

East Coast College Corporation Meeting Tuesday 14 June 2022 9am Conference Call

Present:	David Blake (Chair - DB) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Saul Humphrey (SH) Ian Lomax (IL) Stuart Rimmer (CEO & Principal -SR) Andrew Walmsley (AW) Gemma Head (GH) Peter Lavender (PL) Giles Kerkham (GK) Jude Owens (JO) Nasima Begum (NB)	
In attendance:	Wendy Randle (Interim Director of Governance), Ann Wall (Director of People and Wellbeing), Urmila Rasan (Deputy Chief Executive), Paul Padda (Deputy Principal) and Julia Bates (Deputy Principal Curriculum Development and Strategic Partnerships)	
ECC/22/06/1	Apologies and membership	Action
<p>Apologies</p> <p>Apologies were received and accepted from Alan Debenham (AD) and Wendy Stanger (Director of Governance). Gemma Head planned to join the meeting when available.</p> <p>Membership</p> <p>Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO & Principal - SR) Saul Humphrey (SH) Peter Lavender (PL) Andrew Timberlake (AT) Gemma Head (GH) Mike Dowdall (MD) Giles Kerkham (GK) David Blake (Chair - DB) Kirk Lower (KL) Ian Lomax (IL) Andrew Walmsley (AW) Jude Owens (JO) Nasima Begun (NB)</p>		
ECC/22/06/2	Declarations of Interest	
No additional declarations of interest in addition to those contained on the members register.		
ECC/22/06/3	To approve the Minutes of 24 5 22, including confidential and any other matters raised previously not otherwise included in the Agenda	
The minutes were approved as an accurate record of the meeting.		
ECC/22/06/4	Rolling Action Log	
The Action Log was reviewed and updates noted.		
ECC/22/06/5	CEO/Principals Report – verbal report	
<p>Updates were presented by the senior management team.</p> <p>Deputy Chief Executive updates:</p> <ul style="list-style-type: none"> ▪ T Levels are progressing to plan. ▪ There are supply chain issues for sourcing replacement desk tops. In response to a Governor’s question it was noted that there are sufficient resources to meet student needs and that the critical point is 2024/25 when Windows 11 will need to be installed on all machines. 		

- Construction works are progressing as planned and site upgrades are scheduled with no issues expected.
- The University of Suffolk (UoS) has reduced the expected HE Committee income and a meeting is scheduled with the UoS to review this. The outcome will be reported to the next Finance and General Purposes committee and Corporation. If accurate, the reduction in HE income will impact on both 2022/23 and 2023/24 budgets.
- It was confirmed that the College remains on budget until year end.

UR

Deputy Principal Curriculum and Quality updates:

- The College are focussing on achievement rates, high grades and positive destinations for learners, and supporting learners with apprenticeships and applications.
- Time to draft self assessment reviews (SARs) is planned with expected completion of the SAR by middle/ end of September. The College plan to use an agency with an Ofsted focus to support with deep dive activity.
- Award ceremonies are planned across all sites to celebrate learner achievements which Governors are invited to.

WS

Deputy Principal Curriculum Development and Strategic Partnerships updates:

- A presentation to update on Sizeable C will be delivered at the next Curriculum Development Committee.
- The apprenticeship provision remains a focus as the College are considering the position statement and criteria for some apprenticeships who may need to carry forward to next year.
- There are 634 apprenticeships, 437 who were due to finish last year were carried forward into this year, 116 students have withdrawn and the achievement rate is currently at 74%.
- Work has commenced reviewing partnerships, collaborations and projects.
- The College are well placed to pick up some of the Shared Prosperity Fund.

Director of People and Wellbeing

- Celebration week is scheduled with a number of development sessions planned to include; professional learning, sexual harassment awareness, financial wellbeing, active learning and outstanding assessment, growth mindset and managing challenging behaviours.
- Staff awards have been split by campus and Governors will be invited to attend.
- Further staff vacancies are expected.
- There have been 4039 absence days to date, 1000 of these were due to Covid, with mental health the second reason.

In response to a Governor question Director of People and Wellbeing advised that some good applications have been received for the construction vacancy.

Chief Executive Officer		
<p>Staff performance appraisals are under way with a more targeted approach linked to curriculum planning; further information will be shared at the July Corporation.</p> <p>The senior team plan to take half a day to consider key deliverables for next year. The challenges for the College were summarised; some low performance in some curriculum areas, some low performing apprenticeships, a tight budget, pressure from unions around pay with the potential for industrial action in autumn term.</p> <p>Regarding the DfE build; ministerial sign off of the project is required due to the budget size. The budget remains unknown to the College yet includes fixtures, furniture and equipment and approval of the College requests for example a temporary car park and temporary accommodation.</p> <p>Governors were invited to attend the student awards taking place week commencing 4 July, with a nominated Governor presenting awards on each evening. A Governor requested a mechanism for informing Governors of College dates.</p>		<p>SR</p> <p>WS</p>
	Committee Reports for Review	
ECC/22/06/6	Estates Committee	
The Estates Committee report was received. It was noted that an update from the Estates Committee had been provided at the last Corporation meeting.		
	Subsidiary Update	
ECC/22/06/7	ECETA Report	
<p>The Corporation received the report. The Chair noted the potential for commercial work via the Sizewell C project. It was noted that the Corporation Chair was meeting with the Director of Governance and would advise if they will attend the next meeting. Corporation were reminded that the ECETA Board continue to search for Directors.</p> <p>In response to a Governor question it was noted that the business plan developments will be reported to the Finance and General Purposes Committee, ECETA and then Corporation.</p> <p>In response to a Governor question, the ECETA budgets are robustly discussed by the Committee and good support is received from the Head of Finance. It was reported that the management team are reviewing recharges.</p> <p>A Governor expressed concern regarding access to sufficient space to deliver training in response to need and was assured that suitable training space was available.</p> <p>The Deputy Principal Curriculum Development and Strategic Partnerships was invited to attend the next ECETA meeting on 06/07/2022.</p>		<p>WS</p> <p>JB</p>
	Strategic Development	
ECC/22/06/8	Sizewell C Project Update - presentation	
<p>The Deputy Principal Curriculum Development and Strategic Partnerships provided the following updates, noting that a detailed presentation will be delivered at the next Curriculum Development meeting:</p> <ul style="list-style-type: none"> Working to an action plan from the MoUs; the Lound part of the project is a significant part of the action plan. 		

	<ul style="list-style-type: none"> • A curriculum plan is being refined with previous experience taken from other projects such as Hinkley point. • Continue to maintain relationships with the remaining stakeholders in the energy sector. • The College have commenced school liaison work and continue collaboration with other Colleges in the region in order to deliver on local needs. <p>A Governor queried whether the Curriculum plan covers the full fifteen years and developments within the education system in the area. It was noted that the action plan focusses on what skills and programmes are needed now, yet the school liaison work is with primaries; the curriculum plan also includes upskilling of adults. A Governor noted the need to engage eight year olds and their parents/ carers.</p> <p>Governor noted the need for a detailed recruitment plan in order to resource sufficiently; Hinkley Point had 8000 apprenticeships.</p> <p>Governor expressed concern that the new Deputy Principal Curriculum Development and Strategic Partnerships could face a construction language barrier and offered support where needed. It was reported that the College await a response from the Construction Industry Training Board (CITB) to develop this knowledge, noting the changes in the organisation.</p> <p>The Board considered some general topics as outlined below:</p> <ul style="list-style-type: none"> • It was confirmed that a GRS Committee meeting would be scheduled prior to the end of term. • A Governor reflected on moving to net zero and the need to define the definition of cost. It was noted that the College will move closer to a more sustainable option with the new boilers proposed as they can be converted in the future; the boiler proposal will be considered at the next Finance and General Purposes Committee. 	<p>WS</p> <p>UR</p>
	<p>Confidential Independent Governors only</p>	
<p>ECC/22/06/9</p>	<p>Approve the minutes of the last meeting of the 26 4 22 Confidential Independent Governors only and any other matters arising previously not otherwise included in the Agenda.</p>	
	<p>The Confidential Independent Governors only minutes of the meeting held on 26 4 22 were approved as an accurate record of the meeting.</p>	
<p>ECC/22/05/20</p>	<p>Review of Meeting</p>	
	<p>Confidential items – as determined by the agenda.</p> <p>Risk management – considered when reviewing the challenges facing the College.</p> <p>Health and Safety – no specific focus.</p> <p>EDI – no specific focus.</p> <p>Sustainability – boiler proposal planned for the next Finance and General Purposes Committee meeting.</p> <p>Media – none required.</p>	