

## East Coast College Corporation Meeting 17 September at 5.00pm

### Great Yarmouth Board Room

<b>Present:</b>	Mike Burrows (MB) Tina Ellis (TE) Albert Cadmore (AC) Roger Cracknell (RC) Alan Debenham (AD) Jane Fermor (JF) Mike Dowdall (MD) Gemma Head (GH) Andrew Timberlake (AT) Debbie Pring (DP) Stuart Rimmer (CEO/Principal)
<b>In attendance:</b>	Wendy Stanger (Director of Governance) Urmila Rasan (Deputy Chief Executive) and Paul Padda (Vice Principal) for items 1- 4 and 6 - 7
<b>ECC/19/07/1 Apologies and membership</b>	
<b>Action</b>	
<p><b>Apologies</b></p> <p>Apologies were received from Rob Evans (RE) Saul Humphrey (SH) Richard Durrant (RD) David Hill (DH) Giles Kerkham (GK) and Peter Lavender (PL)</p> <p><b>Membership</b></p> <p>Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) David Hill (DH) Mike Burrows (MB) Stuart Rimmer (CEO &amp; Principal) Saul Humphrey (SH) Albert Cadmore (AC) Debbie Pring (DP) Jane Fermor (JF) Peter Lavender (PL) Roger Cracknell (RC) Andrew Timberlake (AT) Richard Durrant (RD) Gemma Head (GH) Mike Dowdall (MC) and Giles Kerkham (GK)</p>	
<p>The meeting commenced with a presentation by the Principal L6FC on the Sixth form.</p> <p>Governors congratulated the Principal L6FC on the Sixth Form's fantastic results and commented that these needed to be used in the marketing of the College.</p>	
<b>ECC/19/09/2 Declarations of Interest</b>	
<b>Action</b>	
<p>There were the following declarations of interest:</p> <ul style="list-style-type: none"> <li>• Mike Burrows and Tina Ellis as Directors of LOWES and Wendy Stanger as Company Secretary to LOWES</li> <li>• Mike Dowdall as an employee of the LEP</li> </ul> <p>It was agreed that these declarations didn't preclude full participation in the meeting.</p>	
<b>ECC/19/09/3</b>	<b>To approve the Minutes of the meeting of 17 09 19 and any other matters raised previously not otherwise included in the Agenda</b>
<p>The minutes for the Corporation meeting of 17 9 19 were agreed as a true record of the meeting.</p>	
<b>ECC/19/09/4</b>	<b>Review of Rolling Action Log</b>
<p>The action log was reviewed.</p> <p>ECC/17/11/4 – The Principal updated the Corporation on the current tenants at Lound. The Great Yarmouth Community Trust who lease the building for the</p>	

specialist school Horatio House have recently had a very poor Ofsted report and this could affect their future plans. He was also discussing with the trust the future of their private training provider.

ECC/19/5/8 – The Principal advised that following the review of management the commercial curriculum plan has been rebuilt and is now robust and achievable with a contribution rate of 38%. This has not currently been split between new and continuing provision.

ECC/19/5/8 – The Principal advised that the College was waiting for the outcome of its additional bid, this decision was imminent but was not expected to be a significant sum.

ECC/19/5/9 – to be considered by the WOM & Growth Committee on 24 9 19.

ECC/19/05/5C – The Principal advised that this would be reviewed as part of the Colleges overall strategic review.

ECC/19/05/7C – The Deputy Chief Executive advised that the free school meals entitlement had been relaunched.

Governors challenged when the catering service was to be re-tendered. The Deputy Chief Executive advised that Norse had agreed to extend the contract for 1 year on a cost plus basis. A full tender will be carried out in January and if this wasn't successful other options would be considered. The new contract was due to commence August 2020.

ECC/19/05/9C – The Principal advised that he had been in discussions with key contractors who were supportive of the scheme and it was hopeful that it would commence before Christmas.

ECC/19/7/7C – The Principal advised that the working group has not yet been established. He has met with the Assistant Principal HE to review the current collaboration agreement and will be having initial meetings with the University of Suffolk shortly. Maritime numbers could be an issue due to the Universities allocation and ECC would want to ensure that the % paid to the University was minimised.

**ECC/19/09/5**

**Principals Reports:**

**ECC/19/09/5.1**

**Management Structure Review**

The Principal presented the review which had been requested by the Corporation and its Committees. The key part of the review was the recommendations and these had started to be implemented. Responsibility for the management of apprenticeships and commercial had been moved to the Assistant Principal and maritime to the Assistant Principal HE. The post of Director of Business and Partnerships had been removed from the structure.

A review of the Commercial offer was taking place and a consultant had been employed on a fixed term to assist with this. Their initial findings would be discussed at September's Winning our Market Committee.

Governors commented that it was critical that full use was made of the investment in the Energy Skills Centre. The Principal advised that a new curriculum plan was being drawn up that ensured adequate contribution, additional sales staff were being put in place and the College was reconfiguring how it worked with partners and private training providers. The Energy Skills Centre was to be marketed through various openings.

<p>Governors challenged that the commercial offer needed to be market focused and sold to employers. The Principal advised that the Commercial business would have its own website with the online booking, CRM system and its own brand.</p> <p>Governors commented that it was important for marketing purposes that the Energy Skills Centre had a 'figurehead' so that businesses knew who to contact. The Principal advised that this role was being developed.</p> <p>Governors challenged that it was important that the College had sufficient resources and skills in the marketing team. The Principal advised that the Interim Marketing Manager was very able and had already completely rewritten and launched a new prospectus. These prospectuses were to be designed for all aspects of the offer.</p>		
<b>ECC/19/09/5.2</b>	<b>ESFA Monitoring Minutes</b>	
<p>The minutes of the Monitoring Meeting were noted.</p>		
<b>ECC/19/09/5.3</b>	<b>Principal's Quarter 4 Report to the TU</b>	
<p>The Principal presented his TU quarter 4 report which looked back over the year and was in the format required by the TU.</p> <p>Governors challenged the partnership working and whether it contributed to the College. The Principal advised that partnerships were overseen by the Business Development Manager and the funding required detailed returns. The Director of Governance advised that an annual report on partnerships was presented to the Finance and General Purposes Committee and this included the financial contribution made to the College.</p> <p>Governors challenged the level and quality of subcontracting. The Principal advised that as the College was currently under financial intervention any increase had to be approved by the ESFA and the provision currently subcontracted would continue into the next year. The quality of the provision was monitored through our quality processes and was included in the quality update to Standards.</p> <p>Governors challenged the quality of Health &amp; Social Care apprenticeships. The Principal advised that the College had withdrawn from the majority of this market as the employers were not prepared to fully support the apprenticeship schemes.</p> <p>Governors challenged whether the College would be receiving additional Government funding. The Principal advised that the recent government announcements were to fund specific programmes but that there was also going to be an increase in the per student level of funding for 16-18 year olds in 2020/21.</p>		
<b>ECC/19/09/5.4</b>	<b>Colleges of the future - Julian Gravatt</b>	
<p>The presentation was noted.</p> <p>The Principal advised that the ideas would need taking into account when the College's Strategy was reviewed. This strategic review would be looking at 2020 – 2025 and the Corporation would need to consider the future shape of the College.</p>		

<b>ECC/19/09/6</b>	<b>Quality Update - Headline Data</b>	
<p>The Vice Principal presented the quality update. He advised that the figures were still subject to change due to ongoing work but would be confirmed as actuals for the SAR.</p> <p>Governors challenged if he was confident in the improvements. The Vice Principal advised that he was and this was due to the changes in the quality processes that had been put in place. He was though concerned about the quality of apprenticeships due to the fall from the previous year.</p> <p>Governors challenged why the apprenticeship results had fallen. The Vice Principal advised that there had been issues with assessment and lack of Assessors. New Assessors were now in place. The management of the apprenticeship provision had now been brought under the Assistant Principal which would ensure synergy.</p> <p>The Governor link for Apprenticeships advised that she had recently attended a meeting with the Assistant Principal and Apprenticeship team and she had been reassured by the actions that were being taken.</p> <p>Governors challenged if the quality groups were going to continue in 19/20 as these allowed for continual monitoring and early actions where issues identified. The Principal advised that they would continue.</p> <p>Governors challenged what courses would be subject to intensive care in 19/20. The Vice Principal advised that this was currently being assessed and the decision would be based on areas such as results, retention and recruitment.</p> <p>Governors challenged if the level of re-marks was high. The Vice Principal advised that this was across the 3 campuses so was not seen to be high. The majority of success in re-marks was in English. Re-marks had the potential to improve high grades before the final return.</p>		
<b>ECC/19/09/7</b>	<b>Enrolment</b>	
<p>The Vice Principal presented the current enrolment figures.</p> <p>The Principal advised that we needed to ensure that we retained the students that we had recruited and this was being done by improving the induction process and tightening the withdrawal process. The Vice Principal advised that the withdrawal process now required a panel decision from the Vice Principal and Assistant Principal for Student Services to ensure that all appropriate steps had been taken to retain students.</p> <p>Governors challenged if the enrolment was as planned. The Principal advised that overall recruitment was positive but until day 43 cut off funding would not be confirmed.</p>		
<b>ECC/19/09/8</b>	<b>Quarter 4 Review</b>	
<p>The Deputy Chief Executive presented the reports.</p> <p>Governors challenged the level of EBITA. The Deputy Chief Executive advised that this had increased from that set in the budget which meant that the College had generated more cash. The Principal advised that the net result of this was that the College had an increased cash days and the ESFA financial rating was good.</p>		

	<p>Governors complemented the project team on bringing the capital project in on budget.</p> <p>The Principal advised that the cladding project was to go out to tender shortly. Governors challenged whether this would delay the project and have an effect on funding. The Principal advised that there would be a delay in commencing the work and it was likely that a financial bond would have to be taken out to cover the funding from the ESFA.</p>	
<b>ECC/19/09/9</b>	<b>Risk Register - Strategic</b>	
	<p>The Director of Governance advised that the Strategic Risk Register had been updated to include the risk to reputation of capital projects overrun.</p> <p>Governors discussed the risk appetite and how this had been set. The Director of Governance advised that this had been set at the Governor and Senior Team Risk Workshop that had been held prior to the creation of the new register.</p>	
<b>ECC/19/09/10</b>	<b>Staff Survey</b>	
	<p>The Principal presented the staff survey results, this would be considered in detail by the People Committee on 24 9 19. There had been a significant increase in the completion rate and improvements in the majority of areas.</p> <p>Governors challenged how the comments included were to be addressed. The Principal advised that these had been worked through and divided into strategic themes and operational issues and would be addressed through the action plan and staff feedback.</p> <p>The Chair of the People Committee commented that the College was going in the right direction. It was important that the survey results were discussed and addressed at all team meetings.</p>	
<b>ECC/19/09/11</b>	<b>Management Structure</b>	
	<p>The revised management structure was noted.</p>	
<b>ECC/19/09/12</b>	<b>Review of Meeting</b>	
	<ol style="list-style-type: none"> <li>1. Confidential Items – As noted on the agenda</li> <li>2. Risk Management: any issues discussed which may require an additional Assessment – staff resources</li> <li>3. Equality &amp; Diversity: any issues discussed which may require an additional Impact Assessment – None</li> <li>4. Health &amp; Safety: any issues discussed which may require an additional Impact Assessment - None</li> <li>5. Media: any issues discussed to inform local media – Success of Sixth Form and the Energy Skills Centre</li> <li>6. How did the meeting go – Meeting flowed well but report presenters need to ensure that they are clear which page of the report they are referring to when presenting.</li> </ol>	