

## East Coast College

### MINUTES of the meeting of the Curriculum Development Committee held at 9am on Tuesday 16<sup>th</sup> March 2021 Video Conference

<b>Present:</b>	Mike Dowdall (MD) Gemma Head (GH) Peter Lavender (PL) Stuart Rimmer (Principal) Jane Fermor (JF) and Paul Nisbett (PN)	
<b>In attendance:</b>	Wendy Stanger (Director of Governance) Paul Padda (Deputy Principal) Nikki Lane (Assistant Principal Student Wellbeing and Support) and Amy Smith (Marketing Manager)	
<b>W/21/03/1</b>	<b>Apologies and membership</b>	<b>Action</b>
	Saul Humphrey (SH) and Roger Cracknell (RG) In the Chairs absence it was agreed that Gemma Head (GH) would take the Chair	
<b>W/21/03/2</b>	<b>Declarations of Interest</b>	<b>Action</b>
	There were the following declarations of interest: <ul style="list-style-type: none"> <li>• Mike Dowdall as an employee of the LEP</li> </ul> It was agreed that this declaration didn't preclude full participation in the meeting.	
<b>W/21/03/3</b>	<b>To approve the Minutes of the meeting of the 3 November 2020 and any other matters raised previously not otherwise included in the Agenda</b>	
	The minutes of the meeting held on 3 November 2020 were agreed as a true record.	
<b>W/21/03/4</b>	<b>Action Log</b>	
	The action log was reviewed and noted where actions were complete or covered by items on the agenda. W/20/02/5 – the employer survey, which had been delayed due to Covid, was to go out this month with results due April. ABP event – the Principal advised that the College had assisted in planning the launch event on 25/3 and would be in attendance.	
<b>W/21/03/5</b>	<b>Marketing Activity Update</b>	
<b>W/21/03/5</b>	<b>Appendices to the marketing report</b>	
	The Marketing Manager presented a detailed update on progress which included updates on: <ul style="list-style-type: none"> <li>• Methods of advertising</li> <li>• Events</li> <li>• School activity</li> <li>• Press coverage</li> </ul>	



<p>capacity was key as for example he was currently working 2 days a week on EDF related activities.</p> <p>Governors challenged that healthcare seemed an underrepresented area and that this was a market that was likely to grow. The Deputy Principal advised that the current health offer will be realigned to create Social Care and Health routes for 2021/22 with new staffing to deliver the specific health offer and that a T level in Health and Science was being developed and this would include a capital bid for labs and a nursing environment.</p> <p>Governors discussed international links and European exchange ideas. The Deputy Principal advised that a Turing Report was being drafted for projects in 21/22. This would be aligned to World Skills.</p> <p>The Principal updated the committee on the College's work with EDF. The College is a named signatory in the Supply Chain Consortium and is named as a supplier. Work with the National Energy Skills Consortium and the National College for Nuclear continued to be developed.</p> <p><b>Governors agreed the following actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Turing Report to the next meeting</b></li> </ul>		<b>PP</b>
<b>W/21/03/7</b>	<b>Curriculum Planning</b>	
<b>W/21/03/7.1</b>	<b>East Coast College Summary of 2019/20 Learning</b>	
<p>The Deputy Principal presented the report and advised the Committee of progress with the development of the curriculum plan. Once approved it would move to budget setting. The plan has been thoroughly tested to ensure it has a valid intent, is viable, based on the best data available for historic trends, admissions and to meet realistic contributions. He advised that the analysis at agenda item 7.1 on summary of 19/20 learning had been included for background information.</p> <p>Governors noted that the curriculum plan needed to be flexible to take advantage of funding opportunities.</p> <p>Governors challenged if the plan would lead to any staff reduction. The Deputy Principal advised that this was currently being reviewed but there was likely to be a small staff reduction where the staff could not be used through servicing arrangements.</p> <p>Governors challenged why HE numbers had reduced. The Deputy Principal advised that it was a cautious approach as curriculum planning has been brought forward by two months. Recruitment on ECC courses continues past the UCAS deadline in January and the College received a significant number of HE applications (circa 60%) after the deadline.</p> <p>The Committee discussed the complexities of the adult education budget. It was a large proportion of the College's budget and needed a coherent plan. The Deputy Principal advised that the adult funding rate was not released until end July after the curriculum plan had been agreed. The Principal advised that the complexity of the adult budget made the offer more conservative. There was also a risk that the adult funding budget would be devolved.</p> <p>The Committee discussed the kick-start programme. The Principal advised that the College had commenced the kick-start programme but that there had been issues with the DWP, which had meant delays in people starting on the programme. There was a</p>		

<p>need to be cautious with whom the College worked and quality assure to ensure that only high quality placements used.</p> <p>The Committee discussed that the revised curriculum development strategy needed to include community engagement, curriculum development priorities across all markets and set out the direction of travel, including new developments over the next few years. The Deputy Principal advised that some of the new development work would require investment in new staff with specialist skills.</p> <p><b>Governors agreed the following actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum Development Strategy to be considered by the next meeting</b></li> </ul> <p>PN and SR left the meeting.</p>		<b>PP</b>
<b>W/21/03/8</b>	<b>Recruitment Update</b>	
<p>The Assistant Principal Student Wellbeing and Support presented the update on current recruitment and an online survey that admissions had sent applicants. Due to the positive feedback regarding telephone interviews, a hybrid model was to be used for future interviews. To help ensure that potential applicants are made aware of the College's offer at an early stage a year 8/9 options advice video and 3 minute course videos were being produced.</p> <p>Governors noted that parents and friends had a strong influence on applicant's decision making and the videos together with taster sessions would help applicants make an informed choice. The Assistant Principal advised that the aim was for applicants to understand that it was 'ok to be you' and to take a different route to their friends.</p> <p>Governors noted that it was pleasing to see that market share had grown in year 11 applicants and that this would be built on with the enhanced school liaison offer.</p>		
<b>W/21/03/9</b>	<b>Risk Register</b>	
<p>The committee reviewed the risk register.</p> <ol style="list-style-type: none"> <li>1. Has the risk register been reviewed</li> </ol> <p>The committee agreed that the risk register had been reviewed. It noted that there had been no major change since the last review.</p> <ol style="list-style-type: none"> <li>2. Is the Committee content that the risks are relevant and are being updated</li> </ol> <p>The Committee was content that the risks were relevant. It was noted that income for 21/22 was now more certain and the risk therefore in 21/22 had reduced.</p> <ol style="list-style-type: none"> <li>3. Is the Committee content that the risks are being mitigated</li> </ol> <p>The Committee noted that the papers included in the agenda assisted in the mitigation and set out actions being taken to meet the curriculum development objectives.</p> <ol style="list-style-type: none"> <li>4. Where a red risk is the Committee assured that appropriate action is being taken</li> </ol> <p>Apprenticeship and maritime were red risks which was unchanged from the previous review</p> <ol style="list-style-type: none"> <li>5. Where does the Committee have significant concerns</li> </ol>		

The Committee continued to be concerned about apprenticeship and maritime. They were aware that action was being taken to mitigate these risks.		
<b>W/21/03/10</b>	<b>Revised Terms of Reference</b>	
<p>The Director of Governance presented the revised terms of reference.</p> <p>The Committee noted that with the change of title to 'Curriculum Development Committee' the horizon scanning for future growth and opportunities must not be overlooked.</p> <p><b>The Committee resolved to recommend the revised terms of reference to Corporation for adoption.</b></p>		
<b>W/21/03/11</b>	<b>Agenda Planning</b>	
<ul style="list-style-type: none"> <li>• Turing Report</li> <li>• Marketing Plan</li> <li>• Curriculum Development Strategy</li> </ul> <p>It was noted that this meeting had been an additional meeting to review the curriculum plan and it was important that future meetings included horizon scanning for opportunities and risks.</p>		
<b>W/21/03/12</b>	<b>Review of Meeting</b>	
<ol style="list-style-type: none"> <li>1. Confidential Items: None</li> <li>2. Risk Management:</li> <li>3. Health and Safety: Capacity and Capability Report</li> <li>4. Equality and Diversity: None</li> <li>5. Media: There were no issues discussed about which we needed to inform the local media</li> <li>6. How did the meeting go: Thank you to GH for Chairing</li> </ol>		
	<b>Date of Next Meeting</b>	
25 <sup>th</sup> May 2021		