

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 9 OCTOBER 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
Ms Joanne McGuigan, Assistant Director of Finance
Mrs Carla Shields, Boardroom Apprentice
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.33.

Mrs Campbell welcomed Mrs Shields to her first meeting of SRC's Finance and General Purposes Committee.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr 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 interests were declared.

3. MINUTES OF MEETING 12 JUNE 2018

The Chair referred Members to the minutes of the committee meeting held on 12 June 2018. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mr Redmond, subject to a minor spelling amendment.

4. MATTERS ARISING

Mr McGonigal confirmed that the appropriate legislation is referenced within the Bring Your Own Device policy.

5. CHAIRMAN'S BUSINESS

None.

6. COMMITTEE ANNUAL REPORT AND SELF-ASSESSMENT

Committee Members reviewed the Annual Report of the Finance and General Purposes Committee for the academic year 2017-18. Members noted meeting attendance, items monitored and approved throughout the year and the outcome of the self-assessment questionnaires.

Committee Members noted that they maintain a good working relationship with the Executive Team while offering constructive challenge, where appropriate, to ensure the best interests of Southern Regional College is served at all times.

ACTION BY WHOM

The report was approved on the proposal of Mr Redmond and seconded by Mr Swail.

7. TERMS OF REFERENCE

Members reviewed the Committee's Terms of Reference and approved removal of TOR 14; Monitor Progress against College efficiency plan, as recommended as an outcome of the self-assessment questionnaire.

The Terms of Reference were unanimously approved on the proposal of Mr Redmond and seconded by Mr Swail.

8. DRAFT ANNUAL REPORT AND STATUTORY ACCOUNTS FOR THE PERIOD ENDED 31 JULY 2018

Mr Doran presented the draft Annual Report and Financial Statements for period ending 31 July 2018 and advised Members on the stages leading to approval of the accounts.

Mrs Thompson arrived at the meeting at 18.49.

Mr McGonigal referred Members to table 1 and advised of a reconciliation of two differing financial reporting periods.

Mr McGonigal referred Members to the Statement of Corporate Governance and Internal Control and advised the Committee of an incident of whistleblowing investigated during the academic year.

Members reviewed the Statement of Comprehensive Income and Expenditure and Balance Sheet.

The Committee commented on enrolment trends and challenges faced by the college across further and higher education.

The Committee noted the report and remarked on positive student achievements and success across competitions.

9. YEAR END FINANCIAL REPORTS

Ms McGuigan presented a series of end year reports showing position on Aged Debtors, Aged Creditors, Prompt Payment and Credit Card Payments.

Ms McGuigan informed Members of the appointment of a new debt collection agent from September 2018 and advised that non identified disputed invoices depreciates accurate reporting of prompt payment records.

The Committee reviewed the Investment Summary report and noted that significant progress has been made in year to reduce cash balances through capital project expenditure.

The Committee noted the report.

10. GOVERNING BODY ANNUAL BUDGET REPORT FOR THE YEAR ENDED 31 JULY 2018

Committee Members reviewed the Governing Body Annual Budget report noting an overall overspend of 2% and sundry income reimbursement for expenditure occurred in attending the ESRC Impact Group.

11. DfE RECLASSIFICATION RETURNS

Summary of Movements Report

- **June 2018 (May Actuals)**
- **July 2018 (June Actuals)**
- **August 2018 (July Actuals)**
- **September 2018 (August Actuals)**

Mr McGonigal presented the DfE Reclassification Returns and advised Members of an overall financial pressure of £2m and steps being taken to address the pressures. Members discussed the challenges faced by management in managing in an ever challenging financial environment whilst attempting to deliver against agreed CDP targets.

Members discussed the VAT implications of retaining charitable status. Mr McGonigal advised on the ongoing discussions with DfE to secure additional funding.

The Committee noted the report.

12. INVESTMENT SUMMARY FOR THE PERIOD ENDED SEPTEMBER 2018

Ms McGuigan presented an updated report detailing SRC's investment position as at 30 September 2018.

The Committee noted the report.

13. POLICY REVIEW

- **Whistleblowing**

Mr McGonigal provided Members with details on updates to the policy in respect of the Public Interests Disclosure (NI) Order 1998 and legal advice obtained. The Committee reviewed guidance on how to raise a concern under the Whistleblowing policy, noted the public interest disclosure application and supporting advice document.

- **Car Parking**

Members reviewed minor amendments to the Car Parking policy updated in line with the policy's cyclical review.

Governors were requested to contact the Secretary with vehicle registration for car parking permits.

- **Health and Safety policy and statement**

Committee Members conducted their annual review of the Health and Safety policy and noted updates to reflect changes in line with directorate responsibility.

Mr Doran informed Members that the Staffing Committee have conducted a review on staff health and safety training and application of the HASMAP standard, and advised that this information has been implemented into the Health and Safety Annual Report for informing the Governing Body.

The Committee unanimously approved the three policies on the proposal of Mr Redmond and seconded by Mrs Thompson.

Members agreed that the Health and Safety policy statement should be tabled at the next full Governing Body meeting.

Governors

Members agreed to defer approval of the Communications policy to the next Governing Body meeting due to an error of omission.

Secretary

14. COMPLAINTS AND COMPLIMENTS REPORT 2017-18

- **Trend Analysis**

Mr McGonigal referred Members to the Complaint and Compliments report and informed of 1 formal complaint, 9 informal complaints and 7 compliments received since the beginning of the academic year.

Members reviewed trend analysis for the 2017-18 academic year, detailing comparison data relating to department, campus and process areas. The Committee reviewed a report on potential data breaches and were informed of no new whistleblowing disclosures since the previous committee meeting.

Mr Swail informed members of positive feedback received in relation to the HE Graduation ceremony.

Members noted the report.

15. GIFTS AND HOSPITALITY REGISTER

Committee Members noted the College's Gift and Hospitality Register and Sponsorship Register.

16. DIRECT AWARD CONTRACTS

The Committee noted a new Direct Award Contract, supported and endorsed by CPD, to Lynda.com for delivery of a training resource.

17. REGISTER OF INTERESTS

Members reviewed the Register of Interests of Members of the Governing Body and Senior Management Team of Southern Regional College for the 2018-19 academic year.

18. ANY OTHER BUSINESS

None.

19. DATE AND TIME OF NEXT MEETING

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 4 December 2018 at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 20.08.

Teresa Campbell
CHAIR

3.12.18
DATE