

Belfast Metropolitan College Resources Committee

4 pm Thursday 5 September 2024 in the Boardroom, Titanic Quarter Campus and via Microsoft Teams

Chair's Agenda (Approved 6 Nov 2024)

Committee Members: Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Michael McKernan; Tom Hesketh; Janis Leaden; Michael Mearns, Student Governor 2024/25, Damian Duffy

Management: Aidan Sloane, Chief Operating Officer (COO); Siobhan Lyons, Interim Director of Development & Partnerships (IDDP); Fiona Dempsey, Interim Director of Curriculum & Learner Services Laura Allen, Head of Finance (HoF); Kristian Kinnaird Head of IT (HoIT); Peter Kane, Head of Estate and Facilities Management (HEFM)

Directorate Manager for Secretary to the Governing Body: Andrea Browne

RC01 24/25	Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture	Lead	Report	Timing
	<p>Quorum: The meeting must be 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).</p> <p>Apologies: Received from Janis Leaden.</p> <p>Welcome: To Damian Duffy in his new role as Interim Principal & Chief Executive and Siobhan Lyons in her new role as Interim Director of Development & Partnerships and Fiona Dempsey in her new role as Interim Director of Curriculum & Partnerships. Also to note Zinha Nabate, Student Governor 2024/25 has been elected and details are with DfE for appointment to Governing Body.</p> <p>Conflicts of Interest: Participants must report any 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.</p> <p>AOB: No Items of AOB received at date of issue.</p> <p>Leadership Culture: Chair to note our commitment to Governing Body Leadership Culture Watchwords (GB02d 22/23 21 September 2022 refers): Courageous / Creative / Candour / Challenge (RC50 22/23 below refers)</p>	Chair		

Agenda		Lead	Report	Timing
RC02 24/25	<p>Minutes of the meeting held on 5 June 2024- Draft</p> <p>The Committee to consider, to amend where necessary and to approve the DRAFT minutes of the previous meeting.</p>	Chair	Draft mins	
RC03 24/25	<p>Matters Arising from the minutes of the meeting held on 5th June 2024</p> <p>Any matters arising are on the agenda of this governance meeting.</p>	Chair		
RC04 24/25	<p>Governance Guidance and Information</p> <p>FE Circular 07/24 – College Accounts Direction 2023/24</p> <p>The Committee to note the governance guidance and information relevant to the work of the Resources Committee.</p>	Chair		
RC05 24/25	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>None reported.</p> <p>The Committee to note any changes to the internal control environment relevant to the work of the Resources Committee as advised by Management.</p>	Chair		
RC06 24/25	<p>Chair's Business</p> <p>Terms of Reference bi-annual Review</p> <p>The Committee to note the information provided by the Chair.</p>	Chair	Draft TOR	
RC07 24/25	<p>Financial Report and Budget Update</p> <p>(a) Annual Report & Accounts 2023/24 update (b) Budget Planning 2024/25 update.</p> <p>The Committee to note the information provided by and action taken by Management.</p>	Laura HoF	Report Report	
RC08 24/25	<p>CEDSI and CFSA Non-Core Income Update</p> <p>(a) Non-Core Position 2023/24 Outturn</p> <p>The Committee to note the information provided by and the action taken by Management.</p>	Siobhan IDDP	Report	
RC09	Information Technology Report Q4 2023/24	Kristian		

Agenda	Lead	Report	Timing
<p>24/25</p> <p>(a) IT & Digital Services Q4 2023/24 Update (b) Digital Framework 2024/25 (c) AI and Cyber Security Update</p> <p>The Committee to note the information provided by and the action taken by Management.</p>	HoIT	Report Paper	
<p>RC10 24/25</p> <p>Estate and Facilities Management Report Q4 2023/24</p> <p>(a) Estate & FM Q4 2023/24 Update (b) Sustainability 2030 Framework (c) Catering Contract Update</p> <p>The Committee to note the information provided by and the action taken by Management.</p>	Peter HEFM	Report Paper	
<p>RC11 24/25</p> <p>Any Other Business</p> <p>None advised to date.</p>	Chair		
<p>RC12 24/25</p> <p>Meeting Feedback</p> <p>Leadership Culture: Committee members to advise the Chair on whether or not the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at RC01 24/25 above.</p>	Chair		
<p>RC13 24/25</p> <p>Date of next meetings for the Governance Programme 2024/25:</p> <ol style="list-style-type: none"> Wednesday 6 November 2024 Wednesday 5 March 2025 Wednesday 4 June 2025 <p>Meetings will be held in the Boardroom, Titanic Quarter Campus and via MS Teams.</p> <p>This meeting is likely to end around 5 pm.</p>			

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at RC01 24/25 Resources Committee Meeting held 5 September 2023	
In-person	via MS Teams