

| **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 |

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| **Belfast Metropolitan College Resources Committee** **4 pm on Wednesday 5 June 2024 in the Board Room, Titanic Quarter Campus and via Microsoft Teams** **Minutes (Approved 5 September 2024)** |
| **Committee Members:** Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Michael McKernan; Tom Hesketh; Janis Leaden; Owen McCaughey; Michael Mearns; Louise Warde Hunter, Principal & Chief Executive**Management:** Aidan Sloane, Chief Operating Officer (COO); Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships) (DCE); Laura Allen, Head of Finance (HF); Kristian Kinnaird Head of IT (HIT); Siobhan Lyons, Head of CEDSI (HCEDSI); Peter Kane, Head of Estate and Facilities Management (HEFM)**Chief Executive’s Support Manager for Clerk to the Governing Body:** Andrea Browne |
| **RC47 23/24**  | **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:** Received from Louise Warde Hunter, Laura Allen, Owen McCaughey.**Welcome:** Michael Mearns to his first Resources Committee meeting **Conflicts of Interest**: No 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 at **GB81a 21/22 22 June 2022**.**AOB:** No Items of AOB raised.**Leadership Culture:** Chair **noted** Governor commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers): Courageous / Creative / Candour / Challenge (**RC59 22/23** below refers) |
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| **Minutes** |
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| **RC48****23/24** | **Minutes of the meeting held on 6 March 2024 - Draft (Proposed Final)**The Committee **approved** the **DRAFT (Proposed Final)** minutes of the previous meeting. |
| **RC49 23/24** | **Matters Arising from the minutes of the meeting held on 6 March 2024**All matters arising are on the agenda of this governance meeting. |
| **RC50 23/24** | **Governance Guidance and Information**None reported at this meeting. |
| **RC51 23/24** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None reported at this meeting. |
| **RC52****23/24**  | **Chair’s Business**  No new items raised. |
| **RC53****23/24** | **Financial Report and Budget Reforecast Report Q3 2023/24**1. Whole College Position Q3 Reforecast to 31 July 2024
2. Final Budget allocation 2023/24
3. Budget planning 2024/25

COO gave an update on the Q3 budget vs Reforecast. All in line with planning and not expecting any significant changes between Q3 and Q4.Formal notification has been received from DfE on the pay remit.There has been tight control on recruitment and now beginning to release previously held posts. Meeting on a weekly basis with HR to monitor recruitment. The updates and financials are reported to the HR Committee.DCE reported on the MaSN. Noted within 10% tolerance of bid so does not believe that this is the risk that it used to be. DfE Budget Allocation is expected imminently. COO outlined the top down budget allocation being planned and asked Committee for approval to continue with that process. Update will be provided to Resources Committee in September and then through to the Governing Body.The Governors agreed they are content that management continue with the top down budget planning.It was noted that while the college receives single year budget allocation from DfE, planning internally takes place on rolling 3 year financial modelling.The Committee **noted** the information provided by and action taken by Management. |
| **RC54****23/24** | **CEDSI and CFSA Non-Core Income Reforecast and Report Q3 2023/24**HCEDSI gave an update and noted there is not a significant change between the Q2 and Q3 reports. She outlined the breakdown of non-core areas, noted the estimated deficit and that on target for DfE funded programmes. Confirmed all proceeding as planned.EU programme completed and the drawn down money can be seen in the report.. The main benefits of this EU work are building capacity, development of knowledge and understanding, partnerships and mobility opportunities.The Skills & Apprenticeships variance was noted. Mainly caused by the impact of ASOS and information not available to enable milestone claims. Confident the work has been done and that this is just a timing issue. A project team has been set up to follow up the paperwork and resolve any issues. The Committee **noted** the information provided by and the action taken by Management. |
| **RC55****23/24** | **Information Technology Report Q3 2023/24**HIT outlined the Q3 update including the continuing business as usual, work completed this quarter and ongoing project including:* Roll out of replacement desktops and laptops and replacement of network switches.
* Upgrade of internet bandwidth to the maximum change allowed by the provider at this stage. Will monitor and keep usage under review for future proofing.
* Infrastructure for Shared Services Centre in e3 and ESOL in Millfield.
* Investigation of AI technologies focussing on ChatGPT and Microsoft Co-pilot.
* Ongoing throughout the year includes cyber security actions, achieved cyber essentials plus, review the Digital Strategy. Phishing simulations carried out by the IT & Digital teams discussed. Specific groups/departments will be targets to test how vigilant staff are. Training will be provided to staff as required.

The Committee **noted** the information provided by and the action taken by Management. |
| **RC56****23/24** | **Estate and Facilities Management Report Q3 2023/24**HEFM gave an update on progress on projects including:* Castlereagh SOC
* Consolidation works – ESOL to Millfield and the Shared Services Centre, Springvale Campus. Decant plans including the disposal of confidential waste is in place.
* Millfield Exit. Noted 2 colleges have exit expiries coming up. HEFM has been on specific PFI-Exit Process training to support this work.
* Health and Safety annual audit of all departments ongoing. Advisory Committee meeting taking place in Q4.
* Riddell building disposal ongoing.
* Sustainable by Nature work noted.
* Catering Contract management being taken on by E&FM.
* No new risks since the last report and no E&FM related risks on the Corporate Risk Register.

The Committee **noted** the information provided by and the action taken by Management. |
| **RC57 23/24**  | **Any Other Business**None. |
| **RC58 23/24** | **Meeting Feedback - Leadership Culture**The Committee advised the Chair that the meeting met the commitment to the Governing Body Leadership Culture (**RC47 23/24 refers)** |
| **RC59 23/24**  | **Date of next meeting** **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. The meeting ended at 5.30pm. |

| **Governing Body Attendance Report and Governing Body Member Assessment 2023/24** |
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| **Participation at RC47 23/24 Resources Committee Meeting held 5 June 2024** |
| **In-person at Seminar Room e3 Springvale Campus** | **via MS Teams** |
| Seamus Dawson | Yvonne Murphy |
| Lauren McAteer | Janis Leaden |
| Michael McKernan |  |
| Tom Hesketh |  |
| Michael Mearns |  |

**Seamus Dawson**

**Chair of Governing Body Resources Committee**

**Signature Date**