

**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 07 OCTOBER 2025 in BOARDROOM, BANBRIDGE CAMPUS**

**PRESENT:**

Mr Gary McMurray, (Chair)  
Mrs Lee Campbell, (Principal / CEO)  
Dr Thomas Moore, (Chair of Governing Body)  
Mrs Patrica McCaffrey  
Dr Laura Milner  
Mr Andrew Sloan

**IN ATTENDANCE:**

Mr Raymond Sloan, Director of Client Services  
Mrs Ann Marie Hughes, Assistant Director Human Resources and Development  
Mrs Bronagh Boyle (Acting Organisational Development Manager)  
Mrs Emma Foster, Secretary to the Governing Body

The meeting convened at 17.30

**A01. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**A02. DECLARATIONS OF INTEREST**

The Chair reminded those present to declare at the start of the meeting any conflicts regarding matters to be discussed. No conflicts declared.

**A03. MINUTES OF THE MEETING 20 MAY 2025**

The Chair referred Members to the minutes of the meeting of 20 May 2025 for accuracy. These were approved as an accurate record on proposal from Dr Moore and seconded by Mr Sloan.

Mrs O'Connor joined the meeting at 17.34

**A04. MATTERS ARISING**

Nothing to note

**A05. CHAIRMAN'S BUSINESS**

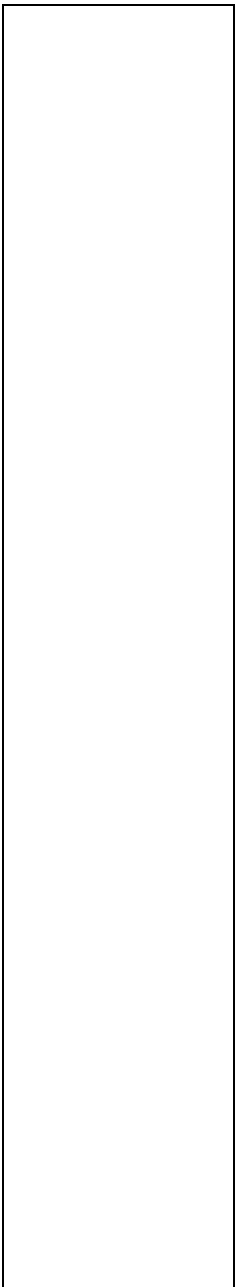
Mr McMurray informed members that Dr Milner will not be renewing her tenure in January 2026. He thanked her for her valuable contributions during her time as a committee member.

**A06. STAFFING COMMITTEE ANNUAL REPORT 24-25**

The members approved the report.

**A07. STAFFING COMMITTEE TERMS OF REFERENCE**

This item will be updated and brought to the next committee meeting.



Mrs McCaffrey joined the meeting at 17.41

#### **A08. POLICY APPROVAL**

- a) Organisational Development
- b) Menopause Policy and Guidance

Members were informed that there had been minimal changes to these policies, and these are part of an ongoing three-year review cycle.

Both policies were approved by committee following proposal by Dr Milner and seconded by Dr Moore and Mrs McCaffrey.

#### **A09. CAREER BREAK REQUESTS**

Mrs Hughes informed members that one career break request had been received and had been approved by the Chair prior to this meeting.

Members agreed this request - Dr Moore proposed and Mrs P McCaffrey seconded this request.

#### **A10 ANNUAL EQUALITY PROGRESS REPORT**

Mrs Hughes took members through the report. Discussions took place and Mrs Hughes answered any questions the members had.

Mrs Foster will upload this report to SharePoint for all Governing Body members to view.

Mrs Foster

Mr McMurray will refer to this item at the next Governing Body meeting.

This report was approved following proposal by Mrs McCaffrey and seconded by Dr Milner.

#### **A11. ORGANISATIONAL DEVELOPMENT PLAN 2025-2026**

The Plan was presented to the committee and approved following discussion. Proposed by Mr Sloan and seconded by Mrs McCaffrey.

The new ETI framework referred to in this document will be uploaded to SharePoint for Governing Body members by Mrs Foster.

Mrs Foster

#### **A12 IIP PEOPLE WELLBEING REPORT 2025**

Members were asked to note the report.

Mrs Hughes provided members with an overview of the key points from this report. Mrs Hughes advised members that following a combined assessment in May 2025 the

College successfully retained their Silver Accreditation against the 'We Invest In People' framework and were awarded for the first time, a standard accreditation against the 'We Invest In Wellbeing' framework.

Mr McMurray thanked staff for their hard work in gaining this re-accreditation.

**A13 KPI YEAR END REPORTS 2024-2025**

- a) **HUMAN RESOURCES KPI ANNUAL REPORT**
- b) **ORGANISATIONAL DEVELOPMENT KPI ANNUAL REPORT**

Mrs O'Connor and Mrs Boyle presented each report in detail. Members were given the opportunity to ask questions and discussions took place. Mr McMurray thanked the staff for their time and effort in compiling these reports for this meeting.

Members requested that additional information on other budget areas which are allocated for academic staff training be included in next year's report.

Mrs Boyle

**A14. HEALTH & WELLBEING**

- a) **CHARITY CALENDAR 2025**
- b) **HEALTH AND WELLBEING CALENDAR 2025-26**

Members noted these items.

**A15. CEF CIRCULARS**

- **CEF 2024/03 FE LECTURERS' PAY AWARD  
01 SEPTEMBER 2024 – 01 SEPTEMBER 2025**

Members noted the Circular.

**A16. ANY OTHER BUSINESS**

Nothing to note

**A17. REVIEW OF MEETING**

Mr McMurray thanked all members for attending.

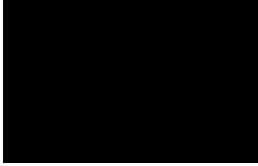
Dr Moore thanked the staff for producing such detailed papers for this meeting.

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Staffing Committee is scheduled for Tuesday 24 February 2026 at 17.30 via TEAMS

The meeting concluded at 19.41

**CHAIR**



**DATE 14.04.26**

