

# East Coast College Corporation Meeting AGENDA

## Tuesday 17<sup>th</sup> January 2023 9am Video Conference

<b>Present:</b>	David Blake (Chair - DB) Mike Dowdall (MD) Tina Ellis (TE) Saul Humphrey (SH) Peter Lavender (Vice Chair PL) Ian Lomax (IL) Alan Debenham (AD) Giles Kerkham (GK) 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)	
<b>ECC/23/01/1</b>	<b>Apologies and membership</b>	<b>Action</b>
<p><b>Apologies</b> Apologies - Rob Evans and Jude Owens, And from Saul Humphrey, Kirk Lower and Peter Lavender who will attend part of the meeting.</p> <p><b>Membership</b> Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) Stuart Rimmer (CEO &amp; 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>		
<b>ECC/23/01/2</b>	<b>Declarations of Interest</b>	
<p>There were the following declarations of interest:</p> <ul style="list-style-type: none"> <li>• Mike Dowdall as an employee of the LEP</li> <li>• Tina Ellis as ECETA Chair</li> <li>• Saul Humphrey – Professor at Anglia Ruskin University</li> <li>• Peter Lavender – UEA Senior Research Fellow – fixed term</li> <li>• Kirk Lower – BPP University: Apprenticeship Strategy Advisor</li> </ul> <p>It was agreed that these declarations did not preclude full participation in the meeting.</p>		
<b>ECC/23/01/3</b>	<b>To approve the Minutes of the 13 12 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/23/01/4</b>	<b>Rolling Action Log</b>	
<p>The rolling action log were reviewed and progress noted.</p> <p>ECC/21/12/7 Proposal for the use of the VAT receipt to be produced – The Deputy Chief Executive advised that HMRC had now agreed the partial exemption calculation and the</p>		

	<p>refund was imminent. RSM were now submitting the subsequent years claims and this would increase the refund due.</p> <p>External Audit have been consulted on the accounting treatment of the VAT refund they have advised that it should be treated, subject to it not being challenged by HMRC, as in year income, and not as a prior year adjustment. It will therefore be reflected in the management accounts when it is received and have a positive effect on the EBITDA.</p> <p>Part 2 agenda followed.</p>	
	<p><b>PART 1 Agenda</b></p>	
<p><b>ECC/23/01/8</b></p>	<p><b>CEO/Principals Report</b></p>	
	<p>The CEO presented the report and updated on the main issues since the last Board. The College Sustainability Committee has met to ratify the strategy and action plan which was to be relaunched in January along with a student led campaign on Eco-pledges. It needed to connect to all aspects of the College and there needed to be practical ideas to reduce our footprint.</p> <p>Governors discussed staff's views on the pay review. The CEO advised that there had been supportive messages from staff but the formal union response had not yet been received. It was important that the Board now started to consider the award for 2023/24.</p> <p>The CEO updated the Board on the SMG away day and how this would feed into the Board's away day. Key areas were EDI and how the College could become more inclusive, the Strategic Curriculum Review and the Accountability Statement.</p> <p>Governors discussed the GY HE Centre and the CEO advised that progress had been delayed due to staff changes at the Borough Council but that the timeline for completion remains mid-2024 for teaching September 2024.</p> <p>The Deputy Principal Curriculum Development and Strategic Partnerships updated the Board on the Health Education England (HEE) successful bid. Due to timings, it was agreed that this would be sent to the Board with a report for a decision by written resolution. The CEO commented that the HEE had long supported Universities and it was good to see this support now including FE as the NHS needed staff at all levels. All Colleges on the region were to be supported and it was hoped that students would start to see the benefit by the Summer. This was a key project that would be led by ECC had to be delivered to the agreed timeline.</p> <p>Governors challenged if the Senior Team and the CEO had the resources to deliver business as usual as well as the additional projects. The CEO advised that he was now working with a full Senior Management Group which is turn was supported with a full Senior Leadership Group which enabled time and resources to be freed up.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li>• <b>KPIs to be included in future CEO Reports</b></li> </ul>	<p><b>SR</b></p>
<p><b>ECC/23/01/9</b></p>	<p><b>Governance - Away Day Agenda</b></p>	
	<p>Governors discussed and agreed the away day agenda.</p>	

<b>ECC/23/01/10</b>	<b>Self-Assessment Review Term One - as recommended and endorsed by Quality and Standards Committee</b>	
<b>ECC/23/01/10.1</b>	<b>Quality Improvement Plan - as recommended and endorsed by Quality and Standards Committee</b>	
<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the Self-Assessment and Quality Improvement Plan both of which had been reviewed and endorsed by the Quality and Standards Committee. The annual self-assessment had taken a prudent view on overall grading based on proportionality and it was agreed by the Board that this should be subject to in year review. The term one format had been changed to focus on the EIF and this would also be used for the review in term two. Where it was too early in the year for an assessment to be made this had been noted and it included evidence and examples to substantiate the assessment made.</p> <p>Governors discussed the self-assessment and agreed that the examples gave a richness to the assessment and the improvements highlighted were positive. The self-assessment would benefit from data and metrics so that scale and proportionality could be assessed. The Deputy Principal, Curriculum, Quality and Learner Experience advised that the data was included in the Quality Update and this could be included in the self-assessment too.</p> <p>Governors challenged whether there had been enough improvement with the apprentice provision to be assessed as Ofsted Good. Deputy Principal Curriculum Development and Strategic Partnerships advised that apprenticeships were on a journey of improvement which now needed to accelerate. Quality assurance was in place and included individual apprenticeships reviews and action plans, course MOTs, Support to Improve and Progress Boards. This enabled a granular view across all aspects of the provision and would give the evidence needed for the grading assessment.</p> <p>PL left the meeting.</p>		
<b>ECC/23/01/11</b>	<b>Management Accounts - November 2022</b>	
<p>The Deputy Chief Executive presented the management accounts and updated in changes in the Finance team.</p> <p>Governors discussed the risk to the College of increases in energy cost. The Deputy Chief Executive advised that the energy contracts were out to tender and the results would be considered by March's Finance and General Purposes with a recommendation made to the March Board for contracts to commence April. It was estimated that this would be an increase in year of circa £200k. The College had received an energy efficiency grant and the College was looking to use this for the boilers at Great Yarmouth.</p> <p>Governors discussed Apprenticeship income and noted that this was still a risk. The Deputy Chief Executive advised that to help the team monitor and reconcile an apprentice data dashboard had been developed.</p> <p>Governors challenged the level of EBITDA required to achieve a financial health rating of good and why that was higher than that budgeted. The Deputy Chief Executive advised that this was a target to ensure that the financial health was good, the covenants are all cleared at an EBITDA of £1.5m.</p> <p>Governors discussed the VAT refund and how this was to be used. The ECETA Chair asked if there were any implications for ECETA and the Deputy Chief Executive advised that it was a group VAT registration and claim and that the monies were to be used for capital such as fitting out the redeveloped Great Yarmouth Campus. The Director of</p>		

<p>Governance advised that the operating and lease agreement between ECETA and the College included the repair and replacement of the assets installed in the Energy Centre.</p> <p>Governors discussed the savings required to meet budget and it was agreed that this would be considered at the Board Away Day under the Finance Strategy section.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Health Calculations and EBITDA requirements to be set out a future Board.</b></li> </ul>		<b>UR</b>
<b>ECC/23/01/12</b>	<b>HR and Payroll Contract Renewal</b>	
<p>The Deputy Chief Executive presented the report.</p> <p>Governors challenged what would happen if the contract was terminated early. The Deputy Chief Executive advised that MHR did not permit break clauses in their three-year agreements and the College would probably therefore be liable for the full cost of the three-year agreement.</p> <p><b>Corporation resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>a three-year agreement be entered into with MHR as from March 2023.</b></li> </ul>		
<b>ECC/23/01/13</b>	<b>Quality and Standards Committee Report - verbal update</b>	
<p>A verbal update was given on the Quality and Standards Committee. This had commenced with a meeting with L6FC students, and had considered reports on Quality, Apprenticeship Quality, Safeguarding and Prevent, Careers, Learner Voice, and risk register.</p> <p>The Director of Governance advised that the Committee had reviewed and recommended for adoption the policies at 13.2 and 13.3, and that these had no material changes. The EDI policy was to be reviewed in detail and would encompass all areas of the College. The current version, that was presented for approval, had been reviewed to ensure that there was an up to date policy in place whilst this full review took place.</p>		
<b>ECC/23/01/13.1</b>	<b>Annual Safeguarding and Prevent Update</b>	
<p>The annual safeguarding report was noted.</p> <p>The Director of Governance advised that the Quality and Standards Committee also received a termly report and a report from the Link Governor.</p>		
<b>ECC/23/01/13.2</b>	<b>QD015 Prevent Strategy - no material change</b>	
<p><b>Corporation resolved to approve:</b></p> <ul style="list-style-type: none"> <li>• <b>QD015 Prevent Strategy</b></li> </ul>		
<b>ECC/23/01/13.3</b>	<b>QD105 Equality, Diversity and Inclusion Policy and QD020 Single Equality Scheme - no material change</b>	
<p><b>Corporation resolved to approve:</b></p> <ul style="list-style-type: none"> <li>• <b>QD105 Equality, Diversity and Inclusion Policy</b></li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• <b>QD020 Single Equality Scheme</b></li> </ul>		

KL left the meeting		
<b>ECC/23/01/14</b>	<b>T Levels Grant Application - Agreement in Principle</b>	
<p>The Deputy Chief Executive presented the draft application and advised that the Board was being asked to agree in principle and then to delegate final approval to the Curriculum Development Committee so that the bid deadline could be met.</p> <p>Governors queried the apparent low student numbers and high square meterage costs. The Deputy Chief Executive advised that at this stage these were approximate and would be revisited at the detailed design stage.</p> <p><b>Corporation resolved to:</b></p> <ul style="list-style-type: none"> <li>• <b>Approve the T Level application in-principle and agreed that the bid be signed off by the Curriculum Development Committee on 31st January 2023</b></li> </ul>		
	<b>CONFIDENTIAL INDEPENDENT GOVERNORS ONLY</b>	
<b>ECC/23/01/15</b>	<b>To approve the Minutes of the last 13 12 22 confidential independent governors only 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/23/01/16</b>	<b>Review of Meeting</b>	
<p>Confidential Items: Separate agendas items 5 to 7 and 15.</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: none</p> <p>Media: any issues discussed to inform local media: None</p> <p>How did the meeting go: A good meeting and thank you to all for contributing</p>		