SOUTH EASTERN REGIONAL COLLEGE

Governing Body

Minutes of the meeting of the Governing Body held on Wednesday 23rd November 2016 at 19.25pm in Meeting Room 2, The SPACE, Bangor Campus

1. a) Attendance/Apologies, declarations of conflicts of interest Attendance Present: Mr D. Sagar, Mr G Hetherington, Mr K Webb Chief Executive Officer, (CEO), Mr N Bodger, Miss Meharg, Mr J Mackell, Mr S. Pollard, Mrs C King, Mrs S Corbett. In attendance: Mr T Martin, Chief Finance Officer (CFO), Mrs Claire Williamson (Secretary to the Governing Body) Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was reflected to onfirmed that the was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington		em Item	Item
Attendance Present: Mr D. Sagar, Mr G Hetherington, Mr K Webb Chief Executive Officer, (CEO), Mr N Bodger, Miss Meharg, Mr J Mackell, Mr S. Poliard, Mrs C King, Mrs S Corbett. In attendance: Mr T Martin, Chief Finance Officer (CFO), Mrs Claire Williamson (Secretary to the Governing Body) Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewer recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was re The CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington		i e	
Present: Mr D. Sagar, Mr G Hetherington, Mr K Webb Chief Executive Officer, (CEO), Mr N Bodger, Miss Meharg, Mr J Mackell, Mr S. Pollard, Mrs C King, Mrs S Corbett. In attendance: Mr T Martin, Chief Finance Officer (CFO), Mrs Claire Williamson (Secretary to the Governing Body) Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pawelcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 2. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was rethe CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31 st July 2016 Proposer: Claire Meharg Seconder: Gareth. Hetherington		a) Attendance/Apo	1.
Mr D. Sagar, Mr G Hetherington, Mr K Webb Chief Executive Officer, (CEO), Mr N Bodger, Miss Meharg, Mr J Mackell, Mr S. Pollard, Mrs C King, Mrs S Corbett. In attendance: Mr T Martin, Chief Finance Officer (CFO), Mrs Claire Williamson (Secretary to th Governing Body) Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was re The CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31 st July 2016 Proposer: Claire Meharg Seconder: Gareth, Hetherington		<u>Attendance</u>	
Meharg, Mr J Mackell, Mr S. Pollard, Mrs C King, Mrs S Corbett. In attendance: Mr T Martin, Chief Finance Officer (CFO), Mrs Claire Williamson (Secretary to th Governing Body) Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was re The CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31 th July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington		<u>Present</u> :	
Apologies: Mrs B Larkin, Prof A Woodside, Mr A Corbett, Mrs M Shaw, Mrs K Fraser, Ms C Good H Reid, Mr E Jackson, Ms K Scott In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was read that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington	CEO), Mr N Bodger, Miss C	Mr D. Sagar, Mr G H Meharg, Mr J Mack	
In the Chair: Mr D Sagar The Chair welcomed everyone to the special meeting of the Governing Body and extended a pa welcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 1. Items for Approval 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was retained that the was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington Any other business	illiamson (Secretary to the	<u>In attendance</u> : Mr Governing Body)	
The Chair welcomed everyone to the special meeting of the Governing Body and extended a pawelcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was returned to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington	, Mrs K Fraser, Ms C Goodwin, Mrs	Apologies: Mrs B La H Reid, Mr E Jackso	
The Chair welcomed everyone to the special meeting of the Governing Body and extended a pawelcome to Mrs C Williamson in her new role as the Secretary to the Governing Body. Declarations of conflicts of Interest: The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was returned to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington		In the Chair: Mr D S	
The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was rethe CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington	ਤੂ Body and extended a particular Governing Body.	The Chair welcome	
The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any ite agenda. There were no such declarations. 2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was rethe CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington		Declarations of con	
2.1: Annual Report & Financial Statements The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was rethe CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington	erest in relation to any item on the	The Chair asked if the	
The Chair advised the members the Annual Report and Financial Statements had been reviewed recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was read that the CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington			2.
recommended for approval by both the Audit and Finance and General Purpose committee. The Finance Officer highlighted the cover sheet outlining the processes and that a clean audit was re The CEO confirmed that he was content to sign the declaration letter as the Accounting Officer. Chair noted that the meeting was quorate and able to proceed and provide approval. Key Decision: The Governing Body approved the Annual Report and Financial Statements year 31st July 2016 Proposer: Claire Meharg Seconder: Gareth Hetherington Any other business		2.1: Annual Report	
Proposer: Claire Meharg Seconder: Gareth Hetherington 3. Any other business	Il Purpose committee. The Chief d that a clean audit was returned. as the Accounting Officer. The	recommended for a Finance Officer high The CEO confirmed	
Seconder: Gareth Hetherington 3. Any other business	inancial Statements year ended	Key Decision: The 31 st July 2016	
No other business was discussed.		Any other business	3.
		No other business w	
4. Date and time of next meeting ~ 29.11.16, 6pm, Lisburn Campus		Date and time of ne	4.

	There being no other business the meeting concluded at 19.28pm						
5.	Confidential Business						
	No confidential business was discussed.						
	Attendees	Time Arrived	Time Left	Duration	Entitlement		

Attendees	Time Arrived	Time Left	Duration	Entitlement to Payment
				Y/N
Bodger, Neil	7.25 pm	7.28 pm	0.03 hrs	Y
Corbett, Andrew	Apology			N
Corbett, Shirleen	7.25pm	7.28pm	0.03hrs	Υ
Fraser, Karen	Apology			N
Goodwin, Christine	Apology			N
Hetherington, Gareth	7.25pm	7.28pm	0.03hrs	Υ
King, Carolyn	7.25pm	7.28pm	0.03hrs	N
Jackson, Ed	Apology	7.28pm	0.03hrs	NA
Larkin, Barbara	Apology			N
Mackell, John	7.25pm	7.28pm	0.03hrs	Υ
Meharg, Claire	7.25pm	7.28pm	0.03hrs	Υ
Pollard, Steve	7.25pm	7.28pm	0.03hrs	Υ
Reid, Heather	Apology			N
Sagar, Deep	7.25pm	7.28pm	0.03hrs	NA
Scott, Kim	Apology			N
Shaw, Marie	Apology			N
Webb, Ken	7.25pm	7.28pm	0.03hrs	N
Woodside, Professor Alan	Apology			N

Signed:	ly	, Uh	Xa,
Jigirea.			J
Chairman	of Governing	g Body	

Date: 29/11/16.