

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

**Date:** 26<sup>th</sup> August 2019

**Chairperson:** Associate Principal – Donna Heath

**Time:** 3:05 pm

**Minute Secretary:** Greg Williams

**Attendees:** Donna Heath, Greg Williams, Karl Cording, Donna Scott, Lorri Harris, Roquaye Horn, Rob Dawson,

**Apologies:** Gisela Crook, Kim Savins

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome  Acceptance of previous minutes – 18 <sup>th</sup> June 2019 .	Chair	Chairman welcomed members.  Donna Scott moved and Karl Cording seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes.	Chair	<b>2a – Assess Budgets Overspent</b> <ul style="list-style-type: none"> <li>• On agenda (item 3h) today.</li> </ul> <b>2b – Meetings with HOLA's</b> <ul style="list-style-type: none"> <li>• Meetings held with majority of HOLA's, still to meet with Nick Rust &amp; Andrea Tacko.</li> </ul>	In progress.
3.	Finances.	Chair	<b>3a - Expenditure to 20<sup>th</sup> June 2019</b> Presentation of report moved by Karl Cording seconded by Lorri Harris.  <b>3b - Expenditure to 31<sup>st</sup> July 2019</b> Presentation of report moved by Donna Scott seconded by Donna Heath. <ul style="list-style-type: none"> <li>• G.Williams confirmed at end of July we have collected 72% of our income budget.</li> <li>• G.Williams advised we received \$181k from DoE on 23/8/19 to help offset projected deficit, which takes our income budget to 85% of income budget received.</li> <li>• G.Williams advised we have paid out 50% of our expenditure budget.</li> </ul> <b>3c – Endorse 2020 Course Cost Budgets</b> <ul style="list-style-type: none"> <li>• Put on hold till K.Savins returns.</li> </ul> <b>3d – Endorse 2020 Additional Cost Items</b> <ul style="list-style-type: none"> <li>• Endorsed with minor change for Human Movement.</li> </ul> <b>3e – Endorse 2020 Voluntary &amp; Optional Costs</b> <ul style="list-style-type: none"> <li>• Endorsed.</li> </ul> <b>3f – Emails from NMJFC Regarding 2020 Charges</b> <ul style="list-style-type: none"> <li>• Discussion on costs for cleaning and utilities that are still not covered by the nominal charge of \$100 pa.</li> <li>• G.Williams to write back to NMJFC confirming intention to charge \$100 pa to cover cleaning and utilities and does not cover all costs incurred.</li> </ul> <b>3g – Write Off School Charges</b> <ul style="list-style-type: none"> <li>• Endorsed.</li> </ul>	Endorsed  Endorsed  G.Williams to write to NMJFC  Endorsed

			<p><b>3h – 2019 Admin Budget Spent</b></p> <ul style="list-style-type: none"> <li>G.Williams referred to some budgets overspent, and recommendations for budget adjustments.</li> <li>All recommendations approved – except : <ul style="list-style-type: none"> <li>D2602 – seek explanation from Student Services.</li> <li>D6223 – funded from P&amp;C (invoice raised).</li> <li>D6280 – Analyse 2018 v 2019 &amp; discuss K.Savins</li> </ul> </li> </ul> <p><b>3i – 2019 Faculty Budget Spent</b></p> <ul style="list-style-type: none"> <li>Budget adjustment approved for D2645 increase by \$3000.</li> <li>As a group have spent 41% and HOLA's are looking at budgets after meeting with K.Savins &amp; G.Williams.</li> </ul> <p><b>3j – Budget Recommendations – MET Shared Costs</b></p> <ul style="list-style-type: none"> <li>G.Williams explained some MET Shared Costs need to be adjusted which will mean \$46,000 savings in 2019 transferred back to D1010 which was endorsed.</li> </ul>	<p>Endorsed</p> <p>Endorse</p> <p>Endorsed</p>
4.	Risk Management	Chair	<p><b>4a – 2019 Risk Management Plan</b></p> <ul style="list-style-type: none"> <li>Hold</li> </ul> <p><b>4b – 2019/20 MET Bushfire Plan</b></p> <ul style="list-style-type: none"> <li>Discussion on plan which was endorsed.</li> </ul> <p><b>4c – 2019/20 Tindale Bushfire Plan</b></p> <ul style="list-style-type: none"> <li>Discussion on plan. G.Williams advised that Che Heeley recommended the safe location should be the Gymnasium with Library as a backup as all students would not currently fit into the Library.</li> <li>Plan was endorsed with change.</li> </ul>	<p>Endorsed</p> <p>Endorsed</p>
5.	Other Business.		<b>5a – Nil</b>	

**6. Next Meeting:**

10<sup>th</sup> September 2019

**Meeting Closed:** 4:05 pm

**Signed:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date