

Curriculum Development Committee Annual Report 21 22

Introduction

This report covers the academic year 2021/22 of the East Coast College's Curriculum Development Committee.

The Code of Good Governance state that:

The Search committee should produce an annual report, which describes the work of the committee, including the Board's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college's annual report should cover these areas.

It was agreed by Corporation that this remit should be expanded to include an annual report for all Committees.

Membership

Members who served on the East Coast College Curriculum Development Committee during the 20/21 period were:

	Attendance
Saul Humphrey (Chair)	3/4
Gemma Head	2/4
Mike Dowdall	4/4
Peter Lavender	4/4
Ian Lomax	4/4
Stuart Rimmer	4/4
Andrew Walmsley	4/4
Paul Nisbett (Associate)	2/4

This gave an overall attendance of 84%.

The Corporation's minimum attendance rate is 80% which not all members exceeded and this was addressed by the Governance Remuneration and Search Committee.

The Committee was chaired in 21/22 by Saul Humphrey.

The Committee met on 4 occasions, 28 9 21, 1 2 22, 5 4 22 and 22 6 22 all of which were quorate.

The Committee was clerked during the year by the Director of Governance Wendy Stanger.

A copy of the Committee's term of reference are included at appendix 1, these were reviewed as part of the self assessment and found to be fit for purpose.

Risk Management

The Committee received the Tactical risk register relating to its role and reviewed it in line with the Audit Committee set questions. These are:

1. Has the risk register been reviewed
2. Is the Committee content that the risks are relevant and are being updated
3. Is the Committee content that the risks are being mitigated
4. Where a red risk is the Committee assured that appropriate action is being taken
5. Where does the Committee have significant concerns.

APPENDIX 6
Curriculum Development COMMITTEE
TERMS OF REFERENCE

1. Membership

Not fewer than four independent members of the Corporation plus the Principal/Chief Executive, and up to 2 Associate Governors.

Staff and Student governors are eligible to be members.

In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the committee may be appointed as Associate Governors on the Committee but may not hold the position of Chair.

2. Terms of Office

Members shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

3. Appointment of Chair

The Chair of the Committee shall be appointed by the Corporation and shall serve for a period of two academic years and shall be eligible for re-appointment thereafter.

4. Quorum

A quorum shall be one third (rounded up) of the appointed members, subject to a minimum of 2 independent governors.

5. Clerking

The Director of Governance shall act as Clerk to the Committee.

6. Frequency of Meetings

Meetings shall be held a minimum of once a term.

7. Attendance at Meetings

The Deputy Chief Executive, when required, shall attend and speak at meeting of the Committee (they will have no voting rights).

The Deputy Principal and Assistant Principals shall attend and speak at meeting of the Committee when required (they will have no voting rights).

Senior managers shall attend and speak at meeting of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and participation, but not to vote.

8. Reporting Procedures

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes of the meeting will be circulated to the Corporation.

9. Purpose of the Committee

Objective – To oversee the strategic aim of curriculum development

1. To evaluate, review and monitor the effectiveness of curriculum development.
2. To secure a strong positive reputation as a key provider, ensuring that the College secures year on year growth in participation across all provision.
3. To consider, monitor and advise the Corporation on all aspects of the Corporation's applications data, recruitment and resultant income.
4. To consider market intelligence, assessment and labour intelligence to help define the educational character of East Coast College.
5. To understand the market that the College serves including the regional context in terms of supply, demand, competition and evaluate and monitor its effect on the College's curriculum development.
6. To review, monitor and evaluate the development of the curriculum offer to ensure it meets the needs and aspirations of all students, parents and employers and provides students with effective preparation for progression.
7. To receive and review the Curriculum plan referring issues to the Finance and General Purposes Committee regarding the efficient use of resources, and the potential impact of plans on the solvency of the institution and the safeguarding of its assets.
8. To review, monitor and evaluate the curriculum offer ensuring that it is listening to and responding to local and regional employers and recognising the priorities of New Anglia Local Enterprise Partnership.
9. To review, assess and monitor the College's recruitment with the aim of increasing the number of students each year studying in all aspects of the College's provision including higher, technical and professional qualifications at levels 3, 4 and 5 - including 'T' levels.
10. To review, monitor and evaluate new income streams through projects and partnerships.
11. To monitor provision of Information, Advice and Guidance, and to receive and assess data on student choices and destinations.
12. Review and monitor the implementation of College Strategies that relate to 'curriculum development' issues.
13. Specifically to review, monitor and evaluate the Commercial Strategy, Apprenticeship Strategy, Marketing Strategy, HE Strategy, Sixth Form Strategy

and any other Strategy in relation to curriculum planning, development and recruitment.

14. To receive, evaluate and advise the Corporation on the Curriculum Development and Planning Strategy and planned programme developments for all areas of the curriculum.
15. Recommend for approval to Corporation developments to be included in the financial forecasts and College Strategy that are appropriate to the College's future development.
16. To review, monitor and evaluate the marketing strategy to develop an understanding of perceptions of the College and each of its market segments, including those of business and potential future employers.
17. To receive, review and monitor details of marketing and communication activity and its effectiveness and impact on curriculum development and on securing a strong positive reputation for the College.
18. To monitor and review risk management for those areas that are the responsibility of the Committee.
19. Conduct a Committee self-critique to inform the Governance Self-Assessment.
20. To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation.