

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 12 JUNE 2018 AT 18.30 IN THE BOARDROOM, NEWRY.

PRESENT:

Mrs Teresa Campbell (Chair)
 Mr Brian Doran
 Mr Tom Redmond
 Mr Kieran Swail
 Mrs Judith Thompson

IN ATTENDANCE:

Mr Andrew Saunders, Chair of the Governing Body
 Mr Terry McGonigal, Director of Finance and Planning
 Ms Joanne McGuigan, Assistant Director of Finance
 Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.33.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATION OF CONFLICT OF INTERESTS

The Chair reminded those present to declare at the commencement of the meeting any conflict of interests held in any matter to be discussed. Mr Saunders reminded Members of his employment with the Ulster Bank Group.

3. MINUTES OF MEETING 6 MARCH 2018

The Chair referred Members to the minutes of the committee meeting held on 6 March 2018. These were checked for accuracy and unanimously approved on the proposal of Mr Redmond and seconded by Mr Swail.

4. MATTERS ARISING

None.

5. CHAIRMAN'S BUSINESS

Mrs Campbell welcomed Ms McGuigan to her first meeting of the Finance and General Purposes Committee.

6. DfE RECLASSIFICATION RETURNS

**Summary of Movements Report
 March 2018 (February Actuals)
 April 2018 (March Actuals)
 May 2018 (April Actuals)**

Ms McGuigan presented the Summary of Movements report and advised Members of further approved additional funding confirmed in an allocation letter received mid-April.

Ms McGuigan referred to the April forecast expenditure schedule and informed of additional funding received on the Armagh Estates Project.

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The Committee noted the report.

7. CREDIT CARD PAYMENTS REPORTS FOR THE PERIOD ENDED MAY 2018

Ms McGuigan presented the credit card expenditure reports for the period February to May 2018. The Committee noted expenditure including procurement of materials and attendance at events.

8. AGED DEBTORS REPORT FOR THE PERIOD ENDED MAY 2018

Ms McGuigan presented the Aged Debtors report for the period ended May 2018. The Committee noted a similar trend to the previous year. Ms McGuigan advised of an exercise to clear down debts in the upcoming weeks.

The Committee noted the report.

9. AGED CREDITORS REPORT FOR THE PERIOD ENDED MAY 2018

Ms McGuigan presented the Aged Creditors report for the period ended May 2018 and explained the variation on the previous year is due to the month end related day. Ms McGuigan informed of an overdue payment incurred due to a delay in receiving delivery of the full quota of equipment.

Members noted the report.

10. PROMPT PAYMENT REPORT FOR THE PERIOD ENDED MAY 2018

The Committee reviewed the prompt payment report and noted a dip in April payments owing to the Easter break. Committee members noted the performance level was similar to last year with over 93% of all payments made within 30 days.

11. GOVERNING BODY BUDGET REPORT FOR THE PERIOD ENDED MAY 2018

Ms McGuigan presented the Governing Body Budget report for the period ended May 2018. Ms McGuigan reported that expenditure is expected to stay within budget at year end. Members noted the budget report and levels of variance.

The Committee noted the report

12. POLICY REVIEW

- **Capitalisation**

Mr McGonigal presented the Capitalisation policy and procedure and referred Members to amendments made to expand definitions in line with guidance set out in the accounts direction and decisions on capitalisation of fixtures and fittings within new build projects.

- **Bring Your Own Device**

Members reviewed the first edition of the Bring Your Own Device policy and requested that reference to the Data Protection Act 1998 be clarified as appropriate before publishing.

Discussion took place regarding system, device and information security. Mr McGonigal advised of restrictions in place, and comprising remote access. Mr Doran advised the importance of educating staff on their responsibilities and stated that students will be

Mr McGonigal

informed of the policy and other relevant policies during the induction process at the start of the new year.

- **Sector Data Protection (GDPR)**

Mr McGonigal presented the Sector Data Protection policy and referred Members to extensive amendments to reflect GDPR regulation. Members were referred to the data protection principles and requirements for processing personal and special category data.

- **Whistleblowing – All Staff**

Mr McGonigal presented the Whistleblowing policy and referred Members to changes made to reflect the amended guidance issued by the Department. Mr McGonigal advised the Committee that disclosures should be made in the public interest and that such cases should be progressed with care ensuring the whistleblower's concerns are investigated thoroughly.

Members discussed whether the Whistleblowing policy should encompass disclosures received from members of the public. Mr McGonigal advised that DfE guidance referred specifically to the need to address a worker's right to raise concerns and that the policy had gone beyond this to include the right of a student to raise concerns.

The policies were approved on the proposal of Mr Redmond and seconded by Mr Swail.

Mr McGonigal to seek further advice on the inclusion of members of general public being included within the scope of the policy

Mr McGonigal

13. INVESTMENT SUMMARY FOR THE PERIOD ENDED MAY 2018

Committee Members reviewed the Investment Summary for the period ended May 2018 and noted that some investments would continue to be rolled over on a month by month basis to ensure an appropriate level of cash flow.

14. COMPLAINTS AND COMPLIMENTS REPORT

Mr McGonigal presented the Complaints and Compliments update report and advised of 6 informal complaints and 7 comments received since the last reporting period. He informed that all cases have been investigated and completed.

Mr McGonigal advised of 22 compliments received since the March Committee meeting.

Mr McGonigal informed of 1 whistleblowing disclosure received since the last reporting period and advised that an Investigation Officer has been appointed and the process remains ongoing.

The Committee noted the reports.

15. BANK MANDATE – CHANGE OF SIGNATORIES

Mr McGonigal presented the bank mandate report and stated that she was requesting approval to amend the signatories for the banking contract due to the appointment of a new finance manager.

Approval was granted under the proposal of Mr Redmond and seconded by Mr Swail.

16. COMMITTEE SELF-ASSESSMENT

Members were presented with the Finance and General Purposes Committee annual self-assessment questionnaire. The Committee was asked to complete and return to the Secretary at their earliest convenience.

17. FEES SCHEDULE – PROPOSED AMENDMENT

Members were presented with an updated Annual Schedule of Fees and Charges 2018-19 and noted the recommended amendment exempting full time students from paying tuition fees for GCSE Mathematics and GCSE Language classes where they meet the entry requirement for such study.

The policy was approved on the proposal of Mr Redmond and seconded by Mrs Thompson.

18. BUSINESS CASE – GO AWARDS

Mr McGonigal reminded the Committee that the SRC Armagh Project had won the NI Regional and UK award for Procurement Innovation Initiative of the Year.

Mr McGonigal provided Members with a breakdown of costs incurred for attendance at the Awards.

The Committee noted the report.

19. DIRECT AWARD CONTRACTS

Mr Doran informed of two new Direct Awards Contracts to Presidion for statistical analysis software and Causeway Technologies for CATO Essential software.

20. ANY OTHER BUSINESS

None.

21. DATE AND TIME OF NEXT MEETING

The next Finance and General Purposes meeting is scheduled to take place on Tuesday 9 October 2018 at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 19.37

Teresa Caplan
CHAIR

9/10/18
DATE

Governors