

## Belfast Metropolitan College Resources Committee

4 pm 10 September 2025 in the Boardroom, Titanic Quarter Campus and via Microsoft Teams

Minutes (Reviewed 10 September 2025)

**Committee Members:** Seamus McGoran (Chair); Yvonne Murphy; Lauren McAteer; Michael Mearns; Michael McKernan; Tom Hesketh; Damian Duffy, Interim Principal & Chief Executive and Janis Leadon.

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

In attendance: Jaqui Dixon (Chair of Governing Body)

**Secretary to the Governing Body:** Jim Woods

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

RC01  
25-26

**Quorum:** The meeting was determined to 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).

**Welcome:** S McGoran welcomed Jacqui Dixon to the Resources Committee.

**Apologies:** Received from Alex O'Neill

**Conflicts of Interest:** No participants reported 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.

**Leadership Culture:** The meeting set out the intent to engage in creative and courageous conversation in an atmosphere or culture of challenge and respect in line with our code of conduct.

Minutes Draft	
<b>RC02</b> 25-26	<p><b>Minutes of the meeting held on 4 June 2025</b></p> <p>The Committee approved of minutes of the previous meeting held 4 June 2025.</p>
<b>RC03</b> 25-26	<p><b>Matters Arising from the minutes of the meeting held on 4 June 2025</b></p> <p>All matters arising are on the agenda of this governance meeting.</p>
<b>RC04</b> 25-26	<p><b>Governance Guidance and Information</b></p> <p>Mr McGoran will continue to chair the Resources Committee.</p>
<b>RC05</b> 25-26	<p><b>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</b></p> <p>The College received notification that the Minister has approved a change to the FE Order 1997 which will change the financial year-end from 31 July to 31 March in line with the fiscal year and 2025-26 will be a transition year.</p> <p>Subject to final legislative change. Members debated the implications for the business planning cycle and the impact of a shorter financial year during transition. The Committee drew comfort that dual accounting year had existed over the last two years. Belfast Met will be committing to the change in accounting year.</p> <p>The Committee noted the change to the internal control environment in relation to the change of year end.</p>
<b>RC06</b> 25-26	<p><b>Chair's Business</b></p> <p>There was no Chair's Business.</p>
<b>RC07</b> 25-26	<p><b>Financial Results to 31 July 2025 Accounting Period 8 and NDPB Month 12</b></p> <p>COO and HF took members through the report in detail outlining that the Draft Annual Report and Financial Statements for the year ended 31 July 2025 present a robust financial outturn, with a net operating surplus of £425k (2023/24: £518k deficit) and an increase in net assets to £103.3m. The draft statements reflect strong income, cost management, and a strengthened balance sheet.</p> <p>Members drilled into the detail and focused particularly on shifts in income between the two years and were assured that the search continues for further diversification of income. Members thanked the finance team for their efforts in producing the accounts so early and noted that the audit of accounts by NIAO will commence at the end of September.</p> <p>The Committee noted the draft position, which remains subject to external audit and final adjustments.</p>

Minutes Draft	
<p><b>RC08</b> 25-26</p>	<p><b>Estate and Facilities Management Report - Quarter 4 2024/25</b></p> <p>HEFM took members through the estates report, focusing on the following salient points:</p> <ul style="list-style-type: none"> <li>• Castlereagh Strategic Outline Case (SOC) has been the subject of constructive discussions with DfE. DfE suggested that consideration must be given to expanding the options based on further analysis. In relation to questions posed members were advised that management will communicate outcomes later in the process.</li> <li>• Millfield Reversion – the College is currently in the 23<sup>rd</sup> year of a 25-year contract. Extensive work in being completed in relation to the hand over in 2027.</li> <li>• The catering contract has been awarded to Caterlink a company with 7500 employees and 1600 sites, they are expanding into N Ireland. Members were advised that savings will be realised in line with the contract award.</li> <li>• TQ is within the 15<sup>th</sup> year of 25-year contract and is currently in a period of assessment in relation to unitary costs.</li> <li>• Over the last 10 years the College has reduced its carbon contract by 27%. While commendable a new baseline of 2024-25 will be used to set further reduction which will be challenging.</li> </ul> <p>The Chair expressed members’ thanks for progress and hard work.</p> <p>The Committee noted the information provided and the action taken by Management.</p>
<p><b>RC09</b> 25-26</p>	<p><b>IT &amp; Digital Services Report – Quarter 4 2024/25</b></p> <p>HOIT took members through the IT and Digital Services Report Q4 2024/25 highlighting the following salient points:</p> <ul style="list-style-type: none"> <li>• Key metrics remain very strong with all ahead of target.</li> <li>• The roll out of Windows 11 is 90% complete against deadline of 14 October.</li> <li>• To enhance resilience in relation to Cyber Security a test phishing campaign was carried out in July.</li> <li>• The College undertook a simulated Ransomware attack to test the cyber security controls and runbooks with supporting action plan being developed Members agreed that the Governing Body needs an update on the action plan through the Resources Committee.</li> <li>• In line with the corporate plan AI three-year roadmap has been developed under the Digital Framework strand. CQE would like a presentation on AI classroom of the future.</li> </ul> <p>Through the Chair members extended members thanks for the continued hard work.</p> <p>The Committee noted the information provided and the action taken by Management.</p>
<p><b>RC10</b> 25-26</p>	<p><b>Any other notified business</b></p> <p>There was no other business.</p>

Minutes Draft	
RC11 25-26	<p><b>Meeting Feedback</b></p> <p><b>Leadership Culture:</b> 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 spirit of challenge and respect in line with our code of conduct.</p> <p>There was consensus that the meeting had been conducted accordingly.</p>
RC12 25-26	<p><b>Date of next meetings for the Governance Programme 2024/25:</b> Wednesday 5 November 2025</p> <p>The meeting ended at 5:50 pm.</p>

Actions from Resource Committee

Ref	Action	Whom
RC09 25-26	Learning and Action plan to arise from the simulated Ransomware attack, Committee to be updated at the next meeting.	COO / HOIT
RC06 25-26	AI classroom of the future to be demonstrated at CQE future meeting	DCLS

Governing Body Attendance Report and Governing Body Member Assessment 2025-26 Participation at RC01 25-26 Resources Committee Meeting held 10 September 2025.	
In-person in the Board Room, Titanic Quarter Campus	via MS Teams
Seamus McGoran	Lauren McAteer
Tom Hesketh;	Yvonne Murphy
Michael Mearns	Damian Duffy
Michael McKernan	
Janis Leaden	
Jacqui Dixon	

Date 5 November 2025

Seamus McGoran