

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 04 NOVEMBER 2025 AT 17.30 in BOARDROOM BANBRIDGE CAMPUS

PRESENT:

Mr Gary McMurray (Acting Chair)
Mrs Lee Campbell (Principal/Chief Executive)
Mr Sean Fitzsimons
Mr Nick Harkness (via TEAMS)
Mrs Monica Kelly

IN ATTENDANCE:

Dr Thomas Moore, (Governing Body Chair)
Ms Joanne McGuigan, (Interim Director of Finance and Planning)
Mrs Michelle Khan, (Interim Assistant Director of Finance)
Mrs Emma Foster (Secretary to the Governing Body)
Mr Paul Donaghy (Health and Safety Manager) For Agenda Item A07
Mr Gary Young (Head of Estates) For Agenda Items A07,A08 &A09
Mr Raymond Sloan (Director of Client Services) For Agenda Items A07,A08 &A09
Mr Ian Boden (Corporate Compliance Manager & Data Protection Officer) For Agenda Item A06

The meeting convened at 17.30

A01. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received for Mrs Strachan.

ACTION
By whom

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 10 JUNE 2025

The minutes of the Finance and General Purposes Committee meeting held on 10 June 2025 were reviewed for accuracy as an accurate record and unanimously approved as an accurate record following proposal by Mrs Kelly and seconded by Mr Fitzsimons.

A04. MATTERS ARISING

Mrs Campbell provided members with a verbal update against the action from the meeting on 10 June 2025.

Members were content to close the action

A05. CHAIR'S BUSINESS

Nothing to note

Mr Boden joined the meeting at 17.35

A06. COMPLAINTS AND COMPLIMENTS ANNUAL REPORT

Mr Boden gave a brief report on the annual report included in the members pack. In the previous year 23/24 there were 89 complaints received 28 of these were relating to teaching staff strike action.

Consistent with previous years, the College has continued to operate at a 100% success rate in respect of the achievement of acknowledgement and response timeframes

associated with all complaints received. This fully meets the requirements of the Northern Ireland Public Services Ombudsman (NIPSO) and the College's Complaints & Compliments policy.

In year 24/25 no requests for appeals had been received by the college in relation to any of the complaints previously made.

In response to the following query from members

'Are Students made aware of the complaints and compliments process?'

Mr Boden informed members that College staff make students aware of the College website which has a dedicated section for feedback, comments, complaints and compliments. These are sent directly to a dedicated mailbox which is monitored by Mr Boden.

Members queried how feedback is shared with the student body. An action will be taken for an update to be provided at the next committee meeting.

Ms McGuigan

Mr McMurray thanked Mr Boden for his report.

Mr Ian Boden left the meeting at 17.53

Mr Sloan, Mr Donaghy and Mr Young joined the meeting at 17.55

A07. ANNUAL HEALTH AND SAFETY REPORT

Mr Donaghy took members through the report. He highlighted that 89 students have recently completed CardioPulmonary Resuscitation (CPR) training.

The Health and Safety Policy and Policy Statement were brought forward in this agenda for approval.

The Health and Safety Policy was approved – proposed by Mr Fitzsimons and seconded by Mr McMurray. The Health and Safety Statement was approved for signing by the Principal & Chief Executive and Governing Body Chair

Mr McMurray thanked Mr Donaghy for his report.

Mr Donaghy left the meeting at 18.09

A08. ESTATES PLAN FOR 2025-26,2026-27 AND 2027-28

Mr Young provided members with an overview of the work completed within the year 2024-2025 and projects that are due over the next three years (2025-2028) for completion.

Members thanked Mr Young for his report.

A09. INSURANCE CLAIM UPDATE

Members noted this.

Mr McMurray thanked Mr Sloan and and Mr Young for their detailed reports.

Mr Sloan and Mr Young left the meeting at 18.20

A10. FINANCE AND GENERAL PURPOSES COMMITTEE ANNUAL REPORT

Mr McMurray took members through the report having taken it as read. Members agreed the content of the report was accurate. The report was approved following proposal by Mrs Kelly and seconded by Mr Fitzsimons.

A11. FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Members approved the Terms of Reference.

A12. POLICY APPROVAL

- 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**

Members agreed the policies with the understanding that minor typing errors would be amended to include the full title of Principal and Chief Executive.

These policies were approved - proposed by Mr Fitzsimons and seconded by Mr McMurray.

A13. BANKING MANDATE

Members agreed to formally remove from the banking mandate staff who are no longer employees of the College.

Proposed by Mrs Kelly and seconded by Mr Fitzsimons.

A14. SRC MANAGEMENT ACCOUNTS FOR YEAR END

Mrs Khan took members through the report. Members suggested the insertion of an executive summary be added to future reports.

Mr McMurray thanked Mrs Khan for her report.

Dr Moore thanked Mrs Khan and Ms McGuigan for their hard work in compiling these reports.

A15. GOVERNING BODY BUDGET REPORT

Mrs Khan took members through the report and answered any questions the members had.

A16. PROVISIONAL BUDGET ALLOCATION

Members noted the letter.

A17. DRAFT BUDGET 2025-26 (AUGUST 25-MARCH 26)

Members noted the report.

A18. DfE FINANCIAL RETURNS

Members noted the report

A19. DIRECT AWARD CONTRACTS ANNUAL REPORT

Member noted this.

A20. ANNUAL REPORTS AND ACCOUNTS

- a) Draft Annual Reports and Accounts**
- b) Annual Report Financial Analysis**

Ms McGuigan took members through the detail of the report and the rationale regarding variances in income and expenditure between the last financial year and this financial year. Ms McGuigan took members through the work undertaken as a result of the NIAO recommendations in the 2023/24 RTTCWG and the impact of this work on the College depreciation figure.

Mrs Campbell confirmed the final version of this report will be brought to the next Governing Body meeting for approval following review by Audit & Risk Committee.

Mr McMurray thanked the Finance team for the work undertaken to complete these reports.

A21 CIRCULARS

- a) FE Grants 2025-26**
- b) FE Hardship Fund 2025-26**

Members noted the Circulars.

A22. ANY OTHER BUSINESS

Nothing to note.

A23. REVIEW OF MEETING

Mr McMurray thanked members for attending the meeting and for the detailed reports presented during the meeting. It was agreed that having timed slots for presenters had been beneficial in terms of flow of the meeting.

DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 20 January 2026 at 17.30 via TEAMS

The meeting concluded at 19.35

CHAIR

23.01.26

DATE