

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 3rd October 2017 in the Boardroom Lowestoft

Present:	Gwen Parsons (Chair) Rob Evans (RE) Tina Ellis (TE) Karen Knight (KK) Debbie Pring (DP)
In attendance:	Jackie Watt – (JW) Interim Deputy Principal, Stella Raphael-Reeve (SRR) Deputy Principal, Nikki Lane – (NL) Head of Student Wellbeing and Support, Chris McGuinness (CM) Kerry Payne (KP) Head of Higher Education & Access Ian Pease (IP) Vicky Beck (VB) Head of Marketing, Paul Padda and Rachel Bunn and Wendy Stanger – (WS) Director of Governance
S/17/10/1 Apologies and welcomes	Action
Apologies were received from Albert Cadmore (AC) Stuart Rimmer (SR) CEO/Principal) and after the meeting from Alison Ashby (AA)	
The Chair welcomed everyone to the meeting including the new staff governor Debbie Pring and the new Deputy Principal Stella Raphael-Reeve who will be formally starting on 1 st November.	
S/17/10/2 Declarations of Interest	
There were no declarations of interest.	
S/17/10/3 Minutes of the Designate Standards meeting 2 May 2017	
The minutes were signed as a true record.	
S/17/10/4 To review the post-meeting action log	
The action log was noted.	
S/17/10/5 Market Assessment	
The Head of Marketing presented the report. A Strategic Marketing Plan had been produced as part of the merger process and this included a market assessment. The market assessment was carried out to help assess the market potential and business opportunities available. This will now be compared to the actual enrolments to see travel to learn patterns and where we had gained or lost ground and used to inform the curriculum plan.	
Governors commented that we needed to use the market intelligence to future proof the College and to take advantage of the opportunities within the market. We needed to look at being market rather than product led and fleet of foot so that opportunities could be taken advantage of. The Head of Marketing commented that the assessment would be used to inform the curriculum plan and turn the assessment into actions. We needed to consider whether any products needed repackaging and what growth markets we did not currently have the infrastructure or progression routes required and plan appropriately.	
Governors challenged the work carried out with schools and that this needed to be before year 11. The Head of Marketing commented that work had been ongoing with the schools to reach the students before year 11 and that year 10 open day had been very well received. In one school we are setting up an ECC branded room that demonstrated the various professions that students could progress onto.	

<p>Governors challenged that it would appear from the recruitment that the market doesn't always want the product offered and we needed to use the market assessment and recruitment patterns to ensure a curriculum that the market required and that led to student's progression and employment.</p> <p>It was agreed that a market assessment would be presented to the Governance SAR meeting on 7th November.</p> <p>Governors resolved to note the report and that the following actions were being carried out:</p> <p>That the findings of the market assessment are understood and used to inform future planning, in particular:</p> <ol style="list-style-type: none"> 1. That findings are used to inform curriculum development 2. That findings are used to support apprenticeship standard development 3. That courses are grouped, labelled and communicated appropriately for their target markets and support the brand and reputational development of the college. 4. That employer partnerships are developed in support of growth areas (evidence based). 5. That the key findings of the market assessment are cascaded to all staff and feeder schools to underpin product development. 6. That ECC's unique selling points and strap line arising from the assessment (from passion to profession) are embedded and promoted. 	<p>VB</p>	
<p>S/17/10/6</p>	<p>Annual Safeguarding and Prevent Review</p>	
<p>The Head of Student Wellbeing and Support presented the report which gave an update on last year, progress made and actions required for the current year. The number of referrals had increased particularly at Lowestoft due to the increased focus on safeguarding support and recording and promotion of safeguarding by the Curriculum areas. A Wellbeing Co-ordinator is due to commence at Lowestoft so we will have one at each site.</p> <p>Governors challenged if the service was now consistent across the campuses. The Head of Student Wellbeing and Support advised that during merger the policies and procedures had been aligned to create a joined up team and that both campuses were now recording the same data. Induction sessions were being held at both sites that included safeguarding, British and college Values and the ECC Respect campaign. These inductions were adapted for returning students.</p> <p>Governors challenged the high level of mental health referrals compared to the FE average and whether appropriate support was available. The Head of Student Wellbeing and Support advised that there was ongoing liaison with our mental health partners and all mental health referrals were triaged to help ensure appropriate referrals and use of resources. The College had also recently hosted a mental health summit where positive links were made with the Clinical Commissioners and she would be working with the Clinical Commissioning Group to help ensure post 16 education was included in the area transformation plan.</p> <p>Governors challenged that the Area Review had highlighted the need for better sharing of transition information by the Counties so that the Colleges were then able to plan support needed and queried if this had improved. The Assistant Principal advised that there had been some progress but it still remains patchy, with information not being sufficient or timely. Suffolk are moving to an information</p>		

	<p>sharing hub which should hopefully improve the situation. Governors noted that if we were not receiving the right information that the student might not be receiving the appropriate support or the apt curriculum.</p> <p>Governors were pleased to note that the retention gap was closing for those accessing safeguarding services but challenged that we also needed to consider progression and destinations. It was agreed that the next update would include progression and destination data.</p> <p>The Head of Student Wellbeing and Support presented the risk register for the area and highlighted the main risks which were: - the HR safeguarding processes not being followed consistently; the mental health referrals as per the previous discussions; and the low impact of the student voice.</p> <p>Governors challenged that the risk register mitigation for the HR issues needed to include the actions being taken to improve the processes and the Head of Student Wellbeing and Support agreed to update this.</p> <p>Governors challenged what action was being taken to help improve the student voice. The Head of Student Wellbeing and Support advised that the Wellbeing Coordinator was publicising the opportunities available and that a Student Parliament was being held on 4th October. The Director of Governance advised that she was attending the Student Parliament to talk to them about the role of Student Governor.</p> <p>The Head of Student Wellbeing and Support advised that a training session for Governors on Safeguarding and Prevent had been arranged for 28th November and that she would be inviting partner agencies to this.</p> <p>Governors resolved to note the report and that the following actions were being carried out:</p> <ol style="list-style-type: none"> 1. Continued analysis of professional practice between each campus to positively influence identified development areas and growth of stakeholder and partner input, evaluated via termly and annual safeguarding reports to governors. 2. ECC champion links between the local Clinical Commissioning Groups (CCG) and colleges, where positive impact is demonstrated through the area transformation plans. 3. Embed AOC Supporting Student Mental Health and Wellbeing Toolkit review and action through staff and student wellbeing groups. 4. Extending parent/carers offer of wellbeing support via peer support groups/ECC counselling students and partners in response to growing concerns around parent/carers mental health. 	<p>NL</p> <p>NL</p>
<p>S/17/10/7</p>	<p>HE Annual Quality Assessment Return and HE Update</p>	
	<p>The Head of HE presented the report which included a review of the last year and the current position. Recruitment is below the target of 400 and is currently at 378.1. New courses have been developed with 3 new this year which have recruited well. The overall attrition rate had reduced and only 1 student had moved to another provider. 43 students had attended the HE induction and positive feedback re their understanding of HE requirements had been received. The RIME events being held in October would be separate for this year with a joint one next</p>	

year. The Institutional Review was taking place on 31 October. The Director of Governance Commented that there would be a Governor representative at each RIME event.

Governors challenged what action had been taken where the attrition reason was no work submitted and whether this issue had been concentrated in one area. The Head of HE advised that this should have been picked up sooner and action had been taken to make sure it was in the future. This had occurred over a range of subjects.

Governors challenged if there was now one quality system for HE across the campuses. The Head of HE advised that there was now one ECC HE quality system and that this included maritime too.

Governors challenged if the new course validations were across the campuses. The Head of HE advised that they were mainly at Great Yarmouth as the courses had been more developed pre-merger.

Governors challenged why there was such a difference in numbers between the campuses. The Head of HE advised that this was due to the difference in breadth of courses offered and that the Lowestoft courses needed refreshing.

Governors challenged if sufficient resources had now been allowed for Practical Life Sciences to get this validated. The Head of HE advised that she is hopeful that it will be validated this time as the College is developing its own laboratory and are working with CEFAS in Lowestoft to use their laboratories and for work experience.

Governors challenged the resource implications where courses had either over or under recruited. The Head of HE advised that use of variable hours helped adjust staffing requirements. Engineering which had under recruited had also not been able to recruit staff. Staff were also being supported in undertaking the University's Postgraduate Certificate in Academic Practice in order to gain Higher Education Academy recognition.

Governors challenged whether staff could opt out of scholarly activity. The Head of HE commented that it would be included as an expectation for new staff and would be part of the appraisal process for all staff and this would be set out in the policy that was being produced.

It was agreed that benchmarking data would be included in the next report so that comparisons on performance could be made.

KP

Governors resolved to note the report and that the following actions were being carried out:

1. A review of recruitment and marketing activities for 2018-19 to ensure the business plan target for HE enrolments in 2018-19 is reached.
2. Additional staff recruitment for HE provision in engineering, business management and psychology to ensure all courses can continue to be delivered.
3. Continue to align Nautical Science (Maritime) provision offered at Lowestoft campus to HE quality systems in place for East Coast College.
4. Include curriculum development activities for 2018-19 into 2018-19 curriculum plan to ensure suitable staff and resource allocation.

DP left the meeting.		
S/17/10/8	Maths and English Update	
<p>The Assistant Principal presented the report. GCSE grades are now graded numerically with Grade 4 equivalent to a grade C those below a grade 4 or a C will need to retake these during 2017/18 if they are still subject to the conditions of funding requirements. There is a risk to the College as we do not currently know the % meeting the conditions of funding as the ILR has not yet been ready to run. Results have improved but are still poor. This year we are doing more diagnostic work to ensure that the student is on the right level.</p> <p>Governors challenged whether the Maths/English grade achieved previously had an affect on which qualification the student would sit. The Assistant Principal advised that if they had achieved a grade 3 they had to be enrolled on the GCSE. Targeted diagnostic assessment had been completed for all students during the first 3 weeks and during this process they could be moved between the functional skills levels. Those students that are statemented are not required to study a qualification but will still have Maths and English lessons.</p> <p>Governors challenged what staff resources there were in place following merger. The Assistant Principal advised that there was a Curriculum Manager at each site and two quality leads one for each subject.</p> <p>Governors noted that on the walkthrough they had attended in English and Maths at the Lowestoft campus the students had been engaged and good use had been made of the classroom displays. The Assistant Principal commented that students were now more aware of the need to achieve their English and Maths qualification.</p> <p>It was agreed that benchmarking data would be included in the next report so that comparisons on performance could be made.</p> <p>Governors resolved to note the report.</p>		PP
S/17/10/9	Commercial and Apprenticeship Update	
<p>The Director of Commercial Development presented the report. There are 140 levy companies within the ECC hinterland and we are currently working with 47 of them. There had been a drop in recruitment since the levy had been introduced but that recruitment had started to increase in September. An external lead generation service was being used. The timely achievement rate was currently sitting at 68% but data was still being added. There had been poor retention rates identified in Health & Social Care and Hospitality, rigorous recruitment procedures are now in place to improve retention in these areas. There were different financial rates for apprenticeships and therefore the overall number did not relate to the budget and a more detailed forecasting model was needed.</p> <p>Governors challenged how the timely achievement rate compared to the national figure. The Director of Commercial Development advised that this was around 64%.</p> <p>It was agreed that the next update should include a trend analysis and benchmark data.</p> <p>Governors challenged what competition the college was facing. The Director of Commercial Development advised that there were private providers and other FE providers that were moving into our area.</p>		IP

<p>The Director of Commercial Development updated the Committee regarding Tier 4. UKVI remain unwilling to re-instate Tier 4 based on QAA outcome alone, insistent on educational oversight from both QAA and Ofsted as an FE college. As we have merged and do not therefore have an Ofsted grade they are considering the legacy grade of Lowestoft College. Alternative options were being considered including partnership with an Indian College, short term study visas and the UK Cadet market.</p> <p>Governors commented that the provision provided under Tier 4 was not FE and therefore should be assessed under QAA only. The Director of Commercial Development advised that the AOC had written to the Minister regarding this issue.</p> <p>Governors challenged why Great Yarmouth's Ofsted grade was not being considered and they were advised that this was due to the merger being a type B with Lowestoft as the remaining college.</p> <p>Governors challenged what action was being taken regarding Tier 4. The Director of Commercial Development advised the CEO/Principal had replied to the Minister setting out the issues and ramifications for the College and local area.</p> <p>Governors noted that if the Tier 4 situation was not resolved both the College and the Community would lose out and we needed to ensure that all the MPs were aware of this.</p> <p>Governors resolved to note the report and the action being taken regarding Tier 4 and the possible introduction of an online booking system for commercial short course provision.</p>		
S/17/10/10	Enrolment	
<p>The Interim Deputy Principal presented the report. For 16-18 year olds we are on allocation but will not meet the curriculum plan, there are still students enrolling and the data is not yet complete. It was agreed that an update on the enrolment will be presented to the Corporation SAR meeting on 7th November.</p> <p>Governors challenged the recruitment variations compared to the curriculum plan and a discussion was held on the reasons for this. The Interim Deputy Principal advised that she needed to consider the enrolment to curriculum plan in more detail to see if there were any underlying reasons for the differences and how the plan compared to previous years.</p> <p>Governors agreed that curriculum planning needed to be improved, realistic and that the market assessment considered at item S/17/10/5 needed to be used.</p> <p>Governors challenged if the changes in enrolment would have an effect on resources. The Interim Deputy Principal that both under and over recruitment would have an effect and resources may need adjustment. The Director of Governance advised that Finance and General Purposes would be considering the departmental budgets at their meeting on 10th October.</p> <p>Governors resolved to note the report.</p>		JW
S/17/10/11	Quality and Teaching and Learning Update	
<p>The Interim Deputy Principal presented the report. She explained that the data was not yet finalised but that the overall outcomes are similar to the previous year. The first round of performance monitoring and budget reviews have been held which</p>		

<p>considered recruitment, outcomes and resources. Those courses with poor outcomes will be placed into 'intensive care' and have additional monitoring meetings that will include consideration of their QIP. This could be up to 30 courses.</p> <p>Learning walks have been carried out across the campuses and CPD will be linked to issues highlighted in these.</p> <p>Governors challenged when the data would be available. The Interim Deputy Principal advised that it should be finalised in time for the SAR validation and the Ofsted visit. Data integrity is a risk for the college.</p> <p>It was agreed that an up to date briefing paper would be produced for governors once the data was complete.</p> <p>Governors requested clarification regarding the risk register and it was agreed that a guidance note would be distributed.</p> <p>Governors challenged how risk reference CURO1 and 2 were being mitigated. The Interim Deputy Principal advised that these were picked up through the SAR validation process.</p> <p>Governors agreed that the fees review in HE needed to be included in the risk register as differential fees could be the outcome which would have a detrimental effect on the College's income.</p> <p>Governors challenged what the biggest risk was and the Interim Deputy Principal advised that this was timely and accurate data.</p> <p>Governors resolved to note the report.</p>		<p>JW</p> <p>WS</p> <p>SR</p>
S/17/10/12	Agenda Planning	
<p>Vocational Review – Motor vehicle and welding</p> <p>Market assessment – SAR review meeting 7/11/17</p>		
S/17/10/13	Review of Meeting	
<p>1. Confidential Items – None</p> <p>2. Risk Management: any issues discussed which may require an additional Assessment – MIS and data and HE Fee review. Guidance requested regarding the risk register</p> <p>3. Equality and Diversity: any issues discussed which may require an additional Impact Assessment – None</p> <p>4. Media: any issues discussed to inform local media – Tier 4</p>		WS
S/17/05/12	Dates of Next Meeting	
	<p>12 December 17</p> <p>20 March 18</p> <p>12 June 18</p>	

Meeting ended 7.50pm