

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

Date: 12th October 2017 **Chairperson:** Principal – Kim Savins

Time: 1:35pm **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Jan Stone, Donna Heath, Greg Williams, Andrea Tacko, Karl Cording, Donna Scott, Lorri Harris.

Apologies: Rob Dawson

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. K.Cording moved and A.Tacko seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 24 th August 2017	Chair	<p>2a – Charges Host Exams – Not met min numbers</p> <ul style="list-style-type: none"> • K.Savins to follow-up and bring to next meeting. <p>2b – Guidelines for Charging Duke of Ed</p> <ul style="list-style-type: none"> • Tiff McLean came back to K.Savins to confirm we should continue to collect money and pass on to Duke of Edinburg. To be discussed further at the next meeting. <p>2c – Expenditure from D5436</p> <ul style="list-style-type: none"> • G.Williams advised that Ross de Hoog had provided written advice to his staff that all expenditure on this code should be approved by Ross de Hoog before purchases as endorsed at last FACRM meeting. Ross de Hoog advised 3 purchases have been made on one credit card that was not endorsed by Ross de Hoog after emails were sent. • K.Savins suggested this situation be investigated, and whether verbal advice had been provided, or whether the staff member did not read the emails. Line manager to investigate and report back to FACRM. 	<p>K.Savins to raise at next meeting.</p> <p>Discuss further at next meeting</p> <p>G.Williams to discuss with Ross de Hoog.</p>
3.	Finances.	Chair	<p>3a - Expenditure to 31st August 2017 Presentation of report moved by K.Cording seconded by J.Stone.</p> <p>3b - Expenditure to 14th September 2017 Presentation of report moved by K.Cording seconded by J.Stone.</p> <p>3c – Approve School Charges Write-offs</p> <ul style="list-style-type: none"> • Endorsed as tabled. • L.Harris to provide a summary of what we collect from D&B for 2017 at next meeting. <p>3d – Approve 2018 Voluntary & Optional Costs</p> <ul style="list-style-type: none"> • Endorsed as tabled. • G.Williams advised a new policy was released on 9/10/17, L.Harris and G.Williams to examine whether we are conforming to policy. 	<p>Endorsed L.Harris to provide summary amount collected</p> <p>G.Williams & L.Harris to examine.</p>

			<p>3e – Approve 2018 Additional Cost Items</p> <ul style="list-style-type: none"> Endorsed subject to maximum amounts and examples for tabling at board (i.e. if you want to use silk rather than the denim material we use). <p>3f – 2017 Admin Budget Spent</p> <ul style="list-style-type: none"> G.Williams referred to a spreadsheet that contained recommendations on over-expenditure. Recommendations were approved. <p>3g – 2017 Faculty Budget Spent</p> <ul style="list-style-type: none"> G.Williams referred to a spreadsheet that outlined how much each faculty has spent. Agreed faculties stop spending 25/10/17 for credit cards and EFT payments on 31/10/17. <p>3h – Faculty Reserves</p> <ul style="list-style-type: none"> G.Williams presented a spreadsheet that showed we have currently replaced 43% of equipment planned. G.Williams has sent regular emails to HOLA’s advising they should replace equipment if needed. <p>3i – Admin Reserves</p> <ul style="list-style-type: none"> G.Williams presented a spreadsheet that showed we have currently replaced 47% of equipment planned. It was agreed that we have the buses re-assessed again to determine how long they will last. G.Williams indicated there are several items that have not been replaced at this point they are not urgent as we may need additional funds for salaries. 	<p>Updated version to be tabled at Board for approval.</p> <p>Budget adjustments approved.</p> <p>G.Williams email timelines to staff.</p> <p>Mitsubishi buses to be checked to see how long they will last.</p>
4.	Risk Management	Chair	<p>4a – Faculty Equip Registers – Audit / Stock take</p> <ul style="list-style-type: none"> G.Williams explained stock take will be undertaken in 2017 and need to develop faculty equipment registers. <p>4b – Safety Boots Worn Outside Class Room</p> <ul style="list-style-type: none"> K.Savins explained history for wearing boots. FACRM to discuss with other staff before next meeting and examine the risk table and make a decision next meeting. 	<p>FACRM members to discuss with staff and resolve at next meeting</p>
5.	Other Business.		<p>5a – WEB SIS</p> <ul style="list-style-type: none"> G.Williams outlined some of the changes to come with WEB SIS such as new chart of accounts, updated finance database, updated billing database, online purchase orders, accrual accounting. K.Savins advised all schools with go to WEB SIS in 2019 and some schools currently trialing, and we can volunteer to be a trial school. <p>5b – Role of Members</p> <ul style="list-style-type: none"> A.Tacko queried whether FACRM members could demonstrate learning outcomes of a finance environment as a result of being part of FACRM. A.Tacko suggested in 2018 we hold 30 min PD at the start of meetings to explain various finance items such as comparative budgets. <p>5c – Bandwidth</p> <ul style="list-style-type: none"> K.Savins asked members to think about the need for 	<p>Agreed to volunteer to be a trial school</p> <p>G.Williams to arrange FACRM members PD in 2018</p>

			<p>additional bandwidth and discuss at the next meeting. Think about what we are going to do about it, and DoE has allowed us to purchase additional bandwidth. JTC put some funds aside to purchase additional bandwidth, but it is not sustainable.</p> <ul style="list-style-type: none"> • G.Williams advised NBN are coming to MET to assess site and make some recommendations to TAFE as the site owner. Education may still be precluded from NBN which may disqualify us from the connection. <p>5d – Scholarships</p> <ul style="list-style-type: none"> • J.Stone advised we need to think about JTC sponsorships of scholarships and how we would fund. • K.Savins suggested we ask P&C and use some funds from N account for scholarships, one funded by Student Services and reduce to 2 scholarships in 2018 unless we attract additional sponsors. 	<p>FACRM members to think about needs and discuss at next meeting.</p>
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6. Next Meeting:

7th December 2017

Meeting Closed: 2:55 pm

Signed:

Chairperson

Date