

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

Date: 8th October 2018 **Chairperson:** Principal – Kim Savins

Time: 2:50 pm **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Jan Stone, Greg Williams, Andrea Tacko, Karl Cording, Nick Rust, Kim Davies, 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 L.Harris seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 9 th August 2018	Chair	<p>2a – CCTV</p> <ul style="list-style-type: none"> • Approved by Board and now to go to DoE for approval. <p>2b – Garrison Fence at Tindale</p> <ul style="list-style-type: none"> • G.Williams advised no response received from DoE. <p>2c – PA system</p> <ul style="list-style-type: none"> • G.Williams advised received a \$27k quote for Tindale – on hold till investigate alternatives. <p>2d – credit cards</p> <ul style="list-style-type: none"> • Transition to NAB progressing - need time at next PD in January to demonstrate to card holders. 	In progress.
3.	Finances.	Chair	<p>3a - Expenditure to 31st August 2018 Presentation of report moved by D.Scott seconded by K.Cording.</p> <p>Expenditure to 14th September 2018 Presentation of report moved by D.Scott seconded by K.Cording.</p> <ul style="list-style-type: none"> • G.Williams advised income received is 88.7% of budget to 14th September. • G.Williams advised expenditure is 64.4% of budget to 14th September. <p>3b – Approve Vol Fees & School Charges for 2019</p> <ul style="list-style-type: none"> • Endorsement provided with CALM course to be included. • Investigate why ctc12 so high. • 2019 Vol Fees & Charges endorsed. <p>3c – Approve Vol & Optional Costs for 2019</p> <ul style="list-style-type: none"> • 2019 Vol & Optional Costs endorsed with Service & Equipment increased to \$10. <p>3d – Approve Additional Costs Items for 2019</p> <ul style="list-style-type: none"> • Agree to take out Y7 swimming lessons. • Agreed to add \$600 year 7-10 camps. • 2019 Additional Costs Items endorsed. 	<p>Endorsed</p> <p>Endorsed</p> <p>Endorsed</p> <p>Endorsed</p>

			<p>3e – 2018 Admin Budget Spent</p> <ul style="list-style-type: none"> • Updated version to 14th September tabled at meeting. • Agreed to stop spending in D2625 (Student Services Tindale) as overspent till assess why overspent. • Agreed to transfer \$500 from D6130 to D6220. • Agreed to transfer \$4000 from D6130 to D6285. • Agreed to transfer \$2510 from D6130 to D6666. • Recommendations approved. <p>3f – 2018 Faculty Budget Spent</p> <ul style="list-style-type: none"> • Updated version to 14th September tabled at meeting. • Email sent to HODs by G.Williams 19/9/18 asking them to examine and ensure they spend (not overspend) as this is parents contributions. • G.Williams to send email to HOLA's advising planned expend must occur and leave funds for perishables and camps and keep checking. 	Endorsed
4.	Risk Management	Chair	<p>4a – 2018 Risk Management Plan</p> <ul style="list-style-type: none"> • Nil 	
5.	Other Business.		<p>5a – next agenda</p> <ul style="list-style-type: none"> • Include mobile phones & reimbursements 	

6. Next Meeting:

6th December 2018

Meeting Closed: 4:40 pm

Signed:

Chairperson

Date