

John Tonkin College
Minutes of Finance Audit Compliance & Risk Management Committee Meeting

Date: 16th March 2017 **Chairperson:** Principal – Kim Savins

Time: 1:30 pm **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Donna Heath, Greg Williams, Rob Dawson, Nick Rust, Karl Cording, Donna Scott, Lorri Harris.

Apologies: Andrea Tacko, Kim Davies

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. K.Cording moved and R.Dawson seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 25 th August 2016	Chair	<ul style="list-style-type: none"> • Nil 	
3.	Finances.	Chair	<p>3a – 2017 Draft Cash Budget</p> <ul style="list-style-type: none"> • G.Williams explained process for development of the cash budget. • K.Savins explained how tight the 2017 budget is and discussions with Department of Education for additional funding due to split sites. We will need to curb spending in 2017. • K.Savins advised we have rescued faculties that have overspent previously but that facility won't be available in 2017. • K.Savins advised that things that will be off limits will be purchase of rewards for students and furniture. Incentives will be in PBS budget and faculties and student services need to work within their budgets. • K.Savins advised we have work to do with faculties on what they spend and address over expenditure. Nothing will impact on what is done in class rooms. • K.Savins advised a new budget for Student Services that will be \$18 per head for each student. • K.Savins advised we have established a Positive Behaviors Program. K.Savins & G.Williams will meet to develop a process of how expenditure will be approved, and tabled at the next FACRM meeting. <p>3b - Expenditure to 30th November 2016 Presentation of report moved by K.Cording seconded by R.Dawson.</p> <p>3c - Expenditure to 31st December 2016 Presentation of report moved by K.Cording seconded by R.Dawson.</p> <p>3d - Expenditure to 31st January 2017 Presentation of report moved by K.Cording seconded by R.Dawson.</p> <p>3e - Expenditure to 28th February 2017 Presentation of report moved by K.Cording seconded by R.Dawson.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

			<p>3f – Reserve Accounts (Admin & Faculty Equip)</p> <ul style="list-style-type: none"> G.Williams explained the process for development of the plan that lists equipment for Admin and Faculties to be replaced between 2017-2020. <p>3g – Controlled Self-Assessment (Audit)</p> <ul style="list-style-type: none"> G.Williams explained the process for preparation of the self-assessment, and the results – including shortfall in preparation of purchase orders. It was agreed that the next meeting should discuss how we can measure. G.Williams mentioned the copyright training for Library staff and K.Savins asked if they can also deliver presentation to an ELT meeting. 	
4.	Risk Management	Chair	<p>4a – 2017 Risk Management Plan (due 31/3/17)</p> <ul style="list-style-type: none"> K.Savins advised draft plan will be discussed in Exec meeting regarding safety in school grounds and exposure, and controls in place at Tindale. We also need to assess tier 3 behavior of students. G.Williams sought additional feedback from members to update into the 2017 report due on 31/3/17. G.Williams will bring information on the MET Bushfire Plan at the next meeting. 	
5.	Other Business.		<p>5a – 2017 Meeting Dates</p> <ul style="list-style-type: none"> Agreed on meeting date. 	

6. Next Meeting:

11th May 2017

Meeting Closed: 3:15 pm

Signed:

Chairperson

Date