to illustrate issues and how they were resolved.</p> <p>The CEO advised that the quality consultant who was supporting apprenticeships had been retained till the end of the academic year, a Compliance Officer was in place, the Technical Trainer role had been agreed and this role would help fill critical gaps, lecturer pay rates for hard to recruit areas was being considered by the People Committee and a successful quality visit from EAL had taken place. There will be in place a robust curriculum plan, vocational trainers are to be moved back into curriculum areas and overall responsibility will be moved to the new Deputy Principal Curriculum and Strategic Partnerships.</p> <p>The Deputy Principal advised that actions were all agreed and work was ongoing on what was not an overnight fix. It should also be remembered though that there were sub-areas within apprenticeship that were working well.</p> <p>Governors commented that the College had the actions in place to improve apprenticeships and that strong leadership was key to this.</p> | | |
| ECC/22/04/10.4 | Quality BI - Presentation | |
| <p>The Deputy Principal presented the revised Quality BI and discussed the data that was available and the developments that were ongoing. This would be looked at in detail at the next Standards Committee.</p> <p>Governors noted that better data meant clearer and informed management decisions.</p> | | |
| ECC/22/04/11 | Curriculum Development Committee Report | |
| <p>The Curriculum Development Chair presented the report and highlighted the statutory review, marketing and curriculum developments.</p> | | |

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| ECC/22/04/12 | Subsidiary Update ECETA Report | |
| <p>The ECETA Chair presented the report and advised that the ECETA business plan was on target. The Board has appointed a new director, Jennifer Cushion and were to hold their next meeting on site so that the new Directors could tour the facilities and review the business plan.</p> | | |
| ECC/22/04/13 | Confidential Capital Update | |
| [REDACTED] | [REDACTED] | |
| <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | | |
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