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| **Belfast Metropolitan College Resources Committee 4.00pm Wednesday 8 March at TQ Boardroom and via Microsoft Teams Minutes FINAL APPROVED 7 June 2023** | |
| **Committee Members:** Seamus Dawson (Chair);Kate Burns; Kathleen O'Hare; Janis Leaden; Nikita Brijpaul; Yvonne Murphy; Lauren McAteer, Tai Campbell; Louise Warde Hunter  **In attendance:** Frank Bryan, Chair of the Governing Body; Seamus McGoran, Michele Corkey, Bill Montgomery  **Management:** Aidan Sloane, Director of Corporate Services (DCS); Damian Duffy, Director of Partnerships and Sustainability (DSP); Gillian Magee, Director of People and Place (DPP); Laura Allen, Head of Finance (HoF); Peter Kane Head of Estate and Infrastructure Interim; Liam Downey Head of IT Interim  **Clerk to the Governing Body:** Gerry Crossan | |
| **RC25 22/23** | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  **Quorum**: The meeting was 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.  **Welcome:** No new participants at the meeting.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest 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** were advised at the meeting.  **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 (**RC36 22/23** below refers) |
| **RC26 22/23** | **Minutes of the meeting held on 9 November 2022 - Draft (Proposed Final)**  The Committee **approve** the **DRAFT (Proposed Final)** minutes of the meeting held on 9 November 2022 unamended. |
| **RC27 22/23** | **Matters Arising from the minutes of the meeting held on 9 November 2022**  All matters arising were within the scope of the agenda of this governance meeting. |

| **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 2018/19  The 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. | DCS  CMSP |
| **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 | |

| **Agenda Item** | |
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| **RC28 22/23** | **Governance Guidance and Information**  None advised since date of last Committee meeting. |
| **RC29 22/23**  **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022** | **Fees and Charges Schedule 2023/24**  Articles of Government (**GB160 17/18 6 December 2018**) **PART X Finance: Financial Management** Paragraph 57 states:  “The Governing Body shall determine the tuition and other fees payable to the College, subject to any conditions made pursuant to the Order [Article 11 of The Further Education (Northern Ireland) Order 1997].”  The Resources Committee sought further information in relation to comparative fees across HE and the number of modules that a student would normally be required to do.   * **reviewed** the current Fees and Charges Policy including fees published in College Prospectus 2023/24; and, * **recommended** the Fees and Charges Policy to Governing Body for adoption under the terms of the Articles of Government at the meeting to be held on 22 March 2022. |
| **RC30 22/23**  **Chair** | **Chair’s Business**  None advised at the meeting |
| **RC31 22/23**  **HoF** | **Financial Report and Budget Reforecast Report March 2023**   1. Whole College Position Q2 ended 30 December 2022; and, 2. Non-Core Position Q2 ended 30 December 2022   Management advised the Committee on the following key issues:   1. the pressures and trends underpinning the reforecast; 2. the expected cash outturn for 2022/23; and, 3. engagement with the DfE on managing the outturn funding is continuing and Management controls over this challenging period are robust.   The Committee sought clarification on the known position of other FE colleges during this closing period in 2022/23.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC32 22/23**  **HoD**  **HSA** | **CEDSI and CFSA Non-Core Income**   1. CEDSI and CFSA Income and Reforecast Report: Q2 2022/23   Management advised the Committee on the key income generation issues and advised that the College was on target to achieve the outturn financial targets for 2022/23.  The Committee sought further clarification on the funding available for Hub delivery model.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC33 22/23**  **DCS** | **Information Technology Report March 2023**  Management advised the Committee that all actions were on target.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC34 22/23**  **DCS** | **Estate and Facilities Management Report March 2023**   1. Estate and Facilities Management Report Q2 2022/23.   Management advised the Committee that all actions were on target., including recent progress on the Castlereagh Business Case and the Millfield PFI transition.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC35 22/23 2**  **Chair** | **Any Other Business**  None advised at the meeting. |
| **RC36 22/23**  Chair | **Meeting Feedback**  Committee members advised the Chair that the conduct of the meeting provided evidence of compliance with the Governing Body’s commitments. |
| **RC37 22/23** | **RC37 22/23 8 March 2023 Date of next meeting**  **Governance Programme 2022/23 Cycle 4**: The **fourth** meeting of the Resources Committee during the 2022/23 year will take place at **4.00pm on Wednesday 7 June 2023**. This meeting is in colleagues’ Outlook calendars. (**RC54 21/22 8 June 2022** refers)  **Governance Programme 2023/24 Cycle 3**: the **third** meeting of the Resources Committee during 2023/24 will be at **4.00pm on Wednesday 6 March 2024** at the Titanic Quarter Board Room and via Microsoft Teams. The Clerk will diarise this meeting in colleagues’ Outlook calendars during March 2023. |
| **RC38 22/23** | **CLOSED SESSION - BIP Governors only** |

**Chair of Belfast Metropolitan College**  **Seamus Dawson**

**Resources Committee**

**Signature**  **Date**: 7 June 2023

Minutes adopted Governing Body meeting 21 June 2023