

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

**Date:** 9<sup>th</sup> August 2018                      **Chairperson:** Principal – Kim Savins

**Time:** 3:25 pm                                **Minute Secretary:** Greg Williams

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

**Apologies:** Andrea Tacko, Jan Stone

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 – 21 <sup>st</sup> June 2018	Chair	<p><b>2a – D4903 Budget Underspent</b></p> <ul style="list-style-type: none"> <li>• G.Williams advised leavers jackets are included in the budget code and were only paid last week.</li> </ul> <p><b>2b – Risk Management</b></p> <ul style="list-style-type: none"> <li>• K.Savins advised we will be seeking assistance from Central Office to help fund garrison fencing and gates on the whole of Tindale campus.</li> </ul> <p><b>2c – CCTV</b></p> <ul style="list-style-type: none"> <li>• K.Savins advised quotes have been received and have been tabled for Board approval on 20<sup>th</sup> August. At this stage we are only planning to install at Tindale campus.</li> </ul>	In progress.
3.	Finances.	Chair	<p><b>3a - Expenditure to 20<sup>th</sup> June 2018</b></p> <ul style="list-style-type: none"> <li>• Presentation of report moved by K.Cording seconded by R.Dawson.</li> </ul> <p><b>3b - Expenditure to 31<sup>st</sup> July 2018</b></p> <ul style="list-style-type: none"> <li>• Presentation of report moved by K.Cording seconded by R.Dawson.</li> <li>• G.Williams advised we have collected 88% of budgeted income by end of July which is great.</li> <li>• G.Williams advised we have paid 50% of budgeted expenditure by end of July which is not enough.</li> </ul> <p><b>3c – Write Off School Charges</b></p> <ul style="list-style-type: none"> <li>• G.Williams outlined a recent letter from District Office and a parent objecting to debt collection agency. L.Harris provided information to J.Stone who responded to District Office and the parent recommending FACRM write off these charges due to financial hardship that we were not previously advised.</li> </ul> <p><b>3d – 2018 Admin Budget Spent</b></p> <ul style="list-style-type: none"> <li>• G.Williams tabled a spreadsheet of recommended budget adjustments for overspent budgets.</li> </ul> <p><b>3e – 2018 Faculty Budget Spent</b></p>	<p>Endorsed</p> <p>Endorsed.</p> <p>Endorsed</p> <p>Endorsed</p>

			<ul style="list-style-type: none"> <li>G.Williams tabled a spreadsheet that showed the amounts spent by faculties, which is also distributed to HOLA's. Only one has exceeded 100% which may require some reallocation.</li> </ul>	
4.	Risk Management	Chair	<p><b>4a – Risk Management</b></p> <ul style="list-style-type: none"> <li>G.Williams emailed previously a draft of the 2018/19 MET Bushfire Plan which must be uploaded to Central Office by 31<sup>st</sup> August. Plan was endorsed.</li> <li>K.Savins advised we are assessing and upgrading PA systems at Tindale and MET.</li> </ul>	Endorsed
5.	Other Business.		<p><b>5a – Credit Cards</b></p> <ul style="list-style-type: none"> <li>D.Scott passed on a query from a HOLA about implementing a daily limit on credit cards. Agreed that DoE and ANZ do not have a daily limit and JTC do not assess it as a risk, so HOLs need to manage.</li> <li>G.Williams advised that NAB have been awarded the contract for school credit cards, which will be distributed in January 2019. We are currently assessing which cards need to be cancelled so they are not automatically issued with a NAB card.</li> </ul>	

**6. Next Meeting:**

20<sup>th</sup> September 2018

**Meeting Closed:** 4:00

**Signed:**

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**Chairperson**

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**Date**