

The Governing Body of Southern Regional College

Meeting of the Finance and General Purposes Committee of the Governing Body scheduled for
Tuesday 17 October 2023 at 17.30 in the Boardroom, Banbridge campus.

Item	Item	Papers	Action	Presenter	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of meeting 6 June 2023	Enclosed	Approval	Chair	1
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Annual Health & Safety Report <ul style="list-style-type: none"> • Health & Safety policy • Health & Safety Statement 	Enclosed	Noting Approval Approval	Mrs Hughes	15, 16
7.	Estates Maintenance Plans	Enclosed	Noting	Mrs Hughes	15
8.	Finance & General Purposes Committee Annual Report	Enclosed	Approval	Chair	1 – 18
9.	Terms of Reference	Enclosed	Approval	Chair	1 – 18
10.	Policy approval; <ul style="list-style-type: none"> • Password policy • Fees Schedule 2023-24 	Enclosed	Approval	Mr Sloan	17
11.	a. Annual Report Financial Analysis b. Draft Annual Report and Financial Accounts	Enclosed	Noting	Mrs Campbell	11
12.	Indicative Budget Aug 23 - July 24	Enclosed	Noting	Mrs Campbell	3
13.	SRC Management Accounts	Enclosed	Noting	Ms McGuigan	4
14.	Governing Body Budget report	Enclosed	Noting	Ms McGuigan	12
15.	DfE Forecast Returns	Enclosed	Noting	Ms McGuigan	3, 4, 10
16.	Bank Mandate	Enclosed	Noting	Ms McGuigan	
17.	Direct Award Contracts	Verbal	Noting	Ms McGuigan	10
18.	Register of Interests	Enclosed	Noting	Miss Armstrong	9
19.	Complaints and Compliments Annual Report <ul style="list-style-type: none"> • Trend analysis 	Enclosed	Noting	Mrs Campbell	14
20.	Circulars <ul style="list-style-type: none"> • FE Grants 2023 2024 FE 06/23 • Hardship Fund 2023 2024 FE 07/23 	Enclosed	Noting	Mrs Campbell	11
21.	Any Other Business	Verbal	Noting	Chair	

Date and Time of Next Meeting – Tuesday 23 January 2024 at 17.30 via TEAMS.

Distribution List:

Members: Mrs Tracy Strachan (Committee Chair), Mr Raymond Sloan (Interim Chief Executive), Mr Sean Fitzsimons, Mr Nick Harkness, Mrs Monica Kelly, Mr Gary McMurray and Mr Kieran Swail.

Attendees: Dr Thomas Moore (Chairman of the Governing Body), Mrs Lee Campbell (Director of Finance and Planning), Mrs Ann Marie Hughes (Interim Director of Client Services), Ms Joanne McGuigan (Assistant Director of Finance), Mr Gary Young (Head of Estates), Mr Paul Donaghy (Health, Safety and Environmental Systems Manager), Mrs Sinead Lavery (Boardroom Apprentice) and Miss Lindsay Armstrong (Secretary to the Governing Body)

Terms of Reference

The main business of the Finance and General Purposes Committee is to monitor, determine and advise the Governing Body on the College's solvency, matters relating to estimates, budgets and presentation of accounts of the College, and other matters as the Governing Body may from time to time remit to it.

The responsibilities of the Finance and General Purposes Committee are to:

1. Carefully scrutinise all agenda items and committee papers for any conflicts of interests and follow DfE procedures in regard to making the appropriate declaration, thus ensuring that good governance is maintained at all times;
2. Monitor the solvency of the College and advise the Governing Body;
3. Scrutinise, test and challenge, if appropriate, the DfE Annual Recurrent Budget Allocation to ensure it is sufficient to deliver the College planned curriculum offer and it is fair and equitable in comparison with other college recurrent grant funding levels and advise the Governing Body accordingly.
4. Advise Governing Body on clear financial objectives and clear indicators for measuring College performance;
5. Monitor the financial statements of the College, including consultancy reports and advise the Governing Body;
6. Advise the Governing Body on the policy by which tuition and other fees payable to the College are determined;
7. Review, in line with financial delegations, the financial impact of proposals placed before other committees including prior DfE approvals;
8. Monitor all prior DfE approvals in line with financial delegations;
9. Review the Register of Interests maintained by the Secretary in respect of governors and senior post holders;
10. Seek assurance with regard to compliance in respect of conditions of funding and submissions of returns to DfE and other funders;
11. Seek assurance that the College's financial statements comply with DfE accounts direction and other appropriate guidance;
12. Monitor the Governing Body budget;
13. Monitor College investments to ensure a satisfactory income return and spread of risk;
14. Monitor College complaints and compliments in accordance with agreed policy and procedures;
15. Monitor Health and Safety practice and seek assurance on compliance with statutory requirements;
16. Review the insurance claims history of the College;
17. Review and approve local policies that fall within the remit of the Committee; and
18. Advise and where appropriate decide or refer on those matters which fall within the remit of the Governing Body but do not have a natural home within the existing committee structure – these to be termed general purposes.