



Mr McMurray thanked Mrs Pierson for her report and for her attendance at this meeting.  
Mrs Pierson left the meeting at 17.44

### **A03. MINUTES OF THE MEETING 04 NOVEMBER 2025**

The minutes of the Finance and General Purposes Committee meeting held on 04 November 2025 were reviewed for accuracy and unanimously approved by Mrs Kelly and seconded by Mr Fitzsimons.

### **A04. MATTERS ARISING**

Members noted that matter listed as outstanding on the action sheet will now be extended to July 2026 from January 2026.

Mrs Foster

### **A05. CHAIR'S BUSINESS**

Mr McMurray informed members the accounts had been laid before the assembly on 09 December and have been published on the College website. This completes the annual accounts process.

A single year end (31 March) legislation is due to be passed on 20 February 2026. The College is currently working to produce the accounts for 31 March 2026.

### **A06. POLICY APPROVAL**

- a) **Financial Scheme of Delegation**
- b) **Raising Concerns (formerly Public Interest Disclosure)**
- c) **Environmental Sustainability**
- d) **Procurement Policy, Procedural Note and Contract Procedural Note**

Members noted the amendments to the policies.

The Raising Concerns Policy (formerly Public Interest Disclosure) was deferred to the next meeting on 31 March 2026. The other three policies were agreed without change.

Mr Harkness and Mrs Kelly approved these policies.

### **A07. CONTRACTS REGISTER**

This item was brought forward in the meeting.

### **A08. BUDGET SUSTAINABILITY WORKSHOP**

Ms McGuigan provided members with an update on the recent workshop which was held by the Department to discuss what Colleges have done to control costs. The Department of the Economy (DfE) is to take forward the review of FE and will issue documents to Finance Directors to complete regarding what could be done in 26/27 to reduce costs if required. No further workshops are planned at present.

## **A09. RESOURCE ALLOCATION 2025-2026**

Members attention was drawn to the recent resource allocation letter in which the College has been allocated an amount of £116k for a 'Winter Warmer' scheme. The scheme enables the College to provide students with a nutritious breakfast and lunch during the winter months at no cost to the student.

## **A10. SRC MANAGEMENT ACCOUNTS**

Mrs Khan took members through the accounts. An executive summary had been included in this report and members thanked Mrs Khan for the detail included.

## **A11. GOVERNING BODY BUDGET REPORT**

Members noted the report.

## **A12. DFE FINANCIAL RETURNS**

Mrs Khan took members through the report.

## **A13. DIRECT AWARD CONTRACTS**

Nothing to note

## **A14. COMPLAINTS AND COMPLIMENTS REPORT**

Ms McGuigan took members through the report and highlighted key areas. In the reporting period of December 2025, no new complaints were received by the College. The total complaints received in the academic year to date is 19 all of which have been investigated and closed off. The objective for acknowledgement and final response within timeframe deadlines set within College policy is 100%, which was met for all 19 complaints. There were no reports of data breaches or suspected fraud or whistleblowing.

## **A15. HEALTH AND SAFETY QUARTER 1**

Members noted the report.

## **A16. INSURANCE CLAIM UPDATE QUARTER 1**

Members noted this

## **A17. JUDICIAL REVIEW PROCESS LETTER AND GUIDANCE NOTE OCTOBER 2025**

Members noted this.

## **A18. ANY OTHER BUSINESS**

Nothing to note

## **A19 REVIEW OF MEETING**

Mr McMurray thanked members for attending the meeting.

Dr Moore thanked the staff for the executive summaries on each of the relevant papers.

Dr Moore and Mrs Campbell thanked Mr McMurray for chairing the meeting.

Mrs Campbell requested the next Committee meeting take place face to face as this will be Ms McGuigan's final meeting before her retirement from the College.

Mrs Foster will arrange this and inform members via email of the location.

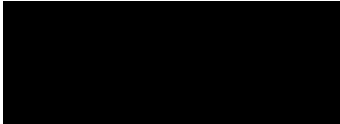
Mrs Foster

**DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Tuesday 31 March 2026 at 17.30 in the Boardroom Portadown Campus

The meeting concluded at 18.41

**CHAIR**



**DATE 14.04.26**