

## Eastbourne Local Board meeting

<b>Date</b>	5 November 2019	<b>Time</b>	15.00
<b>Venue</b>	Eastbourne		
<b>Chair</b>	Joanne Rogers		
<p><b>Membership:</b> Joanne Rogers (Chair) Henry Ball, Keith Ridley, Therese Osu Winthe, Huxley Knox MacCaulay, Sam Skevington, Rebecca Conway, Jess Mackintosh</p> <p><b>In attendance:</b> Stephen Holt – Business Event Manager Chamber of Commerce, now CEO of the Eastbourne Bid – project running in town centre, Mia Brown, Director of Governance</p>			
<b>Apologies:</b>			

	Item	Action
1)	<b>Apologies</b>	The following apologies were noted: Therese Osu Winthe, Andy Thomas, Duncan Kerr.
2)	<b>Declaration of interest</b>	No declarations of interest were declared.
3)	<b>Minutes of the meeting held on and matters arising</b>	<p><b>THE MINUTES FROM THE LAST MEETING ON 7 MAY 2019 WERE APPROVED.</b></p> <p>Rebecca Conway provided an update on matters arising with regards membership :</p> <ul style="list-style-type: none"> <li>- The local authority is not currently represented, but Rebecca and Dan are still seeking to address this. Rebecca advised the Borough is a preference in terms of the college group's relationship with them around the estates strategy. She is hoping to be able to advise of a candidate soon. Keith asked if this is likely to be a council officer or a local councillor. Henry advised the college is in dialogue with both officers and councillors because of the estates strategy.</li> <li>- Parent member – Rebeca advised Andy Thomas has joined as a parent member and that she will be circulating an invite letter to all parents for the upcoming parents evening which will also include information about joining the local college board.</li> <li>- Action around national averages has been actioned by Rebecca.</li> </ul>

		<ul style="list-style-type: none"> <li>- Actions around destinations have not yet been completed, but Rebecca provided assurance that this will form part of the college's self-assessment report.</li> <li>- EASH Meeting – Rebecca advised of an ongoing dialogue.</li> <li>- Breakdown for teaching and support staff – <b>to be forward planned.</b></li> <li>- Learning walks – Joanne Rogers asked attendees if they had taken up opportunities for learning walks. Keith advised he has done a few and would welcome doing more. Joanne urged all in attendance to take advantage of learning walk opportunities. Rebecca said this can be offered in a bespoke way if contact is made via her office. Keith said they were incredibly valuable. Henry asked what Rebecca would think about governors making their own arrangements to visit and conduct their own learning walks. Rebecca had no concerns about this. Dan said it would be good to align questions with Ofsted lines of questioning. Joanne said learning walks are great way of keeping our fingers on the pulse.</li> </ul> <p><b>Mia to check if our learning walk guidance is cognizant of the new inspection framework.</b></p>
4)	<b>Student case studies</b>	<p>The local college board reviewed the #loveyourcollege video with student case studies. Dan explained the campaign, he advised it is recognition of the valuable role that FE plays in the education landscape and is a useful champion of the sector.</p> <p>Joanne Rogers requested Mia Brown and Dan Shelley continue to circulate materials that feature our college learners' voices and experiences and that these continue to be tabled here for consideration.</p> <p>Rebecca discussed some recent local good practice that is having a significant impact on student experience - the 45day+ placements with Custard Design . She advised that it is a real challenge to find employers who would take on a high number of students for a long duration and Custard Design have more than delivered. It has helped both the business and the students and has attracted a lot of national interest in such an approach. Rebeca advised initiatives like these can be replicated, it takes the relationships, desire and energy, but can be done successfully.</p>

		<p>Rebecca agreed to continue to bring a selection of other case studies to the local board to encourage members to promote them to their networks as they go about their daily lives. Stephen said initiatives like these are of great benefit for both business and students. Joanne agreed, noting this is the case for smaller businesses as well as the larger employers.</p>
5)	<b>Terms Of Reference (revised)</b>	<p><b>THE TERMS OF REFERENCE WERE APPROVED.</b></p> <p>Joanne said that the quality of education provision provided by the college is vital and that this local board will play a significant role in challenging and supporting Rebecca and her team. Joanne requested that the board be future focused, anticipating the needs of the local employment market.</p> <p>Joanne asked attendees to become ambassadors for ESCG. She said the college has seen a big transition over last 18 months and continues to do so, and is pleased to see the terms of reference have a greater emphasis on all attendees to be advocates for the college to support as it transforms.</p> <p>Rebecca asked attendees to ensure that if they hear feedback, both positive and negative, to use this meeting as forum to share this. She advised that all feedback is welcomed at any time.</p> <p>Henry said that schools are our pipeline and we need to ensure we are meeting their needs and aspirations.</p> <p>Joanne asked all to use social media platforms to help to raise profile of the college by sharing ESCG content.</p> <p>Henry advised that the original idea was for each local college board to lead on a specific aspect of FE, e.g international, HE, but now a whole college approach has been favoured. Henry discussed future proofing and the opportunities for the co-location of technical and vocational education initiatives.</p>
6)	<b>Principals update</b>	<p><u>Headlines</u></p> <p><i>Recruitment</i></p> <p>Rebecca advised that there were concerns about applications but that improvement work is now paying off. She stated that there remains a lot of work to do around retention.</p> <p>Adult enrolment - starting to see numbers increasing and the college has exceeded the annual target already. Rebecca said there is a lot of opportunity to be really dynamic in this area, e.g. adults returning to work, retraining etc.</p>

Keith asked if the adults enrolling are new or repeat learners. Rebecca advised she wasn't able to answer this and acknowledged a need to collect and scrutinise this within enrolment data, with a view to looking at improved customer relationship management.

Joanne emphasised the points made throughout the meeting about robust connectivity with local economic development strategies to ensure alignment with college provision. Steve talked of the strong links with the Chamber of Commerce and advised of a continued commitment to develop partnership arrangements. Dan updated that he is a member of the Eastbourne Premier Group and that there are strong connections with Skills East Sussex subgroups, which comprises a mix of employer and education providers.

Joanne was interested to know how the college promotes courses to adult learners to encourage repeat business. Dan advised of digital, analogue, and paper mechanisms.

Henry picked up a comment made during introduction by Huxley about 61% of his students coming to the Eastbourne campus. Huxley advised that some students will go to Lewes and Hastings, but felt that there is still a local loyalty held towards ESCG and a belief that important improvements are happening on campus.

*Quality update*

Rebecca advised there is still work to do in this area, in terms of the difference between college performance and national averages. She advised that the gap has been narrowed but there remains a need to push forward this year.

The QIP will be discussed at next meeting after having been to the Quality and Standards Committee.

**Action: Mia to forward plan.**

Rebecca said she is proud of work so far completed against the backdrop of a new team, but said that everyone has worked hard and have been well supported - outcomes are looking positive.

Henry said that local heads are well placed to ascertain feedback from what their students think of their onward destination. He asked Huxley for his

sense of what students are telling him. Huxley said it was gratifying seeing the differences and that there is a sense of renewed optimism, evidenced by conversations with colleagues and feedback from former students. He now feels more confident in describing what the college does and and feels able to fulfil his ambassadorial role. Joanne said that there is a lot of completion and continued efforts in marketing to schools and parents is incredibly important. Huxley said activity conducted around alternative provision is an example of good working practices and relationship and that there is a growing confidence in the offer.

Dan reiterated this advising that Lewes based schools are also asking for 14-18 provision and that the colleges should be well placed to meet demand, improving outcomes for those children who are struggling to academically attain and remain in their secondary schools.

Joanne talked of the importance of growing the ESCG employer brand which in turn should support the recruitment and retention of college staff.

Henry asked Rebecca how confident she is about continued academic progress. Rebeca said she is assured by the strong start and the college's commitment to turning things around. Retention 16-19 was acknowledged to be priority area of focus and Rebecca advised of creative approaches to address this. Work is ongoing to identify challenge points; address these early on and consider adapted routes for some students.

Dan updated on the ESCG Estates Strategy, advising of positive discussions with a number of stakeholders about both the Eastbourne and Lewes sites. He said that whilst the college group is unable to fully fund any proposed redevelopment sites itself, there are stakeholders keen to help. He advised that a number of options have been discussed. An options analysis will be presented to the college group for consideration early in the new year. This led to discussions around the various options for offering courses in the local community and Dan updated on a couple of existing and planned co-location initiatives:

- Wave leisure and public health programmes, providing students with real-life work experience, which in turn supports Wave to bid for bigger contracts and aid the local hospital with social prescribing out of the Wave leisure site.

- Health Education England and the first 12 week placement in local hospital settings, not just social care but also clinical supervision placements across mental health, community and acute settings. This is an offer for A-level students who want to go into medicine, and those studying health and social care.
- A potential to establish a training hotel with 'The View Hotel', run by the Unite Union who are keen to work with the college and University of Brighton. This may lead to full time apprenticeships.
- Catering is moving to Devonshire Park, with a training kitchen established in 2020.
- ESFRS to extend their community safety work. Dan updated on activity to examine how public services students and other health and social care students can go out and do community safety work and support work with vulnerable residents.
- Wealden District Council leadership and management apprenticeships.
- Work with two clinical commissioning groups at Eastbourne and Hastings and Rother to develop an app with ESCG Digital students. Thought to be the first initiative of this kind in the UK.

These activities will improve student destination and academic outcomes and experiences whilst demonstrating how the college is supporting economic growth in the local area.

Keith wondered if other colleges had made similar advances in partnership working, as it feels very unique.

Dan said that the Eastbourne apprenticeships achievement rate is now well above the national average, having increased by 6% last year.

Joanne suggested learners are encouraged to visit local schools to talk to students and parents about their experiences at the college. The merits of talking to children early about their life choices and chances were discussed.

Keith asked for an update on construction skills, Dan provided information about the mobile training centre.

7)	<b>Eastbourne Bid presentation and Partnership</b>	<p>Steven Holt was invited to talk about the Business Improvement District (BID). He explained this is a business-led, business-funded initiative to improve and enhance a defined part of Eastbourne town centre.</p> <p>During the BID ballot run in July, 360 businesses voted "Yes" by 2 to 1 in a turnout of 37%. A levy has been charged on all business rate payers in addition to their normal business rates bill, with £300k ring-fenced for the next five years. After the 5 years, businesses have the chance to decide whether or not to renew. In Eastbourne's case, the levy is 1.5% of a premises rateable value with an exemption for properties below £6,000. Steve said the BID does not replace the work of the local authority, but provides additional services as prioritised by the levy-payers.</p> <p>Steve outlined the priorities as:</p> <ul style="list-style-type: none"> <li>• Enhancing the environment with better lighting, signage, and planted areas and promoting Eastbourne's independent shopping areas; like Little Chelsea, Terminus Road, Cornfield, Langney and Bolton Roads</li> <li>• Supporting and running events to increase footfall to the town</li> <li>• Introducing street ambassadors at peak times and a business crime warden to make the town safer</li> <li>• Lobbying all levels of Government to ensure the needs of the town centre are heard.</li> </ul> <p>Steve described how the BID and the college could be mutually beneficial in terms of the following priorities and described a number of placement opportunities for local learners:</p> <ul style="list-style-type: none"> <li>• Dressing Eastbourne Town Centre</li> <li>• Footfall, Marketing &amp; Promotion</li> <li>• Safe &amp; Secure</li> <li>• Stronger Together</li> </ul> <ul style="list-style-type: none"> <li>- Student led events in the town centre - student union may wish to lead</li> <li>- street ambassadors - Travel and tourism learners may wish to be involved in a project like this.</li> <li>- Support lobbying – student union may wish to undertake consultation about what students think about the town centre and ways to improve it.</li> <li>- Students event management activities</li> <li>- Support for the Christmas Cracker four-day event – music, chemistry, art and design students may be keen to be involved</li> </ul>
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8)	<b>Confirmation of members</b>	This was not discussed.
9)	<b>Update on any significant safeguarding and health and safety issues</b>	<p>Rebecca advised that the local authority review team will be visiting Eastbourne, Hastings and Lewes to undertake a safeguarding review. This is a free offer to all post 16 providers. Feedback will be provided on good practice and areas for improvement. It was considered a good test to see how harmonised the colleges across the group are.</p> <p>Rebecca advised that the Health and Safety Executive visited the Art and Design Department at Eastbourne after undertaking a visit to Hastings. The visit went well and helped provide assurances that the established benchmarks are accurate.</p>



		<p>Joanne said that health and safety is a priority area of focus for ESCG. Joanne said it is vital that all campuses instil a health and safety focus and urged the staff and student members to ensure they and their peers and colleagues are raising any concerns with the appropriate people.</p> <p>Henry asked Rebecca if the safeguarding review is focused on internal processes or if it will be looking at broader aspects, such as work experience etc. Rebecca advised the review is focused on internal process but will incorporate the wider elements such as subcontracting and work experience. Staff, students and employers are likely to be asked to inform the review. An action plan will be generated from the review.</p>
10)	<b>Board members engagement</b>	<p>Joanne issued a reminder that the local college boards must be learner centric. She urged all attendees to participate in events and any opportunities to speak and hear from learners if opportunities arise.</p> <p><b>Rebecca will share a calendar of upcoming college events</b></p> <p>Joanne thanked staff and students who supported the recent open events which she attended. Sam was involved in this event and said he met with some very receptive students and parents.</p>
11)	<b>Any other business</b>	<ol style="list-style-type: none"> <li>1. Mia asked if all attendees were now able to access Board packs <b>Mia to set up for Jess.</b></li> <li>2. Mia asked for clarification about when the Self-Assessment Report for 18-19 will be tabled for discussion. Rebecca advised the college group self- assessment and summary will be circulated after Quality and Standards on 26/11.</li> <li>3. Joanne advised the CEO recruitment interviews are taking place this week.</li> <li>4. Henry advised a new ESCG Chair has been appointed and will start after Easter holidays. He advised the new chair is familiar with the college and will bring drive to continue the work started. Joanne thanked Henry for his dedication and commitment to-date.</li> </ol>

**Meeting dates:**

- 4 March
- 6 May