

East Coast College

MINUTES of the meeting of the Curriculum Development Committee held at 9am on 31st January 2023 Video Conference

Present:	Saul Humphrey (SH) Peter Lavender (PL) Stuart Rimmer (Principal) Ian Lomax (IL) Mike Dowdall (MD) Lisa George (LG)
In attendance:	Paul Padda (Deputy Principal, Curriculum and Quality) Julia Bates (Deputy Principal Curriculum and Strategic Partnerships) Wendy Stanger (Director of Governance) Amy Smith (Head of Marketing, Schools and Admissions) and from item Urmila Rasan (Deputy Chief Executive)
W/23/01/1	Apologies and membership
Apologies – Malcolm Goodwin, and Peter Lavender who would leave the meeting early. Lisa George who had joined the Committee as an Associate Governor was welcomed to her first meeting.	
W/23/01/2	Declarations of Interest
There were the following declarations of interest: <ul style="list-style-type: none"> • Mike Dowdall as an employee of the LEP • Lisa George Ormiston Denes Academy Assistant Principal • Peter Lavender UEA Senior Research Fellow – fixed term contract • Saul Humphrey – Professor at Anglia Ruskin University It was agreed that these declarations didn't preclude full participation in the meeting.	
W/23/01/3	To approve the Minutes of the meeting of the 17 October 2022 and any other matters raised previously not otherwise included in the Agenda
The minutes of the meeting held on 17 October 2022 were agreed as a true record. Governors noted that there was the possibility of a legal challenge to the Norfolk devolution deal, Investment Zones had been paused and there had been success with Levelling Up awards in Norfolk but not in Suffolk. The CEO updated on how he was working with the Counties and the Chambers.	
W/23/01/4	To Review Rolling Action Log
The Action log was reviewed Curriculum Development Strategy QD009 – The Deputy Principal Curriculum and Strategic Partnerships advised that the list of updates to the Strategy had been completed prior to its launch. Strategic Curriculum Review actions – The CEO advised that this was to be discussed at the Governor Away Day, RCU data had been commissioned for Norfolk and Suffolk which was due end February and a regional workshop was planned. The RCU data would include adult learning.	

W/23/01/5	Recruitment and Marketing	
W/23/01/5.1	Admissions Update	
<p>The Head of Marketing and Admissions presented the report and advised on current numbers. Additional reporting was being developed for in year 19+ recruitment and the interview and offer process was being reviewed to see if it could be made more efficient.</p> <p>Governors commented that the critical data was conversions and this needed to be included in updates. Research needed to be carried out into the reason's applicants did not accept offers and/or didn't enrol. The Head of Marketing and Admissions updated on the current conversion rate which was up on this time last year.</p> <p>Governors challenged what was available for prospective students who did not meet the entry requirement. The Head of Marketing and Admissions advised that all were being encouraged to apply and an individual assessment carried out to see what the College could offer. The College was looking to develop a year's carousel style provision for construction to allow experience of the different areas whilst students were gaining their maths and English. This would then enable progression to the next level and help widen participation. Governors agreed that there was a need to have different pathways to bridge gaps and broaden participation.</p> <p>Governors discussed adult provision and how there was a need to offer retraining for those that were looking to return to the workforce. The Head of Marketing and Admissions advised that the College was looking to develop its adult offer but there was a need to understand the market including how adults wanted the offer provided. An Adult Open Evening had been held but this had been mainly centred around Access and HE and the College needed a wider adult offer to broaden the marketing and the open evening coverage. The CEO commented that the RCU data that had been commissioned would include adult data.</p>		
W/23/01/5.2	Marketing and Schools Liaison Update	
<p>The Head of Marketing and Admissions presented the report and advised on work that was taking place. A School Engagement Post had been developed to proactively engage with schools and the College was also working with a Primary School to develop career option activities and raise aspirations. The School Engagement Post would work with schools to improve links, understand their needs and where required develop a bespoke offer including enrichment activities.</p> <p>Governors commented that the College needed to make it as easy as possible for schools to meet their Gatsby targets and this would help to increase engagement.</p> <p>Governors discussed the importance of reputation to recruitment and how the marketing team needed to continue with the positive stories on social media and through the press.</p> <p>Governors commented that parents/carers were also potential learners and there needed to be an inclusive process at events such as open evenings.</p>		
W/23/01/6	Curriculum Development Update	
<p>The Deputy Principal Curriculum and Strategic Partnerships presented the update which included Curriculum Planning, Headline Growth Plan, strengthened employer engagement and Adult Skills Strategy. The College was carrying out a detailed curriculum review and an overall 'heat map' summary has been produced which was amber (5), as the curriculum at all levels in all areas, is not yet consistently ambitious or</p>		

strongly aligned to student needs and/or local, regional, and national employment, skills, and training priorities.

Governors commented that it was a comprehensive review, with lots of actions and there needed to be thought given to how to phase and what the quick wins were.

Governors made the following points

- Employer engagement in some areas such as engineering is good and this needed to be replicated across all provision.
- ESOL provision is responsive but progression needed to improve. Progression was also needed for foundation.
- There needed to be more ambition for the lower level provision.
- Green skills and sustainability and digital skills needed to be integrated into all provision.

Governors discussed if the College should remove curriculum that was not profitable and concentrate on the areas that were, this would though move away from an inclusive offer and a community college and wasn't therefore a position that could be endorsed.

The Deputy Principal Curriculum and Strategic Partnerships advised that the College's offer would be constrained by the qualifications reform with courses no longer funded. The CEO commented that the Strategic Curriculum Review required all Colleges to consider their offer in the context of a regional review.

Governors discussed the Adult Skills Strategy. The Deputy Principal Curriculum and Strategic Partnerships advised that this would need to be approached in stages and needed a resources plan. The aim was to increase adult provision, including for those in work, offering a broader range of courses, shorter and modular, delivering greater flexibility in the way people train and learn. Governors commented that flexibility was key with clear pathways which should include less formal learning too.

The Deputy Principal Curriculum and Strategic Partnerships updated on employer engagement. The College needed to develop courses designed and endorsed by employers which developed work-ready skills which employers' value, and therefore increased employability. Governors noted that the employer panels had been set up and initial membership agreed, and this was to be further developed. The Committee Chair advised that he was to sit on the Strategic Employer Partnership Panel.

PP and PL left the meeting

W/23/01/7	Sizewell C Business plan - Nov 2022	
<p>The Deputy Principal Curriculum and Strategic Partnerships presented the report and advised that it had been brought back to the Committee for review prior to the business plan being considered by key stakeholders.</p> <p>Governors discussed the plan and the investment required. There was a need to look for investment and sponsorship to enable the plans for Lound to be met.</p> <p>The CEO left the meeting.</p>		
W/23/01/8	LISPs and Strategic Curriculum Review	
<p>The Deputy Principal Curriculum and Strategic Partnerships updated that a Strategic Curriculum Review development day was to be held by the New Anglia Colleges Group this would include governors from all the colleges and would be looking at the statutory duty to review curriculum.</p>		

The Committee noted the headline LISP plan and raised their ongoing concern about the role of the Chambers given that they did not represent a wide breadth of employers. There was a need to ensure that they engaged with other groups to help ensure a full review.

W/23/01/9

T Level Application - referred from Board

The Deputy Chief Executive presented the report and advised that the College was submitting two T Level bids to the DfE for capital funding to help support the delivery of T-level curriculum at Lowestoft campus from September 2024 onwards. The first bid was to introduce a new T-level route for Creative and Design, and the second was to build on and expand the Health, Childcare and Engineering T-level provision which was introduced in Great Yarmouth in September 2022, to meet demand for this provision in Lowestoft.

Governors discussed the two bids and agreed their submission. They commented that increasingly money was having to be spent on bidding in order to secure funds needed for development.

The report on the Creative and Design T Level application was presented to January’s Corporation and agreed in-principle with agreement that the bid be signed off by the Curriculum Development Committee on 31st January 2023.

Curriculum Development Committee

- 1. reviewed the finalised Creative and Design T Level application, as agreed in principle by Corporation and approved its submission**

and

- 2. reviewed the application for Health, Childcare and Engineering which is to extend the provision of the T Level provision to the Lowestoft Campus and approved its submission.**

W/23/01/10

To review the risk register

- 1. Has the risk register been reviewed

The register was the January 23 review.

- 2. Is the Committee content that the risks are relevant and are being updated

The committee agreed the risks.

- 3. Is the Committee content that the risks are being mitigated

Risks are being mitigated and this mitigation was covered on the agenda.

- 4. Where a red risk is the Committee assured that appropriate action is being taken

The risk - *Curriculum currently funded by the European Social Fund (ESF) no longer delivered by the College and its partners* – had been added and was a significant risk. As noted at the last meeting this was difficult to mitigate as the funding was not being replaced like for like.

The risk - *Failure to develop a curriculum for adult learners which meets stakeholder needs* had increased and this was being addressed by the Adult Strategy which had been discussed.

- 5. Where does the Committee have significant concerns.

<p>ESF funding was a risk as replacement funding was not available for all the provision currently funded. The College was bidding for other funds but this took time and resources.</p> <p>Governors commented that additional funding now all seemed to come through a bidding round which required investment and staff resources up front with no guarantee of success.</p>		
W/23/01/11	Agenda Planning	
Strategic Curriculum Review		
W/23/01/12	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items: None 2. Risk Management: None 3. Health and Safety: None 4. Equality and Diversity: Needed to be throughout curriculum and future planning 5. Sustainability: Needed to be throughout curriculum and future planning. 6. Media: None. 		