

East Coast College Corporation Meeting Tuesday 18 October 2022
9am Conference Room Great Yarmouth Campus

Present:	David Blake (Chair - DB) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Saul Humphrey (SH) Peter Lavender (PL) Ian Lomax (IL) Stuart Rimmer (CEO & Principal -SR) Nasima Begum (NB) Alan Debenham (AD) Kirk Lower (KL) Giles Kerkham (GK) Andrew Walmsley (AW) Jude Owen (JO)	
In attendance:	Wendy Stanger (Director of Governance), Ann Wall (Director of People and Wellbeing), Urmila Rasan (Deputy Chief Executive) Julia Bates (Deputy Principal Curriculum Development and Strategic Partnerships) and Paula Padda (Deputy Principal, Curriculum, Quality and Learner Experience)	
ECC/22/10/1	Apologies and membership	Action
<p>Apologies No apologies were received</p> <p>Membership Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO & Principal - SR) Saul Humphrey (SH) Peter Lavender (PL) Andrew Timberlake (AT) 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> <p>The Chair congratulated the College on the recent graduation and thanked all the team that organised it.</p>		
ECC/22/10/2	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 <p>It was agreed that this declaration did not preclude full participation in the meeting.</p>		
ECC/22/10/3	Presentation on Inclusive Language	
<p>The Director of People and Wellbeing presented 'Inclusive language as East Coast College.' This was also to be presented to the wider leadership group.</p> <p>Governors discussed:</p> <ul style="list-style-type: none"> • who was to determine what success was and how this would be measured. The CEO advised that there were different groups that were looking for different outcomes. People needed to feel a sense of belonging so that they learnt in the best way for them. The College was not looking to measure for a 'tick box exercise.'. The Deputy Principal, Curriculum, Quality and Learner Experience commented that progress could be measured through learner voice and the learner surveys. • inclusive practises and how this meant adapting for learners so that all could learn in an inclusive way. The College's teaching, learning and assessment would need adapting to achieve this. • how socio economics stopped inclusion and this would increase with the current cost of living crisis. 		

	<ul style="list-style-type: none"> • how there was a need to work with and support our employers to help ensure that they were inclusive and that the business case for inclusion was proven. • gender neutral language and how confident staff and students were with using it. The Deputy Principal, Curriculum, Quality and Learner Experience advised that students were generally more experienced than staff. Staff are encouraged not to make assumptions with students and to keep up with the changing terminology and language use. Professional learning has been provided from the Senior Team downwards and this would be ongoing as staff attitudes were not the same across the College and continuous development was required. 	
ECC/22/10/4	To approve the Minutes of 20 9 22, including confidential and any other matters raised previously not otherwise included in the Agenda	
The minutes were approved as a true record of the meeting.		
ECC/22/10/5	To Review the Rolling Action Log	
The action log was reviewed and noted where the actions were complete and the progress on the open actions.		
ECC/22/10/6	Confidential Governance Update - Bank Deed of Amendment	

ECC/22/10/6.1	Governance Update - Governor Recruitment	
<p>The Director of Governance updated the Board on recruitment. The bid for FEC Supported Recruitment had been successful and the College was now working with Peridot to recruit a Chair of Finance and General Purposes Committee. An advert for the soon to be vacant staff governor post was out to advert and the Governance Remuneration and Search Committee had been interviewing prospective independent governors. The Committee were recommending Malcolm Goodwin be appointed as an independent governor, with committee membership to be confirmed after induction.</p> <p>Corporation resolved to:</p> <ul style="list-style-type: none"> • appoint Malcolm Goodwin as an independent Governor for an initial term of office of one year, as our terms of office all end on 31 July, this would be to 31/7/23. 		
ECC/22/10/7	College SAR	
ECC/22/10/7.1	College QIP	
<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the SAR and QIP and thanked the Governors for their assistance with the curriculum area SARs. The SAR was written using the learner journey and the EIF and had been reviewed by the Quality and Standards Committee.</p> <p>Governors noted that achievement rates were down from previous years and challenged how this compared to other colleges. The Deputy Principal, Curriculum, Quality and Learner Experience advised that external benchmarking was not available until February 2023 and would then be used for reporting.</p> <p>The CEO advised that the EIF now also evaluates the extent that colleges contribute towards meeting the skills needs of employers, other relevant stakeholders and the local, regional and national economy and this would be picked up through the Curriculum Development Strategy at agenda item 9. This judgement will feed into the quality of education and leadership and management key judgements.</p> <p>Governors commented that the SAR demonstrated that not all areas were engaging with employers or students in shaping their curriculum and that this needed to improve and be consistent across the College. The CEO commented that areas that engaged with employers also generated good outcomes for learners.</p> <p>Governors noted that the SAR stated that ‘Planning and delivery is not always related to learner demand leading to low recruitment.’ The Deputy Principal, Curriculum, Quality and Learner Experience commented that this area needed to improve and the changes proposed in the revised Curriculum Development Strategy should help to address this with planning based on a clear understanding of need.</p>		

	<p>Governors discussed how quality was monitored in year and the quality assurance processes used. These needed to consider the granular detail and ‘ownership’ of the study area as there were too many areas where compliance was poor with the basics not completed. The Deputy Principal, Curriculum, Quality and Learner Experience advised on the quality assurance process used and the additional deep dives that were to be carried out. Areas that were good/outstanding had a detailed understanding and confidence in their area but across the College too many that did not have this depth of understanding.</p> <p>Governors commented that the focus has to be on teaching, learning and assessment with a need, in some areas, to get the fundamentals right. If retention and achievement was poor the College was not going to retain good. Performance also needed to be contextualised with consideration of added value.</p> <p>Governors concluded that the areas raised in the SAR were ones that the Board had been aware of and which the College had been working to improve. There was a need to continue to support these areas so that when performance is assessed in year clear progress could be seen. This would be reviewed at January’s Quality and Standard Committee who would also consider progress with the QIP.</p> <p>The Director of Governance reminded the Board that the quality updates and curriculum area presentations considered by the Quality and Standards Committee were also posted to the resources section of the governor portal so that all the Board could access.</p> <p>Corporation resolved to:</p> <ol style="list-style-type: none"> 1. Note the contents of the SAR and that there will be further in year self-assessment for education programmes for young people (EPYP) <p>And</p> <ol style="list-style-type: none"> 2. Approve the SAR assessment and quality improvement plan. 	
<p>ECC/22/10/8</p>	<p>As recommended by Quality and Standards</p> <p>Safeguarding Children and Vulnerable Adults Policy and Procedure (QD017)</p>	
	<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the Safeguarding Children and Vulnerable Adults Policy and Procedure (QD017) which had been updated in light of Keeping children safe in education 2022.</p> <p>Corporation resolved to:</p> <ul style="list-style-type: none"> • approve the safeguarding Children and Vulnerable Adults Policy and Procedure 2022/23. 	

ECC/22/10/9	<p>As recommended by Curriculum Development Curriculum Development Strategy (QD009)</p>	
<p>The Deputy Principal Curriculum and Strategic Partnerships presented the strategy. This had been reviewed by the Curriculum Development Committee and was recommended to the Board subject to some amendments identified by the Committee. The aim of the Strategy was to strengthen expectations of the curriculum development and curriculum planning cycle to provide integrated effective curriculum development that met local need, strengthened employer validation and delivered the strategic plan.</p> <p>Governors commented that it was a detailed and informative document. The strategy was looking though at a one year cycle and there also needed to be a focus on longer term planning across a 3/5-year period.</p> <p>It was noted that the educational character of the College was a Board responsibility and that there would need to be difficult conversations around uneconomic courses. Contribution rates needed to increase to make courses economic and this would be helped by improving retention. The economic situation and factors such as energy costs and increased staffing costs in key areas would also have an effect on the College's bottom line. The CEO commented that the College Strategy had four pillars and that none could exist in isolation with the College needing to improve quality so that students were recruited and retained on courses that were cost effective, met employer's needs and were taught by staff that were suitably qualified and remunerated.</p> <p>Governors agreed that there was a need for the College to remain agile in the current extreme political and economic uncertainty, and to be able to adapt to the changing local and regional political changes.</p> <p>Governors noted that the Curriculum Development Committee had identified a number of areas that required amending in the strategy but agreed that it could be approved subject to those being amended as there was a need for the curriculum planning process to commence.</p> <p>Subject to the amendments identified by the Curriculum Development Committee. Corporation resolved to approve:</p> <ul style="list-style-type: none"> • the Curriculum development and planning strategy (QD009). 		
<p>Part 2 confidential agenda followed</p>		