

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 15 OCTOBER 2019 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  
 Mr Terry McGonigal, Director of Finance  
 Ms Joanne McGuigan, Assistant Director of Finance  
 Mr Raymond Sloan, Director of Client Services  
 Mrs Kerri Farrell, Head of Estates  
 Mrs Kimberley Neill McCready, Boardroom Apprentice  
 Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.34.

**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. No interests were declared.

**3. MINUTES OF MEETING 29 MAY 2019**

The Chair referred Members to the minutes of the committee meeting held on 29 May 2019. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mrs Thompson.

**4. MATTERS ARISING**

Members were reminded that the revised Communication Policy and Procedural Note was distributed to Members in June 2019. The Secretary confirmed that no comment has been received from Members and the Committee recommended publishing of the documents.

Committee Members advocated the directive for electronic communication with Governors to be via the SRC email system only and recommended that the policy and procedure be presented to the next full Governing Body meeting for visibility and full endorsement.

Members were advised of actions in place to enable the storage and issue of governance materials through SRC SharePoint.

Members noted that all additional recommendations arising from the previous meeting have been actioned.

ACTION WHOM	BY
	Miss Armstrong

## **5. CHAIRMAN'S BUSINESS**

Mrs Campbell welcomed Mrs Neill McCready to her first meeting of the Finance and General Purposes Committee.

Mrs Campbell welcomed Mr Sloan and Mrs Farrell to the meeting.

Members and attendees delivered introductions.

### **13. HEALTH AND SAFETY ANNUAL REPORT**

- **Insurance Claims Summary**

Mr Sloan referred Members to the Health and Safety Annual Report and Insurance Claims Summary providing an anonymised list of ongoing claims history of the College with updated activity commentary relating to 2018-19.

Mrs Farrell presented the report and referred Members to scheduled Health and Safety Committee meetings and informed that welfare concerns are being actioned through collaborative working with the Human Resources and Development department.

Mrs Farrell presented a summary of main activities and issues including the Newry East campus fire, internal health and safety inspections, health and safety training, risk assessments, asbestos management, caretakers' handbook and fire safety book logging.

Mr Sloan referred to the previously presented HASMAP action plan driving health and safety compliance. He informed that Walter Marks will be invited back to the College in the summer term to review progress.

Mrs Farrell informed of an ongoing schedule of servicing and maintenance works carried out on all College equipment and ancillary services and provided examples of the root causes of unplanned evacuations.

Members were informed of the introduction of a simplified occurrence report form and were advised that all accidents and other reported incidents are referred to the Senior Management Team on an ongoing basis.

Members noted a significant overall decrease on reported incidents on the previous year and were advised that this may be explained due to the complicated reporting system previously adhered to. Discussion took place regarding the reporting responsibilities for placement students injured off campus.

Mrs Farrell informed Members of the health and safety priorities for 2019-20 and initiatives to promote positive working practices.

The Committee noted the report.

### **19. POLICY REVIEW**

- **Health and Safety policy and statement**

Mr Sloan referred Members to the Health and Safety policy advising on minimal amendments referencing Heads of Faculty.

The Committee noted that the Health and Safety statement is included in the Governing Body papers for approval and signature by the Chief Executive and Governing Body Chair.

Members agreed to approve the policies as a whole later in the meeting.

**14. ESTATES – PLANNED MAINTENANCE 2019-22**

Members reviewed the Estates works delivered in 2018-19 and planned maintenance plans for the period 2019-22. The Committee were referred to curriculum priority actions in relation to Greenbank regarding welding booths and gas workshop upgrades, and the requirement to survey and update pipework in the engineering and art corridor in Newry West.

Members were advised of the necessity to address brickwork issues at the top of the building in the Newry East campus and recommended that should PSD not progress this area of work, alternative solutions be sought as a matter of urgency.

The Committee requested that the planned maintenance report be presented to the next full Governing Body meeting for information.

Mrs Farrell and Mr Sloan left the meeting at 19.38.

Mr Sloan

**6. COMMITTEE ANNUAL REPORT AND SELF-ASSESSMENT**

The Committee reviewed the Annual Report and Self-Assessment noting the items monitored and approved throughout the 2018-19 academic year.

Members noted that the Committees continues to maintain a strong working relationship with the Executive Team, offering constructive challenge where appropriate to ensure the best interests of Southern Regional College are achieved.

The Annual Committee Report was unanimously approved on proposal of Mrs Thompson and seconded by Mr Swail.

**7. COMMITTEE TERMS OF REFERENCE**

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

Members agreed that it would be beneficial to make specific reference to health and safety practice review within the Committee Terms of Reference.

Miss  
Armstrong

**8. DRAFT ANNUAL REPORT AND STATUTORY ACCOUNTS FOR THE PERIOD ENDED 31 JULY 2019**

Ms McGuigan presented the draft Annual Report and Statutory Accounts for the period ended 31 July 2019 and referred Members to the Statement of Comprehensive Income and Expenditure. She informed Members of the reasons of variance across certain cost lines.

Ms McGuigan informed Members that the Annual Report would be reviewed by the Governing Body on 22 October, the formal audit clearance process taking place on 23 October with presentation to the Audit Committee on 12 November along with review of the draft Report To Those Charged With Governance. She advised that formal approval of the Annual Report and Accounts will be sought from the Governing Body on 19 November.

Mr McGonigal referred the Committee to the circulated paper detailing required amendments to the presented Annual Report and Statutory Accounts regarding pensions and related party transactions. He informed of a Whistleblowing disclosure received on 9 October which will require recording within the document.

## **9. MANAGEMENT ACCOUNTS**

Members reviewed the financial position and were informed of the budget position in relation to the DfE main grant, jobskills/education contracts, direct teaching pay, pay administration and non-pay premises. The Committee reviewed a summary of expenditure by budget holder and capital expenditure relating to the new builds.

Members reviewed an analysis of aged debtors, the investment summary, aged creditors, prompt payments and credit card expenditure.

Mr Swail left the meeting at 20.12 and returned at 20.15.

## **10. GOVERNING BODY BUDGET YEAR END REPORT**

Members noted an overall underspend in non-pay administration and an overspend in Governing Body remuneration attributed to the two additional Governing Body meetings convened in year.

## **11. DfE FINANCIAL RETURNS**

Mr McGonigal presented the DfE Financial Returns and advised that the Resource Spend is largely on target with a slight underspend on Capital Spend. He referred Members to an authorised overspend of £2,465k.

The Committee noted the Departmental letter detailing the approved resource allocation for 2019-20.

## **12. DIRECT AWARD CONTRACTS ANNUAL REPORT**

Mr Doran presented the Direct Award Contract Annual Report and referred Members to the entry approved in year relating to the provision of an e-portfolio platform.

The Committee noted the report.

## **15. FEES SCHEDULE 19-20 PROPOSED REVISIONS**

Mr Doran referred Members to the previously approved Annual Schedule of Fees and Charges for 2019-20 and advised Members on the need to revise the position on examination resit fees for Training for Success, Apprenticeships NI, Higher Level Apprenticeships, Higher Education, Further Education and Essential Skills.

He explained a variation on miscellaneous resit fees dependant on the funding strategy and awarding body.

The Committee unanimously approved the policy on the proposal of Mr Redmond and seconded by Mrs Thompson. Members agreed that the changes should be carried through to the 2020-21 fees schedule.

## **16. BANK MANDATE**

The Committee unanimously approved the change of signatories on the proposal of Mr Swail and seconded by Mr Redmond.

**17. COMPLAINTS AND COMPLIMENTS REPORT – TREND ANALYSIS**

Members noted a slight decrease in comments/complaints received in 2018-19 and were provided with a breakdown by campus, course type and related process area along with mitigating conditions.

The Committee were informed of actions taken to close out concerns and were advised that the Senior Management Team regularly reviews the register.

**18. REGISTER OF INTERESTS**

The Committee reviewed the Register of Interests and noted no concerns.

Members were informed that a late submission from the student governor recorded a nil response.

**19. POLICY REVIEW**

- **Health & Safety policy and statement**
- **Procurement policy**  
The Committee noted minor amendments to the Procurement policy in relation to the College restructure and procurement limits.
- **Financial Scheme of Delegation**  
The Committee noted significant amendments to the Financial Scheme of Delegation and production of a formalised operational procedure note.
- **International Programme**  
Members noted amendments to the Internal Programme policy including a change of title.

The four policies were unanimously approved on the proposal of Mr Redmond and Mrs Thompson.

**20. ANY OTHER BUSINESS**

Mr McGonigal presented the DoF letter of 30 September detailing a review of financial processes and advised that the College will have to undertake a formal audit process for the two reporting periods.

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

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 3 December 2019 at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 20.39.



Teresa Coyne  
**CHAIR**

31.12.19  
**DATE**