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| **Belfast Metropolitan College Resources Committee 4.00pm Wednesday 6 March 2024 at Seminar Room e3 Campus and via Microsoft Teams Minutes (Approved 5 June 2024)** |
| **Committee Members:** Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Tom Hesketh; Janis Leaden; Owen McCaughey; Louise Warde Hunter, Principal & Chief Executive**Management:** Aidan Sloane, Chief Operating Officer (COO); Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships); Laura Allen, Head of Finance (HoF); Kristian Kinnaird Head of IT (HOIT); Siobhan Lyons, Head of CEDSI (HCEDSI); Peter Kane, Head of Estate and Facilities Management (HEFM)**Clerk to the Governing Body:** Gerry Crossan  |
| **RC34 23/24**  | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture****Quorum**: The meeting quorate under the terms of Section 6.2 of Terms of Reference **V3** of the Resources Committee approved by the Governing Body at **GB81a 21/22 22 June 2022** (2 Governors).**Apologies:** No apologies received at the meeting.**Welcome:** No new participants advised at the meeting.**Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were advised under the terms of Section 8.1 of the Belfast Metropolitan College Governing Body Standing Orders **V5** approved by the Governing Body at **GB81a 21/22 22 June 2022**.**AOB:** No Items of AOB received at the meeting .**Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**RC50 22/23** below refers) |
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| **Agenda Item** | **Lead**  |
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| **AC04 19/20** | **Governance Guidance and Information**1. FE 02/19 Further Education (FE) College Accounts Direction issued 31 July 2019
2. Publications from Accountability & Financial Management Division

 [Finance Director letters (FDs) - 2019](#mctoc1)1. Statement of Recommended Practice (SORP) Accounting for Further and Higher Education 2019 Edition (must be adopted for accounting periods beginning on or after 1 January 2019)

The Committee to note the guidance and information received. |  |
| **AC05 19/20**  | **Chair’s Business** * Review of Audit and Risk Committee Terms of Reference – version dated November 2017 attached
* Audit and Risk Committee Self-Assessment – Audit and Risk Committee Effectiveness November 2017 (National Audit Office)
 | Chair |
| **AC06 19/20** | **Financial Report** Draft Belfast Metropolitan College Annual Report and Accounts 2018/19The Committee to consider the accounts and to approve adoption to the Governing Body. | DCS |
| **AC07 19/20** | **Northern Ireland Audit Office Business** The Committee to note the information provided by the NI Audit Office. |  |
| **AC08 19/20** | **Internal Audit Business** The Committee to consider the reports presented by Internal Audit. | NIAO |
| **AC09 19/20** | **Status of Outstanding Audit Recommendations as at end Q4 2018/19**The Committee to consider and to note the actions taken by management. | CMSP |
| **AC10 19/20** | **Risk Management and Opportunity Report** The Committee to consider and to note the actions taken by management. | CMSP |
| **ARC11 19/20** | **Compliance Reporting for Q4 2018/19*** Losses and special payments
* DAC (STA) Notifications
* Register of Gifts and Hospitality
* Whistleblowing Notifications
* Register of Data Breaches

The Committee to consider and to note the actions taken by management. | DCSCMSP |
| **ARC12 19/20** | **Direct Award Contracts/Single Tender Actions for Q4 2018/19**The Committee to consider and to note the actions taken by management. | DCS |
| **ARC13 19/20** | **Belfast Met Cyber Security Internal Control Framework September 2019 (Annual Standing Item)**The Committee to consider and to note the actions taken by management . | HoIT |
| **ARC14 19/20** | **Belfast Metropolitan College GDPR Internal Control Framework September 2019 (Annual Standing Item)**The Committee to consider and to note the actions taken by management. | CCO |
| **ARC15 19/20** | **Any Other Business**  |
| **ARC16 19/20** | **Date of next meeting** 4.30pm on 11 November 2019 at Titanic Quarter Boardroom |

| **Minute**  |
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| **RC35 23/24** | **Minutes of the meeting held on 8 November 2023 - Draft (Proposed Final)**The Committee  **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 8 November 2023 unamended. |
| **RC36 23/24** | **Matters Arising from the minutes of the meeting held on 8 November 2023**All matters arising are on the agenda of this governance meeting. |
| **RC37 23/24** | **Governance Guidance and Information**None advised as at the date of the meeting. |
| **RC38 23/24** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised as at the date of the meeting**.** |
| **RC39 23/24**  | **Chair’s Business** None advised as at the date of the meeting**.** |
| **RC40 23/24****HoF** | **Financial Report and Budget Reforecast Report Q2 2023/24**1. Financial Report to end December 2023; and,
2. Budget 2023/24 update.

Management advised the Committee on the following key issues:* Cash management position and processes;
* Funding and income management position and processes;
* Expenditure in relation budget and the changing profile of expenditure from the opening budget;
* Increased funding and extremely tight expenditure management has resulted in positive achievement of the budget target:
* The preparations for the build-back phase to sustain a changing profile of service delivery and curriculum offerings when this Reform to Save programme has been completed.
* The cost control programme which began in January 2023 has been critical to enabling Management to develop capacity plans for the College post restructuring;
* Variances in income and the ongoing impact on recruitment and service delivery profile;
* Variances in expenditure and the impact on capital asset creation and timing of capital projects over 2023/24 and 2024/25.

The Committee **noted** the information provided by and action taken by Management. |
| **RC41 23/24****HoD****HSA** | **CEDSI and CFSA Non-Core Income Reforecast and Report Q2 2023/24**Management advised the Committee on the key issues impacting on funding and delivering services funded by the range of non-core income sources.The Committee asked for further information on the historical profile of Schools Partnerships. Management advised that this business has had a decreasing profile for the past severalyears and that other service demands had emerged during the period to which the College is responding.The Committee **noted** the information provided by and the action taken by Management. |
| **RC42 23/24****HIT** | **Information Technology Report Q2 2023/24**Management advised the Committee on the range of actions IT are taking to maintain secure support systems for service delivery including current Cyber Essentials Plus accreditation.The Committee **noted** the information provided by and the action taken by Management. |
| **RC43 23/24****HEFM** | **Estate and Facilities Management Report Q2 2023/24**1. Sustainable by Nature presentation – The Committee asked that the presentation be given to the Governing Body on 20 March 2024;
2. Castlereagh Consultation – P&CE advised that this consultation is closed.

The Committee asked for further information on the partnership between estate upgrade and curriculum refresh. Management advised on the strength of the ongoing communications from Estates Team, Finance and IT in planning for the support required to effectively deliver the capacity for the College to build back to meet the demand from new learners and different service delivery needs.The Committee **noted** the information provided by and the action taken by Management. |
| **RC44 23/24** **Chair** | **Any Other Business**None advised at the meeting**.** |
| **RC45 23/24**Chair  | **Meeting Feedback - Leadership Culture**The Committee advised the Chair that the meeting provided evidence of the Governing Body meeting its commitments and the standards set for the Committee in the Terms of Reference. |
| **RC46 23/24**  | **Date of next meeting** **Governance Programme 2023/24 Cycle 4**: the **fourth** meeting of the Resources Committee during 2023/24 will be at **4.00pm on Wednesday 5 June 2024**at the Titanic Quarter Board Room and via Microsoft Teams – **Chairs14 22/23 3 May 2023/RC51 22/23 7 June 2023**refer. **Governance Programme 2024/25 Cycle 1:**  The **first** meeting of the Resources Committee in 2024/25 is scheduled to be held at **4.00pm on Wednesday 11 September 2024** at the Titanic Quarter Boardroom and via Microsoft Teams. **Governance Programme 2024/25 Cycle 4:**  The **fourth** meeting of the Resources Committee in 2024/25 is scheduled to be held at **4.00pm on Wednesday 4 June 2025** at the Titanic Quarter Boardroom and via Microsoft Teams. |

**Seamus Dawson**

**Chair of Governing Body Resources Committee**

**Signature Date**