

The Governing Body of Southern Regional College

Meeting of the Finance and General Purposes Committee of the Governing Body scheduled for **Tuesday 20 October 2020** at **17.30** via teleconference.

Item	Item	Papers	Action	Presenter	TOR
1.	Apologies for Absence	Verbal	Noting	Clerk	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of meeting 26 May 2020	Enclosed	Approval	Chair	1
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	Finance & General Purposes Committee Annual Report 2019-2020	Enclosed	Approval	Chair	1-17
7.	Finance & General Purposes Committee Terms of Reference	Enclosed	Approval	Chair	1-17
8.	Register of Interests 2020-2021	Enclosed	Noting	Mr Doran	9
9.	Draft Annual Report and Statutory Accounts for the period ended 31 July 2020	Enclosed	Noting	Mr McGonigal	5
10.	SRC Management Accounts (incl Working Capital Report)	Enclosed	Noting	Ms McGuigan	4
11.	Governing Body Budget 2019-2020 report	Enclosed	Noting	Ms McGuigan	12
12.	DfE Financial Returns <ul style="list-style-type: none"> • Covid Response Resource Allocation 	Enclosed	Noting	Mr McGonigal	3, 4, 10
13.	Indicative Budget	Enclosed	Approval	Mr McGonigal	3
14.	Direct Award Contracts Annual Report	Verbal	Noting	Mr McGonigal	11
15.	Health & Safety Annual Report	Enclosed	Noting	Mr Sloan	15
16.	Policy Review; <ul style="list-style-type: none"> • H&S policy & statement • Fees policy and procedure • Fees schedule 	Enclosed	Approval	Mr McGonigal	17
17.	Circulars; <ul style="list-style-type: none"> • 07 20 Care to Learn (NI) scheme • 04 20 FE Grants • 05 20 Hardship Fund 	Enclosed	Noting	Mr McGonigal	11
18.	Complaints and Compliments Annual Report Update Month end September 2020	Enclosed	Noting	Mr McGonigal	14
19.	Updated Bank Mandate	Enclosed	Approval	Mr McGonigal	4
20.	Sustainability report	Enclosed	Noting	Mr Sloan	17
21.	Estates budget paper	Enclosed	Noting	Mr Sloan	17
22.	Any Other Business	Verbal	Noting	Chair	

Date and Time of Next Meeting – **Tuesday 19 January 2021** at **17.30** via teleconference.

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 Terry McGonigal (Director of Finance and Planning), Ms Joanne McGuigan (Assistant Director of Finance), Mr Raymond Sloan (Director of Client Services), Mrs Kerri Farrell (Head of Estates), Mr Paul Donaghy (H&S Manager), Mr Andrew Saunders (Chairman of the Governing Body), Mr Brendan McGuigan (Boardroom Apprentice) 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 College complaints and compliments in accordance with agreed policy and procedures;
15. Monitor Health and Safety practice and seek assurance on compliance with statutory requirements;
16. Review the insurance claims history of the College;
17. 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.