

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 12th December 2017 in the Boardroom Lowestoft

Present:	Gwen Parsons (Chair) Tina Ellis (TE) Karen Knight (KK) Debbie Pring (DP) Stuart Rimmer (SR) Albert Cadmore (AC)
In attendance:	Stella Raphael-Reeve (SRR) Deputy Principal Kerry Payne (KP) Head of Higher Education & Access Ian Pease (IP) Director of Commercial Development Paul Padda (PP) and Rachel Bunn (RB) Vice Principals and Wendy Stanger – (WS) Director of Governance
S/17/12/1	Apologies and welcome
	<p>The Director of Governance advised that Alison Ashby Associate Governor on Standards Committee had resigned due to personal reasons.</p> <p>Apologies were received from Rob Evans and attendee Nikki Lane – (NL) Head of Student Wellbeing and Support.</p> <p>It was agreed to take the confidential agenda item first.</p>
S/17/12/2	Declarations of Interest
	There were no declaration of interest.
S/17/12/3	To approve the Minutes of the designate meeting of the 3 October 2017 and any other matters raised previously not otherwise included in the Agenda
	The minutes were signed as a true record.
S/17/12/4	To review the post-meeting action log
	<p>The action log was reviewed and noted.</p> <p>The Chair reiterated that it was important that reports included benchmarking data to enable performance comparisons.</p>
S/17/12/5	Termly Safeguarding and Prevent Review
	<p>The report was noted.</p> <p>Integration of British values needs to be more consistent. Governors noted that the Consultant Support and Curriculum Review of Apprenticeships report identified the need to improve apprentice's understanding of safeguarding and British values and that this needed to be addressed.</p>
S/17/12/6	HE Termly update
	<p>The Head of HE presented the report, which was based on the report that had been referred from November's Corporation. Additional information was circulated at the meeting. She advised that during the academic year 2017-18, 6 new course validations and 7 re-validations are planned with further course validations planned for future years. Works had taken place with Lowestoft Sixth Form regarding progression routes and the HE courses students would like to see. The potential for post graduate courses was also being considered.</p> <p>Governors noted that this was a significant increase in courses offered and challenged whether courses such as the Construction Management would have a</p>

demand given that the majority of large firms in this area had their own training academies and why the College wasn't swifter as bringing on new courses. The Head of HE advised that the University validation procedures are slow and that even where we are putting on a course that is already validated by the University we have to validate to run it at ECC.

Governors challenged if Life Sciences validation would be a successful this time. The Head of HR advised that we were working closely with CEFAS who would allow use of their labs and provide work experience. Their preferred route for their junior scientist would be our degree apprenticeship. There is still a need for our own lab. It's planned to use an existing lab and kit it out to the requirements of the course.

Governors suggested that the lab could be included in the energy centre, the lab sponsored or look to utilise enough organisation's lab.

The Head of HE advised that once we have our own lab spin off courses will be possible such as health technician.

Governors challenged if the Universal Credit roles were having an effect on HE.

The Head of HE advised that 4 students had withdrawn due to the issue of the HE loan being taken into account as income if on universal credit.

The Principal advised that he had raised the issue with the local MPs, AOC and the Local Government Minister when he visited the college. There is a test case currently going through the courts.

Governors challenged if resources are sufficient. The Head of HE advised that Resources do follow recruitment so planning for both staff and physical resources are planned early in curriculum and budget planning.

Governors challenged if the University supported the College's staff development. The Head of HE advised that the University is committed to supporting higher level qualifications for ECC staff. Staff who deliver on HE programmes can access University of Suffolk qualifications with 100% remission on course fees. ECC staff not teaching on HE programmes receive a 25% course fee reduction.

RB left the meeting.

S/17/12/7 Maths and English update

The Vice Principal presented the report. He advised that Ofsted had noted some positives on their visit such as engaged students and innovative delivery. Areas for improvement included stretch and challenge, differentiation of learners and pace of learning. A visit by the Education and Training Foundation's Lead for Maths and English highlighted that the College's approach was based on sound principles.

Governors challenged how the improvements required were going to be managed. The Vice Principal advised that they would be incorporated into the area's QIP. Some improvements had already been made this year such as a better enrolment process and diagnostics to establish what level students were at and a joined up linked team across both campuses.

Governors challenged why the Maths and English attendance was below the College's overall level. The Vice Principal advised that there was an issue overall with attendance but that Maths and English was about 5% below the Colleges and action had been taken such as timetable changes to try and improve the situation.

	<p>It was agreed that the next update should include an analysis of attendance, reasons for being below the College overall figure and action taken to rectify.</p> <p>Governors challenged why the maths lead post was not being replaced. The Vice Principal advised that the lead roles were legacy posts from the merger and there was no evidence that the role had improved results. The Principal advised that there was over capacity in teaching hours and the post was therefore not being replaced. There would still be Curriculum Managers for these key areas.</p> <p>Governors challenged when predicted success rates would be available and how accurate predictions had been previously. The Vice Principal advised predicted grades would be available in January. GCSE predictions had been satisfactory on the Lowestoft campus but over predicted at the Great Yarmouth Campus and work was ongoing to try and ensure a more accurate prediction.</p> <p>Governors agreed that at the next meeting the Maths and English update should include predicted grade, current position and actions being taken to achieve the predicted grade.</p>	<p>PP</p> <p>PP</p>
<p>S/17/12/8</p>	<p>Commercial and Apprenticeship update</p>	
	<p>The Director of Commercial Development presented the report. Apprentice recruitment is down on target as employers are still familiarising themselves with the Levy funding changes. Currently down £100k which is an average of 97 apprentices across all sectors. Nationally since the introduction of the Levy recruitment has been down. We are still recruiting and the situation is improving as companies start to understand the Levy. Engineering has recruited well but Health and Social Care has dried up as non-levy papers do not want to pay the higher contribution.</p> <p>Governors challenged if there was need to reconsider the curriculum offered. The Director of Commercial Development advised that there may be a need to no longer offer apprenticeships in some areas such as Health and Social Care as it was low value with a transient workforce that required a lot of support and employers not prepared to fund. Governors noted that this could have had an equality impact and were there alternative routes such as the proposed T Levels that could be used.</p> <p>Governors agreed that the curriculum offer needed to be revised based on affordability of deliverable quality and viability.</p> <p>Governors challenged why achievement rates had fallen. The Director of Commercial Development presented advised that was due to poor retention rates identified in Health & Social Care and Hospitality, rigorous recruitment procedures were now in place to improve retention in these areas. Quality management has also been improved.</p> <p>Governors noted the positive review of Apprenticeships and improvement action plan included in the papers.</p> <p>Governors discussed whether student accommodation should be developed and it was agreed that the Estates Committee should look at this as part of the overall Estates Strategy.</p> <p>TE Left the meeting</p>	<p>IP</p> <p>WS</p>

Governors resolved to note the report.		
S/17/12/9	Annual Compliments & Complaints Review	
<p>The Deputy Principal presented the report. An ECC procedure was now in place to ensure that complaints were dealt with consistently.</p> <p>Governors commented that it was good that complaints had fallen across both sites and that most were dealt with prior to them becoming a formal complaint.</p> <p>Governors agreed the following actions:</p> <ol style="list-style-type: none"> 1. KPI to be considered for complaints and compliments and 2. Complaints and compliments in 17/18 to be reviewed to see if lessons could be learnt. <p>Governors resolved to note the report.</p>		SRR
S/17/12/10	Winning our market - Curriculum Planning	
<p>The Deputy Principal presented the report and advised the Committee of the timeline for the curriculum planning.</p> <p>The Principal advised that due to under recruitment in 17/18 fundamental changes to the curriculum that could affect the educational character of the college may be needed. The average class size was currently around 13 and this was not sustainable.</p> <p>Governors agreed the following action:</p> <ol style="list-style-type: none"> 1. Curriculum plan to clearly show links to the marketing strategy and market analysis. 2. An analysis of why curriculum changes are being suggested to be presented to the next meeting. 3. Curriculum planning to be informed by the Vocational Reviews and Intensive Care Reviews. <p>Governors resolved to note the report.</p>		SRR
S/17/12/11	Quality, Teaching and Learning Update	
<p>The Deputy Principal presented the report. Intensive care meetings have been held with those courses that had outcomes for learners below 85%. These look at in detail retention, attendance, attendance in maths and English, course resource and staffing concerns. 3 Vocational Reviews have been carried out and another 5 are planned.</p> <p>Governors challenged how long an area remained in intensive care. The Deputy Principal advised that a full review would be carried out in January to see what improvements had been made and whether the area could be removed from intensive care.</p> <p>Governors challenged what impact the Vocational Reviews had made. The Deputy Principal advised that a full review would also be carried out in January. The Vocational Reviews look at the whole of the teaching and learning in an area and produce detailed action plans.</p>		

Governors agreed the following action:		SRR
<ol style="list-style-type: none"> 1. Report on intensive care courses and progress made to be reported to the next Standards Committee. 2. Report on Vocational Reviews and their impact to be reported to the next Standards Committee. <p>T Levels were discussed and the Principal reminded the Committee that the College needed to be an early adopter of T Levels due to the funding agreement with the Transaction Unit. Work experience is integral to the T Level and if this is not completed the qualification is not awarded. The consultation on T Levels is included in the papers with a closing date of 8th February.</p>		
S/17/12/12	Agenda planning	
Additional meeting in February to consider quality assurance and curriculum planning.		
S/17/12/13	REVIEW OF MEETING:	
<ol style="list-style-type: none"> 1. Confidential Items: OFSTED letter 2. Risk Management: any issues discussed which may require an additional Assessment: No 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: Curriculum planning. 4. Health & Safety: any issues discussed which may require an additional Impact Assessment: No 5. Media: any issues discussed to inform local media: No 6. How did the meeting go: The meeting hadn't kept to time and too much operational detail was included in the reports. It was agreed that an additional meeting in February was required. Reports need to include high level data, relevant comparative data, analysis, risk analysis and actions being taken. 		
S/17/12/14	DATES OF NEXT MEETING:	
	27 th March 5pm	