

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 6 MARCH 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 Terry McGonigal, Director of Finance and Planning
Mrs Jenny Wilson, Assistant Director of Finance
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.34.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Andrew Saunders.

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. No conflicts were declared.

3. MINUTES OF MEETING 24 JANUARY 2018

The Chair referred Members to the minutes of the committee meeting held on 24 January 2018. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mr Redmond.

4. MATTERS ARISING

None.

5. CHAIRMAN'S BUSINESS

Mrs Campbell welcomed Mr McGonigal to his first meeting of the Finance and General Purposes Committee. Mrs Campbell recognised it was Mrs Wilson last meeting of the Finance and General Purposes Committee. On behalf of Committee Members, Mrs Campbell thanked Mrs Wilson for her assistance over the years, the superb quality of information provided, and wished her well of future endeavours.

6. DfE RECLASSIFICATION RETURNS

**Summary of Movements Report
January 2018 (December Actuals)
February 2018 (January Actuals)**

Mrs Wilson presented the Reclassification Returns for January 2018 to February 2018, together with an analysis of movement in expenditure forecast from December 2017 to February 2018.

Mr Doran arrived at the meeting at 18.37.

ACTION BY WHOM

Members noted an increase in projected income following confirmation of funding for traineeships and an increase in catering contract income, which is offset by an increase in expenditure. Mrs Wilson informed of an increase in NILGOS contributions following implementation of the NJC pay award. Members were informed of an increase to staff costs associated with the delivery of part time programmes, sickness and maternity cover. The Committee Members were informed of an increase in capital spending.

The Committee noted the report.

7. SUMMARY OF MINOR WORKS SPEND

Mrs Wilson presented a summary of capital spend projects and estimated costs for the year ended 31 March 2018.

8. CREDIT CARD PAYMENTS REPORTS FOR THE PERIOD ENDED JANUARY 2018

Mrs Wilson presented the credit card expenditure reports for the period ended January 2018. The Committee reviewed the report and noted minimal expenditure.

9. AGED DEBTORS REPORT FOR THE PERIOD ENDED JANUARY 2018

Mrs Wilson presented the Aged Debtors report for the period ended January 2018. The Committee noted a similar trend to previous years. Mrs Wilson advised of student loan payments due in the next two months.

Mr McGonigal referred to making provisions for potential bad debt. Mrs Wilson informed that no debt has been written off.

The Committee noted the report.

10. AGED CREDITORS REPORT FOR THE PERIOD ENDED JANUARY 2018

Mrs Wilson presented the Aged Creditors report for the period ended January 2018 and advised that outstanding payment in relation to the capital build and the Armagh decant has now been cleared.

Members noted the report.

11. PROMPT PAYMENT REPORT FOR THE PERIOD ENDED JANUARY 2018

The Committee reviewed the prompt payment report and noted a similar profile to previous years. Mrs Wilson advised of the drop off in prompt payments made over the January due to the Christmas break.

12. GOVERNING BODY BUDGET REPORT FOR THE PERIOD ENDED JANUARY 2018

Mrs Wilson presented the Governing Body Budget report for the period ended January 2018 and noted 51% of the budget remains at the half point of the year. Mrs Wilson advised of a clawback on staffing costs due to term time operatives.

13. POLICY REVIEW

None.

14. INVESTMENT SUMMARY FOR THE PERIOD ENDED JANUARY 2018

Committee Members reviewed the Investment Summary for the period ended January 2018 and noted minimum variation.

15. COMPLAINTS AND COMPLIMENTS REPORT

Mr Doran presented the Complaints and Compliments update report and advised of 8 informal complaints and 2 comments received since the last reporting period. He informed that 4 cases have been investigated and completed. Mr Doran advised that 6 of the cases are ongoing and relate to the same course. He stated that the Corporate Compliance Manager is engaging with the Head of School to undertake corrective action and is informed that the students were satisfied with the steps taken to address their concerns.

Mr Doran advised that 6 compliments have been received since the last Committee meeting on 24 January.

The Committee noted the reports.

16. BANK MANDATE – CHANGE OF SIGNATORIES

Mrs Wilson presented the bank mandate report and stated that she was requesting approval to amend the signatories for the banking contract and update the investment account mandates due to a change of staff. Mrs Wilson informed that the mandate will require further amendment at the next Finance and General Purposes Committee due to the appointment of a new Finance Manager.

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

17. ANY OTHER BUSINESS

None.

18. DATE AND TIME OF NEXT MEETING

The next Finance and General Purposes meeting is scheduled to take place on Tuesday 12 June 2018 at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 18.58.

Tejera Campbell
CHAIR

12/6/18
DATE



