

East Coast College Corporation Meeting

3.30pm Tuesday 24th March 2026 Energy Centre Lowestoft

Present:	Dawn Carman-Jones (DCJ) Ian Lomax (IL) Kirk Lower (Vice Chair-KL) Mark Buckton (MB) Mike Dowdall (MD) Paul Padda (Principal and CEO) Peter Lavender (PL) Rachel Kirk (RK) Tina Ellis (Vice Chair -TE) Vicki Paterson (VP) Bill Farrow (BF) Jacob Yates (JY)	
In attendance:	Ann Wall (Director of People and Wellbeing) Wendy Stanger (Director of Governance) Urmila Rasan (Deputy Chief Executive) and Gary Jefferson (Deputy Principal)	
	Apologies and membership	Action
Apologies Apologies were received from Madeleine Moretta (MM) David Blake (Chair - DB) Giles Kerkham (GK) Rachael Botley (RB) Robin Jackson (RJ) Teresa Sharman (TS) Peter Carr (PC) and for leaving early Dawn Carman-Jones (DCJ) Membership David Blake (Chair - DB) Dawn Carman-Jones (DCJ) Peter Carr (PC) Giles Kerkham (GK) Ian Lomax (IL) Katie Alexander (KA) Kirk Lower (Vice Chair-KL) Madeleine Moretta (MM) Mark Buckton (MB) Mike Dowdall (MD) Paul Padda (Principal and CEO) Peter Lavender (PL) Rachael Botley (RB) Rachel Kirk (RK) Robin Jackson (RJ) Teresa Sharman (TS) Tina Ellis (Vice Chair -TE) Vicki Paterson (VP) Bill Farrow (BF) Jacob Yates (JY) In the Chairs absence, the Vice Chair Kirk Lower chaired the meeting.		
	Declarations of Interest.	
There were no declarations of interest.		
ECC/26/03/1	Pass Through Agreement – Churchill Contract Services and SCC (Cleaning Contract) as recommended by Finance and General Purposes	
The Deputy Chief Executive advised that the pass through agreement was required due to the change in cleaning contractor and the previous TUPE agreement to maintain the membership of the LGPS for those former eligible College employees. Corporation resolved, as recommended by Finance and General Purposes, to approve the Pass Through Agreement that it be signed as a Deed.		
ECC/26/03/2	Great Yarmouth Rebuild - FF&E (Furniture, Fixtures, and Equipment) - as recommended by Finance and General Purposes	
The Deputy Chief Executive advised that a tender process for the FF&E associated with the Great Yarmouth rebuild would need to take place in the Spring to align with the construction timeline, and confirmed that a budget had been ring-fenced to support this.		

Governors queried whether the College had explored opportunities for sponsorship of equipment and whether a sponsorship policy was in place. The Deputy Chief Executive advised that the tender related primarily to desks, chairs and audio-visual equipment such as touch screens. The Deputy Principal commented that the College had not previously been successful in securing major sponsorship. Corporation resolved, as recommended by Finance and General Purposes, to approve • That the tendering processes are undertaken for the furniture and fittings and audio-visual equipment for the new building in Great Yarmouth.		
ECC/26/03/3	Subcontracting Tender	
The Deputy Chief Executive advised that a tender process was required for the College's subcontracting provision. The numbers included in the report were maximum numbers, and the numbers would be finalised in the upcoming budget round. The Corporation noted the management and quality assurance report on subcontractors. Corporation resolved to approve that: • A tender document is issued for the sub-contracted provision for the 2026/27 year: ○ Performing Arts level 3: To support high achievers to develop vocational skills to aid positive progression to higher education. A maximum of 20 places (unchanged from 2025/26 tender) ○ NEET and SEN provision in Great Yarmouth to support progression to the College through vocational programmes in Construction, Motor Vehicle and Service Industries. A maximum of 60 places (an increase of 30 places from 2025/26 tender) ○ NEET and SEN provision in Norwich area to support entry and level 1 vocational programmes in Construction, Motor Vehicle, Health and Social Care and Service Industries. This offer would support a regional need for those at risk of being NEET and where there is no local offer from other colleges. A maximum of 160 places (unchanged from 2025/26 tender) ○ 16-18 NEET provision in Lowestoft on 12 week programmes to support a stepping stone back into study or positive steps to employment readiness. A maximum of 18 places in 2 or 3 cohorts in year. (unchanged from 2025/26 tender)		
ECC/26/03/4	Funding Application - Lowestoft Ground Floor Masterplan	
The Deputy Chief Executive presented the report and advised that it is proposed that the College submits an application to the Post-16 Capacity Fund (P16CF), which has a submission deadline of 17th April 2026 for redevelopment of the ground floor of the Tower Block and the Sir Christopher Cockerell Centre at the Lowestoft Campus. Corporation resolved to approve the: • the proposal that the College makes an application to the Post-16 Capacity Fund (P16CF).		