

Quality and Curriculum Committee Annual Report 2024/25

1. Introduction

This report covers the academic year 2024/25 of East Coast College's Quality and Curriculum Committee.

East Coast College's Corporation adopted AOC's [Further Education Code of Good Governance](#) in October 2024, and this sees Annual Reports as recommended practice and a source of assurance.

The Corporation's Committee Annual Reports are published for transparency alongside the Committee's minutes on the College's [website](#).

The Committee's objective, outlined in its terms of reference, which are included in the [Standing Orders](#), is

To lead for the Corporation on the character and nature of the education and training provided by the College.

To oversee quality assurance and improvement, student success, progression and wellbeing and the college's curriculum and its growth and development.

The 2024/25 academic year marked the inaugural business cycle of the newly amalgamated Quality and Curriculum Committee.

2. Membership

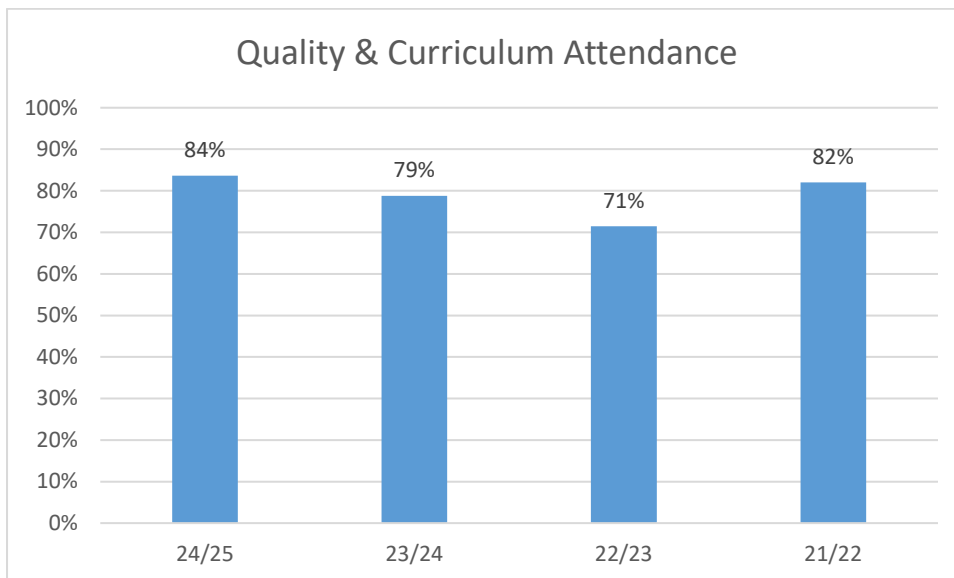
The Committee was Chaired in 2024/25 by Peter Lavender, with Vice Chair Rachel Kirk, and was clerked by the Director of Governance, Wendy Stanger.

The Committee met five times during the year, all of which were held in person.

Table 1: Committee membership and attendance in 2024/25

Governor	Attendance
Peter Lavender (Committee Chair and Independent Governor)	5/5
Rachel Kirk (Committee Vice Chair and Independent Governor)	5/5
Kirk Lower (Independent Governor)	2/5
Tina Ellis (Independent Governor)	5/5
Dame Vicki Patterson (Independent Governor)	4/5
Robin Jackson (Independent Governor)	5/5
Mark Buckton (Independent Governor from 5/11/25)	3/4
Madeline Moretta (Staff Governor)	4/5
Paul Padda (Principal and CEO)	5/5
Amy Rust (Associate Governor)	3/5

This gave an overall attendance rate of 84% and 85% for Independent Board Governors only, both of which exceeded the Corporation's 80% target and were an improvement on the previous years when compared to the Quality and Standards Committee.



*Compared to the previous Quality and Standards Committee

3. Committee Work

College Self-Assessment Review (SAR) and OFSTED

The College SAR is reviewed and challenged by the Committee and then recommended to the Corporation. This year, this resulted in the SAR being developed into a more succinct document.

The College SAR is triangulated by Governors attending the curriculum areas' self-assessments, with all of these validations attended by at least two governors.

The Self-Assessment Report informed the Ofsted inspection, with Governors actively supporting the College throughout the process. This resulted in a 'Good' rating across all areas, and the report noted:

- *'Governors work highly effectively with leaders to make a positive contribution to the strategic direction of the college. Governors know the strengths and weaknesses of the quality of education. Governors provide effective challenge to leaders.'*

Quality

The Committee receives a quality update, which is based on a set format as agreed by the Committee and has been developed throughout the year by the Deputy Principal, supported by the Chair and Vice Chair.

The report covers the whole College provision and considers areas such as enrolment, attendance, retention, professional learning, careers, destinations, and quality assurance, together with a separate Quality Improvement Plan.

The Quality reports are shared with all governors on the Governance Portal Resources.

Learner Voice

Learner voice is a key aim for the Committee, and work is ongoing to develop and improve this. At the start of each meeting, the Committee continues to engage directly with students from a range of curriculum areas, providing valuable insights into the quality of teaching and learning. I

The Committee also received regular updates on Learner Voice activities, including survey outcomes, learner voice activities, and feedback from the UNLOC Student Conference and Leadership Academy.

Learner Voice will remain a strategic priority for improvement in 2025/26, with the Committee maintaining oversight of the Board-approved revisions to the Learner Voice and student governance structures and processes.

Safeguarding and Prevent

Each term, the Committee receives a comprehensive update on wellbeing, safeguarding, and Prevent, which includes a summary of strengths, areas for improvement, key risks, and referral data. Additionally, the Committee reviews the annual report and considers policy updates for recommendation to the Board.

To provide greater clarity, the Committee has improved reporting by focusing on the number of students affected rather than the volume of referrals, with further refinements and auditing of data underway.

To provide additional assurance, the Committee also receives updates from the Governor Link on the triangulation work she has carried out, including meetings with the Safeguarding and Wellbeing Team and checks of the Single Central Register.

Careers

The Committee receives and reviews a RAG-rated Careers action plan at every main meeting, summarising strengths, areas for improvement, and key risks, with case studies to provide context. In addition, the Careers Strategy was reviewed and approved.

Risk Management

The Quality and Standards Committee received the Tactical risk register relating to its role and reviewed it in line with the Audit Committee's set questions. These are:


1. Has the risk register been reviewed?
2. Is the Committee content that the risks are relevant and are being updated?
3. Is the Committee content that the risks are being mitigated?
4. Where a red risk is the Committee assured that appropriate action is being taken?
5. Where does the Committee have significant concerns?

The Quality and Standard Committee's risks are managed through the Tactical Risk Register in 2024/225. This was reviewed and updated following a Board breakout session on risk:

- Failure to develop and recruit to a financially sustainable apprenticeship curriculum that meets stakeholder needs
- Failure to develop and recruit to a curriculum for 16-18 year olds which meets stakeholder needs
- Failure to develop and recruit to a Higher Education curriculum which meets stakeholder needs
- Failure to develop and recruit to a curriculum for students at Lowestoft Sixth Form College which meets stakeholder needs
- Failure to develop and recruit to a curriculum for students on commercial courses which meets stakeholder needs
- Failure to develop and recruit to a curriculum for adult learners which meets stakeholder needs
- Failure to develop a curriculum for maritime students which meets stakeholder needs
- The College has a poor reputation for apprenticeship delivery with a significant number of local employers

- Apprentices do not complete their apprenticeship qualification in a timely manner
- Students who do not maximise their potential
- Students unable to follow their chosen progression route or destination is not clear
- Levels of student retention, attendance and achievement are not maximized
- Students not stretched and not achieving their full potential
- Fraudulent assessment and recording of students' achievements by staff Financial fraud regarding student finance
- Some qualifications currently offered may not be able to be offered in future

With a summary:

	Post Mitigation Risk Rating			Risk Appetite		
	Low	Medium	High	Low	Medium	High
	5	5	2	11	1	0
<div style="border: 1px solid black; padding: 2px;"> Last Reviewed June 2025 </div>	Variance From Risk Appetite			Change in Variance from Risk Appetite		
	Low	Medium	High	Down	Unchanged	Up
	4	4	4	0	12	0

4. Self-Assessment

The Quality and Curriculum Committee assessed its performance as part of the College's annual self-assessment, which is overseen by the Governance Remuneration, and Search Committee, and an External Board Review took place in 2023/24. Areas for improvement are included in the Governance Improvement Plan.

The self-assessment questionnaire was completed by seven governors who agreed that the Committee had met its terms of reference and remit in 2024/25 with the amalgamated structure and committee membership working well to support effective oversight and decision-making.

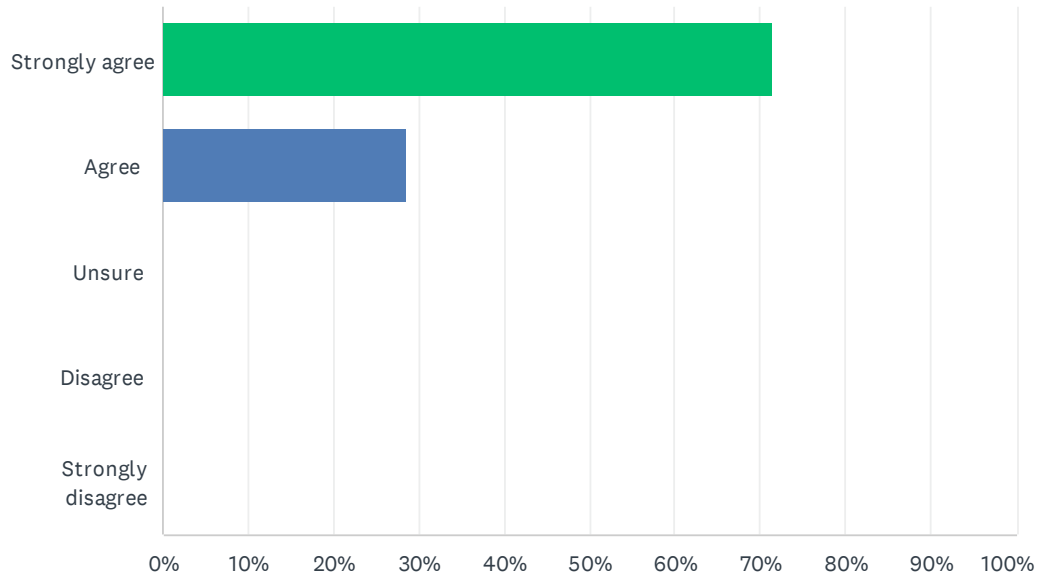
Areas for development to be reviewed by the Committee during 2025/26 include:

- Further development of data, KPIs, and benchmarking.
- Learner voice development and improved engagement and
- Membership diversification and succession planning.

Appendix 1 – Quality and Curriculum Committee's self-assessment.

Q2 The Quality and Curriculum committee’s terms of reference are fit for purpose

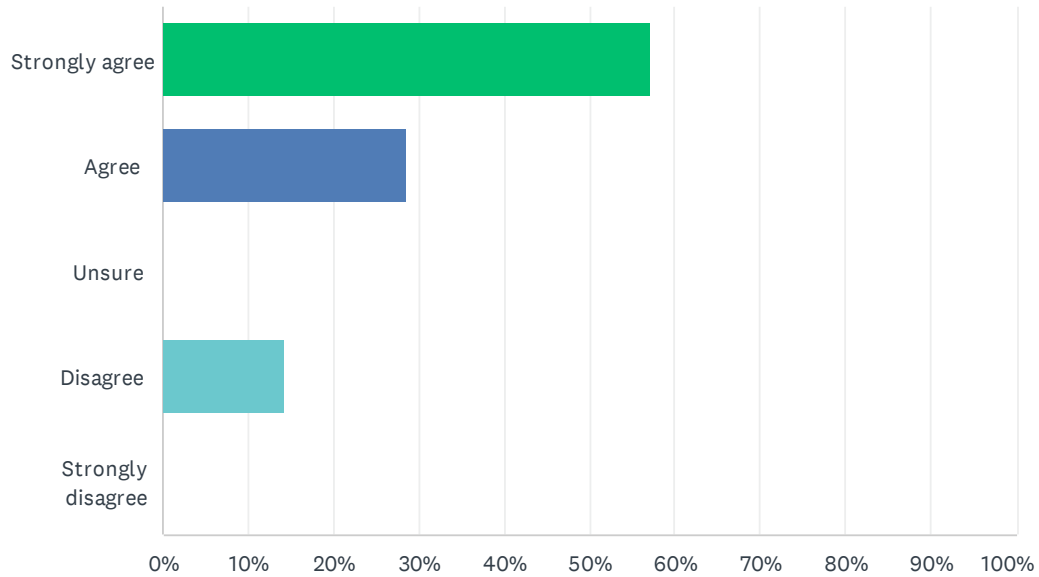
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ANSWER CHOICES	RESPONSES	
Strongly agree	71.43%	5
Agree	28.57%	2
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q3 The committee provides strategic oversight of the college’s Quality and Teaching and Learning and related strategies.

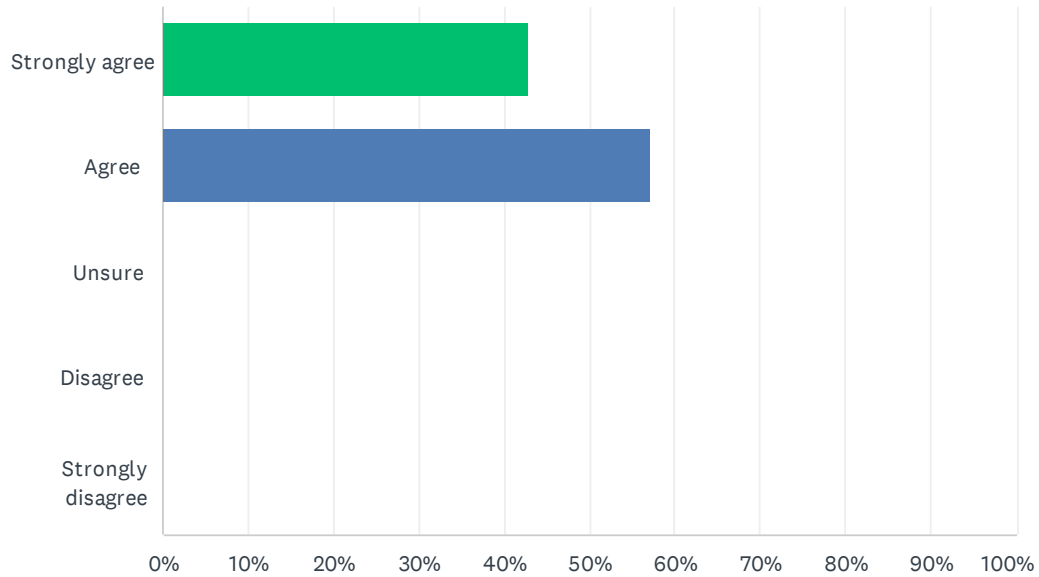
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ANSWER CHOICES	RESPONSES	
Strongly agree	57.14%	4
Agree	28.57%	2
Unsure	0.00%	0
Disagree	14.29%	1
Strongly disagree	0.00%	0
TOTAL		7

Q4 The Quality and Curriculum committee’s mix of skills and experience enables it to effectively fulfil its role

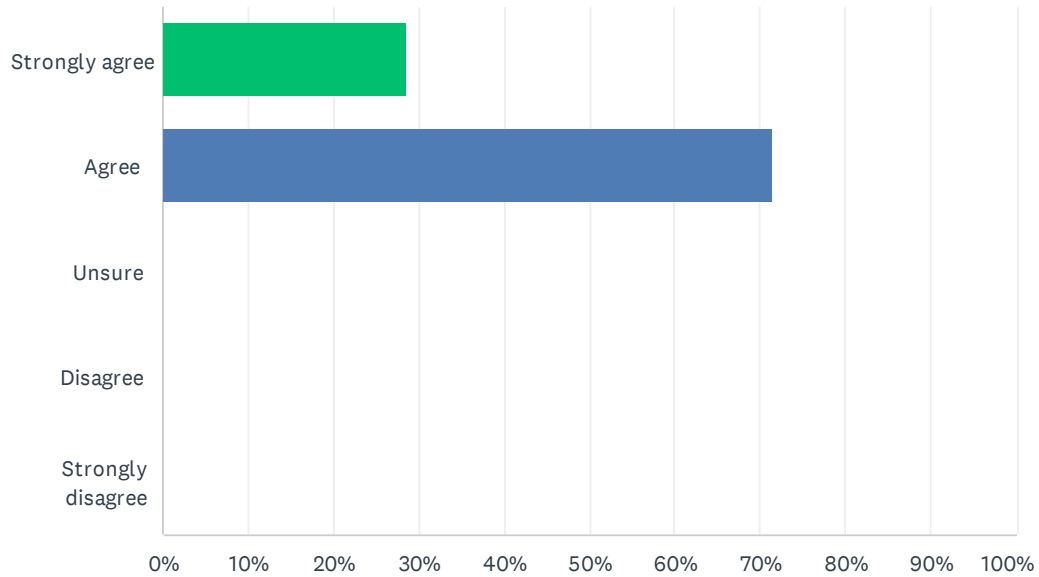
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ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	3
Agree	57.14%	4
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q5 The Quality and Curriculum Committee knows the College's strengths and areas for development

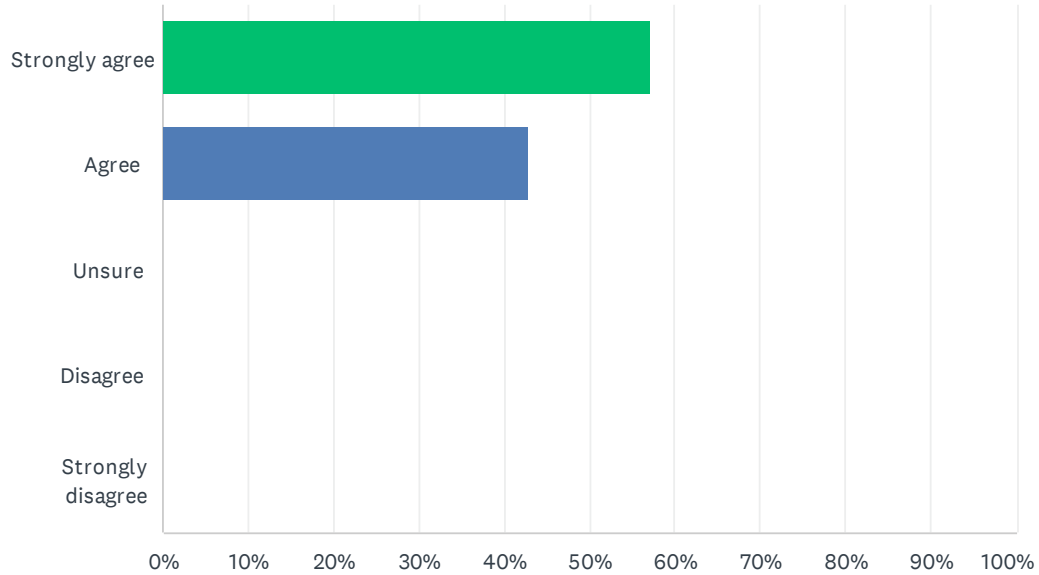
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ANSWER CHOICES	RESPONSES	
Strongly agree	28.57%	2
Agree	71.43%	5
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q6 The Quality and Curriculum Committee has ensured that the College has appropriate and regularly reviewed policies and procedures

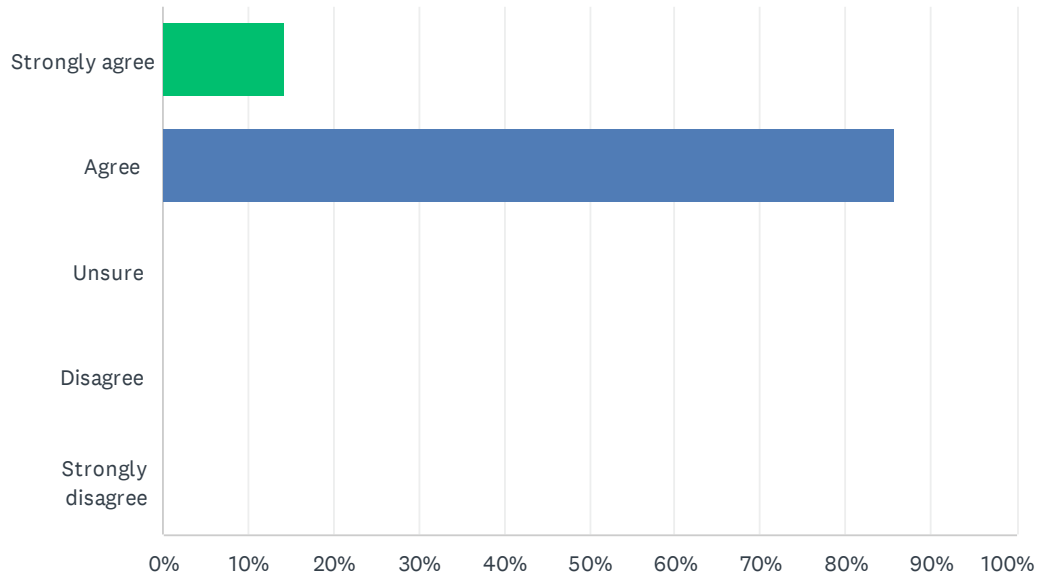
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	57.14%	4
Agree	42.86%	3
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q7 The Quality and Curriculum Committee is assured of the arrangements for providing accurate, timely, and relevant data

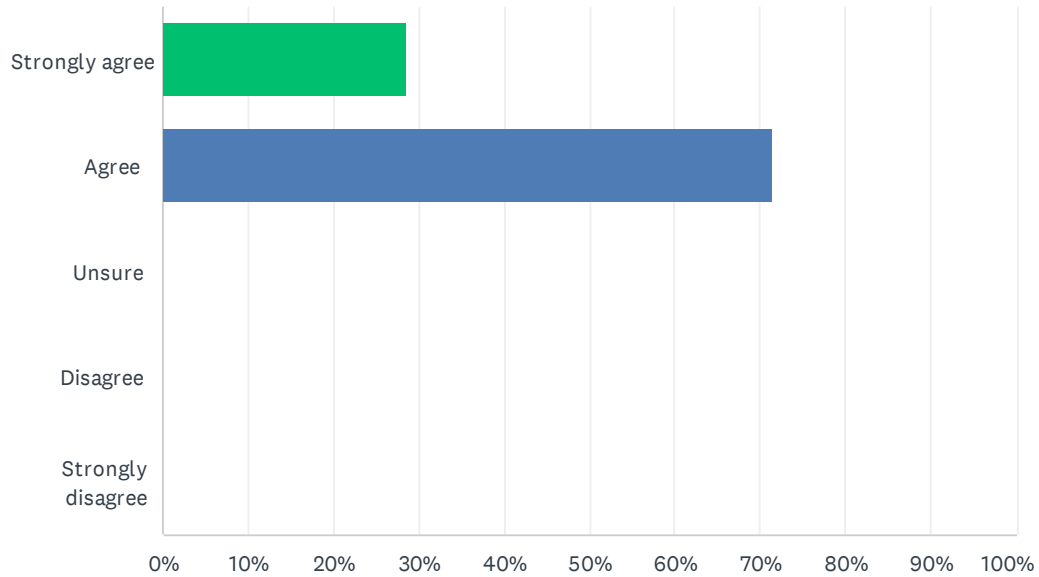
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ANSWER CHOICES	RESPONSES	
Strongly agree	14.29%	1
Agree	85.71%	6
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q8 Quality and Curriculum Committee monitors performance using key performance indicators

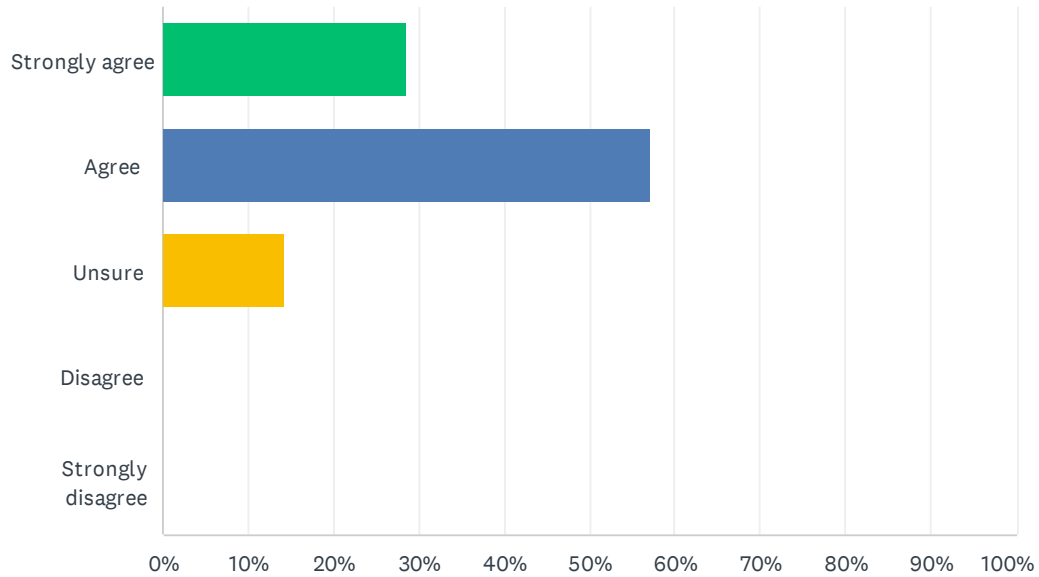
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ANSWER CHOICES	RESPONSES	
Strongly agree	28.57%	2
Agree	71.43%	5
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q9 The committee ensures that the curriculum aligns with the college's mission and values.

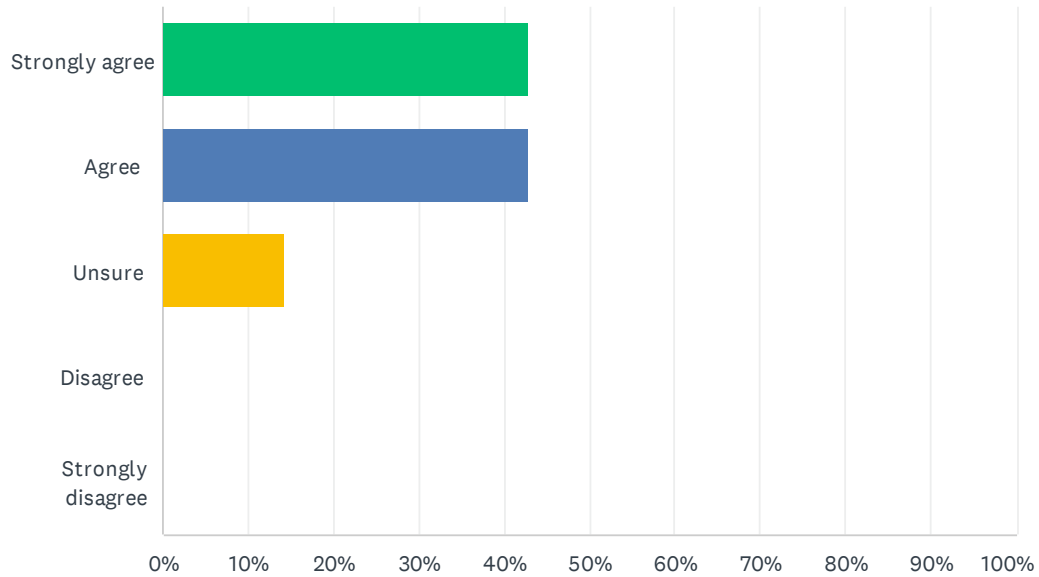
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ANSWER CHOICES	RESPONSES	
Strongly agree	28.57%	2
Agree	57.14%	4
Unsure	14.29%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q10 The committee ensures that learner voice is heard and considered in decision-making.

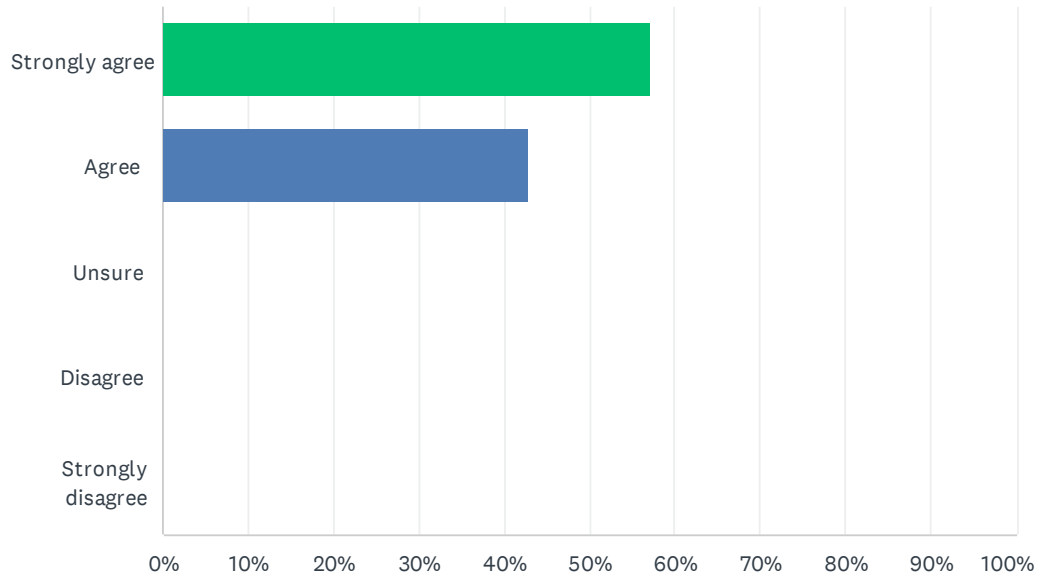
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ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	3
Agree	42.86%	3
Unsure	14.29%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q11 The committee receives regular updates on learner wellbeing and engagement, and provides assurance to the Board in these areas.

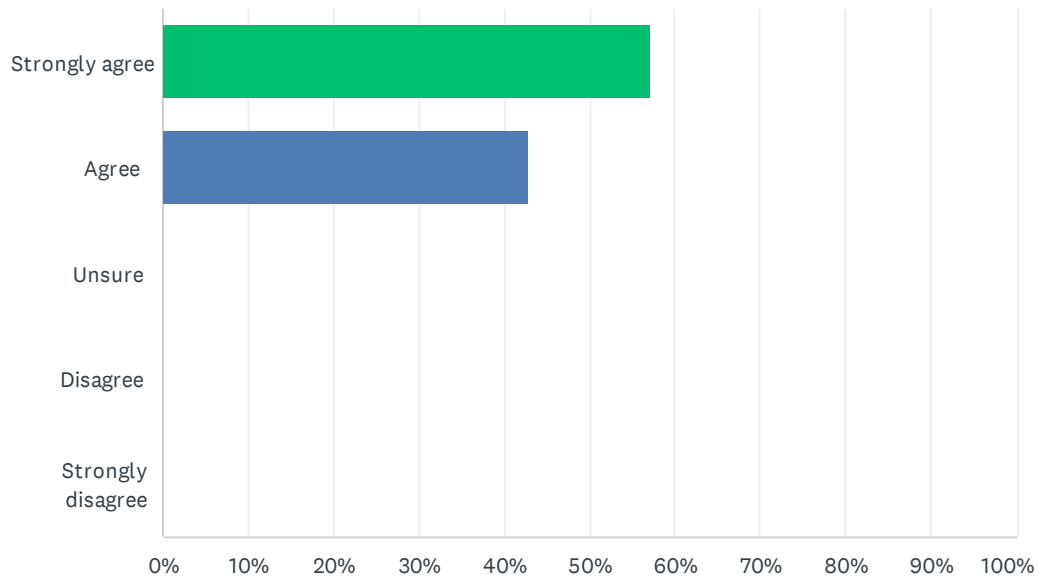
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ANSWER CHOICES	RESPONSES	
Strongly agree	57.14%	4
Agree	42.86%	3
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q12 Meetings are well-structured and allow for effective scrutiny.

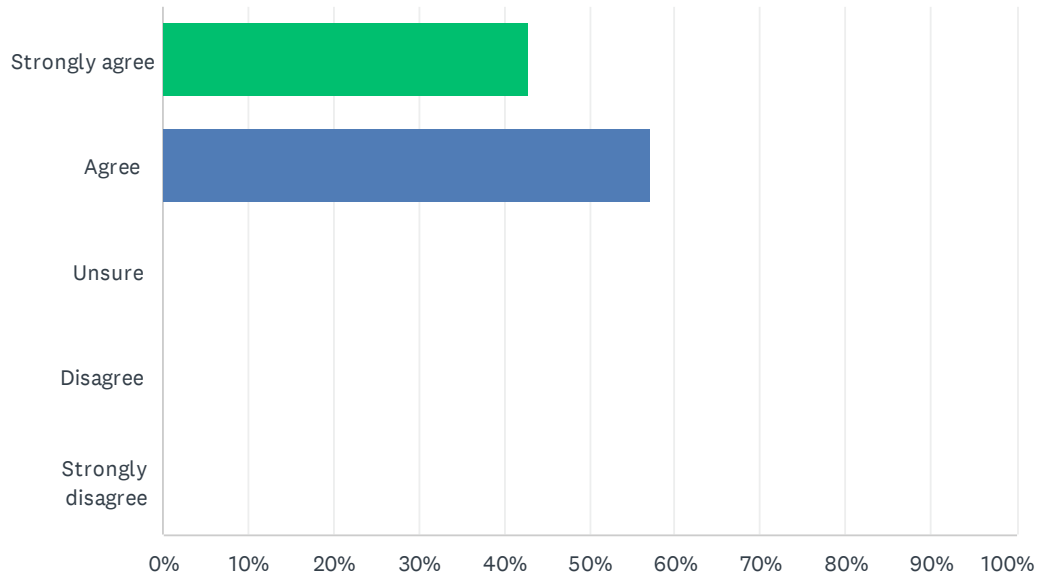
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ANSWER CHOICES	RESPONSES	
Strongly agree	57.14%	4
Agree	42.86%	3
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q13 The committee evaluates its own performance and impact.

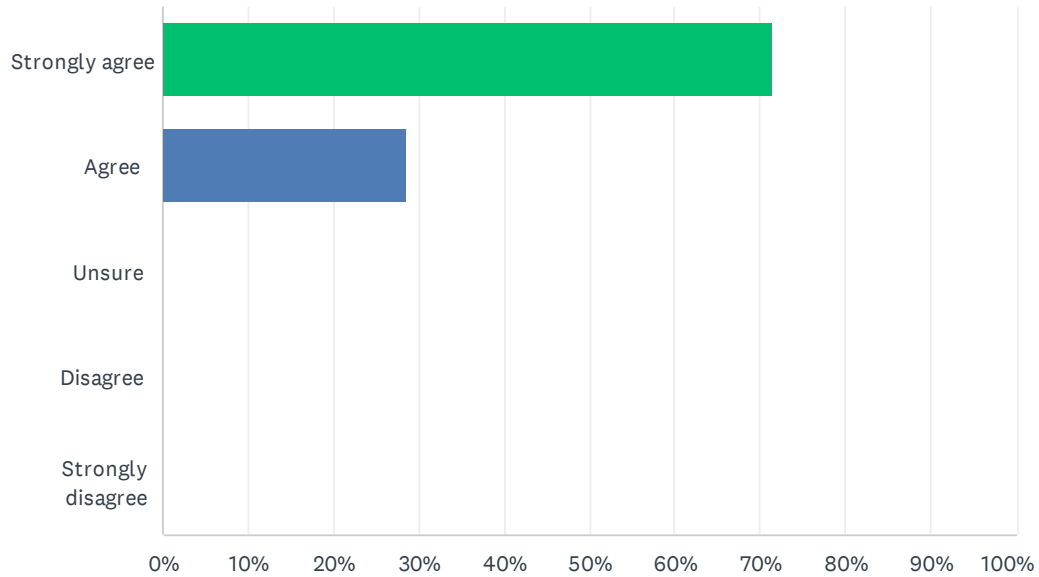
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ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	3
Agree	57.14%	4
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q14 The Quality and Curriculum Committee operates in a culture of openness, trust, and mutual respect.

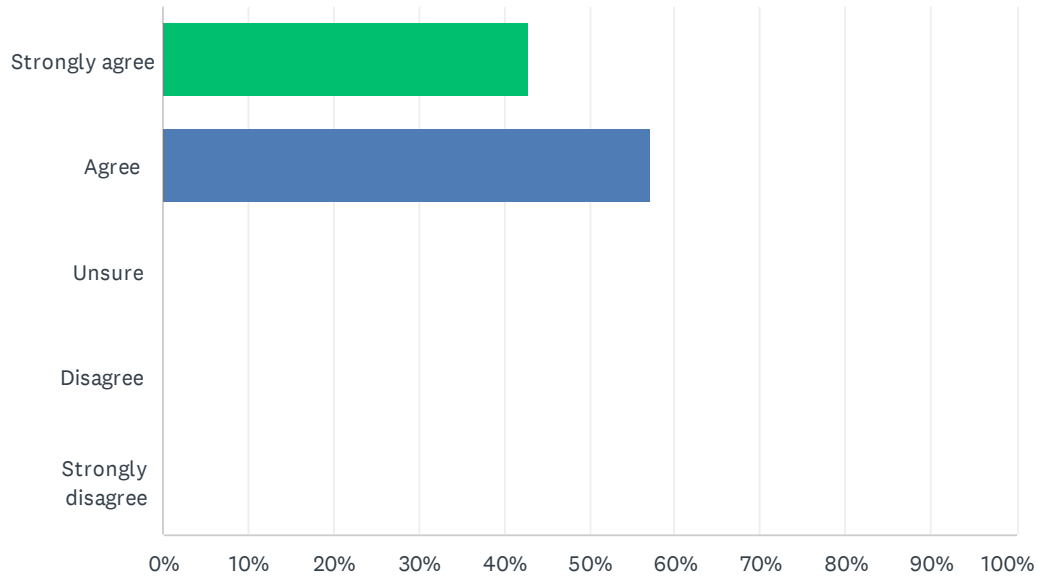
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ANSWER CHOICES	RESPONSES	
Strongly agree	71.43%	5
Agree	28.57%	2
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q15 The committee reviews, challenges and receives assurance from the risk register?

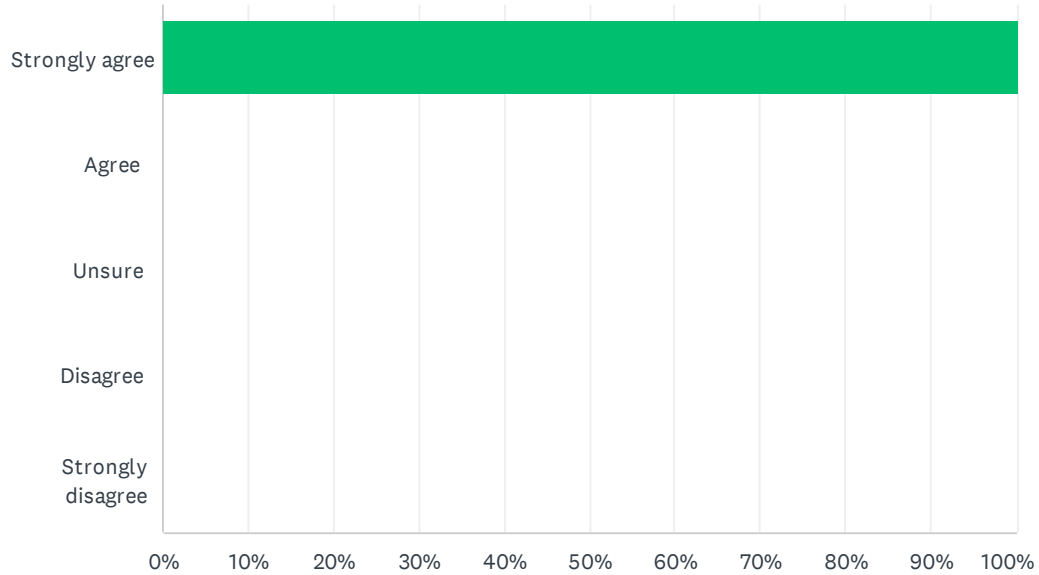
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ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	3
Agree	57.14%	4
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		7

Q17 The Quality and Curriculum Committee Chair chairs meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process.

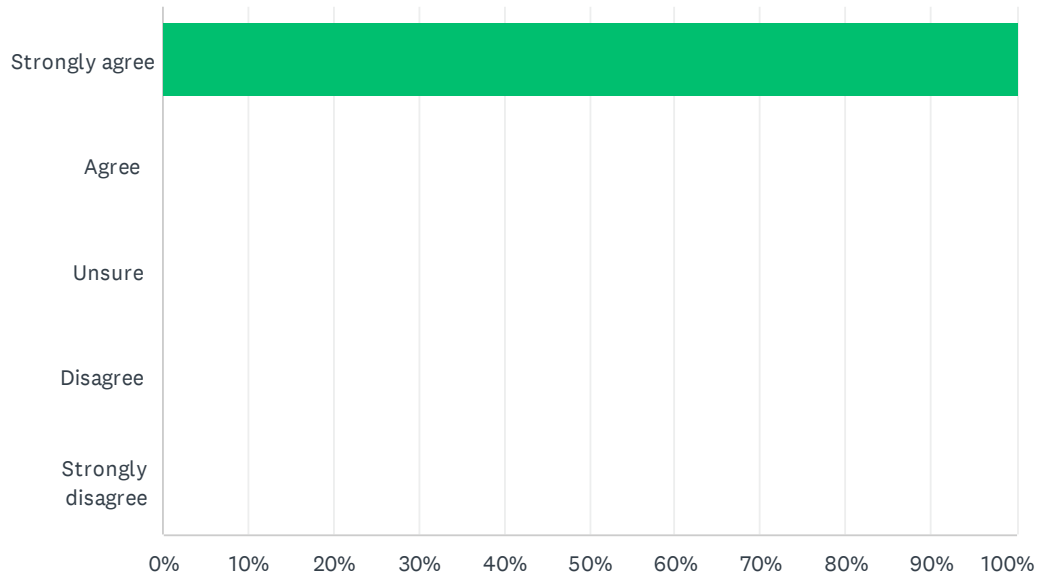
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ANSWER CHOICES	RESPONSES	
Strongly agree	100.00%	6
Agree	0.00%	0
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		6

Q18 The Quality and Curriculum Committee Chair is an effective leader of the Committee

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	100.00%	6
Agree	0.00%	0
Unsure	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		6