

East Coast College Corporation Meeting

Tuesday 25th April 2023 9am Energy Centre Conference Room

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) Katie Alexander (KA) Teresa Sharman (TS) Lewis Hanson (LH) and Toni Wynn (TW)	
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)	
ECC/23/04/1	Apologies and membership	Action
<p>Apologies</p> <p>Apologies were received from Tina Ellis (TE) Nasima Begum (NB)</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 Begum (NB) Katie Alexander (KA) Teresa Sharman (TS) Lewis Hanson (LH) and Toni Wynn (TW)</p> <p>Teresa Sharman, Lewis Hanson and Toni Wynn were welcomed to their first Board meeting.</p>		
ECC/23/04/2	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/23/04/3	To approve the Minutes of the 21 3 23 meeting and any other matters raised previously not otherwise included in the Agenda	
<p>The minutes were approved as a true record of the meeting.</p> <p>The Director of Governance advised that Joshua Reid had not taken up the student governor job share role due to study commitments and consequently Lewis Hanson had taken on the full student governor role including being a member of the Curriculum Development Committee.</p>		

ECC/23/04/4	Rolling Action Log	
The rolling action log was reviewed and no issues raised.		
	Part 1 Agenda	
ECC/23/04/8	CEO Report	
<p>The CEO presented the update including the strategic priorities 2022/23 Q2 update, KPIs, SLG's Q3 Deliverables and the result of the Unison ballot.</p> <p>Governors discussed the risk of industrial action and it was noted that the sector was seeing an increase in action including at local colleges. The CEO advised that a joint meeting was to be held of People and Finance and Resources to discuss the pay review but it was unlikely that the College would be able to meet the Unions demands. NASUWT have rejected the SFCA recommendation of a 5% consolidated increase. The College has implemented the recommendations, which are backdated. This widens the gap further between FE teachers and those on heritage 6th form contracts.</p> <p>Governors noted that apprenticeship recovery, quality recruitment & Finance was now red on the strategic priorities. There needed to be clear improvements made including with the issues identified in the funding audit addressed.</p> <p>The Director of People and Wellbeing advised that the College was seeing an issue around retention as the local market was very competitive due to the amount of large project work. The HR system implementation had slipped and this was now due to be launched in the Autumn.</p> <p>The Deputy Chief Executive updated on the Great Yarmouth rebuild CEM meetings and the design and data requirements from the contractor.</p>		
ECC/23/04/9	Strategic Curriculum Review Workshop Report	
<p>The CEO presented the report and updated on the regional workshop which it was proposed to hold annually. The Colleges strategic curriculum review was being led by the Deputy Principal Curriculum Development and Strategic Partnerships and a timeline for this would be considered by the next Curriculum Development Committee. This would need to consider the LSIP which was due in June.</p> <p>The Quality and Standards Committee Chair advised that the workshop had been collaborative and positive and this needed to be built on. A major issue identified by all was transport, this needed to be tackled as it impacted on student choice and access to education.</p> <p>Governors discussed how employers were involved in the production of the LSIP and in the College's review. The Deputy Principal Curriculum Development and Strategic Partnerships updated on the Employer Advisory Panels and other employer consultation.</p>		
ECC/23/04/10	Annual Conversation	
The CEO presented the report and advised that it had been a positive meeting. ESFA had recognised and reflected in the letter the issues the College would have due to the curriculum reforms and the effect this could have on its viability. The College was well thought of by the agencies and was not seen as high risk and they welcomed the College's transparency and openness.		

ECC/23/04/11	Accountability Statement	
<p>The CEO presented the Accountability Statement which had been revised following the Boards review at the March meeting.</p> <p>Governors discussed the statement and identified minor edits which it was agreed would be resolved pre-submission.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • approve East Coast College's Annual Accountability Statement 2023/2024 • authorise the Chair and CEO to sign the Annual Accountability Statement and • approve its submission and publication. 		
ECC/23/04/12	Financial Health Rating	
<p>The ESFA financial health rating report was noted.</p>		
ECC/23/04/13	Management Accounts for review	
<p>The Deputy Chief Executive presented the accounts and advised that all was in line with expectations. The College needs to achieve an EBITDA of circa £2.1m to out-turn a Good financial health position and further savings are planned to be identified by the end of the year to assist with this. Catering provision was to be reviewed due to the increase in students entitled to free meals and the increase in caterings turnover which had required additional resource. It was hoped to confirm the EBITDA in the April accounts.</p> <p>The Deputy Chief Executive left the meeting.</p>		
ECC/23/04/14	Sustainability Update	
ECC/23/04/14.1	For information and Background reading only - Sustainability Strategy	
<p>The Deputy Principal Curriculum Development and Strategic Partnerships presented the update.</p> <p>Governors commented that the progress review was useful, they were surprised that there was not more pressure from students. The Director of Governance advised that it was not raised as a critical issue by the students who attended the Unloc Development Day. The Student Governor advised that it was not a high priority for all students.</p> <p>Governors discussed if the College was a green campus how that could be used to market the College. The CEO advised that the Great Yarmouth redevelopment was due to be carbon neutral but due to budget constraints this might not be fully achieved. This though would leave the Lowestoft Campus which was not energy efficient and would require investment.</p> <p>Governors challenged how the curriculum was to be developed to reflect sustainability. The Deputy Principal Curriculum Development and Strategic Partnerships advised that green skills development was to be included in all curriculum planning and staff were being upskilled. Dialogue with employers was also required to understand their needs. The CEO advised that the awarding bodies would start integrating the green agenda into their programmes.</p>		

<p>Governors discussed the Strategy and whether it was aspirational enough just to meet the Government's target of net zero by 2050. It was noted that the College's next steps were:</p> <ul style="list-style-type: none"> • Establish tracking progress to date, data collection and evidence, establishing clear KPI's • Development of a common college sustainability language • Review Environmental Sustainability Policy <p>And all agreed that this was required and would provide a clear starting point.</p>		
	Committee Reports - For Information	
ECC/23/04/15	Quality and Standards Committee Report	
<p>The Quality and Standards Committee Chair updated the Board. As reported earlier the Committee started with a meeting with apprentices and the concerns raised need to be addressed as part of the overall improvements in apprenticeships. Learner voice was also picked up through the on-course surveys, a report on the Unloc Development day and a report from the Student Union President. The College's preparedness for Ofsted was discussed and it was felt that the College was in a reasonable position with the main risk being apprenticeships.</p>		
	Subsidiary Update	
ECC/23/04/16	ECETA Report	
<p>The ECETA minutes and action log were noted.</p>		
ECC/23/04/17	Review of Meeting	
<ul style="list-style-type: none"> • Confidential Items: Separate minuted items. • Risk Management: any issues discussed which may require an additional Assessment: Apprenticeships. • Equality & Diversity: any issues discussed which may require an additional Impact Assessment: Curriculum Planning and ensuring an inclusive curriculum. • Health & Safety: any issues discussed which may require an additional Impact Assessment: None • Sustainability: any issues discussed which may require an additional Impact Assessment: As per agenda item. • 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 and the meeting being on site. 		