

Belfast Metropolitan College Resources Committee

3 pm 5 November 2025 in the Boardroom, Titanic Quarter Campus and via Microsoft Teams

Minutes

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

Management: Aidan Sloane, Chief Operating Officer (COO); Siobhan Lyons, Interim Director of Development and Partnerships (IDDP); Paula Graham, Director of People and Culture (DPC); Fiona Dempsey Interim Director of Curriculum; 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

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

RC14
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: There were no new attendees

Apologies: J Leaden apologised as she will have to leave the meeting at 4:15

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.

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	
RC15 25-26	<p>Minutes of the meeting held on 10 September 2025</p> <p>The Committee approved of minutes of the previous meeting held 10 September 2025.</p>
RC16 25-26	<p>Matters Arising from the minutes of the meeting held on 10 September 2025</p> <p>All matters arising are on the agenda of this governance meeting.</p>
RC17 25-26	<p>Governance Guidance and Information</p> <p>Members were advised that new internal auditors, Henderson and Loggie had won the contract across all six colleges. They have extensive experience of the FE sector in Scotland and have already provided a draft plan of activities over a three-year period.</p> <p>The terms of reference have been updated in terms of membership and activities and were subsequently approved and recommended to the Governing Body.</p>
RC18 25-26	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>No changes were reported.</p>
RC19 25-26	<p>Chair's Business</p> <p>There was no Chair's Business.</p>
RC20 25-26	<p>Financial Results to 30 September 2025 Accounting Period 6 and NDPB Month 6</p> <p>COO and HF took members through the period 6 report in detail outlining that the results underpin the strategic plan by maintaining an operating surplus position, driven by strong performance, additional funding, apprenticeship income and controlled expenditure.</p> <p>Members were assured that the robust performance enables continued investment in core delivery, capital projects and compliance within DfE oversight, supporting college strategic objectives and operational resilience.</p> <p>The Committee noted the strong financial position.</p>
RC21 25-26	<p>Contract Monitoring Report</p> <p>Members were advised that to comply with the DfE mid-year assurance statement the appropriate procurement policies and procedures are being adhered to, the College will now report contract monitoring arrangements to the Resources Committee (as a sub-Committee of the Governing Body) twice annually.</p> <p>The committee noted both the context and content of the paper.</p>

Minutes Draft	
RC22 25-26	<p>IT & Digital Services Report – Quarter 1 2025/26</p> <p>HOIT stepped members through the IT and Digital Services Report Q1 2025-26 highlighting the following salient points:</p> <p>The IT & Digital Services Report confirms strong Q1 performance, with all service KPIs exceeded, major projects delivered, development of the Digital, AI, and TEL Frameworks, completion of Windows 11 rollout, AI chatbot integration, robust cyber security, and digital innovation projects, all aligned to enhance learning, operational efficiency, and sector engagement.</p> <p>HOIT updated members with progressing the action plan emanating from the Cyber Security exercise reported at the last meeting, which was an action from the last meeting. He explained that the plan will cover three main areas, Continuity, Cyber Security and Communications. It is anticipated that the plan will be in place by the end of March 2026.</p> <p>The Committee noted the information and the progress on delivery of the Cyber response plan.</p>
	Janis Leaden left the meeting at 4:15
RC23 25-26	<p>Estate and Facilities Management Report - Quarter 1 2025/26</p> <p>HEFM took members through the Estates & Sustainability Report which provided an update on key estates projects, compliance, and sustainability initiatives, including Castlereagh SOC, Millfield PFI expiry, capital works, and climate reporting.</p> <p>Discussion took place around how at a strategic level the Castlereagh SOC will merge to become a Whole Estates SOC and will be the main focus of the Governing Body Strategic day on the 4 February 2026.</p> <p>Members were taken through the sustainability and carbon emissions in relation to the Climate Change Reporting regulations in detail. The report will build on Scope 1-3 outlined within the Emission Sources which fall within the report.</p> <p>The Committee noted the information provided and the action taken by Management.</p>
RC24 25-26	<p>Fees and charges 2026-27</p> <p>Members were advised that the proposed fee increase for 2026/27 is informed by the Consumer Prices Index (CPI) . Belfast Met has historically aligned fee uplifts with inflation.. The College’s financial position and rising demand for places underpin the recommendation. The policy excludes full cost recovery rates and awaits confirmation of DfE-regulated undergraduate fees.</p> <p>The Committee approved the fees and charges for 2026-27 recommending them for approval to the Governing Body.</p>
RC25	Any other notified business

Minutes Draft	
25-26	There was no other business.
RC26 25-26	<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 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>
RC27 25-26	<p>Date of next meetings for the Governance Programme 2025-26</p> <p>4 March 2026</p> <p>The meeting ended at 4:50 pm.</p>

Actions from Resource Committee

Ref	Action	Whom
RC17 25-26	Terms of reference for the resources committee approved and recommended to the Governing Body.	COO
RC24 25-26	Fee and charges approved by the resources Committee recommended for approval to the Governing Body	COO

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	Michael McKernan
Damian Duffy	Janis Leaden
Michael McKernan	