

| **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 5 November 2024 in the Board room, Titanic Quarter Campus and via Microsoft Teams** **Minutes (Draft 6 Nov 2024)** |
| **Committee Members:** Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Michael McKernan; Tom Hesketh; Janis Leaden; Damian Duffy, Interim Principal & Chief Executive.**Management:** Aidan Sloane, Chief Operating Officer (COO); Siobhan Lyons, Interim Director of Development and Partnerships (IDDP); Laura Allen, Head of Finance (HF); Peter Kane, Head of Estate and Facilities Management (HEFM).**Secretary to the Governing Body:** Jim Woods |
| **RC14 24/25**  | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture****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).**Apologies:** Michael Mearns,  Normally in attendance Kristian Kinnaird, Head of IT **Welcome:** Jim Woods Secretary to the Governing Body **Conflicts of Interest**: Participants reported no 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 received at date of issue.**Leadership Culture:** Chair **to note** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):Courageous / Creative / Candour / Challenge |
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| **Minutes Draft** |
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| **RC15****24/25** | **Minutes of the meeting held on 5 September 2024**The Committee approved the minutes of the previous meeting. |
| **RC16 24/25** | **Matters Arising from the minutes of the meeting held on 5 September 2024**All matters arising are on the agenda of this governance meeting. |
| **RC17 24/25** | **Governance Guidance and Information**None advised to date. |
| **RC18 24/25** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**None advised to date. |
| **RC19 24/25** | **Chair’s Business** The terms of reference for the Resources Committee have been updated to correct: (i) Titles of IT Department  (ii) 1.1 College mission college of choice ……(iii) Section 2.1 j – Partnership Agreement replaces ‘Management Statement and financial memorandum’ (iv) Since papers were issued, we have received an approved copy of the Articles and Instruments – Section 5 will be updated to reflect 2024 version (v) Section 6.1 – added the term ‘should the committee deem it is required’ a non-executive vice chair selected from membersThe Term of Reference were approved subject to changes (iii) to (v) and recommended to the Governing Body.  |
| **RC20****24/25** | **Financial Report** – Period 1 September 24/25Members commended the executives on the new layout of the finance report which provided aggregated information in one report. COO took members through the report in some detail highlighting that the new format promotes a top-down allocation, and that costs are monitored through a prudent cost control approach. The Period 2 financial position was reported to Committee with income in line with budget and a favourable variance on expenditure at this early reporting period in the year. The projected income for the College financial year is forecast to come in line with budget and expenditure is forecast is expected to be favourable to budget. The Cash position for the reporting period is within the permitted thresholds and the capital allocations have been approved with capital projects commenced in line with approvals. The Committee noted the information provided and the action taken by Management. |
| **RC22****24/25** | **Estate and Facilities Management Report - Quarter 1 2024/25**HEFM took members through the estates report, highlighting the following salient points:* Castlereagh SOC
* Consolidation works - Phase one of a central shared service centre project has seen several key services decanted to Springvale, the second phase will commence in Q2.
* ESOL provision has transferred Millfield following enabling works during the summer. A second phase will see three more classrooms operational by Q12025/26.
* Millfield Reversion - The campus will revert to the college in September 2027 when the PFI pathfinder project ends. A number of condition surveys are under way in preparation.

No risks to strategic or operational KPIs were identified. The Committee noted the information provided and the action taken by Management. |
| **RC23 24/25** | **Information Technology Report – Quarter 1 2024/25**In the absence of the HoIT, COO presented the IT and Digital Report. Much of the work undertaken was providing underpinning support to estates projects in relation to Shared Services and the ESOL move to Millfield. Digital innovation continues in conjunction with other departments the proposed introduction of a CRM highlighted as a case in point. The Committee noted the information provided, and the action taken by Management. |
| **RC24 24/25** | **Any Other Business**There were no matters of any other business. |
| **RC25 24/25** | **Meeting Feedback** Courageous / Creative / Candour / Challenge**Leadership Culture:** Chair sought feedback as to how well we lived up to our aspirations, there was general consensus that the meeting had been conducted accordingly. |
| **RC26 24/25** | **Date of next meetings for the Governance Programme 2024/25**:  Wednesday 5 March 2025 Wednesday 4 June 2025 The meeting ended at 5:15 pm.  |

| **Governing Body Attendance Report and Governing Body Member Assessment 2024/25** |
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| **Participation at RC14 24/25 Resources Committee Meeting held 5 November 2024** |
| **In-person in the Board Room, Titanic Quarter Campus** | **via MS Teams** |
| Seamus Dawson (Chair) Damian Duffy |  |
| Tom Hesketh; |  |
| Yvonne Murphy; |  |
| Lauren McAteer; |  |
| Janis Leaden; |  |
| Damian Duffy  |  |
| Michael McKernan  |  |

**Approved at Resources Committee 5 March 2025**

**Approved for release at the Governing Body Meeting 31 March 2025**