

			<p>payments (inadequate).</p> <ul style="list-style-type: none"> Failed on use of purchase orders & certifying officer signing EFT batches before release. EFT process has now been updated. <p>3i – Office of Auditor General - Audit (Feb 2018)</p> <ul style="list-style-type: none"> G.Williams distributed summary of audit concerns and planned actions. K.Savins & G.Williams met with auditors and Central Office who are tabling a response as some of the OAG findings are not appropriate for schools. Waiting for Central Office letter before implementing actions. <p>3j – Funding Association Memberships</p> <ul style="list-style-type: none"> K.Savins asked for clarification from FACRM as to whether schools should fund professional association memberships. Can we afford to continue? G.Williams was advised by WAMCSE (WA Managers of Corporate Services in Education) that schools are unable to fund and members must pay personally and claim on tax. Central Office has confirmed that under the Finance Manual – <i>“If Membership to Associations is in the staff member’s name it is considered private”</i>. Agreed that HOLAs be advised in future JTC will not pay for personal memberships (Memberships in the school name where several staff members access the benefits of membership will be paid by JTC). If membership is in staff members name then staff decide if they retain membership by paying invoice. School will fund access to conferences and training. Agreed that this item should also be tabled at ELT. If HOLA believe it is a JTC membership and not personal then confirmation in writing is required and personal names need to be taken off the invoice and membership. 	G.Williams to write to HOLAs advising of outcome.
4.	Risk Management	Chair	<p>4a – 2018 Risk Management Plan</p> <ul style="list-style-type: none"> G.Williams advised the 2018 plan is due to be submitted by 31st March 2018. It was agreed to add fencing at Tindale as a safety mechanism under no7. Agreed to endorse plan with above change. 	Draft 2018 endorsed for submission
5.	Other Business.		<p>5a – Agree Schedule of 2018 Meeting Dates</p> <ul style="list-style-type: none"> Agreed. 	

6. Next Meeting:

10th May 2018

Meeting Closed: 4:30 pm

Signed:

Chairperson

Date