

The Governing Body of Southern Regional College

Standard meeting of the Finance and General Purposes Committee of the Governing Body
scheduled for **Tuesday 04 November 2025 at 17.30** in the **Boardroom Banbridge Campus**

Item	Item	Papers	Action	Presenter	TOR
1.	Welcome and Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	1
3.	Minutes of meeting 10 June 2025	Enclosed	Approval	Chair	
4.	Matters Arising	Enclosed	Noting	Chair	
5.	Chairperson's Business	Verbal	Noting	Chair	
6.	Complaints and Feedback Annual report (17.45-17.55)	Enclosed	Noting	Ms McGuigan & Mr Boden	14
7.	Annual Health and Safety Report (18.00 - 18.10)	Enclosed	Noting	Mr Sloan & Mr Donaghy	15,16
8.	Estates Plan for 2025-26, 2026-27 & 2027-28 (18.10-18.20)	Enclosed	Noting	Mr Sloan & Mr Young	15,16
9.	Insurance Claim Update (18.20-18.30)	Enclosed	Noting	Mr Sloan & Mr Young	16
10.	Finance and General Purposes Committee Annual Report	Enclosed	Noting	Chair	1-18
11.	Finance and General Purposes Committee Terms of Reference	Enclosed	Approval	Chair	1-18
12.	Policy Review a) Network Acceptable Use Policy b) ICT Network Security c) Document Control d) Health and Safety Policy e) Health and Safety Statement f) Mobile & Remote Working g) Freedom of Information	Enclosed	Approval	Ms McGuigan	17
13.	Banking Mandate	Enclosed	Noting	Mrs Khan	
14.	SRC Management Accounts for Year End	Enclosed	Noting	Mrs Khan	4
15.	Governing Body Budget report	Enclosed	Noting	Mrs Khan	12
16.	Provisional Budget Allocation	Enclosed	Noting	Mrs Khan	3
17.	Draft Budget 2025-26 (August 25 – March 26)	Enclosed	Noting	Mrs Khan	
18.	DfE Financial Returns	Enclosed	Noting	Mrs Khan	3, 4, 10
19.	Direct Award Contracts Annual Report	Enclosed	Noting	Mrs Khan	10
20.	Annual Report and Accounts a) Draft Annual Report and Accounts b) Annual Report Financial Analysis	Enclosed	Noting	Ms McGuigan	11
21.	Circulars a) FE Grants 2025-26	Enclosed	Noting	Ms McGuigan	11

	b) FE Hardship Fund 2025-26				
22.	Any Other Business	Verbal	Noting	Chair	
23.	Review of Meeting				

Date and Time of Next Meeting – Tuesday 20 January 2026 at 17.30 via TEAMS.

Distribution List:

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

Attendees: Dr Thomas Moore (Chair of the Governing Body), Ms Joanne McGuigan (Interim Director of Finance and Planning), Mrs Michelle Khan (Interim Assistant Director of Finance), Mrs Tracy Strachan, Mr Gary Young (Head of Estates), Mr Paul Donaghy (Health and Safety Manager), Mr Raymond Sloan (Director of Client Services), Mr Ian Boden (Corporate Compliance) and Mrs Emma Foster (Secretary to the Governing Body)

Terms of Reference

The Finance and General Purposes Committee has oversight of all matters relating to the finance and accounts of the College and the receipt of its income and expenditure. 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 and presentation of accounts. The committee will also recommend for approval the annual estimate of income and expenditure and monitor performance in relation to the approved budget.

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.