

## East Coast College

### MINUTES of the meeting of the Curriculum Development Committee held at 9am on Wednesday 22<sup>nd</sup> June 2022 Video Conference

<b>Present:</b>	Peter Lavender (Chair for this meeting PL) Stuart Rimmer (Principal) Ian Lomax (IL) Paul Nisbett (PN) Mike Dowdall (MD) and Andrew Walmsley (AW)	
<b>In attendance:</b>	Wendy Randle (Interim Director of Governance) Paul Padda (Deputy Principal, Curriculum and Quality) Julia Bates (Deputy Principal Curriculum and Strategic Partnerships) Amy Smith (Marketing Manager) and Stephen Evans Chief Executive of the Learning and Work Institute for item 5.  Observing Wendy Stanger (Director of Governance).	
<b>W/22/06/1</b>	<b>Apologies and membership</b>	
<p>Apologies were received and accepted from Saul Humphrey (SH), Gemma Head (GH) and Mike Dowdall (MD) who would attend part of the meeting.</p> <p>PL took the role of Chair in SH's absence.</p> <p>It was noted that this would be Paul Nisbett's last meeting with the College and he was thanked for his support.</p> <p>The agenda items would be taken in a different order due to an external speaker.</p>		
<b>W/22/06/2</b>	<b>Declarations of Interest</b>	
<p>There were no further declarations of interests in addition to those contained on the register.</p>		
<b>W/22/06/5</b>	<b>Adult Participation in Learning Survey 2021</b>	
<p>Stephen Evans, Chief Executive of the Learning and Work Institute was welcomed to the meeting to present on the outcomes of the 2021 Adult Participation in Learning Survey. The national data was shared noting that the data can be analysed at a local level if required. The slides have been uploaded to Decision Time.</p> <p>Governors shared the following thoughts:</p> <ul style="list-style-type: none"> <li>• The need to consider the language used, specifically the use of the word 'learner' noting how some people may not relate to this word or how the word could potentially put off some applicants. The same applies to the word 'learning' where some individuals don't consider they have been learning unless it is a more formal course.</li> <li>• The need to consider timeframe of learning – some industries use very short learning opportunities i.e. in hospitality 5/10 mins training slots are delivered just before service, and how the College can adopt/ support these styles to both deliver training and introduce learners to other courses.</li> <li>• The rise in independent learning, supported by online training.</li> <li>• The impact of training providers offering the purchase of modules rather than full courses.</li> </ul>		

	<ul style="list-style-type: none"> <li>Engagement with industry, specifically how employees can fund training and how the College can support work place learning; the work place learning offer would benefit from being reenergised.</li> <li>The Committee reflected on the group of adults who do not want to complete any further learning, reflecting on the College’s funding methodology and whether this supports increased outreach and a flexible provision. It was noted that funding remains complex, yet the European Social Fund (ESF) funded projects have shown how we can support pathways to learning in the community.</li> <li>There is a place for the College in delivering on the Shared Prosperity Fund.</li> <li>Need to rapidly review the fees policies and bursaries arrangements to identify how the College can maximise these for adults.</li> <li>Use course taster sessions to generate interest.</li> <li>Marketing in order to redefine Colleges for adults rather than young people as we have now.</li> <li>The impact of rising inflation on skills budgets.</li> </ul> <p>It was noted that the College are reviewing their Curriculum and how to develop this using an evidence-based approach. The College are also considering a focus on over 55s who may wish to reskill or retrain and providing essential work-based skills.</p> <p>The Committee were keen to apply pressure locally to support the production of a local version of this data; noting for the College this would cross two counties. <b>It was agreed that the ECC CEO would liaise with the Learning and Work Institute CE to explore the opportunity to develop a more local data set.</b></p> <p>The Learning and Work Institute CE was thanked for the presentation and they left the meeting.</p>	SR
W/22/06/3	<b>To approve the Minutes of the meeting of the 5<sup>th</sup> April 2022 and any other matters raised previously not otherwise included in the Agenda</b>	
The minutes of the meeting held on 5 <sup>th</sup> April 2022 were agreed as a true record.		
W/22/06/4	<b>Action Log</b>	
<p>The action log was reviewed. The Committee requested an update on the actions updated to be ‘in progress’. It was reported that the curriculum planning strategies are in place and that the three-year review is well planned; the College plan to ensure the timeline for progress is realistic in providing prompt progress.</p> <p>Following discussion, it was agreed that <b>the Chair of the Committee and the Director of Governance would review the action log to identify items that required a substantive item on future agendas.</b></p>		WS & SH
W/22/06/6	<b>Curriculum Development Update</b>	
<p>The Deputy Principal Curriculum and Strategic Partnerships reported on the paper circulated in advance of the meeting, a more detailed plan and Gantt chart are under development.</p> <p>Governors noted:</p>		

	<ul style="list-style-type: none"> <li>• Discussions are taking place regarding the new HE Centre in Great Yarmouth and how this will meet current and future local need.</li> <li>• The EU funded project work is coming to an end with plans to follow up opportunities where possible with external agencies, noting the strengths of the College in supporting this work.</li> <li>• The risks regarding project funds being devolved to borough councils was noted, as were the opportunities with the Shared Prosperity Fund.</li> </ul> <p>A Governor noted the focus on engagement of adults and warned about remaining focussed on the 16-18 year olds due to government reforms to reorganise qualifications. The Standards committee will be asked to look at inspection and implications of the qualification reforms.</p> <p>The white paper recommendations around SEND were noted as was the advisory requirement for a SEND Governor.</p>	
<b>W/22/06/8</b>	<b>Recruitment</b>	
	<p>The Deputy Principal Curriculum and Strategic Partnerships presented on recruitment; the slides will be uploaded to Decision Time once information on HE has been included.</p> <p>It was reported that the College are confident with application numbers and are tracking as predicted; a breakdown of 16-18 year old and 19+ applications was shared noting that there were some areas of concern. Apprenticeships remain lower as previously shared, with recruitment for 22/23 to be reviewed.</p> <p>The next steps for the College include reviewing the course plan for apprenticeships and to continue to track progress of sixth form students.</p> <p>In response to a Governor question, plumbing is a focus for the College and there has been a slower uptake for carpentry.</p>	<b>JB</b>
<b>W/22/06/7</b>	<b>Strategic Planning</b>	
	<p>A discussion took place on the strategic planning processes; it was noted that the College need to identify and understand community skills' needs and deliver consistently against these.</p> <p>In response to a Governor's question, the capacity for staff to attend local events needs balancing with staff wellbeing; there is scope to strengthen and maximise output from existing links.</p> <p>Governors were keen to understand the process for validating the curriculum offer for 22/23 with employers. It was noted that teachers have limited space to achieve this, it is the responsibility of the College management team to identify employer needs and engage employers in order to gather their support for course validation. and provide guidance to teachers.</p> <p>A discussion took place on the challenge of sourcing lecturers and the potential positive impact of improved training and development along with differential pay.</p>	
<b>W/22/06/10</b>	<b>AOC SLIDES</b>	
	<p>The slides from the first Association of Colleges (AoC) Curriculum and Quality Committee Chairs networking session had been shared with the Committee for information; a member of the Board had attended.</p>	

It was noted that the College Board have separated out standards and curriculum into two committees which was less common amongst Colleges represented during the session.		
<b>W/22/06/9</b>	<b>Sizewell C Update</b>	
<p>The Deputy Principal Curriculum and Strategic Partnerships presented the slides circulated in advance of the meeting.</p> <p>Governors reflected on the amount of time, funding and risk associated with developing a training offer for Sizewell C. It was noted that the College has requested funding and are considering different delivery models to help ensure that they had the required skills to meet the training needs.</p> <p>Governors discussed Lound, and the areas that would be delivered there in support of the Sizewell C training offer.</p>		
<b>W/22/06/11</b>	<b>Risk Register</b>	
The Committee received and reviewed the risk register.		
<b>W/22/06/12</b>	<b>Agenda Planning</b>	
Review of Action log.		
<b>W/22/06/13</b>	<b>Review of Meeting</b>	
<ol style="list-style-type: none"> <li>1. Confidential Items: None</li> <li>2. Risk Management: None</li> <li>3. Health and Safety: None</li> <li>4. Equality and Diversity: None</li> <li>5. Sustainability: None</li> <li>6. Media: None.</li> </ol>		
	<b>Date of Next Meeting</b>	
To be confirmed.		