

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

Date: 10 September 2019 **Chairperson:** Principal – Donna Heath

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

Attendees: Donna Heath, Greg Williams, Karl Cording, Donna Scott, Lorri Harris, Gisela Crook.

Apologies: Kim Savins, Rob Dawson, Roquaye Horn

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. D.Heath moved and L.Harris seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.		Chair	<p>2a – Assess Budgets Overspent</p> <ul style="list-style-type: none"> • D2602 – additional costs in 2019 (10th Lighthouse & dunking machine, & additional chairs with 2 venues operating) – discuss in item 3c. • D6223 – invoice sent to P&C which increased budget. • D6280 hold till Kim Savins returns. 	In progress.
3.		Chair	<p>3a - Expenditure to 31st August 2019 Presentation of report moved by D.Heath seconded by L.Harris.</p> <ul style="list-style-type: none"> • G.Williams advised we have achieved 89% of our income budget for 2019 with only \$228k to collect. • G.Williams advised we have spent 56% of our expenditure budget to date up from 50% from 31st July. • G.Williams advised we have \$524k in balance of balance accounts which is quite significant and if we don't spend it then we will have a large opening balance for 2020 which central office have indicated should be decreased much lower than the \$303k that we rolled over with for 2019. <p>3b – Endorse 2020 Course Costs</p> <ul style="list-style-type: none"> • L.Harris queried costs for Y8 and high cost v low cost and how it will balance with students choosing courses. Agreed to explain in the handbook. • Endorsed course costs subject to low costs options determined for 2020 in year 8. <p>3c – 2019 Admin Budget Spent</p> <ul style="list-style-type: none"> • Tabled recommendations approved except D6280 <p>3d – 2019 Faculty Budget Spent</p> <ul style="list-style-type: none"> • For information at this point. K.Savins & G.Williams have met with all HOLA's except Science & HASS. <p>3e – Write off School Charges</p> <ul style="list-style-type: none"> • L.Harris advised these write-offs are parents we have not been able to get hold of and we have no option than to write off as recommended by Milton Graham. 	<p>Endorsed</p> <p>Endorsed</p> <p>Endorsed</p>

4.	Risk Management	Chair	<p>4a – Bushfire Plan</p> <ul style="list-style-type: none"> • G.Williams advised both Tindale and MET now are included on the Bushfire Register and both need to have a Bushfire Plan in place, and DFES have developed a Risk Assessment & Treatment Plan for both campuses which are currently being approved and implemented. • G.Williams advised we will conduct Bushfire Plan Evacuations at both campuses soon. 	
5.	Other Business.		<p>5a – D&T Office Furniture</p> <ul style="list-style-type: none"> • K.Cording enquired on behalf of Steve Srhoj regarding purchase of a table for Tindale C-Block staff room. • G.Williams advised that K.Savins had advised we were not to spend any money on furniture in 2019 and Steve Srhoj advised he had discussed with Kim Savins who had approved. 	

6. Next Meeting:

3rd December 2019

Meeting Closed: 3:40 pm

Signed:

Chairperson

Date