

East Coast College

MINUTES of the meeting of the Curriculum Development Committee held at 9am on Tuesday 25th May 2021 Video Conference

Present:	Roger Cracknell (Chair RC) Mike Dowdall (MD) Gemma Head (GH) Peter Lavender (PL) Stuart Rimmer (Principal) Saul Humphrey (SH) Ian Lomax (IL)	
In attendance:	Wendy Stanger (Director of Governance) Paul Padda (Deputy Principal) Nikki Lane (Assistant Principal Student Wellbeing and Support) Kerry Payne (Assistant Principal HE and Access) Rachel Bunn (Assistant Principal – Apprenticeships and Employer Engagement) Holly Chase (Assistant Principal) and for item 13 Amy Smith (Marketing Manager)	
W/21/05/1	Apologies and membership	Action
Apologies were received from Paul Nisbett (PN) and from Mike Dowdall (MD) who joined the meeting late due to technical difficulties.		
W/21/05/2	Declarations of Interest	Action
There were the following declarations of interest: <ul style="list-style-type: none"> • Mike Dowdall as an employee of the LEP It was agreed that this declaration didn't preclude full participation in the meeting.		
W/21/05/3	To approve the Minutes of the meeting of the 16 March 2021 and any other matters raised previously not otherwise included in the Agenda	
The minutes of the meeting held on 16 March 2021 were agreed as a true record.		
W/21/05/4	Action Log	
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 would be covered in employer consultation by the consultant supporting apprenticeships.		
W/21/05/5	Recruitment Update	
The Assistant Principal Student Wellbeing and Support presented the report. This set out current progress with applications, schools' activity and applicant feedback. She advised that schools market share had increased and acceptances were above this point for the time of year. Governors challenged what the application trend was, as trend needed to be considered over a 3-5 year period. The Assistant Principal Student Wellbeing and Support advised that the trend was up and this had been supported through improved marketing, reputation and school liaison. Marketing has used social media well to improve the college's reputation and this had included case studies and promoting the awards that the College had won. School liaison included transition activities to		

	<p>support the students move to College. A summer school was to be run in the Summer for those students that were nervous of the move to College or had extra needs.</p> <p>Governors challenged if school liaison with all schools had improved. The Assistant Principal Student Wellbeing and Support advised that it was still a mixed picture but there was now a more open relationship. The vocational v A'level conversation was one that still needed work.</p> <p>Governors challenged what work was being carried out to support those in danger of becoming NEET. The Assistant Principal Student Wellbeing and Support advised that the schools review this and have individual conversations with the students. The College is able to offer individual visits to support this work. This work was also supported by the local councils.</p> <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • receive and note the update. 	
W/21/05/6	Curriculum Development and Planning Strategy	
	<p>The Deputy Principal presented the strategy which was developed to ensure that ECC's curriculum offer meets government, regional and local needs responsively and effectively. Its aim is to ensure that courses are developed to meet the ever-changing learning requirements of all stakeholders. The main changes in this iteration were alignment with the Strategic Plan 2020-2030 and moving the planning and development cycle to earlier to allow for earlier course development, prospectuses and website changes.</p> <p>Governors challenged if a review every 3 years was adequate given the changing nature of local and national priorities. The Deputy Principal advised that the strategy was flexible enough to adjust for changing priorities. The nature of the current short-term funding required an adaptable and nimble strategy. The CEO/Principal commented that it was important that the College's Strategic Plan 2020-2030 and all supporting strategies were adaptable to allow the senior team the ability to take advantage of opportunities that supported the strategic aims.</p> <p>Governors challenged the use of the term 'the College will only purchase curriculum' and queried what it meant. The Deputy Principal advised that this reflected that as an organisation the College was only looking to provide and invest in curriculum that met the requirements of the Strategy</p> <p>Governors challenged why sustainability was not covered within the Strategy and agreed that this needed including as it was important that the curriculum aligned with a sustainable agenda. The CEO/Principal advised that the Strategic Plan 2020-2030 included sustainability and agreed that the Curriculum Development and Planning Strategy needed to include sustainability too. He suggested that the Board Development session in June should consider sustainability as part of the broader sustainable agenda.</p> <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • Subject to the addition of sustainability • approve the Curriculum Development Strategy and recommend its adoption to Corporation 	
W/21/05/7	Adult Curriculum plan	
	<p>The Deputy Principal presented the report. During curriculum planning it had been identified that further work was required on the adult curriculum plan as it needed to</p>	

respond to government initiatives to support adults to reskill and retraining, to address the College's shrinking adult participation with potential underspend in funding allocations and to address gaps in access to training locally.

Governors challenged how the plan would be resourced. The Deputy Principal advised that nearly all of the new provision would require additional staffing and initially will be serviced through recruitment of additional staff on variable hours contracts.

Governors challenged what the average group size would be and when the provision would be provided. The Deputy Principal advised that the average would be 15, some qualifications were large whilst others could be fitted in throughout the year. There were also large variations in the size of the funding pot. For practical courses where workshop access was required space may be an issue and consideration was being given to evening and Saturday classes. Decisions on how and when to deliver would also need to consider adults that were working to ensure that provision was accessible.

Governors commented that there was a need to ensure that the marketing was different for the adult provision. The Deputy Principal advised that the website was being reviewed to ensure that it was clear on what was available and how funded. The CEO/Principal advised that marketing were redoing photos to include positive older images particularly in technical provision.

Governors challenged if more healthcare provision was required. The Deputy Principal advised that this was also covered in the Projects and Work Based Learning departments offer.

The Deputy Principal advised that an operational senior leadership group was to consider the adult offer in detail. This group included PL as Governor representation.

The Committee resolved to note the

- **updated curriculum plan and content which will be used for updated budget setting, with F&GP to consider the financial modelling of bringing on the new curriculum.**

MD Joined the meeting

W/21/05/8

Other Curriculum Development

The Deputy Principal presented the report that updated on the T level progress, curriculum planning considerations for 16-18 and adult provision and an update on new projects and bids that the College is working on.

The committee discussed the T level provision that was due to commence in 2022, the numbers that were being suggested and noted that an expression of interest has been submitted for new T Level routes in 2023. It was noted that T level provision had already commenced at other Colleges.

The Committee resolved to note the:

- **developments and updates provided in the report.**

W/21/05/9

KPIs Progress

The Deputy Principal presented the KPI report, which was an update on progress since the last committee. The KPIs were those set out in the Strategic Plan 2020-2030. It was RAG rated to identify progress.

	<p>The CEO/Principal advised that the Colleges Strategic Plan 2020-2030 set out the overall aims, this was reflected in the 1-year planning strategy, such as the curriculum plan and the annual budget. He was working with the Chair Designate to consider 3 to 4-year outlooks.</p>	
<p>W/21/05/10</p>	<p>Turing Report</p>	
	<p>The Assistant Principal presented the report. The Turing Scheme is a new initiative which supports the development of international partnerships and student social mobility and ‘contributes to the UK Government’s commitment to a Global Britain.’ 3 bids had been submitted for Early Years, Animal Science and Health Science. These supported the Strategic Plan and the College’s Values. Unfortunately, there was no internal exchange included in the scheme.</p> <p>Governors commented that this was an excellent opportunity for students and staff. The scheme needs to be part of the curriculum so that the offer of international partnerships attracts students to the courses. The Assistant Principal advised that it was hoped that if the College was successful with these bids that the programme could be grown.</p> <p>Governors commented that international study would help grow student’s ambitions and horizons and was an exciting development for the College.</p> <p>The Committee resolved to note the:</p> <ul style="list-style-type: none"> • report and the Turing Scheme applications that the College has submitted 	
<p>W/21/05/11</p>	<p>IoT and HE centre Update</p>	
	<p>The Assistant Principal (Higher Education and Access) presented the update on the IOT and the GY HE Centre. She advised that the bid had been adjusted to that set out in the paper, with the College now committed to deliver 700 learners by year 5. This would focus on 5 key areas. The IoT capital funding bid included support for the GY HE centre.</p> <p>Governors challenged what the risks to deliverability were. The Assistant Principal (Higher Education and Access) advised that the main current main risk was the accreditation with the College of Nuclear which was required for the proposed Nuclear curriculum development. Securing the curriculum was also a risk as it would require validation and specialist staff. The CEO/Principal advised that it was important that it was a whole college approach with provision embedded throughout the curriculum.</p> <p>Governors challenged if the Palmers building had been secured for the HE Centre. The Assistant Principal (Higher Education and Access) advised that the Borough Council were purchasing the building, if this building fell through then alternatives sites would be considered.</p> <p>Governors challenged how the investment would be resourced. The Assistant Principal (Higher Education and Access) advised that the IoT bid included a bid for the capital resources required. This would cover the GY HE Centre and refurbishment and equipment at the College.</p> <p>Governors commented that it was an exciting project. The CEO/Principal advised that the bid was a very strong one and would mean the doubling of the College’s HE provision.</p>	

The Committee resolved to:		
<ul style="list-style-type: none"> • note the report and progress of the IoT and University Centre. 		
W/21/05/12	Sizewell C Update	
<p>The Assistant Principal – Apprenticeships and Employer Engagement presented the update. The curriculum plan will be based on accessible funding models, that ECC can access and provide, as well targeted progression opportunities into Sizewell supply chain and regional skills need. The College did not want to promise curriculum that was not sustainable or that couldn't be delivered without a large capital investment by the College. It would also be tied in with T Level development and the IoT.</p> <p>Governors commented that opportunities needed to be available for all. The Assistant Principal – Apprenticeships and Employer Engagement advised that there would be adult training and re-skilling, apprenticeships and opportunities for current and future students.</p> <p>Governors noted that Sizewell had not yet been granted planning permission. The Assistant Principal – Apprenticeships and Employer Engagement advised that it was important that the curriculum was ready when required and that there was a risk of being too early or too late. The College was therefore working back from when it was proposed the skills were needed to plan the provision.</p> <p>Governors commented that it was a great opportunity for employment but challenged if there was a risk that there would be a negative impact on current employers with staff migrating to the new roles. This was exacerbated by the aging demographics of the skilled workers required. The Assistant Principal – Apprenticeships and Employer Engagement advised that the College was working with employers that had identified this as a risk to help upskill staff and provide a sustainable workforce for the employers.</p> <p>Governors challenged if the Constructionarium project was taking place at Lound. The Assistant Principal – Apprenticeships and Employer Engagement advised that this was being changed to ensure that it was sustainable but would be taking place in June/July. The idea now being discussed was one that would mimic various strands in the construction process. This would be funded by EDF.</p>		
W/21/05/13	Marketing Strategy	
<p>The Marketing Manager presented the report. The Strategic Marketing Plan has been developed to advance the college's goals with respect to student recruitment, reputation management and community participation, in line with the college's strategic plan.</p> <p>Governors commented that it was a clear strategy and a comprehensive plan. It was important that the marketing was adapted for all the projects the College was working on so that it was tailored to the market. The Marketing Manager advised that she had regular meetings with the College's Managers to ensure that she was up to speed with the College's priorities and provision and the marketing needed.</p> <p>Governors commented that when considering deprivation, the town of Lowestoft needed to be considered as using Waveney meant that the rural affluent areas were included and therefore distorted the data.</p> <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • receive and note the Strategic Marketing Plan 		

W/21/05/14	Risk Register	
<p>The committee reviewed the risk register.</p> <p>1. Has the risk register been reviewed</p> <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> <p>The Deputy Principal advised that he was looking to re-set the risk register so that it reflected curriculum development rather than the financial outcomes.</p> <p>2. Is the Committee content that the risks are relevant and are being updated</p> <p>The Committee agreed that the risks needed to be re-set so that they better reflected the work of the Committee. It also needed to reflect the risk of not having a coherent and integrated project management for all the projects that the College was involved with.</p> <p>3. Is the Committee content that the risks are being mitigated</p> <p>The Committee noted that the risk register included mitigation but this would need to be updated when the risks were re-set.</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken</p> <p>The red risk was 'failure to achieve the annual income target for maritime students' and this was again being affected negatively by Covid restrictions.</p> <p>5. Where does the Committee have significant concerns</p> <p>The Committee continued to be concerned about maritime and the emerging risk of the need to have integrated project management.</p>		PP
W/21/05/15	Agenda Planning	
<p>The Chair, who was retiring from the Board at the end of the Academic Year, was thanked for his work as Chair of the Committee.</p> <p>Curriculum Development Report, akin to the Quality Report, to be produced to update the Committee. This would need to include recruitment, planning cycle and how the College was helping the region recover from the pandemic in areas such as hospitality.</p>		PP
W/21/05/16	Review of Meeting	
<p>1. Confidential Items: None</p> <p>2. Risk Management: Risks to be updated to better reflect the work of the Committee.</p> <p>3. Health and Safety: None</p> <p>4. Equality and Diversity: Levelling up agenda</p> <p>5. Media: None</p>		

6. How did the meeting go: Good agenda with reports that covered exciting developments the College was involved with.	
	Date of Next Meeting
TBC in governance schedule	