

East Coast College Corporation Meeting Monday 16th November 2021 9am Video Conference

Present:	David Blake (Chair - DB) Alan Debenham (AD) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Saul Humphrey (SH) Giles Kerkham (GK) Ian Lomax (IL) Stuart Rimmer (CEO & Principal -SR) Jude Owens (JO) Andrew Walmsley (AW) Gemma Head (GH) Peter Lavender (PL) and Nasima Begum (NB)
In attendance:	Wendy Stanger (Director of Governance) Ann Wall (Director of People and Wellbeing) Paul Padda (Deputy Principal) and Urmila Rasan (Deputy Chief Executive)
ECC/21/10/1 Apologies and membership	Action
<p>Apologies</p> <p>Apologies received from Giles Kerkham who initially joined the meeting but had to leave before any of the substantive business and Andrew Timberlake (AT).</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) Jose Bamonde (JB) Jude Owens (JO) and Nasima Begun (NB)</p> <p>Kirk Lower (KL) has been granted a leave of absence as of 1 8 21 due to ill-health.</p> <p>Nasima Begun was welcomed to her first meeting.</p>	
Further Education Institute Chartered Status	
<p>Home The Chartered Institution For Further Education (fecharter.org.uk)</p> <p>The Chair advised the Board that the College had been successful in its application for Chartered Status. He congratulated the College on its success and thanked the Director of Governance for completing the application.</p>	
ECC/21/11/2	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 • Stuart Rimmer, Ann Wall, Paul Padda, Urmila Rasan and Wendy Stanger declared an interest in the pay review. <p>It was agreed that these declarations did not preclude full participation in the meeting.</p>	

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ECC/21/11/6	Confidential [REDACTED]	
[REDACTED]		
ECC/21/11/7	Confidential [REDACTED]	
[REDACTED]		
ECC/21/11/8	Governance Update	
ECC/21/11/8.1	FEC Letter to the sector	
<p>The Director of Governance presented the update and advised that:</p> <ul style="list-style-type: none"> • Ayshea Christian has resigned from her Associate role on People Committee as of 1 1121 due to work and family commitments. • The College Seal has been added to the Banks deed of amendment <p>and</p> <ul style="list-style-type: none"> • referred the Board to the letter to the sector from the new FE Commissioner, Shelagh Legrave CBE DL which was included in the pack at item 8.1. 		
ECC/21/11/9	Covid Risk Register	
<p>The Deputy Chief Executive advised that the covid risk register had been updated following the latest guidance.</p> <p>Governors commented that it was key that people did not become complacent and continued to comply with the Covid safety rules.</p>		
ECC/21/11/10	Management Accounts	
<p>The Deputy Chief Executive presented the September management accounts</p> <p>Governor challenged if there were any significant changes. The Deputy Chief Executive advised that there was a reduction in 16-18 numbers in 21/22 but the financial effect of this would be seen in 22/23 due to lagged funding.</p>		

<p>Governors discussed the cash balances and the Deputy Chief Executive advised that the year end figure would be higher than forecast. The cashflow forecast would require revision if the capital bids were approved to reflect the match funding and payment of grant in arrears.</p> <p>The Deputy Chief Executive shared the finance dashboard and took the Board through the data. The Board noted that it demonstrated that the borrowing and therefore the debt ratio was reducing which could allow future investment. The waterfall charts clearly demonstrated the reasons for the changes in the EBITDA and that cashflow was strong.</p> <p>The Director of Governance reminded the Board that the dashboard was accessible through the Teams page.</p> <p>The CEO commented that the Finance Dashboard demonstrated strong financial performance and could be used to inform the pay review discussions.</p>		
ECC/21/11/11	ESFA College Financial Forecasting Return	
<p>The Board noted the financial forecasting return which assessed the College as good for financial health.</p>		
ECC/21/11/12	Committee Reports for Information Quality and Standards Committee Report	
<p>The Quality and Standards Chair gave an update to the Board on the Committees work. The Committee had received a positive presentation from the new Quality Team and would be receiving follow up reports on the impact of their work. The SAR had been reviewed in detail. The Committee was pleased that there were a number of areas that were outstanding but were concerned that areas such as apprenticeships were not demonstrating the required improvements as this could be a serious risk to the College's reputation.</p> <p>The Chair advised that he had recently attended an AOC careers event and it was clear that there was additional work required on the governance of this area. The Assistant Principal Student Wellbeing and Support was leading on careers and real improvement in school liaison had been seen, there was a need to ensure that careers advice was embedded across the curriculum with destination information robust. Both careers and destinations were an Ofsted focus.</p> <p>The Director of Governance advised that the presentations and webinar had been posted to the Governor Training Team and that the Link Governor scheme was to be reviewed and this would include a Careers Link Governor.</p>		
ECC/21/11/12.1	Policies recommended by Quality and Standards Committee QD017 Safeguarding Children and Vulnerable Adults Policy and Procedure	
<p>The Quality and Standards Chair advised that the Committee had received a safeguarding update and had considered the revised Safeguarding Children and Vulnerable Adults Policy and Procedure.</p> <p>Corporation resolved to:</p> <ul style="list-style-type: none"> • approve the Safeguarding Children and Vulnerable Adults policy and procedure. 		

ECC/21/11/13	People Committee Report - verbal update	
ECC/21/11/13.1	Draft People Committee Annual Report to Corporation	
<p>The People Committee Chair advised that the focus of the meeting had been on a number of the College's strategic issues that is pay and retention, staff absence and wellbeing and staff performance and assessment. It was positive that there was an employee's assistance programme and that all the People Team were trained mental health first aiders. The number of appraisals not completed and the accuracy of the talent assessments were a concern as succession planning was not therefore robust.</p>		
ECC/21/11/14	Committee Reports for Information Curriculum Development Committee Report	
<p>The Curriculum Development Chair advised that the Committee had received a detailed Curriculum Development update that included the National College for Nuclear (NCfN) Prospective Delivery Provider Application Form and reports on student recruitment, marketing and projects and partnerships. There was a lot of ongoing development that required Senior Team resources and the new Senior Post Holder would be a key post to drive these developments.</p>		
ECC/21/11/15	Subsidiary Update ECETA Report	
<p>The ECETA Chair advised that the focus of the meeting had been the ECETA Self-Assessment and Quality Improvement Plan. The Board was looking to recruit new Directors who had knowledge and experience of the business's key areas.</p>		
ECC/21/11/19	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items – As marked on the agenda items 5 – 7 and 16 -18 2. Risk Management: any issues discussed which may require an additional Assessment - none 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – Pay Review 4. Health & Safety: any issues discussed which may require an additional Impact Assessment – None. 5. Sustainability: any issues discussed which may require an additional Impact Assessment – none 6. Media: any issues discussed to inform local media – Charter 7. How did the meeting go – a detailed meeting. 		