

East Coast College Corporation Meeting 15th September 2020 Video/telephone Conference

Present:	Albert Cadmore (AC) Roger Cracknell (RC) Alan Debenham (AD) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Jane Fermor (JF) Gemma Head (GH) David Hill (DH) Giles Kerkham (GK) Peter Lavender (PL) and Stuart Rimmer (CEO/Principal)
In attendance:	Wendy Stanger (Director of Governance) Urmila Rasan (Deputy Chief Executive) Paul Padda (Deputy Principal) Ann Wall (Director of People and Wellbeing) Luck Walker (ESFA) and for item Kerry Payne 10 (Assistant Principal)
ECC/20/09/1 Apologies and membership	
<p>Apologies Apologies were received from Debbie Pring</p> <p>Membership Alan Debenham (AD) Tina Ellis (TE) Rob Evans (Chair - RE) David Hill (DH) Stuart Rimmer (CEO & Principal - SR) Saul Humphrey (SH) Albert Cadmore (AC) Debbie Pring (DP) Jane Fermor (JF) Peter Lavender (PL) Roger Cracknell (RC) Andrew Timberlake (AT) Gemma Head (GH) Mike Dowdall (MC) Giles Kerkham (GK)</p>	
ECC/20/09/2	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 as CEO/Principal in regard to item 17 <p>It was agreed that these declarations didn't preclude full participation in the meeting and for item 17 Stuart Rimmer would withdraw after the initial discussions.</p>	
ECC/20/09/3	To approve the Minutes of the meeting 28 7 20 and any other matters raised previously not otherwise included in the Agenda
ECC/20/09/3.1	To approve the Confidential Independent Governors only Minutes of the last meeting 28 7 20 and any other matters raised previously not otherwise included in the Agenda
The minutes for the Corporation meeting and confidential minutes of 28 7 20 were agreed as a true record of the meeting.	

ECC/20/09/4	Rolling Action Log	
<p>The rolling action log was reviewed and it noted where the actions were complete.</p> <p>21 5 19 ECC/19/5/8 – The Director of Governance advised that the ECETA Board were due to review the ECETA business plan at their meeting on 23/9/20.</p> <p>28 7 20 ECC/20/07/12 – The Principal advised that an Estates paper will be brought to the next Corporation which would provide an update on all areas</p>		
ECC/20/09/5	Principal's Report	
<p>The Principal presented the update. The Covid planning was good but inherently risky and required constant update due to government guidance changing. Students were happy to return and valued being on site. There was a spectrum of views amongst staff and subsequent approach to risk.</p> <p>Governors challenged if there was a risk to the provision due to staff absences. The Principal advised that there was a risk and this was exacerbated by the failures with test and trace.</p> <p>Governors challenged how students were behaving. The Principal advised that behaviour and compliance had been good. There had though been complaints from neighbours about groups of students congregating and this would be managed with the introduction of marshals. It was important for our reputation in the local community to demonstrate compliance.</p> <p>Governors commented that it was important that any College confirmed case of covid was carefully managed. The Principal advised that if a case was confirmed Public Health would need to be informed and they would visit and instruct on who had to isolate.</p> <p>Governors challenged why temperature testing was not being used. The Principal advised that Public Health have advised that it is not appropriate, it doesn't identify those that are asymptomatic and it would create queues and lack of social distancing.</p> <p>Governors noted the SLG priorities for term 1.</p>		
ECC/20/09/6	Governance Update	
<p>The Director of Governance presented the report. She advised that the AOC governor recruitment was ongoing with a closing date of 27/9/20. Informal interest had been expressed but no formal applications had been received at this stage. Separate to the AOC recruitment the College was also continuing to recruit and the GRS Committee and Audit Chair were recommending that Christina Sadler be appointed as an Associate Governor on Audit Committee.</p> <p>Governors commented that Christina Sadler would be a good addition to the Audit Committee and would help strengthen the committee.</p> <p>Corporation resolved to:</p> <ul style="list-style-type: none"> • appoint Christina Sadler as an Associate Governor on Audit Committee for a period of 4 years <p>and</p> <ul style="list-style-type: none"> • to note the use of the College Seal on Sale of D Block Great Yarmouth Campus 		

ECC/20/09/7	Covid Risk Register	
ECC/20/09/7.1	Covid Data Update	
<p>The Deputy Chief Executive presented the Covid Risk Register and data update. The register was under constant review to ensure it reflected the changing situation and guidance. Informing the risk register were risk assessments at departmental and college level.</p> <p>The Director of People and Wellbeing advised that the Unions were cooperative and were pleased that the College was taking an open and transparent approach. The Unions had requested additional risk assessments for BAME employees and the College has agreed to individual risk assessments for any employee that requested one.</p> <p>Governors challenged if the College was able to access testing. The Director of People and Wellbeing advised that there is an employer portal to register for a test but there was limited availability and were released on an hourly basis. The College had been sent 10 test kits by the DFE. The College would be operationally affected if testing was not improved.</p> <p>Governors challenged what the tier restrictions were and how these would affect provision. The Principal advised that the College was required to submit a plan for each of the tiers:</p> <p>Tier 1 – face coverings required in communal areas. The College already requires face coverings.</p> <p>Tier 2 – rota model of education</p> <p>Tier 3 – remote education apart from vulnerable children, the children of critical workers and selected year groups</p> <p>Tier 4 - remote education apart from vulnerable children and the children of critical workers</p> <p>Governors discussed the data report and noted the spike in Great Yarmouth. The Principal advised that this was related to the Banham Poultry outbreak and their residence in houses of multiple occupation.</p> <p>Governors commented that there had been excellent performance by the College throughout Covid and noted their thanks to all staff involved.</p>		
ECC/20/09/8	Finance Update	
ECC/20/09/8.1	Confidential Bank Update re Deposit Agreement and Facilities - for decision	
<p>The Deputy Chief Executive presented the Finance and bank update. This set out that the main risks to the College's income was maritime and commercial. Currently the College is expected to meet its Bank covenant. Any negative deviation may change that position.</p> <p>Governors challenged when the position on the bank covenant would be clear. The Deputy Chief Executive advised that once enrolments were complete a decision would be taken on whether the budget needed to be reviewed. The bank would not give a waiver until a breach and a formal waiver would only be given on the annual covenants and this would consider the audited accounts. Meetings with the bank continue to be held monthly with all information shared with them.</p>		

<p>The Corporation resolved to:</p> <ul style="list-style-type: none"> • agree to the offered banking facilities on the basis of the conditions and requirements made by Lloyds Bank and to authorise its signature • the deposit agreement proposed by Lloyds Bank and to authorise its signature. 		
ECC/20/09/9	Capital Investment Update	
<p>The Deputy Chief Executive presented the update. The cladding had been completed under budget and the surplus would be returned to the ESFA. The estate refresh would be completed by the end of October. Additional funding of £904k to support to improve and upgrade the estate had been awarded.</p> <p>Governors challenged if the boilers were to be replaced out of the additional funds and whether a green alternative was being considered. The Principal advised that it was planned to replace the boilers but that due to the boilers having to connect to the current systems an energy efficient gas option would have to be considered and Fusion have been asked for a specification.</p> <p>Governors challenged if all the additional funds had to be spent by the end of March 21 and whether this was achievable. The Deputy Chief Executive advised that clarification had been sought on whether it all had to be spent or just committed by end March. As the funding was not a large amount there should not be an issue with spending it and meetings had already been held with Fusion to project plan. A further update would be brought to October's Corporation.</p> <p>Governors challenged if the additional covid expenses would be met by government funding. The Deputy Chief Executive advised that this was not yet clear.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Estate update to October board 		UR
ECC/20/09/10	Maritime Update – confidential	
ECC/20/09/11	Achievements	
<p>The Deputy Principal presented the report and advised that given the difficult circumstances he was very pleased with the results.</p> <p>Governors challenged what risk mitigation was being put in place for next year's assessments. The Deputy Principal advised that the College was front loading practical work, ensuring that mocks and other assessments were robust. The current guidance is that exams will run but evidence is being collected in case it is needed.</p> <p>Governors challenged what has been put in place to ensure students could complete their apprenticeships. The Deputy Principal advised that additional practical classes are in place, catch-up sessions have been run, assessments adapted and learners have been worked with over the summer period to ensure that all can progress.</p> <p>Governors challenged if university progression had been resolved for the student noted. The Deputy Principal this had now been resolved and the student had progressed to their university of choice. The Chair advised that he was looking into the issues behind the case with the University.</p> <p>Governors congratulated the College for excellent results in difficult circumstances.</p>		

ECC/20/09/12	Maths and English	
<p>The Deputy Principal presented the report which demonstrated that results had been positive in difficult circumstances. There was though still work to do in this priority area and ongoing improvements were being made in areas such as timetabling. This enrolment had resulted in a reduced need for English and maths delivery but the College was looking at using catch up funds to provide support to help ensure that students continued to improve.</p> <p>Governors commented that it was clear that the team were aware that there was still improvements to be made but should be pleased with the improving results. The Deputy Principal advised that English and Maths would be part of the College's 'Support to Improve' process which includes the department and support departments working together to identify where improvements could be made.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Standards to review English and Maths at its October meeting. 		PP
ECC/20/09/13	Enrolment	
<p>The Deputy Principal presented the report which showed a positive enrolment. There was now a need to retain the students and provide advice and guidance to those that have made the wrong choice.</p> <p>Governors challenged what the areas of concern were. The Principal advised that by October we would have income certainty across the main budget areas and there shouldn't be any major changes in the budget review. Areas of risk that required further work or risk mitigation taken were as previously mentioned maritime and commercial and that the 16-18 enrolment was strong.</p>		
ECC/20/09/14	HE Bursary	
Delayed to future meeting		
ECC/20/09/15	People Annual Update	
<p>DH left the meeting.</p> <p>The Director of People and Wellbeing presented the annual update. This had been a difficult year and supporting staff through a pandemic had been difficult at times. The people team have worked proactively and sensitively to ensure that staff did not feel disconnected or disengaged from the organisation and offered additional support to those that needed it.</p> <p>Governors challenged how those with mental health issues were being supported. The Director of People and Wellbeing advised that there was both a proactive and reactive approach. The College had upskilled managers and staff with mental health first aid training and a counselling service is in place. A lot of the issues affecting staff's mental health were outside work and the team has had difficult issues to deal with.</p> <p>Governors challenged how recruitment had been affected by Covid. The Director of People and Wellbeing advised that the job market was buoyant and the College had continued to recruit throughout lock down. Applications were up and this had been helped by the improvement in reputation with the Ofsted good.</p> <p>Governors challenged what key areas needed addressing in 20/21. The Director of</p>		

	<p>People and Wellbeing It was important that a pay strategy was determined that included addressing contractual differences and a succession plan put in place.</p> <p>Governors challenged if the college felt that the manager to staff ratio was high given the comparative data. The Director of People and Wellbeing advised that it was low compared to other organisations and the ration could be increased if managers were stronger.</p> <p>Governors thanked the Director of People and Wellbeing for an excellent report.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • People Committee to receive a progress update on the People Strategy at their November meeting. • Pay strategy to be considered by People Committee at their November meeting. 	<p>AW</p> <p>AW</p>
ECC/20/09/16	Review of Meeting	
	<ol style="list-style-type: none"> 1. Confidential Items – item 10, 17 & 18 2. Risk Management: any issues discussed which may require an additional Assessment – no additions. 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – no additions. 4. Health & Safety: any issues discussed which may require an additional Impact Assessment – no additions. 5. Media: any issues discussed to inform local media – reputational management if covid case 6. How did the meeting go – ok 	

