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| **Belfast Metropolitan College Resources Committee 4.00pm Wednesday 13 September 2023 at TQ Boardroom and via Microsoft Teams** **MINUTES (Approved 8 November 2023)** |
| **Committee Members:** Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Bill Montgomery; Michael McKernan; Tom Hesketh; Janis Leaden; Louise Warde Hunter, Principal & Chief Executive; vacant Staff Governor Support**Management:** Aidan Sloane, Chief Operating Officer (COO); Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships) (DCE); Laura Allen, Head of Finance (HoF); Liam Downey, Head of IT (HIT); Siobhan Lyons, Head of CEDSI (HCEDSI); Mark Dorman, Head of CFSA (HCFSA); Peter Kane, Head of Estate and Facilities Management (HEFM). **Clerk to the Governing Body:** Gerry Crossan. **Chief Executive’s Support Manager on behalf of Clerk:** Andrea Browne  |
| **RC01 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:** Siobhan Lyons, Gerry Crossan, Mark Dorman.Chair noted the resignation of Nikita Brijpaul, Staff Governor Support from the College and with immediate effect from the Governing Body.**Welcome:** The Chair welcomed everyone the first Resource Committee of the year. Each member introduced themselves.**Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest reported 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 received.**Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge (**RC12 23/24** below refers) |

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| **Minutes (approved 8 November 2023)**  |
| **RC02 23/24** | **Minutes of the meeting held on 7 June 2023 - Draft (Proposed Final)**The Committee noted the **DRAFT (Proposed Final)** minutes of the meeting held on 7 June 2023.Minor adjustment to be made to the draft minutes as notified by COO and Bill Montgomery added to attendance list. Minutes to be updated and re-circulated. |
| **RC03 23/24** | **Matters Arising from the minutes of the meeting held on 7 June 2023 - None**There were no Matters Arising. |
| **RC04 23/24** | **Governance Guidance and Information**None advised since date of last Committee meeting. |
| **RC05 23/24** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised as at date of issue of the agenda. |
| **RC06 23/24****Chair** | **Chair’s Business** No new items reported.  |
| **RC07 23/24****HoF** | **Financial Report and Budget Reforecast Report September 2023**1. Financial Report to 31 July 2023

Management updated the Committee the key issues outlined the presentation including:* Draft results which are not expected to change. Audit scheduled to take place.
* Outlined Budget vs Draft Actuals and noted final outcome is very close to predictions.
* Variances in Income outlined.
* 22-23 Final Cash Position noted as broadly in line with permitted working capital limits.
* Budget vs Actual Staff Costs – under budget overall.

Members agreed to share papers and to provide this update to next Audit and Risk Assurance Committee.1. Draft Budget 2023/24

Management updated the Committee the key issues outlined the presentation including:* DfE Resource Allocation letter was not received until 24 May.
* Outlined the preparation of the draft budget including bi-lateral meetings with Directors and SLT budget holders.
* Budget has been built from the bottom up to protect front line delivery and there is very tight control on expenditure.
* Management confirmed tight controls in place and ongoing discussions with DfE.

Committee noted the amount of work carried out to get to this stage and that the cuts in costs are exceptional. Agreed to approve the deficit.1. Draft Financial Results Draft 22-23 vs Actual 21-22 Briefing Note.

Management updated the Committee the key issues outlined in the briefing paper including:* College has achieved the objective of operating within the allocated funding levels.
* Improvement on 21-22 cash deficit.
* Variances in Income and expenditure outlined.
* Noted that Pension provision is now reported as an Asset. Will take advice from the NI Audit Office on the presentational issue.

Committee noted the report.The Committee **noted:*** the information provided by and action taken by Management; and,
* the draft year-end outturn figures which are subject to audit by the NIAO starting in late September 2023.
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| **RC08 23/24****DCE** | **CEDSI and CFSA Non-Core Income**1. CEDSI and CFSA Income and Reforecast Report: Q4 to 31 July 2023

Management updated the Committee the key issues outlined the presentation including:* The wide range of non-core income.
* Aim is to make a contribution.

The International Programme line in the Outturn Report was discussed. DCE reported that previously the College would have had international students but over the years that has reduced due to competition from universities. Now it is EU funded grant programme/international grants.Committee requested a deeper dive of CEDSI/CFSA Programmes to take place at a future meeting.The Committee to **noted** the information provided by and the action taken by Management. |
| **RC09 23/24****HIT** | **Information Technology Report June 2023**1. Information Technology Report Q4 to 31 July 2023.

Management updated the Committee the key issues outlined in the briefing paper including:* Continue to deliver high level of cyber security;
* Accreditation of Cyber Essentials and Cyber Essentials Plus;
* Online classroom on each campus.;
* Cross college working to develop plans, business cases and projects;
* KPIs noted and each areas exceeds target.

IT Security was discussed. HIT reported that each staff member has to complete the training annually from August. Last year was 100%. To be complete by end September and will check statistics then. IT Services also carry out continual testing for staff. Induction for students includes information on how to avoid scamming / phishing.A member asked if there is accreditation for hybrid teaching, a standard for online remote learning. Management responded that this can be explored with CFE. The Committee n**oted** the information provided by and the action taken by Management. |
| **RC10 23/24****HEFM** | **Estate and Facilities Management Report June 2023**1. Estate and Facilities Management Report Q4 to 31 July 2023.

Management updated the Committee the key issues outlined in the briefing paper.Change from PFI to College ownership of Millfield Campus was discussed. First handover of a major PFI project in NI and process is in place with DFE and other stakeholders to support the transition The Committee to **note** the information provided by and the action taken by Management. |
| **RC11 23/24****Chair** | **Any Other Business**None noted. |
| **RC12 23/24****Chair**  | **Meeting Feedback** Committee members agreed the conduct of this governance meeting provided evidence of the Governing Body’s commitment to the Leadership Culture as set out at AC01 23/24 above. |
| **RC13 23/24** | **Date of next meeting** **RC24 22/23 Date of next meeting** **Governance Programme 2023/24 Cycle 2**: the **second** meeting of the Resources Committee during the 2023/24 year will be at **4.00pm on Wednesday 8 November 2023** at the Titanic Quarter Board Room and via Microsoft Teams. **RC24 22/23 9 November 2022** refers. **Governance Programme 2024/25 Cycle 1**: The **first** meeting of the Resources Committee during the 2024/25 year will take place at **4.00pm on Wednesday 11 September 2024**. The Clerk will diarise this meeting in colleagues’ Outlook calendars during September 2023.  |
| **RC14 23/24** | **CLOSED SESSION** |

**Chair of Belfast Metropolitan College**  **Seamus Dawson**

**Resources Committee**

**Signature**  **Date**: 8 November 2023

Minutes adopted Governing Body meeting 15 November 2023