

East Coast College Corporation Meeting

Tuesday 31st October 2023 9am Energy Centre Conference Room

Present:	David Blake (Chair - DB) 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) Katie Alexander (KA) Teresa Sharman (TS) Rachel Kirk (RK)
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) and Rob Lawson (External Board Reviewer)
ECC/23/10/1 Apologies and membership	
<p>Apologies</p> <p>Apologies were received from Jude Owens (JO) Joe Rahman (JR) Nasima Begum (NB) and Tia Beresford (TB)</p> <p>The Chair welcomed Rachel Kirk who had been appointed as a Governor and the HE link to her first Board meeting and advised that the Board was being observed by Rob Lawson for the external board review which the Board had commissioned.</p> <p>Membership</p> <p>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) Jude Owens (JO) Nasima Begum (NB) Katie Alexander (KA) Teresa Sharman (TS) Rachel Kirk (RK) Tia Beresford (TB) and Joe Rahman (JR)</p>	Action
ECC/23/10/2 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 • Kirk Lower – BPP University: Apprenticeship Strategy Advisor and Princes Trust and Movement to Work. • All staff re Agenda Item 17 Pay Review <p>It was agreed that these declarations did not preclude full participation in the meeting.</p> <ul style="list-style-type: none"> • Senior Post Holders re Agenda Item 21.5 for which they would withdraw. 	

ECC/23/10/3	To approve the Minutes of the 4 07 23 meeting and any other matters raised previously not otherwise included in the Agenda	
ECC/23/10/3.1	To approve the Confidential Part 2 Minutes of the 4 07 23 meeting and any other matters raised previously not otherwise included in the Agenda	
The minutes of the part 1 and part 2 confidential minutes of 4 07 2023 were approved as a true record of the meeting.		
ECC/23/10/4	Rolling Action Log	
The rolling action log was reviewed and it was noted that the actions were complete.		
	PART 1 AGENDA	
ECC/23/10/5	CEO/Principals Report	
ECC/23/10/5.1	Annual Strategic Conversations - Letter to the sector	
<p>The CEO presented the update and advised that the College start to the year and close off of the last year had been strong. There has been good work by the Curriculum Managers in managing induction and with flexibility re admissions. Final agreements have been made with University of Suffolk regarding the regional approach to health apprenticeships through a Health Apprenticeship Centre of Excellence for Norfolk and Suffolk, which would mean a single offer for the region. Work with Sizewell and Lound was progressing, there is now a draft proposal to create a plant training centre and the College was looking at zoning the site.</p> <p>Governors commented that it was really positive to see Lound's development progressing. It was queried if the Board needed to be closer to EDF and the Local Councils. The CEO advised that at this stage in the project there would be too many conflicts of interest for a governor role but at a later stage this may be useful. The College had really strong links with the Local Authorities and was working closely with them on projects such as the Great Yarmouth HE Centre, and devolution and the adult budget.</p> <p>Governors discussed the related industries that would benefit from Sizewell such as AB Ports. The CEO advised that there had been early conversations about using the College's marine simulator to model transporting Sizewell infrastructure.</p> <p>Governors asked if the industrial action at L6FC would affect students. The CEO advised that action short of strike was in place with the College negotiating the total directed hours for staff so that there was a clear structure and no detriment to students.</p> <p>Governors noted that the Strategic Priorities review had three ambers which were apprenticeships, ESFA Audit and Staff retention/recruitment. The CEO advised that there had been good progress in improving apprenticeship quality, an update on the audit was on the agenda and staff retention/recruitment was continuing to be an issue but would hopefully be helped if the proposed pay review was approved.</p>		
ECC/23/10/6	Draft Strategic Plan Review - Objectives and Timeline	
The CEO presented the draft plan and timeline, which has been endorsed by the Governance Remuneration and Search Committee, and was proposed as:		

- GRS provide headline feedback (in capacity as chairs group) on current plan objectives (Oct)
- SMG draft new objectives (Oct)
- Corporation review draft objectives (Oct)
- Staff consultation via focus group and survey (Nov)
- Student consultation via SU (Nov)
- Employer consultation via Strategic Partnership Groups (Nov)
- Civic and community engagement (Nov)
- Design (Dec)
- Corporation approval and publication (Dec)

The July Board had agreed that a refresh of the current 2020-2030 plan was required and this plan would cover the period 2024-2030. The draft objectives included had been considered at the Senior Team away day. The Accountability Statement that the Board had agreed was the annual plan for the Strategy and needed to be aligned.

Governors discussed the draft:

- The Strategy needed to state where we are now so that the 'By 2030 we will have...' were seen in context.
- Did the Strategy need to consider economies of scale and campus specialisms? This though needed to be considered against the College's place as a community college with accessible local education.
- The College's place in the community providing education for all was key – this community engagement needed to be for adults and young people.
- We need to consider how we teach adults and how flexible our adult offer can be, particularly in light of the cost of living crisis.
- Pedagogical flexibility – how and when we teach, distance learning, evenings, weekends and blocked modules needed to be included.
- Right sizing the College needed be considered and whether we wanted to partner with anyone else.
- Need to plan for HE growth and how this will be achieved – we have the He Centre opening and need to maximise this opportunity so that the College helped widen participation and increased its student's progression to HE.
- We need to be ambitious and look at not just what is funded now and also consider other ways of funding.
- There is a need for the College to grow overall to help ensure the College is sustainable – the Statutory Curriculum Review shows that the market is there and the College has demonstrated through this year's improved recruitment that this can be done.
- The numbers included needed to state the source.
- Curriculum reform would change the College's offer and needed to be managed.
- Opportunities were discussed – Sizewell was a key opportunity and needed to be managed well so that the benefit was maximised. Construction East was looking at getting more young people into construction and currently there was not a degree

	<p>offer in the region so this was an opportunity for the College. HMS Gloucester and the opportunities for the tourism economy and other related areas.</p> <ul style="list-style-type: none"> • Areas needed to be prioritised otherwise there is a danger we try and do too much within the resources that we have – there needed to be a clear focus on the priorities. <p>The CEO advised that:</p> <ul style="list-style-type: none"> • a key data source for the Strategy was the Board’s Statutory Curriculum Review which was based on market assessment. • There was already in place, an Apprenticeship, HE and a High Needs Strategy which would be referenced. • devolution could bring flexibility for the adult offer with more flexible funding. In other devolved areas they had seen a rise in adult participation through a free offer. <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Governors to consider and feedback on the draft Strategic Plan review <p>The Corporation resolved to:</p> <ul style="list-style-type: none"> • agree the proposed time line for the Strategic Plan review and publication, as recommended by Governance Remuneration and Search. 	Govs
ECC/23/10/7	Governance Update - Self Assessment as recommended by Governance Remuneration and Search	
	<p>The Director of Governance advised that a light touch self-assessment had been carried out due to the External Board Review. Once the review was completed an action development plan would be drawn up that covered all areas.</p> <p>Governors commented that governance was not just about the formal meetings and that all governors needed to know the College and its strength and weaknesses through visiting the College. The Director of Governance advised that during 2022/23 there had been an improvement with all governors taking part in a visit or celebration event. Particular thanks should be given to the Vice Chair Community who had attended numerous College events and celebrations. Work would continue to improve this area of governance with all Governors invited to take part.</p> <p>Governors noted that ongoing recruitment and succession planning was required for key areas.</p> <p>The Chair thanked the Director of Governance for her great work and support during the year.</p> <p>Corporation noted the self-assessment and supporting documentation recommended by Governance Remuneration and Search</p>	
ECC/23/10/7.1	Written Resolutions	
	<p>The Director of Governance updated on the written resolutions since the last Board. These were issued on 31 8 23, 12 9 23 and 21 9 23. The resolutions were all passed.</p> <p>Corporation noted the following written resolutions which had been resolved:</p> <ul style="list-style-type: none"> • To approve QD093 Subcontracting Policy 2023-24. • approve 23/24 proposed Subcontractors of ACE, DPA and Inspire in line with Curriculum Plan and Tender outcomes. 	

	<ul style="list-style-type: none"> • approve St Edmunds Society as a new subcontracted provider and to issue a maximum learner number contract of 130. (This would be reconciled at R04). • that the Pass Through Agreement, in the form of a Deed, be approved. • that the Short Term Lease Agreement, in the form of a Deed, for a room at the Priory Centre be approved. • Rachel Kirk as a full independent governor on Quality and Standards as the Higher Education link. This appointment to be for a 2 year initial period up to 31 7 25, with extension available for an additional 2 year period, subject to annual review. • Joe Rahman as a full independent governor on Finance and General Purposes. This appointment to be for a 2 year initial period up to 31 7 25, with extension available for an additional 2 year period, subject to annual review. • Colin Yaxley as a full independent governor on Curriculum Growth and Development. This appointment to be for a 2 year initial period up to 31 7 25, with extension available for an additional 2 year period, subject to annual review. • Tia Beresford as a full governor on Quality and Standards Committee for the period of her time as Student President. • David Fowler as a College Fellow in recognition of his support and exceptional contribution to East Coast College and its students. • Peter Blackburn as an Associate governor on Finance and General Purposes and the task and finish Estates Committee. This appointment to be for a 2 year initial period up to 31 7 25, with extension available for an additional 2 year period, subject to annual review. • Amy Rust as an Associate governor on Quality and Standards and governor link for learner voice. This appointment to be for a 2 year initial period up to 31 7 25, with extension available for an additional 2 year period, subject to annual review. <p>The Director of Governance advised that subsequent to appointment Colin Yaxley declined to take up the appointment.</p>	
ECC/23/10/7.2	Governance Team October 2023	
	<p>The Director of Governance presented the updated Governance Team October 2023 and advised that Malcom Goodwin had resigned as of 17 10 23. Governor recruitment was to be supported by the People Team and in January a new campaign would be launched by Peridot for a 'finance governor.' Recruitment would continue throughout the year as part of the Board's succession planning.</p>	
ECC/23/10/8	Self-Assessment Review (SAR) and Quality Improvement Plan (QIP) as recommended by Quality and Standards	
	<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the review. This had been considered by Quality and Standards and had been strengthened and changed significantly following their challenge. The College's SAR was a bottom up approach based on the Curriculum Area SARs which had been subject to review and he thanked the governors for taking part in these reviews. The SAR was mapped against the Education Inspection Framework (EIF) with a summary of the conclusions, strengths and areas for development at the start followed by a table of relevant examples to support each</p>	

judgment. These are taken from the validated department self-assessments, quality audits, deep dives, learner voice and other supporting information. The conclusion of good was based on proportionality with the majority of curriculum areas assessing as good or outstanding. The QIP has this year been focused on the key areas for development and have been mapped in the SAR.

The Quality and Standards Chair advised that the Committee's challenge had been robust and the SAR had been strengthened following this. The SAR was now a solid assessment of the College's position which included the relevant data and examples. He thanked the Deputy Principal, Curriculum, Quality and Learner Experience for his work and advised that the Committee recommended the SAR and its conclusions to the Board.

Governors discussed the contribution to skills needs assessment and agreed that this area should be included in the QIP. The Deputy Principal, Curriculum, Quality and Learner Experience advised that it had been agreed to assess as reasonable as currently not all areas could articulate how they were working with employers. The strategic side was in place and working well but this needed to feed down and be demonstrated in all areas of the College. There were actions already ongoing to improve this.

The CEO commented that the Board needed to know the SAR, including the richness of the examples, in detail. Governors also needed to triangulate this themselves through walkthroughs and College meetings. The Director of Governance commented that the presentations at each Quality and Standards meeting provided additional richness to the assessment and were including on the resources section of the portal.

Governors challenged if there was a correlation between attendance and outcomes. The Deputy Principal, Curriculum, Quality and Learner Experience advised that this was currently being assessed and would be reported to December's Quality and Standards meeting. Work was ongoing to improve attendance which included resetting student expectations, and an individualised approach recognising how behaviours have been affected by Covid and the cost of living crisis. Teaching also needed to improve so that lessons were one's students wanted to attend.

Governors challenged if timetabling was an issue to attendance with some for instance only having maths and English lessons on one day and therefore choosing to work rather than attend. The Deputy Principal, Curriculum, Quality and Learner Experience advised that there was ongoing work to perfect the timetables but this had been affected by the increased maths and English cohort which had to be operationally managed.

Governors commented that it should be remembered that the College SAR and the Curriculum Areas SARs were the College's assessments and needed to be used to assess, identify areas to improve and highlight areas of good practise. Action against the Curriculum Area SARs could also be discussed and triangulated on the governor walkthroughs.

Governors concluded that the SAR was a really well written document and assessment which could be further developed in the year through the improvement work identified in the QIP.

Governors agreed the following action:

- **Curriculum Area SARs to be discussed as part of governor walkthroughs.**
- **QIP to include work to strengthen the College's contribution to skills needs.**

Corporation resolved to

- **approve the College's Overall Effectiveness as good with Contribution to skills need as reasonable.**

Govs
PP

ECC/23/10/9	Safeguarding and Prevent Annual Report	
<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the annual report and the review of the policy.</p> <p>The Director of Governance advised that the Quality and Standards Committee reviewed a termly safeguarding and Prevent at its meetings.</p> <p>The Safeguarding and Prevent lead advised that she met regularly with the team to review progress and the new Student Services Manager was settling in well.</p>		
ECC/23/10/9.1	QD017 Safeguarding Children and Vulnerable Adults Policy and Procedure - as recommended by Quality and Standards	
<p>Governors raised that the policy now included under governor responsibility that 'The College's IT system has appropriate filters and monitoring systems in place to limit exposure to online risks and that this is regularly reviewed' and queried how the Board was to have assurance on this. The Safeguarding and Prevent lead advised that she had raised this with the Student Services Manager and was to review with him the Smoothwall filters.</p> <p>The Director of People and Wellbeing advised the Board on how the Smoothwall filter operated.</p> <p>Corporation resolved to</p> <ul style="list-style-type: none"> • approve the QD017 Safeguarding Children and Vulnerable Adults Policy and Procedure as recommended by Quality and Standards. 		
ECC/23/10/10	Curriculum and Recruitment Update	
<p>The Deputy Principal Curriculum Development and Strategic Partnerships presented the report. 16-18 has exceeded planned recruitment, adults have marginally under recruited, apprenticeships are behind profile and Higher Education marginally under recruited. The Admissions and Curriculum Teams had worked well and adapted to changing recruitment. The impact of the GCSE grade boundaries back to pre-covid levels was a large increase in students needing to re-sit and this had affected the levels recruited to with for instance the pilot L1 Connect courses oversubscribed. The role of 'Schools Liaison Coordinator' has further enhanced relationships with feeder schools and this was continuing to be built on for the current recruitment.</p> <p>Governors discussed the adult and apprenticeship recruitment. The Deputy Principal Curriculum Development and Strategic Partnerships advised that following the Board's request this had now been included as heads rather than financial. Recruitment was nearly on profile and a flexible modular approach was to start in January and an adult brochure was to be launched shortly. Work to review why apprenticeship were not recruiting to plan was ongoing and an action plan was in place and had been shared with the Curriculum Growth and Development Committee. House building in the region had slowed and this had meant a reduction in related apprentices.</p> <p>Governors commented that the HE recruitment and plan needed to be more ambitious and a curriculum plan developed for the new GY HE Centre.</p> <p>Governors challenged how the quality of the subcontracting provision was monitored. The Deputy Principal Curriculum Development and Strategic Partnerships advised that they were subject to the College's quality processes and safeguarding and Prevent. Quality deep dives were to take place at the new subcontractor shortly.</p> <p>Governors challenged how the additional 16-18 students were funded when this was based on the lagged funding formula. The CEO refereed the Board to the Financial Position paper</p>		

	<p>at Agenda Item 15 which included the cost of the additional groups. Where additional learners had been included in planned classes and had increased the average class size there was no additional cost. The extra cost incurred was not at the level to cause strategic concerns.</p>	
<p>ECC/23/10/11</p>	<p>Great Yarmouth Redevelopment - Presentation of the 'Fly Through' Video</p>	
	<p>The 'Fly Through' Video was played to the Board and the Deputy Chief Executive updated on the project and its timeline.</p> <p>The Estates Committee Chair thanked the Deputy Chief Executive for all her work and commented that the Deputy Chief Executive and Fusion should be credited for their great work in developing and enhancing the project from a small refurbishment to a multimillion redevelopment of the campus. The project budget was now maximised and given that the Government had major budget challenges it should not be jeopardised by any delay. The project was a DFE project and would be delivered by Kier. There had been some design compromises to maximise floor space and the team were working to provide the best facility within the budget. The staff consultation on the design had been positive and the public consultation was to be held this week.</p> <p>The Chair thanked the Deputy Chief Executive for her energy and pace and for keeping the right amount of pressure to maximise the size of the redevelopment and its design.</p> <p>Governors raised concern that the project was not zero carbon and pressure on this needed to continue otherwise the College would be left with the costs which could be reduced by a better design and additional sustainability measures. The redevelopment was a huge improvement on the current campus but pressure needed to continue for it to be net zero. It was noted that the predicted running costs of the new building was not yet known.</p> <p>Governors raised that the College also needed to think about how it fitted out the new building as inclusive learning needed an inclusive interior.</p> <p>The Deputy Chief Executive advised that the design did include sustainability measures such as PR panels, triple glazing and the biodiversity in the green spaces. Work was ongoing to try and improve this within the set budget. The build was condition based with additional monies for net zero and the DFE have made clear that they do not fund aesthetics.</p> <p>The CEO commented that the DFE specification which Kier were working to was poor.</p> <p>Governors agreed that the project must not be jeopardised but agreed that the Board should continue to encourage the DFE to maximise the net zero aspirations and sense of place of the design. It was noted that design will also be considered through planning.</p> <p>Corporation agreed the following action:</p> <ul style="list-style-type: none"> • Estates Committee Chair to write to the DFE Project Manager on behalf of the Board regarding the sustainability and design of the project. 	<p>MD</p>
<p>ECC/23/10/11.1</p>	<p>Resolution and Terms of Reference as recommended by Estates Committee</p>	
	<p>The Deputy Chief Executive presented the resolution and Terms of Reference.</p>	

<p>Corporation resolved to approve the resolutions as recommended by the Estates Committee:</p> <ol style="list-style-type: none"> 1. The design and build contract for the redevelopment of the main Great Yarmouth Campus as set out in CEM6, noting that this is subject to further development. 2. That the Great Yarmouth main campus be demolished and replaced. 3. Delegation to the Deputy Chief Executive to seek formal approval from the Bank who hold a mortgage on the property to demolish and rebuild the mortgages asset. 4. The project’s communication plan for internal and external stakeholders. 5. The terms of reference for the Estates Committee which sets out the Committee’s oversight of the Great Yarmouth redevelopment project. <p>The Corporation noted that:</p> <ul style="list-style-type: none"> • the design will evolve and that if there are any material design changes these will be brought back to the Corporation for approval. • The project will be managed by the DFE and their appointed contractor Kier, with the College’s functions and day to day management by the Deputy Chief Executive supported by Fusion. • The Estates Committee will oversee the project on behalf of the Corporation and report regularly to the Corporation on its progress as set out in the terms of reference. • The terms of reference have been revised to reflect the project and to make clear that Estates is a task and finish group as this was an issue raised on a recent Internal Audit on risk. 	
ECC/23/10/12	Great Yarmouth The Place Update and lease agreement
<p>The Deputy Chief Executive presented the proposed lease and advised on the costs. The lease was 125, with a break at 40 years with a peppercorn rent, sinking fund and facilities service charges. The College would offset some of the costs through sub-letting but would need circa 30 additional learners to break even.</p> <p>The Deputy Principal Curriculum Development and Strategic Partnerships advised that the new curriculum proposed was evidence based and was to be further developed and would be considered by the Curriculum Growth and Development Committee.</p> <p>Governors challenged if the building could be used for other learning if the HE failed to recruit in order to mitigate the College’s risk. The Deputy Principal Curriculum Development and Strategic Partnerships advised that the building was to be used not just for HE but as an adult learning centre too. There was a curriculum group in place made up of all users who were reviewing the overall curriculum offer and the CEO advised that this was to be set out in a Partnership Agreement in order to avoid duplication. The lease did not restrict the College’s use of the building.</p> <p>Governors challenged why when the Great Yarmouth was being developed an additional HE Centre was also needed. The CEO advised that in student consultation HE students have stated that they want their own centre so that it feels more of an HE experience.</p> <p>Governors challenged that the development did not appear sustainable with for instance gas boilers being installed and it was agreed that the CEO would raise this with Great Yarmouth Borough Council who were developing it.</p>	

Corporation agreed the following action: <ul style="list-style-type: none"> • Sustainability of The Place to be raised with Great Yarmouth Borough Council. 		CEO
Corporation resolved to: <ul style="list-style-type: none"> • agree to the costs of the sinking fund, service charge, utilities and facilities management charges • that the Finance and General Purposes Committee monitor the Return on Investment • that the Curriculum Growth and Development Committee plan a growth in the HE curriculum and monitor its progress 		
ECC/23/10/13	Strategic and Summary Tactical Risk Registers	
<p>The risk registers were noted. The Director of Governance advised that a Governor Summary Report was now included with the risk register reports to the Committees and these would be included in the report to the next Audit Committee.</p> <p>Governors raised that given the increase in Covid rates whether this needed to be reflected in the risks. The Director of People and wellbeing advised that Covid was the 4th highest reason for absence and had been increasing over the last few months.</p> <p>Governors commented that the risk to student experience of the buildings not being maintained whilst the redevelopment took place needed to be mitigated. The Deputy Chief Executive advised that ongoing maintenance would continue. The CEO commented that once the timeline was confirmed maintenance can be planned around it. The use of temporary accommodation would be minimised and the Deputy Chief Executive advised that where temporary accommodation was being used, such as in animal care, this would be used for the animals and teaching would take place in the main campus.</p>		
ECC/23/10/14	Management Accounts - Draft outturn 2022/23 subject to Audit	
<p>The Deputy Chief Executive presented the draft outturn and updated the Board on the year end Audit which had been a positive one. A VAT report would be taken to November's Finance and General Purposes to update on the conclusion of the project. Repayment would now include interest due to the delay in the payment being received.</p> <p>The Chair thanked the Deputy Chief Executive for her financial stewardship and congratulated her team for managing the year end audit.</p> <p>The Audit Chair commented that there had been a lot of work by the Finance Team, including in reviewing the fixed asset register, which meant that the year end audit went well.</p>		
ECC/23/10/15	Financial Position Paper 2023/24 and forward planning for 2024/25	
<p>The Deputy Chief Executive presented the paper which set out the current financial position and updates on changes subsequent to the Board approving the Budget and commentary at the July 2023 Board. These included the new subcontract, funding changes and 16-18 growth. This would be further updated in November when figures would be confirmed and meetings would have been held with the budget holders.</p> <p>The Chair reminded the Board that the financial gap discussed at the July Board still needed to be addressed with a recovery plan.</p>		

ECC/23/10/16	Confidential Funding Audit Report Update and referral to Audit Committee	
<p>The Deputy Chief Executive presented the update on the funding audit. A draft report from Mazars has been received by the College which identified a number of areas where College action plans were required. The draft report has been returned to Mazars with management responses. The College is waiting for the final report and the resultant action plan would be considered by the Audit Committee.</p> <p>The Director of Governance advised that an additional one item Audit Committee may be required to review the action plan when the Audit Management Letter is received.</p>		
ECC/23/10/17	Confidential College Pay Recommendation 2023/24	
<p>The Director of People and Wellbeing presented the pay proposal and shared a summary presentation.</p> <p>The Board thanked the Director of People and Wellbeing for a clear and informative presentation and discussed the proposals.</p> <p>The Deputy Chief Executive advised that the additional funding and pay review proposals had been allowed for within the Financial Position Paper. The Education Secretary has advised colleges the extra funding should be spent on staff retention and recruitment. The College was looking at an award that was over the additional funding due to maintaining the strategic aim of being a real living wage employer and to ensure that the remuneration was competitive locally.</p> <p>The Director of People and Wellbeing advised that The Real Living Wage for 2023 was announced on 24th October 2023 and increased by another 10%. The rate is now £12ph (£10.90 in 2022 and £9.90 in 2021). The Deputy Chief Executive advised that there was a need as part of the Strategy Review to consider if the Real Living Wage commitment was affordable.</p> <p>Governors challenged if the apprentice rate should also increase. The Director of People and Wellbeing advised that Apprentices had a significant increase in 2022 from £4.81 to £8.39 which had resulted in easier recruitment. Any further increase may result in areas wanting to recruit qualified staff rather than an apprentice.</p> <p>Governors challenged if the variable hours increase would cause discord with substantive staff. The Director of People and Wellbeing commented that the variable rate had previously been low and substantive staff were aware that those on variable hours did not have the same benefits.</p> <p>Governors questioned if the proposal to change teaching contact time was realistic. The CEO advised this was subject to consultation and was only a small change. The proposed change would help balance the budget.</p> <p>Governors discussed the unions and AOC position. The Director of People and Wellbeing advised that the Unions will conduct a ballot with their members on the pay award after the Corporation has determined its position. The presentation made to the Board had also been made to the Unions to help them understand the College's financial position. The AOC recommendation advises that colleges should aim to make an award of 6.5% where their previously budgeted pay award, their financial circumstances and the new allocation of funding allows them to do so.</p> <p>The CEO advised that if the Unions formally rejected the proposals the College would still implement the Corporation's decisions.</p>		

Governors noted that the cost in 2023/24 would not be the full financial cost as the award was to be made from November and that the full years costs would need to be built into the budgets for future years.

Corporation resolved to:

1. **Pay the Real Living Wage (RLW) of £12ph minimum to all staff (except apprentices) from 1st November 2023 and agree to analyse and review the longer-term commitment for the RLW.**
2. **Offer cost of living pay award from 1st November 2023 for all other nonteaching staff of 6%. RLW bands (B, C, D), Apprentices, Sixth Form Heritage Staff and SPHs will not be included in this award as treated separately.**
3. **The bottom of the lecturer pay scale is reset to start at scale point 31 (33,100.00) from 1st November 2023.**
4. **Offer cost of living pay award of 6% from 1st November 2023 for teaching staff on bands 31-35.**
5. **Move the VHL hourly rate to point 33 of the lecturers' scale. This will be an increase to £30.72ph from £26.26 from 1st November 2023.**
6. **Increase scale point 37 on the lecturer scale by 7.76% to make the top of the scale £39,000 from 1st November 2023. This will help ensure that the College's scale is competitive locally and retain teaching staff.**
7. **Consult to increase teaching contact time from 828 to 864 hours per annum (increased from 23 to 24 hours contact time per week).**
8. **Increase Curriculum Manager holidays by 5 days per annum effective 2023/24.**

GK left the meeting.

	Committee Reports for Information	
ECC/23/10/18	Quality and Standards Committee Report	
The Quality and Standards Committee Report was noted.		
ECC/23/10/19	Estates Committee Report	
The Estates Committee Report was noted.		
ECC/23/10/20	ECETA Report	
ECC/23/10/20.1	ECETA SAR and QIP	
The ECETA Committee Report, SAR and QIP were noted. The ECETA Chair advised that the Board had assessed ECETA as good with outstanding features. The Chair, on behalf of the Board, congratulated ECETA on an excellent year.		

ECC/23/10/21	Governance Remuneration and Search Committee - Independent Governors Only Version	
ECC/23/10/21.1	Governance Remuneration and Search Committee - non-confidential	
The Governance Remuneration and Search Committee Report was noted.		
ECC/23/10/21.2	Annual Committee Report as recommended by Governance Remuneration and Search	
<p>The Director of Governance advised that the annual report set out the work of the committee and its self-assessment. These were published on the College's website alongside the minutes.</p> <p>Corporation resolved as recommended by Governance Remuneration and Search to approve:</p> <ol style="list-style-type: none"> 1. the annual Governance Remuneration and Search Annual report 2. to adopt Governance Remuneration and Search Committee's revised terms of reference. 		
ECC/23/10/21.3	Code of Good Governance 2023 - as recommended by Governance Remuneration and Search	
<p>The Director of Governance advised that the Governance Remuneration and Search Committee were recommending adoption of the Code of Good Governance 2023, but noting their disappointment that the learner voice was not stronger throughout it. This will be picked up in the College's assessment against the code.</p> <p>Corporation resolved as recommended by Governance Remuneration and Search to adopt:</p> <ul style="list-style-type: none"> • the AoC Code of Good Governance 2023 for 2023/24. 		
ECC/23/10/21.4	Chairs Objectives as recommended by Governance Remuneration and Search	
<p>Corporation resolved as recommended by Governance Remuneration and Search to approve:</p> <ul style="list-style-type: none"> • the Chairs appraisal and approved the Chairs objectives for 2023/24. <p>The CEO, Deputy Chief Executive, Deputy Principals and the Staff Governor KA left the meeting.</p>		