

The Governing Body of Southern Regional College

Standard meeting of the Finance and General Purposes Committee of the Governing Body
scheduled for **Tuesday 16 April 2024** at **17.30** via TEAMS.

Item	Item	Papers	Action	Presenter	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of meeting 25 January 2024	Enclosed	Approval	Chair	1
4.	Matters Arising	Enclosed	Noting	Chair	
5.	Chairperson's Business	Verbal	Noting	Chair	
6.	Policy approval <ul style="list-style-type: none"> • Data protection GDPR <ul style="list-style-type: none"> ○ FE Sector Data Subject Rights Procedure ○ Personal Data Breach Management Procedure ○ Personal Data Breach Management Incident Response Team Procedure 	Enclosed	Approval	Ms McGuigan	17
7.	Management Accounts Report	Enclosed	Noting	Mrs Khan	4
8.	Governing Body Budget report	Enclosed	Noting	Mrs Khan	12
9.	DfE Forecast Returns	Enclosed	Noting	Mrs Khan	3, 4, 10
10.	Direct Award Contracts	Verbal	Noting	Ms McGuigan	10
11.	Bank Mandate - Financial controls	Verbal	Noting	Ms McGuigan	10
12.	Sector Insurance Business Case	Enclosed	Noting	Ms McGuigan	16
13.	Complaints and Compliments report	Enclosed	Noting	Ms McGuigan	14
14.	Circulars <ul style="list-style-type: none"> • FE01/24 2024-25 Skills Focus Circular • FE02/24 2024-25 Innovate Us Circular 	Enclosed	Noting	Ms McGuigan	11
15.	Any Other Business	Verbal	Noting	Chair	

Date and Time of Next Meeting – **Tuesday 4 June 2024** at **18.30** in the Newry campus.

Distribution List:

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

Attendees: Dr Thomas Moore (Chairman of the Governing Body), Ms Joanne McGuigan (Interim Director of Finance and Planning), Mrs Michelle Khan (Interim Assistant Director of Finance), 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.