

The Governing Body of Southern Regional College

Meeting of the Finance and General Purposes Committee of the Governing Body scheduled for
Wednesday 24 January 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 14 November 2017	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"> • Summary of Movements report • October 2017 (September Actuals) • November 2017 (October Actuals) • December 2017 (November Actuals) 	Enclosed	Noting	Mrs Wilson	4, 9
7.	Credit Cards Payments Report for the period ended December 2017	Enclosed	Noting	Mrs Wilson	4, 5
8.	Aged Debtors Report for the period ended December 2017	Enclosed	Noting	Mrs Wilson	4, 5
9.	Aged Creditors Report for the period ended December 2017	Enclosed	Noting	Mrs Wilson	4, 5
10.	Prompt Payment Report for the period ended December 2017	Enclosed	Noting	Mrs Wilson	4, 5
11.	Governing Body Budget Report for the year ended 31 December 2017	Enclosed	Noting	Mrs Wilson	12
12.	Policy Review <ul style="list-style-type: none"> • Fees Policy • Annual Schedule of Fees and Charges • Fees Refund • Complaints & Compliments 	Enclosed	Approval	Mr Doran	16
13.	Direct Award Contracts September – December 2017	Verbal	Noting	Mr Doran	10
14.	Investment Summary for the period ended December 2017	Enclosed	Noting	Mrs Wilson	13
15.	Estate Project Bank Account	Verbal	Noting	Mrs Wilson	5
16.	Complaints and Compliments Report	Enclosed	Noting	Mr Sloan	15
17.	DoF Circular <ul style="list-style-type: none"> • FD DoF 12/16 Pay Remit Approval Process and Guidance 	Enclosed	Noting	Mr Doran	11
18.	Any Other Business	Verbal	Noting	Chair	
Date and Time of Next Meeting – Tuesday 6 March 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: Mr Raymond Sloan (Director of Client Services), Mrs Jenny Wilson (Assistant Director of Finance), Mr Andrew Saunders (Chairman of the Governing Body) and Miss Lindsay Armstrong (Clerk)

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.