

The Governing Body of Southern Regional College

Meeting of the Finance and General Purposes Committee of the Governing Body scheduled for **Tuesday 18 October 2022** 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 31 May 2022 | 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 | Mr Sloan | 15, 16 |
| 7. | Estates Maintenance Plan 2022-2023 | Enclosed | Noting | Mr Sloan | 15, 18 |
| 8. | Policy approval; <ul style="list-style-type: none"> • Debt Management • Fees Schedule 2023 2024 • Bring Your Own Device • Mobile and Remote Working | Enclosed | Approval | Mr Doran | 17 |
| 9. | Finance & General Purposes Committee Annual Report | Enclosed | Approval | Chair | 1 - 18 |
| 10. | Terms of Reference | Enclosed | Approval | Chair | 1 - 18 |
| 11. | Annual Complaints Report Year end analysis | Enclosed | Noting | Mrs Campbell | 14 |
| 12. | Draft Annual Report and Financial Accounts | Enclosed | Noting | Mrs Campbell | 11, 18 |
| 13. | SRC Management Accounts year end | Enclosed | Noting | Ms McGuigan | 4 |
| 14. | Draft Indicative Budget (Academic Year Aug 22- Jul 23) | Enclosed | Noting | Ms McGuigan | 3 |
| 15. | Governing Body Budget report | Enclosed | Noting | Ms McGuigan | 12 |
| 16. | DfE Forecast Returns | Enclosed | Noting | Ms McGuigan | 3, 4, 10 |
| 17. | Bank Mandate | Enclosed | Approval | Ms McGuigan | 5 |
| 18. | Direct Award Contracts | Verbal | Noting | Ms McGuigan | 11 |
| 19. | Register of Interests | Enclosed | Noting | Miss Armstrong | 9 |
| 20. | Circulars; <ul style="list-style-type: none"> • FE10/22 Access to English Speakers of Other Languages • FE 05/22 FE Residency and Funding Requirements • FE 07/22 FE Grants | Enclosed | Noting | Mrs Campbell | 11 |
| 21. | Any Other Business | Verbal | Noting | Chair | |

Date and Time of Next Meeting – **Tuesday 17 January 2023** at **17.30** via TEAMS.

Distribution List:

Members: Mrs Tracy Strachan (Committee Chair), Mr Brian Doran (Chief Executive), Mr Gary McMurray, Mr Tom Redmond, Mr Kieran Swail and Mrs Judith Thompson.

Attendees: Mrs Lee Campbell (Director of Finance and Planning), Mr Raymond Sloan (Director of Client Services), Ms Joanne McGuigan (Assistant Director of Finance), Mr Gary Young (Head of Estates), Mr Paul Donaghy (Health & Safety Manager), Dr Thomas Moore (Chairman of the Governing Body), Miss Clodagh Palmer (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 regards 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.