

MINUTES OF MEETING OF THE GOVERNING BODY

TUESDAY 28 JANUARY 2025 @ 10:00

T.K. WHITAKER BOARDROOM

Participants:

Prof. Thomas (Tom) Collins Chair
Dr. Diarmuid O’Callaghan President
Ms. Ann Marie Lacey
Ms. Anna Shakespeare
Ms. Antoinette Rourke joined at 10:20
Mr. Bill Sweeney
Ms. Ciara O’Shea
Dr. Fatima Hamroush
Mr. Fergus Grimes
Mr. Gerard O’Brien
Ms. Holly Lambe-Sally
Dr. Jennifer Brennan
Mr. Patrick W. Malone
Prof. Paul Moynagh
Mr. Richard Hanlon
Mr. Tommy Fanning
Ms. Tobi Bewajii

Apologies:

Dr. Fiona Lawless
Mr. Patrick McCormick
Dr. Tim McCormac Head of Research & Graduate Studies

Attending:

All agenda points:

Ms. Valerie Ward President’s Office

In attendance for Agenda Item 11:

Ms. Irene McCausland Vice President Strategic Planning Communications & Development joined the meeting at 11:55 and left at 12:29.

Meeting commenced at 10:03.

Declarations of Interest

Agenda Item 6: Ms. Anna Shakespeare, Nominations Chair left at 10:43 and returned at 10:46.

Ms. Antoinette Rourke joined the meeting at 10:20 and requested a recording that any voting that took place prior to her arrival should be noted as an abstention from her. Agenda Items 1; 2 and 3 discussed in her absence.

G.318.1 Minutes

Draft Minutes of Meeting G317 held on 25 November 2024

The Draft Minutes of Meeting G317 held on 25 November 2024 were approved.

Proposed by: Ms. Jennifer Brennan

Seconded by: Ms. Ciara O'Shea

G.318.2 Matters Arising

None.

G.318.3 President's Report

President's Report & Personnel Report

The President briefed members on the President's Report, drawing attention to the most pertinent aspects.

The President walked members through recent appointments and progressions across the Institute. Recent progression and appointments were noted by Governing Body.

Briefing Note on Interim Arrangements

The President walked through a specific briefing note on interim arrangements pending the appointment of a permanent Vice President for Finance & Corporate Affairs for approval. The proposal is for the Secretary to the Governing Body to be assigned on a temporary basis to Dr. Edel Healy, Executive Project Lead and Executive Board member, until the appointment of a Vice President for Finance and Corporate Affairs.

A discussion followed briefing. The Governing Body agreed with the proposal presented.

Proposed by: Mr. Paddy Malone

Seconded by: Mr. Bill Sweeney

The President walked through the financial governance oversight and outlined arrangements in the absence of a VP FCA.

Mr. Bill Sweeney welcomed the detailed arrangements provided specifically in relation to financial governance. Mr. Paddy Malone concurred.

The President walked members through a confidential matter, therefore, no minute was taken.

G.318.4 Annual Statement of Interest

The President reminded members to ensure forms are completed and returned to the President's Office by 31 January 2025. Declaration forms were circulated at the meeting for members to complete.

G.318.5 HEA Oversight Agreement

Oversight Agreement 2025

The President walked through the HEA Oversight Agreement 2025. The HEA oversight agreement sets out the broad governance and accountability framework required of DkIT by the HEA. It sets out the key responsibilities which form the basis of the relationship between the HEA and DkIT.

The President and Chair to sign the Oversight Agreement 2025 for submitting to the HEA.

The Governing Body adopted the Oversight Agreement.

Proposed by: Mr. Bill Sweeney
Seconded by: Mr. Paddy Malone

G.318.6 Nominations Committee

Minutes of Meeting N002 held on 25 October 2024.

The Minutes of Meeting N002 held on 25 October 2024 were noted.

The Nominations Chair provided a verbal overview of the main points arising from a meeting on 17 December 2024.

The Nominations Chair excused herself from the meeting for discussion on the following item. She left at 10:43 and returned at 10:46.

Memo to Governing Body dated 17 December 2024

The Chair walked members through a proposal relating to the appointment of two members for approval to Governing Body.

The nominations committee recommend Ms. Shakespeare is reappointed for a three-year period from the 01 April 2025 to 31 March 2028.

The nominations committee recommend Ms. Paula McCaul to be appointed for a four-year term from the 01 April 2025 to 31 March 2029. The Chair informed the members Ms. McCaul came through original applicants for Governing Body and is currently the external member on the Audit Risk & Compliance committee.

Proposed by: Ms. Jennifer Brennan
Seconded by: Ms. Ciara O'Shea

G.318.7 EDI Committee

Minutes of Meeting EDI010 (5 March 2024) & EDI011 (8 October 2024)

The Minutes of Meetings EDI010 (5 March 2024) & EDI011 (8 October 2024) were noted.

Ms. Jennifer Brennan, EDI Chair provided an update on EDI and Athena SWAN renewal submission.

Athena SWAN Bronze Renewal Application

Ms. Ciara, O'Shea EDI Officer & Athena SWAN Co-ordinator walked members through the final application at the meeting by presenting a powerpoint presentation.

The Institute were awarded Bronze Accreditation in 2021. Various teams have been engaged over the last number of years to progress a number of actions laid out in the original application. The Institute has submitted a renewal application for re-accreditation for a period of five years. Feedback on application is due in early April.

The EDI Officer & Athena SWAN Co-ordinator highlighted some progress examples:

- Engineering Bronze Award 2024;
- STEAM outreach events;
- STEM Female student increase;
- EDI initiatives;
- Recruitment & Selection Policy;

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- Training initiatives;
 - family friendly supports.

The priority areas on the new action plan are:

- Data Collection and Analysis
- Supporting Departmental Applications
- Supporting and advancing careers
- Supporting staff
- Embedding EDI

Q&A followed:

The EDI Chair stressed the importance to embed within the Institute.

The Chair concurred on the importance of Athena SWAN and vigilance on how to role model careers and the importance to keep monitoring.

Ms. Anna Shakespeare enquired where does EDI sit in its totality re Sustainable Development Goals

The Chair asked the EDI Chair to explore the topic initially within the Sustainable Development Goals.

The Chair and members thanked the EDI Officer & Athena SWAN Co-ordinator for her presentation and update. The EDI Chair wished to acknowledge the work on the renewal submission by Mr. Hugh Nolan former VPRD; Ms Donna O'Connor and Ms. Ciara O'Shea.

The Governing Body noted the Athena SWAN Bronze Renewal Application.

G.318.8 PeacePlus

The Head of Research & Graduate Studies sent his apologies. Therefore, the President provided a brief overview on PeacePlus.

PEACEPLUS is a cross-border funding programme supported by the EU and the governments of the United Kingdom and Northern Ireland, Ireland and the Northern Ireland administration. The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTEREG programmes.

The fund has a total value of €1.14 billion across 6 key themes and 22 investment areas. Each new programme aims to address longstanding social and economic challenges which have and continue to impact communities. Within each theme there are several investment areas - these will have a more specific focus and target specific organisations such as local authorities or community groups.

There is a Governance Committee to offer Institutional Oversight. The objective is to allow visibility of all awarded PeacePlus projects to track progress, expenditure, alignment with ERDF funding rules, to ascertain any project risks etc.

The Governing Body noted the presentation. The Chair asked the President to thank Dr. McCormac and colleagues on the success of PeacePlus.

G.318.9 Academic Council

Academic Council Minutes No. 195 dated 27 September 2024

The Academic Council Minutes No. 195 dated 27 September 2024 were noted.

Academic Council Minutes No. 195S dated 12 November 2024

The Academic Council Minutes No. 195S dated 12 November 2024 were noted.

G.318.10 Seal

The President advised members of the use of the Institute's seal at the meeting. Governing Body noted the use of the seal.

G.318.11 Capital Projects:

The Vice President of Strategic Planning, Communications and Development (VP SCD) joined the meeting at 11:55 and left at 12:29.

Ms. Ann Marie Lacey, Land and Buildings (L&B) Committee Chair provided a verbal update of the main points arising from meeting in November 2024 and the meeting held prior to Governing Body meeting today. The L&B Chair wished to acknowledge the volume of work being carried out by the VP SCD and her team in relation to the numerous projects.

Bothar Mao!

The VP SCD forwarded the communication to our legal advisors in relation to the above extract. When the VP SCD receives advice from our legal advisers, she will update L&B committee and then Governing Body.

TSSPF – CCAP Project: Definitive Project Brief

The VP SCD walked members through the most pertinent elements of the document. The document has been reviewed and approved by the Executive Board and by the Land & Buildings Committee.

The Governing Body approved the report, in line with the recommendation from Land & Buildings.

Proposed by: Mr. Bill Sweeney

Seconded by: Mr. Fergus Grimes

Stage 2b Decision Gate for Refurbishment of North and South Buildings with STEM Extension

The VP SCD updated the Governing Body on progress to date on the capital project as per the submitted Quarterly report and the Stage 2b report. The VPSCD provided a review of the most pertinent elements of the document and referenced the independent report from KSNPM which the HEA had requested.

The VP SCD walked members through North & South façade proposal which was discussed at the L&B meeting held earlier today. This work is for summer 2026 programme and facades led lights windows etc will be completed over three summers, 2026/2027 and 2028.

The Governing Body approved the Stage 2b report subject to receiving additional funding.

Proposed by: Mr. Fergus Grimes

Seconded by: Mr. Tommy Fanning

The VP SCD informed members the institute is currently in the process of recruiting a Capital Planning Manager.

Quarterly Reports for CCAP and North/South Capital Projects

The VP SCD provided a briefing to members on the Quarterly Report: External Fabric and STEM Extension to North and South Building Dundalk Institute of Technology and Quarterly Progress Report for CCAP Project.

The Governing Body noted the Quarterly Reports.

Mr. Bill Sweeney wished to acknowledge the work done to date by the VP SCD and managing projects along with her team. The members concurred.

The Chair thanked the VP SCD for the update briefing.

G.318.12 AOB

All day strategy 20 March 2025

The President reminded members of the all-day strategy session on the 20 March 2025 which will take place in the Gateway (formerly the Crowne Plaza). The proposed agenda is to hold a short Governing Body meeting followed at 11:30 by strategy session which will be facilitated by Mr. Michael Donnelly. The Executive Board will join for the 11:30 section. The President suggested three themes: DkIT / Maynooth Strategic Initiative; Strategic Plan and Performance Agreement and Culture.

Bereavements

Recent bereavements were noted and a minute's silence held.

The meeting concluded at 12:33.

Prof. Thomas Collins
Chair of the Governing Body