

# East Coast College Corporation Meeting AGENDA

## Tuesday 13<sup>th</sup> December 9am Video Conference

<b>Present:</b>	David Blake (Chair - DB) Mike Dowdall (MD) Tina Ellis (TE) Rob Evans (RE) Saul Humphrey (SH) Peter Lavender (Vice Chair PL) Ian Lomax (IL) Nasima Begum (NB) Alan Debenham (AD) Giles Kerkham (GK) Jude Owen (JO) Stuart Rimmer (CEO & Principal -SR) Malcolm Goodwin (MG)	
<b>In attendance:</b>	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)  And for Item 3 Adam Smith (ScruttonBland External Audit.)	
<b>ECC/22/12/1</b>	<b>Apologies and membership</b>	<b>Action</b>
<b>Apologies</b>	None	
<b>Membership</b>	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)	
<b>ECC/22/12/2</b>	<b>Declarations of Interest</b>	
There were the following declarations of interest:		
<ul style="list-style-type: none"> <li>Mike Dowdall as an employee of the LEP</li> </ul>		
It was agreed that this declaration did not preclude full participation in the meeting.		
<b>ECC/22/12/3</b>	<b>To approve the Minutes of the 14 11 22 meeting and any other matters raised previously not otherwise included in the Agenda</b>	
The minutes were approved as a true record of the meeting.		
<b>ECC/22/12/4</b>	<b>Rolling Action Log</b>	
The rolling action log were reviewed and progress noted.		
<b>ECC/22/12/5</b>	<b>External Audit presentation of Annual Accounts</b>	
External Audit presented the Financial Statements and related reports which had been completed in line with the audit plan. Subsequent to the completion of the external audit ONS had reclassified the sector and a post balance sheet note had been added, it is not considered that the change will have a material impact on the College's Annual Report or its going concern assessment. The issues raised in the Management Letter had been split between significant and other control observations and management responses to the recommendations added. The College was a going concern based on budget and		

	<p>forecast and the changes to timing of funding payments following the ONS reclassification will assist with cashflow.</p> <p>Governors discussed the VAT accounting. External Audit advised that the contingent asset had not been recognised as there was not yet certainty on the timing and amount of the refund. This is in accordance with FRS 102 and a note on this is included in the accounts.</p> <p>Governors discussed the recognition of income in the accounts and External Audit advised that the College had taken a balances and prudent approach.</p> <p>Governors challenged if the Financial Statements should include more detail on the College's corporate social responsibility (CSR). The CEO advised that the Accountability Statement Colleges have to produce by May 20223 will cover CRS areas and can be reflected and commented on in future Financial Statements. The Board were reminded that the College's Annual Review also covered CSR areas.</p>	
<b>ECC/22/12/6</b>	<b>Annual 2021/22 Audit Committee Report to the Board</b>	
	<p>The Audit Chair presented the Committee's Annual Report to the Board and advised on the assurance the Committee had considered. Internal Audit had given a negative annual opinion but this had been based on limited coverage and had included advisory audits. The Committee had been assured that appropriate action was taken place to address the recommendations and that the control environment had improved. There was now in place a suitably qualified and technically knowledgeable finance team. The External Audit Service would need to be tendered in 2022/23 as per the requirements in the Audit Code.</p>	
<b>ECC/22/12/7</b>	<b>External Audit Annual Accounts</b>	
<b>ECC/22/12/7.1</b>	<b>East Coast College Audit Findings - Management Letter and Letter of Representation</b>	
<b>ECC/22/12/7.2</b>	<b>ECETA Annual Accounts as approved by ECETA Board Year ended 31 July 2022</b>	
<b>ECC/22/12/7.3</b>	<b>College Group Accounts Year ended 31 July 2022</b>	
	<p>The Board reviewed the Annual Report and Financial Statements and related reports.</p> <p><b>The Board resolved to:</b></p> <ul style="list-style-type: none"> <li>• <b>approve the Annual Report and Financial Statements Year ended 31 July 2022.</b></li> </ul>	
<b>ECC/22/12/8</b>	<b>CEO/Principals Report</b>	
	<p>The CEO presented the report and advised that the College continues to make reasonable and improving progress. The student survey from induction demonstrated the majority of students received a strong induction and this has helped with retention which was key given the under recruitment. OFSTED preparation and project work was ongoing this included Sizewell C, devolution, LSPs and the statutory curriculum review and all required staff resources. The College is currently revisiting the self-assessment to make a judgement of whether sufficient progress has been made and this would be considered at the January Quality and Standards Committee.</p>	

Governors discussed the:		
<ul style="list-style-type: none"> <li>letter to the MPs and noted their disappointment that the Autumn Statement had not included investment in Colleges.</li> <li>proposed away day agenda. The CEO advised that the Senior Team would be looking to the Board to set its boundaries including financial and whether strategic aims such as good financial health were still sacrosanct. Output from the day would need to include the Accountability Statement.</li> <li>College's management structure and whether the team were performing. The CEO advised that a minority of leaders were underperforming and this needed addressing. Following recruitment there was now a good team to take the College forward.</li> <li>T level provision and it was noted that governors had conducted walk throughs and were impressed with the new facilities and student's learning and enthusiasm.</li> <li>Apprenticeships and the work taking place to improve compliance. It was noted that recruitment was behind profile but that it was expected to reach target by January 2023.</li> </ul>		
<b>ECC/22/12/9</b>	<b>Governance Update - Annual Senior Post Holder Remuneration Report</b>	
<p>The Director of Governance presented the report, which had been reviewed and recommended by the Governance Remuneration and Search Committee, and is based on the requirements set out in the Colleges' Senior Post Holder Remuneration Code.</p> <p><b>The Board resolved to:</b></p> <ul style="list-style-type: none"> <li><b>approve the Annual SPH Remuneration Report, as recommended by Governance Remuneration and Search, and agreed to its publication.</b></li> </ul>		
<b>ECC/22/12/9.1</b>	<b>Governance Update - Recruitment</b>	
<p>The Director of Governance presented the report and advised on progress with recruitment.</p> <p><b>The Board noted the update and resolved to appoint</b></p> <ul style="list-style-type: none"> <li><b>Kyle Stone Student Governor on the Board</b></li> </ul> <p>and</p> <ul style="list-style-type: none"> <li><b>Inaya Ayub Associate Student Governor on Quality and Standards Committee, with an open invite to attend the Board if she is available.</b></li> </ul>		
<b>ECC/22/12/10</b>	<b>Strategic Risk Register</b>	
<p>The Deputy Chief Executive presented the risk register and advised on its updating.</p> <p>The Audit Committee Chair advised that this and the related tactical risk registers had been reviewed by the Audit Committee.</p> <p>The Board noted that the tactical risk registers had been updated to include the risk relating to industrial action and the increased risk relating to recruitment and retention.</p> <p>The Director of People and Wellbeing advised that to mitigate this risk the College was reviewing structures to enable succession planning, working with staff through listening groups and proposing a pay review. A Staff Pulse Survey was currently open which</p>		

	<p>included questions such as what is causing you concern both inside and outside College, what is your personal view on how the College should prioritise College budgets, I believe being a part of my team adds a valuable contribution to the success of the College and I believe ECC adds value to society and we give back to our local communities through our collective contribution. The results so far have been positive with the main concerns being pay, respite facilities for staff, student behaviour and communications. The finalised results would be reviewed at the next People Committee.</p> <p>Governors commented that it was important that staff understood the full value of their package including benefits such as the pension scheme.</p>	
<b>ECC/22/12/11</b>	<b>Management Accounts October - as reviewed by Finance and General Purposes Committee</b>	
	<p>The Deputy Chief Executive presented the management accounts. The adjustments following the External Audit would be reflected in the November accounts.</p> <p>The CEO advised that the accounts were an early reflection of the year but did give income certainty and even with the proposed pay review the Senior Team were comfortable that the budget set by the Board would be met.</p>	
<b>ECC/22/12/12</b>	<b>Finance and General Purposes Committee Report</b>	
	<p>The Finance and General Purposes Committee Chair presented the report. The meeting had focused on the pay review and the initial financial scenarios for 2023/24.</p> <p>Governors challenged the timing and governance of the pay review as the pay proposals had changed significantly between that presented to the People Committee and that presented to the Finance and Resources Committee. The CEO advised that the proposals had changed due to the Senior Team having a better understanding of energy costs and the 16-18 recruitment, following day 43. The energy costs alone were now predicted to see an increase of circa £1.5m.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li><b>governance of future pay reviews to be considered by the Governance Remuneration and Search Committee.</b></li> </ul>	<b>WS</b>
<b>ECC/22/12/12.1</b>	<b>Health and Safety Annual Report as reviewed by Finance and General Purposes Committee</b>	
	The Board noted the Health and Safety Annual Report.	
<b>ECC/22/12/13</b>	<b>Audit Committee Report - verbal update</b>	
	The Audit Committee Chair gave a verbal update. The Committee had mainly focused on the annual reports and assurance.	
<b>ECC/22/12/13.1</b>	<b>Annual Audit Plan - as recommended by the Audit Committee</b>	
	<p>The Audit Committee Chair presented the Annual Audit Plan.</p> <p>The Committee were suggesting that given that the plan was focussed on areas of risk and included advisory audits an overall annual opinion was not appropriate.</p>	

<b>The Board resolved to:</b>		
<ul style="list-style-type: none"> <li>• <b>approve the annual audit plan and that an overall annual opinion was not required from the Internal Auditors.</b></li> </ul>		
<b>ECC/22/12/14</b>	<b>ECETA Report</b>	
The ECETA report was noted and the ECETA Chair advised that the Board was to hold an away day to review its Business Plan.		
<b>ECC/22/12/15</b>	<b>Review of Meeting</b>	
<p>Confidential Items: Separate agendas.</p> <p>Risk Management: any issues discussed which may require an additional Assessment: None</p> <p>Equality &amp; Diversity: any issues discussed which may require an additional Impact Assessment: None</p> <p>Health &amp; Safety: any issues discussed which may require an additional Impact Assessment: None</p> <p>Sustainability: any issues discussed which may require an additional Impact Assessment: This would require review as part of the Accountability Statement</p> <p>Media: any issues discussed to inform local media: None</p> <p>How did the meeting go: this was reviewed at the end of the various sections of the meeting. It was noted that there had been good debate and challenge but it was disappointing that the agenda had not included student focused reports.</p>		