

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 10 JUNE 2025 AT 17.30 in BOARDROOM BANBRIDGE CAMPUS

PRESENT:

Mr Gary McMurray (Chair)
Mrs Tracy Strachan (via Teams)
Mrs Lee Campbell (Principal & Chief Executive)
Mr Sean Fitzsimons
Mr Nick Harkness
Mrs Monica Kelly

IN ATTENDANCE:

Dr Thomas Moore, Governing Body Chair (via Teams)
Ms Joanne McGuigan, Interim Director of Finance and Planning
Mrs Michelle Khan, Interim Assistant Director of Finance
Mrs Emma Foster Acting Secretary to the Governing Body

The meeting convened at 17.30

A01. APOLOGIES FOR ABSENCE

No apologies for absence were received.

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 29 APRIL 2025

The minutes of the Finance and General Purposes Committee meeting were reviewed for accuracy and unanimously approved on proposal by Mrs Kelly and seconded by Mr Fitzsimons.

Mr Harkness joined the meeting at 17.33

A04. MATTERS ARISING

Members noted that matters listed as outstanding on the action sheet will be addressed through the course of the meeting.

Mrs Campbell reassured members that the remaining actions will be closed off by July 2025.

A05. CHAIR'S BUSINESS

Nothing to note

A06. POLICY REVIEW

- a) Information Handling Policy
- b) Fixed Assets and Capitalisation
- c) Fees Policy
- d) Annual Schedule of Fees and Charges
- e) Bring Your Own Device Policy

ACTION
By whom

Ms McGuigan gave the members a brief overview of each policy and answered any questions the members had. Policy A was reviewed for accuracy and unanimously approved on proposal by Mr Fitzsimons and seconded by Mr Harkness. Policy B was approved on proposal by Mrs Kelly and Mr Fitzsimons. Policy C was approved by members Mrs Kelly and Mr Harkness. The final policy will be amended to include governors, and it was approved on proposal by Mrs Kelly and Mr Fitzsimons.

Members discussed confirmation of staff review of policies. Mrs Campbell committed to exploring options regarding this.

Mrs L Campbell

A07. DRAFT BUDGET 2025-2026

Ms McGuigan drew members attention to the letter enclosed and draft budget document and answered any questions the members had.

A08. MANAGEMENT ACCOUNTS REPORT APRIL 2025

Mrs Khan drew member attention to the report. She took members through the report answering any questions members had.

Mrs Khan informed the members that there are no management account concerns. She advised budget clinics and budget review meetings are held regularly for each of the budget holders.

Mr McMurray thanked Mrs Khan for the detailed report stating it was well laid out and easy to read and understand.

Mr McMurray and Dr Moore thanked Mrs Khan and her team for their ongoing work in compiling these reports.

A09. GOVERNING BODY BUDGET REPORT

Members noted the report.

A10. DfE FORECAST RETURN-DRAFT OUT TURN

Mrs Khan drew members attention to the report which was noted by the members.

A11.DIRECT AWARD CONTRACTS

No further update.

A12. COMPLAINTS AND COMPLIMENTS REPORT

Ms McGuigan drew members attention to the complaints received, 27 as at 30 April 2025. Ms McGuigan advised members of the status of complaints. Members noted the details within the report.

A13. HEALTH AND SAFETY REPORT

Mrs Campbell took members through the detail of the report, addressing queries at relevant points. Mrs Campbell took members through the Health and Safety framework in the College, including reporting, monitoring and the H&S Audit process.

Mrs Campbell confirmed the Health and Safety Committee meets monthly with the Head of Estates and a regular update is provided to the Senior Management Team.

A14. INSURANCE CLAIM UPDATE

Nothing to note

A15 ANY OTHER BUSINESS

Nothing to note

A16. REVIEW OF MEETING

Mrs L Campbell welcomed the questions that were raised by members prior to the meeting.

DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Finance and General Purposes Committee is on 04 November 2025 at 17.30 in the Boardroom Banbridge Campus.

The meeting concluded at 18.39

CH

DATE

25/11/25

