

MINUTES OF MEETING OF THE GOVERNING BODY

TUESDAY 24 SEPTEMBER 2024 @ 10:00

VIA MS TEAMS & T.K. WHITAKER BOARDROOM

Present in the Boardroom

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Ann Marie Lacey	
Ms. Antoinette Rourke	joined at 10:07
Mr. Bill Sweeney	
Mr. Fergus Grimes	
Dr. Fiona Lawless	
Mr. Gerard O'Brien	
Ms. Holly Lambe-Sally	
Mr. Patrick McCormick	
Mr. Richard Hanlon	
Ms. Tobi Bewajii	

Apologies:

Ms. Anna Shakespeare
Ms. Ciara O'Shea
Dr. Jennifer Brennan
Mr. Patrick W. Malone

In attendance for all agenda items:

Mr Hugh Nolan	Secretary to the Governing Body and Vice President of Finance, Resources & Diversity ("Secretary" / "VP FRD")
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In attendance for Agenda Point 5:

Dr Breda Brennan	Head of School of Engineering
Dr Edel Healy	Executive Project Lead
Dr Patricia Moriarty	Head of School Business & Humanities
Professor Fergal McCaffery	Head of School of Informatics & Creative Arts
Dr Moira Maguire	Head of School Health & Science

Apologies for Agenda Point 5:

Ms Irene McCausland	Vice President of Strategic Planning, Communications and Development
Dr Sheila Flanagan	Vice President for Academic Affairs & Registrar

Meeting commenced at 10:02.

Declarations of Interest

None.

G.316.1 Minutes

Draft Minutes of Meeting G315 held on 23 July 2024

The Draft Minutes of Meeting G315 dated 23 July 2024 were approved.

Proposed by: Holly Lambe Sally

Seconded by: Fergus Grimes

G.316.2 Matters Arising

The President drew members attention to an update on Appendix 1 of the Recruitment Selection Policy, as approved in July 2024. The Secretary shared the updated Appendix on screen and provided members with a paper copy. An overview of the proposed amendments was provided by the President and Secretary.

Updates to Appendix 1 were approved.

Proposed by: Bill Sweeney

Seconded by: Ann Marie Lacey

G.316.3 Ministerial Nominees

Correspondence from the Minister for Further & Higher Education, Innovation, Research & Science dated 3 September 2024

The Secretary advised the Governing Body the Minister had nominated three individuals, referring to the correspondence within members packs.

The Governing Body appointed Professor Paul Moynagh, Mr Tommy Fanning and Dr Fatima Hamroush, each for a four-year term ending on 23 September 2028.

Proposed by: Ann Marie Lacey

Seconded by: Richard Hanlon

Proposed Sub-committee Membership

The Secretary, having reviewed gender balance and the required skills proposed the Ministerial nominees to be members of sub-committees as follows:

Professor Paul Moynagh: Land & Buildings Committee and EDI Committee

Mr Tommy Fanning: Finance Committee and Audit, Risk & Compliance Committee

Dr Fatima Hamroush: Nominations Committee and EDI Committee

Proposed by: Richard Hanlon

Seconded by: Ann Marie Lacey

G.316.4 President's Report

President's Report & Personnel Report

The President walked members through the President's Report, drawing attention to the most pertinent aspects. Recent appointments were noted.

Dr. Breda Brennan, Dr. Edel Healy, Dr. Patricia Moriarty, Prof. Fergal McCaffery and Dr. Moira Maguire joined at 10:35.

G316.5 Student Numbers & Recruitment Strategy

The Executive were invited to bring forward a presentation for discussion. The presentation predominately focused on student numbers and strategies to recruit students, including:

- CAO intake (new and cancelled programmes)
- Advanced entry strategy
- Retention strategies
- Part-time strategies
- Postgraduate pipeline
- Higher apprenticeship
- International students

Questions and Answers sessions were held after each member of the Executive presented. The following is a summary of some of the discussions: -

- The impact of local advertising and outreach campaigns.
- The profile of students by county of residence, including large feeder schools
- The cyclical nature of students interests which can be directly derived to current skill shortages and demands of the labour market.
- The impact of semesterisation and the challenges of semester 1 examinations for incoming students
- The change in student dynamics including macro-economic factors with many students now undertaking large amounts of part-time work.
- Experimental pedagogical techniques.
- Demand for level 7 programmes moving forward.
- Retention and the link between first choice CAO and retention rates.
- Impending Programmatic Review and changes to the programmes offering that may be implemented as part of this process.
- A niche carved out by the Institute in post graduate studies when historically IoTs were excluded from this market.
- Current funding calls that have been submitted to the HEA to progress initiatives such as apprentice development.
- Acknowledging different learning styles and embedding UDL in the curriculum.

The Chair thanked the Executive for an informative session acknowledging the sheer level of work underway across the Institute. The Chair also suggested the slides from today's presentation are included in the next meeting pack and brought up under matter arising, once members have had time to reflect on discussions today.

Dr Patricia Moriarty left the meeting at 11:58.

Dr. Breda Brennan, Dr. Edel Healy, Prof. Fergal McCaffery and Dr. Moira Maguire left the meeting at 12:20.

G.316.6 Nominations Committee

Minutes of Meeting 008 held on 16 October 2023

The Minutes of Meeting 008 held on 16 October 2023 were noted.

Draft Procedures for the Appointment of a Governing Body for DkIT

The Secretary advised members these procedures were originally approved by the Minister for Further and Higher Education, Research, Innovation and Science on 23 May 2023 and by the Governing Body on 27 June 2023. The Committee most recently, with the assistance of the Secretary to Governing Body updated the Procedures to reflect a move from 'transitioning' under the HEA Act to 'business as usual'.

The Governing Body approved the updated Procedures for the Appointment of a Governing Body for DkIT, in line with the recommendation from the Nominations Committee.

Proposed by: Ann Marie Lacey
Seconded by: Richard Hanlon

The Secretary advised the Governing Body he will now seek approval from the Minister of the updated procedures.

Updated Terms of Reference

The Secretary updated the Terms of Reference to reflect the changes outlined in the above draft procedures.

The Governing Body approved the Terms of Reference, in line with the recommendation from the Nominations Committee.

Proposed by: Ann Marie Lacey
Seconded by: Richard Hanlon

G.316.7 Governing Body Skills Audit

Skills Assessment Template

The Secretary to the Governing Body in line with Section 4.2 of the Code of Governance for State Bodies (*Board members should have the appropriate skills and knowledge, updated as required, appropriate to the activities of the State body, to enable them to discharge their respective duties and responsibilities effectively. This should include the identification by the Board of any gaps in competencies and ways these gaps could be addressed through appointments*) briefed members on the Skills Assessment Template.

The Secretary will forward a link to the survey after the meeting with a closing date for responses of 8 October 2024.

In order to ensure the responses are aligned, the Secretary drafted a guide for members when selecting their experience level across the various skills. The skills set out are those that were used in the recruitment of External Members of the Governing Body.

G.316.8 Seal

The President advised members of the use of the Institute's seal since the date of the last Governing Body meeting.

The Governing Body noted the use of the Institute's seal.

G.316.9 Meeting Dates 2025

Draft Calendar of Meetings for 2025

The Secretary to Governing Body advised members the calendar uploaded outlines draft dates for Governing Body meetings for 2025. Sub-committees meeting dates have been included in this calendar however they may be subject to change.

The President and Chair requested members for feedback on the need for an all-day meeting in 2025. Numerous members felt this would be value add and the Governing Body requested the Secretary to update the enclosed schedule to move the meeting from the 18 March to the 20 March, it is proposed this would be an all-day meeting.

Members are asked to note these dates in their diary.

G.316.10 AOB

Recent Bereavements noted.

Meeting concluded at 12:28.

Prof. Thomas Collins
Chair of the Governing Body