

East Coast College Corporation Meeting AGENDA

Tuesday 21st February 2023 9am Video Conference

Present:	David Blake (Chair - DB) Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO & Principal - SR) Saul Humphrey (SH) Peter Lavender (PL) Mike Dowdall (MD) Giles Kerkham (GK) Kirk Lower (KL) Ian Lomax (IL) Malcolm Goodwin (MG) Jude Owens (JO) Nasima Begun (NB)	
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) Paula Padda (Deputy Principal, Curriculum, Quality and Learner Experience) and for Item 3 Lee Nevill Teaching and Learning Manager	
ECC/23/02/1	Apologies and membership	Action
<p>Apologies</p> <p>Peter Lavender who will attend part of the meeting.</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) Mike Dowdall (MD) Giles Kerkham (GK) David Blake (Chair - DB) Kirk Lower (KL) Ian Lomax (IL) Malcolm Goodwin (MG) Jude Owens (JO) Nasima Begun (NB)</p> <p>The meeting started with the senior team sharing their one good thing since the last meeting.</p>		
ECC/23/02/2	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 • Tina Ellis as ECETA Chair • Saul Humphrey – Professor at Anglia Ruskin University • Peter Lavender – UEA Senior Research Fellow – fixed term • Kirk Lower – BPP University: Apprenticeship Strategy Advisor <p>It was agreed that these declarations did not preclude full participation in the meeting.</p>		
ECC/23/02/3	The meeting will commence with a presentation on RED, process and impact	
<p>The Teaching and Learning Manager used a video presentation to update the Board on RED (Research into Education and Development)</p> <p>The CEO commented that the video was an excellent way to describe the process and it would be shared with the whole College Team. It was rich with research and technical language and it was agreed that the glossary for governors would be updated to reflect this.</p>		

<p>Governors asked how the scheme was evaluated. The Teaching and Learning Manager advised that all groups produced a report which included impact. Impact is also reviewed through the learning walks and quality assurance. Impact can be seen in staff wellbeing, retention and student outcomes.</p> <p>Governors queried how the groups were selected and whether this included all teaching staff. The Teaching and Learning Manager advised that during the professional learning week staff completed a survey which included the topic areas and the responses to this, as well as campus base and working pattern was used to select the groupings. All teachers are in scope with currently 147 involved. The model used was approved through Curriculum Leadership Group and the Quality Improvement Group. Support is provided through the Advanced Teaching Practitioners who provide a reflective lens and steer teachers to pedagogy and research.</p> <p>Governors discussed whether the approach could be widened to include support teams. The Teaching and Learning Manager commented that this could be used to help support teams to identify innovative ways to support the college as well as mentoring and coaching for the individual staff.</p> <p>Governors thanked the Teaching and Learning Manager for an informative presentation.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Governors to be invited to a RED review 		LN
ECC/23/02/4	To approve the Minutes of the 17 01 23 meeting and any other matters raised previously not otherwise included in the Agenda	
The minutes were approved as a true record of the meeting.		
ECC/23/02/5	Rolling Action Log	
The rolling action log was reviewed and progress noted.		
ECC/23/02/7.1	Strategic Priorities 2022/23	
ECC/23/02/7.2	Key Performance Indicators	
ECC/23/02/7.3	Ofsted Leadership and Management	
<p>The CEO presented the updates.</p> <p>Governors discussed the strategic priorities that were amber and the CEO advised that:</p> <ul style="list-style-type: none"> • Apprenticeship recovery in terms of quality recruitment & finance still required further improvement and work on this was continuing. • EBITDA, excluded the VAT refund, as it had not yet been received and was currently forecast to be below that budgeted. • HR system implementation was over time and over budget and the current system was having to be extended. But the implementation team were very collegiate and solution focused in addressing the issues. The Director of People and Wellbeing advised that the team were not yet comfortable that the system was ready to go live. • Sizewell C had seen a productive information exchange but there was now a need to see delivery and the offer at Lound. There was to be a Lound launch in April. 		

<ul style="list-style-type: none"> Curriculum planning had further developed and would report to the next Curriculum Development Committee. <p>Governors discussed the KPIs and all agreed that these were helpful. It was noted that there was further work to do on the application data. The Deputy Principal, Curriculum, Quality and Learner Experience advised that the offer accepted number was cumulative and were external applicants only and didn't therefore include internal progression.</p> <p>Governors queried the RAG ratings and the CEO advised that these were based on the strategic implications of missing the target. The RAG rating could be changed by the Board if it was felt that any were not correctly rated.</p> <p>Governors discussed the People KPIs. The Director of People and Wellbeing advised that the talent assessment results were still higher than expected and that SLG are to review the assessment prior to these being discussed with the employee. There were more staff in capability than previously but managers were still reluctant to use the formal process.</p>		
ECC/23/02/8	Strategic Curriculum Review - Draft Regional Meeting Agenda	
	<p>The CEO advised the Board on the duty to collaborate with regional partners and the Strategic Curriculum Review. The regional meeting was covering the New Anglia Colleges Group and would be a college led event with asks from Norfolk County Council, Suffolk County Council and Chamber of Commerce/LSIP and regional data from RCU. Invitees were Deputy Principals who would lead the event, governors and governor professionals.</p>	
ECC/23/02/10	Annual Strategic Conversation – Year 2	
	<p>The CEO updated the Board on the upcoming Annual Strategic Conversation and the areas that this would cover.</p> <p>The Board noted that the focus would change if the audit was negative.</p>	
ECC/23/02/11	Governance Update	
ECC/23/02/11.1	Governance Review and Appointments - as recommended by Governance Remuneration and Search	
	<p>The Director of Governance presented the update. Recruitment is currently ongoing, supported by Peridot, the GRS Committee would consider membership after this was complete and also look at how best to use Governors skills and knowledge to add value to the College. There were a number of governors whose term of office was due to end on 31 July 2023 and this would be reviewed with them at their Governor Review. Peridot are continuing to try and recruit a Chair for Finance and General Purposes Committee but in the meantime the Committee were recommending an interim solution.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> that the Chair discusses with Governors their term of office at the Governor Reviews that are currently ongoing. that additional new governor appointments are considered as part of the current recruitment process and a recommendation be made to the Corporation to extend those that agreed term of office to 31 7 2024. <p>The Board resolved to approve:</p>	<p>DB/WS</p> <p>DB/WS</p> <p>DB/WS</p>

	<ul style="list-style-type: none"> • Ian Lomax be appointed as Interim Chair of Finance and General Purposes Committee with immediate effect. • Ian Lomax term of office be extended to 31 7 2024. • David Blake remains a member of Finance and Resources Committee and • that if Peridot are able to recruit a Finance and General Purposes Committee Chair Ian Lomax becomes the Vice Chair. <p>The Board resolved to approve that:</p> <ul style="list-style-type: none"> • Katie Alexander be appointed a staff Governor for an initial period to 31 7 2024 with reappointment subject to review. 	
ECC/23/02/11.2	Away Day Notes and Feedback Review	
	<p>The Director of Governance presented the notes and the review. The main positive from the feedback had been the teamwork and the main negative the size of the agenda.</p> <p>The CEO commented that the notes would be used to draw out meaningful actions and objectives and brought back to the Board.</p>	
ECC/23/02/11.3	Improving Governance - deferred from Away Day	
	<p>The Director of Governance reminded the Board that this session had been deferred at the away day. The presentation included comments on governance drawn from outstanding Ofsted reports.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Improving Governance session to be held at end of the March Board. 	WS
ECC/23/02/12	Risk Register to Review	
	<p>The Deputy Chief Executive presented the report. The main risks were the ESFA funding audit and the GY rebuild until it was formally agreed. The tender for this was out and currently there was only one tenderer.</p>	
ECC/23/02/13	Management Accounts to Review - December 2022	
	<p>The Deputy Chief Executive presented the management accounts and these were reviewed. It was noted that the January accounts were with the Senior Team to review and would be considered by the upcoming Finance and General Purposes Committee.</p> <p>The forecasted EBITDA was discussed and it was noted that at December this was below forecast but that the VAT refund had not yet been received. The Deputy Chief Executive advised that the VAT would not be included in the accounts until the refund is actually received.</p>	
ECC/23/02/14	Industrial Action Unison - Verbal Update	
	<p>The Director of People and Wellbeing advised that discussions with the Unions had been ongoing since the pay award and suspension of the job evaluation policy had been announced. All the unions had made proposals that the College had turned down. Unison regional view is to call for industrial action, locally it is not thought that there will be the</p>	

	required majority for this. UCL are not looking at industrial action and NAU have not yet responded. The Senior Team have put in place a business continuity plan in case there is industrial action.	
	Committee Reports - For Information	
ECC/23/02/15	People Committee Report	
	The People Committee Chair presented the report. The discussions on the pay review were to start at an early stage so that the award is budgeted and a joint meeting was to be held with Finance and General Purposes. The Committee had considered a general People Update, the Staff Pulse Survey, Gender pay Gap, and their Risk Register.	
ECC/23/02/16	Curriculum Development Committee Report	
	<p>The Curriculum Development Committee Chair presented the report. The Committee discussions had included Recruitment and Marketing including the need for conversion data and the new Schools Engagement post, Curriculum Development update, Employer Engagement, Sizewell C and Lound.</p> <p>Governors discussed the need to ensure that there was regular contact with applicants once they had accepted the offer. The CEO commented that there was need for improvement in this area with regular contact scheduled.</p> <p>Governors discussed the Curriculum Development Strategy and it was noted that all curriculum needed to demonstrate employer engagement and sustainability. The curriculum plan would be reviewed by the Committee at its next meeting.</p> <p>The staff Governor and the Senior Team, apart from the CEO, left the meeting and the confidential independent governors only items were taken.</p>	
ECC/23/02/18	Review of Meeting	
	<ul style="list-style-type: none"> • Confidential Items: Separate minuted items 4.1, 6, 9 and 17. • Risk Management: any issues discussed which may require an additional Assessment: ESFA Funding Audit. • Equality & Diversity: any issues discussed which may require an additional Impact Assessment: None • Health & Safety: any issues discussed which may require an additional Impact Assessment: None • Sustainability: any issues discussed which may require an additional Impact Assessment: none • Media: any issues discussed to inform local media: None • How did the meeting go: A good meeting that was helped by the agenda not being overpacked. It would be good to be on site for the next Board meetings. 	