**Lewes Local Board Committee - Minutes**

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| Date | | 9/11/20 | Time | 4-6PM | | |
| Venue | | Online - Zoom | | | | |
| Chair | | Gill Short | | | | |
| **Membership:** Gill Short, Charlie Dobres, Mahalia Dewar, Mike Ellicock, Sarah Pringle, Penny Shimmin Tony Smith, Nathan Newnham (student rep), Kerry Smallhorne and Nigel Ryan (Staff reps)  **In attendance:** Dan Shelley, Executive Director Strategic Partnerships and Engagement and Lewes Exec Lead; Mark Watts Assistant Principal Lewes; Tim Hulme, Executive Director, Resources & Organisational Development | | | | | | |
| **Apologies:** Tony Smith and Mahalia Dewar | | | | | | |
|  | **Item** | | | | **Actions** |
|  | **Apologies and welcomes**  Apologies were noted from Tony Smith who was present at the start of the meeting but needed to leave to deal with a positive Covid test in his school and Mahalia Dewar, who confirmed that she didn’t wish to continue as a student representative this year.  GS welcomed Penny Shimmin, CEO Sussex Community Development Association, Mark Watts, Assistant Principal at Lewes and Rebecca Conroy new CEO.  RC joined the meeting for the first 5 minutes to introduce herself as the new CEO. | | | |  |
|  | **Declarations of Interest**  Penny Shimmin advised that her organisation SDCA rents space at our Denton Island campus in Newhaven. | | | |  |
|  | **Update on the emerging estates strategy for Campus**  The Chair welcomed Tim Hulme, Executive Director Resources and Organisational Development to the meeting.  Tim spoke to a presentation on the transformation strategy for the College group.  The focus was on the progress of the Lewes Campus.  Tim Hulme updated the board on reasons for development, progress of estates strategy and preferred masterplan for Lewes.  Redacted  TH detailed the next steps which will include a People Strategy, A Digital Strategy and a Zero Carbon Strategy.  TH advised that the masterplan for Lewes must compliment other parts of the town and new developments in Lewes.  The Chair invited questions from the group | | | |  |
| **4)** | **Minutes of the meeting 11th May 2020 and matters arising**  The matters arsing has been overtaken by the information provided in the Local Board update (item 5). | | | |  |
| **5)** | **Local Board update**  DS and MW went thought the Local Board update.  DS provided an update on Lewes Covid figures - 79 notifications from staff and students detailed in the local board update has increased to 93 and the positive cases has stayed at 4. The college have introduced a number of additional measures since lockdown was announced including face covering to be worn at all times whilst in the college. The mechanism’s that have been put in place are working and compliance is high.  Enrolments has been slightly under 88%. A Level is still under the growth target and there are some specific differences in Hair & Beauty in particular.  DS advised regarding space, numbers are growing and so are competitors, Haywards Heath College opened its doors in September. While that was closed for 5 years, we did benefit with increased numbers from Mid Sussex students coming to Lewes campus and that has gone down by 60-65 this year. GB Metropolitan College opening a new campus specialising in Art and Creativity from September next year. We are still playing catch up at the moment.  Specialisms, feedback from Headteachers is that they can’t tell the difference in flavour between Lewes, Eastbourne and Hastings. The plan is to set that straight by focusing on key areas that we can grow whilst maintaining good outcomes in the other areas so we can become known for our expertise in those areas.  **Student Outcomes**  MW talked to Achievement as detailed in the report.  The Chair advised the importance of getting the quality right. The Chair is pleased Lewes is improving and expressed that she felt the college completed the self-assessment very well and took it very seriously.  **Quality Improvement**  MW advised around the challenges in providing alternative work placements for our students and any help Board members could provide would be most welcomed.  There was a discussion around learning walks and the Chair, and the Board are keen to participate  **Specialisms**  DS detailed the specialisms for Lewes and confirmed the areas that require development:   * A Levels * Art, Digital Design and Performing Arts * Business Services   DS advised that Lewes delivers the smallest amount of adult education across our campuses and is something we could grow in the future to meet the needs of the local community.  **Student Voice Strategy**  NN advised that the Student voice meetings should continue and confirmed two have happened already this year via google hangouts. NN confirmed that they are working on getting societies back up and running again over Zoom for students.  GS asked Nathan how he is finding college and NN replied that he is happy and feels very fortunate that he is back at college full time as many colleges are not offering face-to-face classes as often as ESC are.  Mike and Sarah congratulated MW for getting the college open and running full time and giving our students the opportunity to learn and socialise.  DS confirmed that lack of facilities of Hair and Beauty is the reason for the low enrolment figures but explained that this will be a great area to help grow our adult offer and that we have some great self-employment opportunities in this sector once we are out of lockdown.  MW reported that the Wellbeing team are supporting and working closely with curriculum. The college has invested in accelerator tutors funded by a small government grant.  KS advised how fantastic the students have been and how much they are enjoying being back at the college. There is one google classroom lesson per week and all students are attending. All staff wellbeing is good and most want to be at the college teaching. Admin is still an issue.  NR expressed how well all the filming went for the virtual open event which went very well. After the event marketing had 120 volunteers for campus forum which unfortunately due to lockdown has been delayed until after Christmas. | | | |  |
| **9)** | **Local stakeholder engagement & feedback from Local Board Members**  DS advised on the local stakeholder engagement for Lewes and Newhaven. He has worked with Penny Shimmin, Job Centre Plus the County Council and others looking at establishing Youth Hubs linked to 18-24 year olds who are unemployed.  DS advised regarding the £1M Pledge which has supported 1000 adults with skills and pre-employment training programmes to support them to retrain or gain new skills during the lockdown and beyond.  3VA – A third sector representative organisation covering Eastbourne, Lewes, and Wealden District Council. DS informed the Board that the College is working with them to see how our students can help smaller communities in voluntary sector organisations with their websites, branding, and other support packages. Also working closely with Digital Design Agencies.  Working with Brighton & Hove Buses with the Town Deal. Looking at paint and body mechanical engineering and green alternatives for their buses in addition to HGV training.   PS advised she delivers employability programmes and is welcoming potential collaboration between the college and CXK. Potential opportunity for adult and younger students by working together.  DS advised Lewes District Council are close to agreeing a deal with the DfE over acquiring the UTC building in Newhaven and there could be potential for us in the future as a low rent tenant.  SP is very much looking forward to collaborative working in and around Newhaven.  Charlie provided an update around Lewes Football Club. | | | |  |
| **10)** | **New Terms of Reference confirmed**  Terms of reference was agreed. | | | |  |
| **11)** | **Programme of guest speakers for 2021 meetings**  Suggestions –   * Chamber of Commerce * Glyndebourne * The Depot. * Hanover * Chris Otley, Estate Agent. * Hospitality and Catering in Lewes. * Sussex University * UoB * Sussex Innovation Centre | | | |  |
| **12)** | **Any other business**  No other business | | | |  |
| **Next Meeting dates:** Monday 8 March 2021, Wednesday 19 May 2021 all meetings will take place between 4pm to 6 pm | | | | | |