



Belfast Metropolitan College Resources Committee

4 pm 5 March 2025 in the Boardroom, Titanic Quarter Campus and via Microsoft Teams

Minutes (Draft 5 March 2025)

Committee Members: Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Michael Mearns; Michael McKernan; Tom Hesketh; Janis Leaden; Damian Duffy, Interim Principal & Chief Executive and Alex O'Neill.

Management: Aidan Sloane, Chief Operating Officer (COO); Siobhan Lyons, Interim Director of Development and Partnerships (IDDP); Kristian Kinnaird, Head of IT and Digital Services, (HOIT) Laura Allen, Head of Finance (HF); Peter Kane, Head of Estate and Facilities Management (HEFM).

Secretary to the Governing Body: Jim Woods

RC28
24/25

Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Quorum: The meeting must be quorate under the terms of Section 6.2 of Terms of Reference V5 of the Resources Committee approved by the Governing Body on 11 December 2024 (2 Governors).

Apologies: Fiona Dempsey

Conflicts of Interest: Participants reported 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 11 December 2024.

AOB: No Items of AOB received at date of issue.

Leadership Culture: The meeting is conducted with creative and courageous conversation in an atmosphere or culture of challenge and respect in line with our code of conduct.

Minutes Draft	
<p>RC29 24/25</p>	<p>Minutes of the meeting held on 5 November 2024</p> <p>The Committee approved the minutes of the previous meeting.</p>
<p>RC30 24/25</p>	<p>Matters Arising from the minutes of the meeting held on 5 November 2024</p> <p>All matters arising are on the agenda of this governance meeting.</p>
<p>RC31 24/25</p>	<p>Governance Guidance and Information</p> <p>Department of Finance has provided extensive guidance on the preparation of 2024/25 accounts. The information was noted by management and accounts will be prepared accordingly.</p>
<p>RC32 24/25</p>	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>None advised to date.</p>
<p>RC33 24/25</p>	<p>Chair's Business</p> <p>There was one matter to Chair's Business which will see item RC37 24-25 reported in a closed session. The agenda has been organised to accommodate.</p>
<p>RC34 24/25</p>	<p>Estate and Facilities Management Report - Quarter 2 2024/25</p> <p>HEFM took members through the estates report, highlighting the following salient points:</p> <ul style="list-style-type: none"> • Detail on Estates Strategy Update was provided one issue in relation to the title of Riddel was RAGGED as green with update to proceed to disposal. • Castlereagh Strategic Outline Case is progressing with a long list of options being drawn together to be progressed to short list in line with Business Case methodology. • Consolidation works - Phase two of a central shared service centre project has progressed with further services now based in Springvale. • ESOL provision has transferred Millfield following enabling works during the summer. A second phase works should conclude March 2025. • Millfield Reversion - The campus will revert to the College in September 2027 when the PFI pathfinder project ends. A number of condition surveys are under way in preparation. • Health and Safety update outlines that minimal damage had occurred during the recent storm and that all SLT had received Defibrillator training. <p>No new risks to strategic or operational KPIs were identified.</p> <p>The Committee noted the information provided and the action taken by Management.</p> <p>Riddel a formerly shared space between EA and Belfast Met had been transferred to Belfast Met in 1997. To allow the Belfast Met to divest of the property the title needs updated through legal process. The committee noted the change to the title deeds.</p>

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<p>RC35 24/25</p>	<p>IT & Digital Services Report – Quarter 2 2024/25</p> <p>HOIT took members through the IT and Digital Services Report Q2 2024/25 highlighting the following salient points:</p> <ul style="list-style-type: none"> • Delivery Performance • Projects and initiatives Update focusing on the roll out of Windows 11 as Window 10 will no longer be updated as of Oct 2025 • Cyber Security • Cyber Essentials • Digital Framework • Digital Innovation <p>HOIT fielded a number of probing questions in relation the roll out of Windows 11, members concluded that the proactive switch aligned with the strategic intent discussed at the Governing Body Strategy event last month.</p> <p>No new risks to strategic or operational KPIs were identified.</p> <p>The Committee noted the information provided and the action taken by Management.</p>
<p>RC36 24/25</p>	<p>Financial Results for January 2025 Accounting Period 6 and NDPB Month 10</p> <p>HF took members through the report in detail outlining the:</p> <ul style="list-style-type: none"> • Performance of Income and Expenditure Budgets are favourable to budget; • Staff and Non-Staff Costs analysis was provided and discussed; • Cash Monitoring which is within the recommended limits; • Capital expenditure over 11 approved projects; and • Reforecast of Income and Expenditure to year end which is in line with the original budget. <p>The Committee noted the information provided and the action taken by Management.</p>
<p>RC37 24/25</p>	<p>DFE Draft Budget Allocation 2025-26</p> <p>The item was deferred to the end of the meeting to a closed session.</p>
<p>RC38 24/25</p>	<p>Any other notified business</p>
<p>RC39 24/25</p>	<p>Meeting Feedback</p> <p>Leadership Culture: Chair sought feedback as to how well we lived up to our aspirations, the meeting is conducted with creative and courageous conversation in an atmosphere or culture of challenge and respect in line with our code of conduct.</p> <p>There was general consensus that the meeting had been conducted accordingly.</p>
<p>RC40 24/25</p>	<p>Date of next meetings for the Governance Programme 2024/25: Wednesday 4 June 2025</p> <p>The meeting ended at 5:25 pm.</p>

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at RC28 24/25 Resources Committee Meeting held 5 March 2025	
In-person in the Board Room, Titanic Quarter Campus	via MS Teams
Seamus Dawson (Chair)	Alex O'Neill
Tom Hesketh;	Yvonne Murphy;
Lauren McAteer;	
Janis Leaden;	
Damian Duffy	
Michael McKernan	
Michael Mearns	

Approved for Publication at the Governing Body 25 June 2025

Approved