

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

Date: 21st June 2018 **Chairperson:** Principal – Kim Savins

Time: 3:10 pm **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Jan Stone, Greg Williams, Andrea Tacko, Rob Dawson, Karl Cording, Kim Davies, Lorri Harris.

Apologies:

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. K.Cording moved and L.Harris seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 5 th April 2018	Chair	2a – Memberships of Associations <ul style="list-style-type: none"> • Email sent to HOLA's. Not had any feedback. 	In progress.
3.	Finances.	Chair	3a - Expenditure to 31st March 2018 Presentation of report moved by R.Dawson seconded by L.Harris. 3b – Expenditure to 30th April 2018 Presentation of report moved by R.Dawson seconded by L.Harris. 3c – Expenditure to 31st May 2018 Presentation of report moved by R.Dawson seconded by L.Harris. <ul style="list-style-type: none"> • D5431 overspent \$168.64 which is expended from December credit card and not offering course in 2018. Recommend budget increase from D1010. • D2625 spent \$2499 expended from December credit card, and recommend budget increase from D1010. • D4903 has a balance unspent. • D6515 overspent \$2955.07 as deposits paid for original drama production which has been cancelled. A refund has been received, which will be put into this account leaving a balance of \$1332 overspent. Recommend shortfall funded from D1010. 3d – Write Off School Charges <ul style="list-style-type: none"> • Recommend school charges tabled are written off. Endorsed that we approve write off. 3e – MET Shared Costs <ul style="list-style-type: none"> • K.Savins received letter advising no additional funds will be provided for shared and split site funding. • G.Williams advised we have started analyzing cost savings we can make and have achieved savings of approximately \$8,000 in waste disposal, and have started investigations on reducing costs in gardening, and will be looking at other areas soon. 	Approved Budget Adj Approved Budget Adj G.Williams to investigate Approved Budget Adj Approved Write Offs

			<ul style="list-style-type: none"> • G.Williams confirmed we pay \$90,000 per annum to TAFE for gardening services, and are investigating taking back the task and employ a gardener, and get Central office to pay for mowing. • K.Savins advised security cameras won't be installed at MET, but still investigating cost at Tindale, which is higher than expected due to aging infrastructure. • K.Savins advised we need to install PA system at Tindale and have voice over at MET. 	
4.	Risk Management	Chair	<p>4a – 2018 Risk Management Plan</p> <ul style="list-style-type: none"> • K.Savins advised it is no longer compulsory to send report to Central Office. • K.Savins will look at as some issues to be tightened. • K.Savins confirmed we need to plan for a fire evacuation and lockdown at Tindale in term 3. • K.Savins advised we need to schedule Bushfire Plan evacuation at MET in term 3. • K.Savins advised fences and gates will be installed at the front of campus at Tindale in July holidays. • G.Williams advised we have sought approval from BMW to key lock the eastern exit to C-Block to reduce number of students escaping. 	
5.	Other Business.		<p>5a – FACRM Membership</p> <ul style="list-style-type: none"> • G.Williams advised he understand Kellie Sadler is moving to another school and therefore will no longer be part of FACRM. Recommended that we second Donna Scott to FACRM who is happy to join. 	Approved

6. Next Meeting:

9th August 2018

Meeting Closed: 3:45 pm

Signed:

Chairperson

Date