

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 3 MARCH 2020 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, Governing Body Chair  
Ms Joanne McGuigan, Assistant Director of Finance  
Mrs Kimberley Neill McCready, Boardroom Apprentice  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.35.

**A01. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Terry McGonigal.

**A02. 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 declared an interest as employee of the Ulster Bank Group. Mrs Neill McCready declared an interest as employee of Steer Training Academy. The interests were noted and both parties gave an undertaking to exclude themselves from decisions that could potentially be perceived to cause conflict.

**A03. MINUTES OF MEETING 3 DECEMBER 2019**

The Chair referred Members to the minutes of the committee meeting held on 3 December 2019. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mr Redmond.

**A04. MATTERS ARISING**

None.

**A05. CHAIRMAN'S BUSINESS**

None.

**A06. SRC MANAGEMENT ACCOUNTS (inc WORKING CAPITAL REPORT)**

Ms McGuigan presented the Management Accounts for the period ending January 2020 detailing the College's financial position and providing a summary of income and expenditure by category. She stated that income is below expectation due to a timing issue with the drawdown. Ms McGuigan advised that jobskills and education contracts are ahead of budget by £237k.

Mrs Thompson arrived at the meeting at 18.43.

ACTION WHOM	BY

Ms McGuigan informed the Committee that underspend in direct teaching pay is primarily due to vacant posts and has led to a corresponding increase in part time lecturers' costs.

Committee Members were advised that a total overspend of £69k on pay administration has been impacted by the McCloud judgement and adjustments for pensions.

Mr Doran advised of a £106k underspend in Estates is related to difficulties in PSD's performance and under delivery of planned works. He informed of the appointment of a sector Programme Manager to progress a new service for regional colleges.

Members noted the capital expenditure report in relation to the new builds and were informed that the capital budget allocation is expected to be fully utilised by the end of March 2020.

Ms McGuigan referred Members to the minor works report and the analysis of working capital report. The Committee noted the aged debtors report and were informed of monies recovered from the debt collection company.

Ms McGuigan presented the investment summary report, the analysis of aged debtors, the prompt payment report and a summary of transactions on SRC issued credit cards.

Members noted the information.

#### **A07. GOVERNING BODY BUDGET in year report**

Members noted an overall underspend in the Governing Body budget.

#### **A08. DfE FINANCIAL RETURNS**

Ms McGuigan referred Members to the Financial Returns detailing DEL resource and capital spend. Members noted a new provision detailing movement in the NILGOSC pension scheme relating to assets and liabilities.

#### **A09. DIRECT AWARD CONTRACTS**

Mr Doran provided Members with the details of three direct award contracts namely the provision on access able guides, Jane payroll module and the provision of an e-portfolio platform.

The Committee noted the information.

#### **A10. COMPLAINTS AND COMPLIMENTS REPORT**

Mr Doran presented the Complaint and Compliance report for the period ending January 2020 referencing comments, formal and informal complaints received since September 2019. Mr Doran confirmed that a detailed report monitoring trends is regularly reviewed by the Senior Management Team.

Mr Saunders requested the presentation of a more detailed report to the next meeting of the Finance and General Purposes Committee.

Members noted information in relation to data incidents, freedom of information and subject access requests.

Mr Doran stated that information gathering for the assessment of stock management systems has completed and a report of the findings has been issued to the Director of Finance and Planning. He informed that terms of reference for the compliance review of

Mr McGonigal

EMA payments has been issued and fieldwork has commenced. Members noted excellent staff completion rates on data protection training and a rollout of cyber security and information management workshops.

**A11. FEES SCHEDULE 2020-21**  
**Proposed changes to Higher Education charges**

Mr Doran referred to the previously approved fees schedule. He informed the Committee of differing charging regimes for HE programmes validated by universities providing details of the different charging regime.

Mr Doran advised that he was seeking Members approval to amend changes to HE charges to apply an additional charge of £150 per student per annum for part time degree courses delivered by Ulster and Open University. The request was unanimously approved.

**A12. POLICY REVIEW**

- **ICT Network Security policy**  
Members noted significant changes to the policy to accommodate the extraction of an independent procedural note.
- **ICT Acceptable Use policy**  
Members noted amendments to the ICT Acceptable Use policy reviewed to separate policy and create a procedural note.
- **Sustainability policy**  
Members noted amendments to the Sustainability policy and noted the purpose to explore opportunities for integration of sustainable development in programme areas and develop the curriculum in environmental technologies.

The Committee discussed the many facets of sustainability and recommended a change of policy title to 'environmental sustainability'. Members further recommended that a report on sustainability be provided to the Finance and General Purposes meeting in October 2020.

Mr Sloan

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

**A13. ANY OTHER BUSINESS**

Mr Doran advised that he has met with the FE Director and Principals and been advised of a shortfall of £25m funding across the sector. He relayed that the Permanent Secretary has granted authority to allow Colleges to proceed at risk.

Mr Doran informed Members that the sector has not met the MASN target and advised on a redistribution across the sector.

Discussion took place regarding the duplication of provision in schools, a decline in HE and increase in higher level apprenticeship.

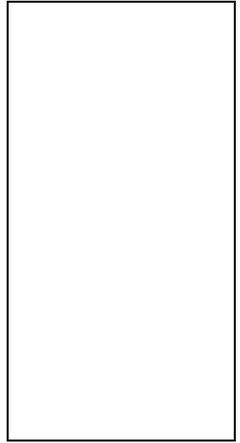
Mr Saunders and Mr Doran advised the Committee of a positive accountability meeting on 11 February.

Mr Doran stated that further detail regarding the new Partnership Agreement will be provided to the full Governing Body at their meeting on 24 March.

**A14. DATE AND TIME OF NEXT MEETING**

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 26 May 2020 at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 20.06.



\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**