MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON 31 MARCH 2026 in BOARDROOM PORTADOWN CAMPUS and via TEAMs

PRESENT:
Mr Gary McMurray (Interim Chair)
Mrs Lee Campbell (Principal/Chief Executive)
Mr Nick Harkness (via Teams)
Mrs Monica Kelly (via Teams)

IN ATTENDANCE:
Ms Joanne McGuigan, (Interim Director of Finance and Planning)
Mrs Michelle Khan, (Assistant Director of Finance)
Mrs Emma Foster (Secretary to the Governing Body)

The meeting convened at 17.31

A01. WELCOME AND APOLOGIES FOR ABSENCE

ACTION By whom

Apologies for absence were received from Mr Fitzsimons and Dr Moore.
Mr McMurray on behalf of the Governing Body sent his condolences to Dr Moore on his recent bereavement.

A02. DECLARATION OF INTERESTS

The Chair reminded those present to declare at the commencement of the meeting any conflict of interest held in matters to be discussed. No interests were declared.

A03. MINUTES OF THE MEETING 20 JANUARY 2026

The minutes of the Finance and General Purposes Committee meeting held on 20 January 2026 were reviewed for accuracy as an accurate record and unanimously approved - proposed by Mr Harkness and seconded by Mrs Kelly.

A04. MATTERS ARISING

Members noted that matters listed as outstanding on the action sheet will be addressed at the next Committee meeting on 02 June 2026.

A05. CHAIR'S BUSINESS

Mr McMurray acknowledged that this was Ms McGuigan's final meeting prior to her retirement from the College and, on behalf of the Governing Body, thanked her for her service and contribution.

Mr McMurray also extended his congratulations to Mrs Khan on her recent permanent appointment as Assistant Director of Finance.

Mr McMurray advised that there had been an accountability meeting on 20 March 2026 – he had been unavailable to attend but a number of other governors had attended. Mr McMurray asked the Principal & CEO to give a brief overview. During the meeting, the Permanent Secretary outlined the financial pressures facing the Department for the Economy, as well as those impacting the College.
Mrs Campbell reassured members that the College is implementing a range of measures aimed at mitigating these financial pressures and outlined the actions being taken. However, did state that a planning period would be required to allow the College to make all the necessary savings. She also noted that legislative change may be required to support the development of additional income streams for the College.

A06. POLICY APPROVAL

a) **Raising Concerns (formerly Public Interest Disclosure)**
b) **Retention and Disposal Policy**

Members noted the amendments to the Raising Concerns Policy.
The policy was approved on the proposal from Mr Harkness and seconded by Mrs Kelly.

Ms McGuigan reassured members that the College has no issues in implementing the sector wide Retentions and Disposal policy. She confirmed that it has been reviewed and incorporated across all six colleges.

Members noted the sector wide Retention and Disposal policy.

A07. BANKING MANDATE

Ms McGuigan took members through the report and outlined the proposed updates. She advised that references to Ms McGuigan on the e-banking, and bank mandate arrangements have been removed. It was noted that the Procurement Manager has been added as a second authorised manager.
Members were informed that all e-banking transactions require authorisation by two members of staff. The College credit card contract with Barclaycard will come to an end within the next 12 months. New corporate credit cards will then be issued from the new provider. The previous credit card limit of £20,000 held by Ms McGuigan has now been reallocated to the Principal/Chief Executive as an interim contingency measure.

A08. RESOURCE ALLOCATION

Ms McGuigan drew members attention to the letter outlining budget allocations which were made to the College. Funding had been allocated to the College via a 'Winter Warmer' Scheme - this allowed all students between January 2026 and March 2026 to avail of free breakfast and lunch each day they attended the College. The scheme has been well received by students.

A09. SRC MANAGEMENT ACCOUNTS

Mrs Khan took members through the accounts for the period August 2025 to February 2026. She advised that additional funding had been made available to budget holders. Mrs Khan thanked her team for their efforts in ensuring all requisitions were processed and approved efficiently.

Members were informed that budget performance is reviewed monthly with budget review meetings being held monthly and these are working well. Overall, the College's financial position is on track.

A10. GOVERNING BODY BUDGET REPORT

Members noted this report.

A11. DFE FINANCIAL RETURNS

Mrs Khan took members through this. Members noted this report.

A12. 2026-27 INDICATIVE BUDGET

Mrs Khan took members through the report which forecasts what the budget assigned to the College will be. The College has looked at actions they could put in place and discussed with the Business Engagement Team in the College regarding the other ways they are generating income.

A contingency balance is within the budget to assist response to any unexpected pressures that may arise.

Mrs Khan reassured members that regular planning meetings take place throughout the year this includes monthly budget performance review meetings and budget clinics.

A13. DIRECT AWARD CONTRACTS

Nothing to report.

A14. COMPLAINTS AND COMPLIMENTS REPORT

Ms McGuigan took members through the report. Up until January 2026 26 complaints had been received of which only 8 were fully upheld once investigated. Members have requested a rag chart be added to reports for future meetings, to include tracking of the number of upheld complaints each month to gain a better understanding of what the upheld complaints related to and the magnitude. — Mrs Khan

A15. HEALTH AND SAFETY QUARTER 2

It was noted that 17 issues had been identified during Health and Safety inspections carried out by College staff. The findings of which have been collated, and management are working with staff to ensure that these are addressed and closed out promptly.

Members were advised that at each campus monthly meeting, Health and Safety staff present a progress report outlining the robust processes in place to ensure appropriate actions are being taken to close any issues.

Members have requested further detail be included in this report going forward to include a rag status of ongoing and recently closed concerns. — Mrs Campbell

A16. INSURANCE CLAIM UPDATE 2

Since members last met 1 claim has been closed out whilst 3 new claims that will be processed through the College's new insurance provider.

A17. ANY OTHER BUSINESS

Nothing to note

A18 REVIEW OF MEETING

Members were happy with the meeting.

DATE AND TIME OF NEXT MEETING

The next meeting will be held on 02 June 2026 at 17.30 via TEAMs

The meeting concluded at 18.27

[redacted]

C

31.03.26

DATE