

## The Governing Body of Southern Regional College

Meeting of the Finance and General Purposes Committee of the Governing Body scheduled for  
**Tuesday 12 June 2018 at 18.30** in the **Boardroom, Newry West Campus**.

| Item No | Item  | Papers   | Action     | Presenter    | TOR  |
|---------|---|----------|------------|--------------|------|
| 1.      | Apologies for Absence   | Verbal   | Noting     | Clerk        |      |
| 2.      | Declaration of Interests  | Verbal   | Noting     | Chair        | 1    |
| 3.      | Minutes of Meeting 6 March 2018   | Enclosed | Approval   | Chair        |      |
| 4.      | Matters Arising   | Verbal   | Noting     | Chair        |      |
| 5.      | Chairman's Business   | Verbal   | Noting     | Chair        |      |
| 6.      | DfE Reclassification Returns <ul style="list-style-type: none"> <li>• Summary of Movements report</li> <li>• March 2018 (February Actuals)</li> <li>• April 2018 (March Actuals)</li> <li>• May 2018 (April Actuals)</li> </ul> | Enclosed | Noting     | Mr McGonigal | 4, 9 |
| 7.      | Credit Cards Payments Report for the period ended May 2018  | Enclosed | Noting     | Ms McGuigan  | 4, 5 |
| 8.      | Aged Debtors Report for the period ended May 2018   | Enclosed | Noting     | Ms McGuigan  | 4, 5 |
| 9.      | Aged Creditors Report for the period ended May 2018   | Enclosed | Noting     | Ms McGuigan  | 4, 5 |
| 10.     | Prompt Payment Report for the period ended May 2018   | Enclosed | Noting     | Ms McGuigan  | 4, 5 |
| 11.     | Governing Body Budget Report for the period ended May 2018  | Enclosed | Noting     | Ms McGuigan  | 12   |
| 12.     | Policy Review <ul style="list-style-type: none"> <li>• Capitalisation</li> <li>• Bring Your Own Device</li> <li>• FE Sector Data Protection</li> <li>• Whistleblowing*</li> </ul>   | Enclosed | Approval   | Mr McGonigal | 16   |
| 13.     | Investment Summary for the period ended May 2018  | Enclosed | Noting     | Ms McGuigan  | 13   |
| 14.     | Complaints and Compliments Report   | Enclosed | Noting     | Mr McGonigal | 15   |
| 15.     | Bank Mandate – change of signatories  | Verbal   | Approval   | Ms McGuigan  | 5    |
| 16.     | Committee Self-Assessment   | Enclosed | Completion | Chair        | 1    |
| 17.     | Fees Schedule – Proposed Amendment  | Enclosed | Approval   | Mr Doran     | 6    |
| 18.     | Business Case Approval – GO Awards  | Enclosed | Noting     | Mr McGonigal | 5    |
| 19.     | Direct Award Contracts  | Tabled   | Noting     | Mr Doran     |      |
| 20.     | Any Other Business  | Verbal   | Noting     | Chair        |      |

**Date and Time of Next Meeting – Tuesday 9 October 2018 at 18.30 in Boardroom, Newry Campus**

**Distribution List:**

**Members:** Mrs Teresa Campbell (Committee Chair), Mr Brian Doran (Chief Executive), Mr Kieran Swail, Mrs Judith Thompson and Mr Tom Redmond

**Attendees:** Terry McGonigal (Director of Finance and Planning), Mrs Joanne McGuigan (Assistant Director of Finance), Mr Andrew Saunders (Chairman of the Governing Body) and Miss Lindsay Armstrong (Secretary to the Governing Body)

**Terms of Reference**

The main business of the Finance and General Purposes Committee is to monitor, determine and advise the Governing Body on the College's solvency, matters relating to estimates, budgets and presentation of accounts of the college, and other matters as the Governing Body may from time to time remit to it.

The responsibilities of the Finance and General Purposes Committee are to:

1. Carefully scrutinise all agenda items and committee papers for any conflicts of interests and follow DfE procedures in regards to making the appropriate declaration, thus ensuring that good governance is maintained at all times;
2. Monitor the solvency of the College and advise the Governing Body;
3. Scrutinise, test and challenge, if appropriate, the DfE Annual Recurrent Budget Allocation to ensure it is sufficient to deliver the College planned curriculum offer and it is fair and equitable in comparison with other college recurrent grant funding levels and advise the Governing Body accordingly.
4. Advise Governing Body on clear financial objectives and clear indicators for measuring College performance;
5. Monitor the financial statements of the College, including consultancy reports and advise the Governing Body;
6. Advise the Governing Body on the policy by which tuition and other fees payable to the college are determined;
7. Review, in line with financial delegations, the financial impact of proposals placed before other committees including prior DfE approvals;
8. Monitor all prior DfE approvals in line with financial delegations;
9. Review the Register of Interests maintained by the Secretary in respect of governors and senior post holders;
10. Seek assurance with regard to compliance in respect of conditions of funding and submissions of returns to DfE and other funders;
11. Seek assurance that the college's financial statements comply with DfE accounts direction and other appropriate guidance;
12. Monitor the Governing Body budget;
13. Monitor College investments to ensure a satisfactory income return and spread of risk;
14. Monitor progress against College efficiency plans;
15. Monitor college complaints and compliments in accordance with agreed policy and procedures;
16. Advise and where appropriate decide or refer on those matters which fall within the remit of the Governing Body but do not have a natural home within the existing committee structure – these to be termed general purposes.