



Minutes of: Governing Board

Date: 8th October 2024 3.30pm **Location:** Old Classroom, Walford Campus

AWAY DAY	
Present:	
Alan Layng (Chair)	Vicki Bushell (Director of HR)
David Williams (Principal/CEO)	Jo Ricketts (Deputy Principal)
Toby Kinnaid	Ian Higgins (Vice Principal)
Laura Johnston	Mel Taylor (Vice Principal)
Ian Scott-Bell	Ed Gwillim (Director of Finance)
Jeremy Nicholls	Rebecca Semple (Clerk to Governors)
Debbie Lambert (Co-opted Member C&Q Committee)	
BOARD MEETING	
Present	Attending
Alan Layng (Chair)	Rebecca Semple (Clerk to Governors)
David Williams (Principal/CEO)	Ed Gwillim (Director of Finance)
Toby Kinnaid	Vicki Bushell (Director of HR)
Laura Johnston	Jo Ricketts (Deputy Principal)
Ian Scott-Bell	
Jeremy Nicholls	
Quoracy: meeting was quorate	

Away Day

An Away Day for Governors was held before the Board Meeting, commencing at 11.30am with a tour of the Walford Campus with Vice-Principal Mel Taylor. A Strategy Development workshop then followed, led by Principal&CEO Dave Williams, who was seeking Governors' views and ideas on the development process and the shape and structure of the new College Strategy.

Board Meeting

- Apologies for Absence:** apologies received from Tony Bramley, Gillian Herbert, Joe Davey, Julia Evans, Krista Price (Staff Governor), Ben Greenwood (Staff Governor), Wioletta Severy (Student Governor)
- Declarations of interest:** no further declarations of interest were declared
- Minutes of last meeting held on July 4th 2024:** the minutes were approved as a true and accurate record. There were no matters arising.
- Appointment of new Governor Mark Roberts**
A governorship application was reviewed by Board, following recommendation by Search and Governance Committee.

Decision: *The Board agreed to approve this appointment to the Board*

The Principal and Chair reported that they have also met with another potential applicant for the Board, and this application will now be reviewed by the Search and Governance

Committee. The Board also heard that an application for a second student governor has been received and will be progressed by the Search and Governance Committee.

5. **Finance Director recruitment update:** The Principal reported that the closing date for this position was yesterday, and shortlisting is underway, following five applications having been received. The Board were also updated with some detail of the planned interview process, the selection panel, and the governors' role in this.

6. **Any Other Business:**

- a. **Lockdown incident update:** The Principal updated the Board with the main details of an incident last week (including duty manager and police involvement) concerning a visitor to the college who was carrying an unknown item of potential weaponry that was of concern at the time. He indicated that the incident was calmly dealt with by all involved, and while thankfully it was not felt by management to have been a crisis situation on reflection, it provided a useful opportunity for learning. The Board were informed that immediate interaction between neighbouring colleges resulted in a joint press statement being agreed on the day, which was used by HLNSC via social media.

The Principal outlined the incident-management plans already underway (speed-gates, people-safe app, communication network with neighbouring colleges), and noted a potential need to prioritise this work. A staff meeting is scheduled this week for the Principal to discuss the incident, clarify details, and hear any concerns, and the Principal is due to meet with neighbouring colleges next week to reflect and discuss also.

A Confidential Board Meeting then followed

Minutes approved:

Date: