

## East Coast College Corporation Meeting Monday 18<sup>th</sup> October 2021

### 9am Video Conference

<b>Present:</b>	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) Andrew Walmsley (AW) Gemma Head (GH) Peter Lavender (PL) and Andrew Timberlake (AT)	
<b>In attendance:</b>	Wendy Stanger (Director of Governance) Ann Wall (Director of People and Wellbeing) Paul Padda (Deputy Principal) and Urmila Rasan (Deputy Chief Executive)	
<b>ECC/21/10/1</b>	<b>Apologies and membership</b>	<b>Action</b>
<p><b>Apologies</b></p> <p>Apologies received from Jude Owens (JO) and Jose Bamonde (JB)</p> <p><b>Membership</b></p> <p>Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO &amp; 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) and Jude Owens (JO)</p> <p>Kirk Lower (KL) has been granted a leave of absence as of 1 8 21 due to ill-health.</p>		
<b>ECC/21/10/2</b>	<b>Declarations of Interest</b>	
<p>There were the following declarations of interest:</p> <ul style="list-style-type: none"> <li>• Mike Dowdall as an employee of the LEP</li> </ul> <p>It was agreed that this declaration did not preclude full participation in the meeting.</p>		
<b>ECC/21/10/3</b>	<b>To approve the Minutes, including confidential, of the meeting 21 9 21 and any other matters raised previously not otherwise included in the Agenda</b>	
<p>The minutes for the Corporation meeting of 21 9 21 were agreed as a true record of the meeting.</p> <p>Governors noted that EDF Energy has now set out £250m of financial contributions, known as the Deed of Obligation, designed to mitigate the impacts of the project, provide legacy benefits and compensate some of those affected and this included £22m work programme with Further Education colleges and training organisations, new centres of excellence to train future Sizewell employees and bursaries. The CEO advised that the College's memorandum of understanding with Sizewell set out how the College was to benefit and centres of excellence were being considered at part of that work.</p>		
<b>ECC/21/10/4</b>	<b>Rolling Action Log</b>	
<p>The action log and the updates were reviewed.</p>		

21 4 21 ECCC/21/04/4 – The CEO advised that the SWOT and PESTEL had been drafted by the Senior Team and were to be reviewed by the Chair prior to consideration at November’s Corporation.

21 4 21 ECCC/21/04/4 – The CEO advised that the UEA had been written to and their response would be reviewed at November’s Corporation.

**ECC/21/10/5**

**Confidential**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**ECC/21/10/6**

**Confidential**

**Cleaning Contract**

[Redacted]

[Redacted]



Current wording – “Deputy Chief Executive - Deputy CEO will be setting all budgets and will not be responsible for any individual budgets. This is to ensure independence.”

Proposed wording – “Deputy Chief Executive - Deputy CEO will set all budgets and, as a short-term measure for a time-limited period ending 26th October 2021, will take over responsibility for all pay and non-pay budgets from the existing budget holders and also will agree all budget changes and income claims. In order to ensure independence during this period, the management of the Finance Team will pass from the Deputy CEO to the Director of People and Wellbeing.”

This amendment is time-limited until Tuesday 26th October 2021 and after that date section 9.3 of the Regularity, Compliance and Propriety Manual will revert to its existing wording on Wednesday 27th October 2021

And

Corporation resolved to

- Confirm the Chairs action, following Governance Remuneration and Search Committee’s recommendation, to appoint Albert Cadmore as a College Patron both for his governance work at the College and his work in the Community. This award to be bestowed at graduation on 19 10 21
- Approve the appointment of Roger Cracknell as a College Fellow for his governance work at Lowestoft Sixth Form College and then East Coast College
- consider if there are any persons that the GRS Committee should put forward for nomination for University of Suffolk honorary awards.
- Approve the appointment of Dave Cole as an Associate Governor on Finance and General Purposes Committee for a period of 2 year
- Approve the appointment of David Shaw as an Associate Governor on Audit Committee for a period of 2 years
- Amend the Audit terms of reference to allow up to 3 associate governors
- Amend the standing orders to provide consistency between the Instrument and Articles and Standing Orders to
  - 3. Staff Governors
    - 3.1 The Corporation shall include up to two staff governors who are members of the institution’s staff and have a contract of employment with the institution
    - 3.2 Staff Governors shall be elected by their peers in an election organised by the Director of Governance.
- Confirm the appointment of Nasima Begum to the role of Staff Governor

ECC/21/10/8

College Self-Assessment (SAR) - as recommended by Standards Committee

ECC/21/10/8.1

College Quality Improvement Plan (QIP) - as recommended by Standards Committee

ECC/21/10/8.2

Apprenticeship QIP - as recommended by Standards Committee

The Deputy Principal presented the College SAR together with the College QIP and Apprenticeship QIP. These had been reviewed by the Standards Committee and Governors had attended all curriculum area SARs.

Governors raised concern about the decline in maths and English outcomes. The Deputy Principal advised that the decline had been in functional skills. They had been detrimentally affected by Covid restrictions and assessment had been through exams rather than by teacher. Overall there are areas within maths and English that show consistently good practice and as a result students enjoyed a good experience of teaching and learning and achieved their qualifications. This now needed to be seen cross college with practise and delivery reviewed so that students understood its importance, attended and achieved.

Governors noted that apprenticeship was a serious strategic risk to the College's overall assessment and ambition to be outstanding and the area needed to show quick and sustained improvement.

Governors commented that the curriculum area SARs had seen an honest assessment and demonstrated positive action to improve with some areas being outstanding. There was in some cases a need to differentiate between outputs and outcomes, increased reflection and more data analysis. The Deputy Principal advised that a review of the SAR process would be carried out through the Curriculum Leadership Team and the Quality Improvement Group.

Governors challenged if there was sufficient urgency in quality improvements to ensure a secure Ofsted inspection. The Deputy Principal advised that there was a need to ensure that the QIPs actions were implemented and their impact reviewed and this would be assisted by the new Quality Team. There were areas of concern that if not improved would detrimentally affect an Ofsted rating. Apprenticeships needed to focus on quality improvement as set out in their QIP and progress on this and their capacity to improve would be reviewed by a further MESMA review in November.

Governors discussed the QIP, whether they were robust enough and addressed the root causes. They challenged if the College had the right resources to improve. The CEO advised that the College QIP was informed by the curriculum area's QIPs and these in some cases needed to be strengthened to ensure improvement and a review of management capacity was being carried out.

Governors commented that some of the issues with leadership and management and resultant actions were long standing issues and challenged how it would be ensured that there were improvements. There needed to be purposeful action with a stronger focus on tackling under performance. The CEO commented that leadership and management was a limiting Ofsted grade and was key in moving to outstanding. There needed to be a one College approach, communicated well and consistently implemented.

Governors discussed if grading was a distraction given the focus should be on quality improvement. The SAR and QIP were good documents and enabled the Board to understand the College's strengths and weaknesses and what actions were needed to improve.

Governors concluded that the SAR's overall assessment of good was the correct one. There were areas that were already outstanding and their learning needed to be shared throughout the College.

**Governors agreed the following actions:**

- **People Committee to review leadership and management issues set out in the SAR and QIP.**

TE left the meeting.

People  
Cttee

