

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON THURSDAY 14<sup>TH</sup> JANUARY 2016 @ 4PM.**

**IN THE BOARDROOM, DR. T.K. WHITAKER BUILDING**

**PRESENT**

Mr. Andrew Griffith, Chairperson  
Mr. Denis Cummins, President  
Mr. Bill Sweeney  
Mr. Fergal Smyth  
Cllr. Cathy Bennett  
Mr. Paschal McGuire  
Cllr. Clifford Kelly  
Cllr. Oliver Tully  
Mr. Brian Harten  
Mr. Aaron Lawless  
Mr. Richard Crowley  
Ms. Antoinette Rourke  
Ms. Sadie Ward McDermott  
Ms. Síle O'Connor  
Mr. Paddy Matthews  
Cllr. Tomás Sharkey  
Ms. Kitty Warnock

**APOLOGIES**

Ms. Margaret Swords  
Ms. Rebecca Somers

**IN ATTENDANCE**

Mr. Peter McGrath, Vice President for Finance & Corporate Affairs  
Ms. Ann Campbell, Vice President for Academic Affairs & Registrar  
Mr. Michael O Connell

The Chairman welcomed Ms Kitty Warnock to the Governing Body.

**Declarations of Interest**

Nil

**G.224.1. M.223 Minutes of the Meeting of 7<sup>th</sup> December 2015**

The minutes of the Governing Body of 7<sup>th</sup> December 2015 were approved.

**Proposed by:** Paschal McGuire

**Seconded by:** Bill Sweeney

Voted on and agreed.

**G.224.2 Matters Arising**

**G.224.3 Finance, Audit & Risk Committee**

The minutes of the meetings as listed below were noted:

M.F. 143 Minutes of 6<sup>th</sup> October 2015

M.F. 144 Minutes of 20<sup>th</sup> November 2015

M.F. 145 Minutes of 7<sup>th</sup> December 2015

M.F. 146 Minutes of 16<sup>th</sup> December 2015

The Chairman introduced Mr O Connell to the meeting. He explained that he had been engaged by the Institute to advise on the preparation of a 3 year plan which had been requested by the HEA. The plan had been approved by the Executive Board and Finance, Audit & Risk Committee and required approval by the board before submission to the HEA. It is due into the HEA by 15<sup>th</sup> January 2016.

The Chairman of the Finance, Audit & Risk Committee explained that the committee had examined the plan in great detail, had received the backup and support information it had required and following a lengthy meeting had agreed to recommend approval to the Governing Body. He also explained that a reporting system is to be put in place to ensure the progress of the plan is closely monitored.

The Chairman of the Finance, Audit & Risk Committee also said that he will come back with recommendations on sub groups of the committee in the future with the idea of increasing the number of members to support new committees.

The President gave an overview of the proposed plan; he explained that the HEA had requested the plan which showed the Institute returning to a balanced budget by 2018. He explained how in the years up to 2012 the Institute had enjoyed strong funding in areas such as Nursing, Apprenticeship and International Students and that this had supported the Institute in other areas of lower income. From 2013 the funding to Nursing and Apprenticeship was reduced dramatically and while the International Student income remains strong, the Institute finds itself in a deficit situation. The plan targets a €2m adjustment between increasing income and reducing expenditure by the end of 2017/2018 on the base year 2014/2015.

Key actions in the plan look at:

- Increasing fee income particularly in the non-full time accredited courses.
- The non-replacement of staff who retire over the next 3 years.
- Reductions in expenditure across several areas.

Other areas to be examined include:

- Funding for research.
- A review of the School of Engineering.
- A review of programme schedules against timetabled hours.

He explained that it was very important to the Institute that the plan was agreed with the HEA and that the plan agreed is subsequently achieved.

A number of questions on the following were raised;

- The increase in fee income is based on an increase in student numbers. While part time student WTE numbers may not show a huge increase because they are accredited courses, the income will greatly increase.
- The Institute and the Students Union are both working on trying to ensure that accommodation is available for students, as much as is possible.
- Light, heat and power shows no decrease or increase over the years of the plan, as this is subject to very detailed procurement carried out by the Office of Government Procurement.
- There is no provision for increases in pay as it is expected that any public sector pay awards will be matched by an increase in funding.
- Appendix III of the report refers to items which occurred in 2014/2015 which are not expected to reoccur in 2017/2018. and this was explained.

A number of further points were made;

The premise around which the Institute was established was to recruit students locally with lower leaving cert points and to take them through level 6, 7 & 8 programmes. This involved smaller class groups with high staff input and the Institute since its foundation has been very good at doing this. Any plan that would imply increasing class sizes, reducing the resources available for teaching would not be well received by the Academic Staff.

In the case of the Engineering School, while it is currently in a difficult position, this has not always been the case.

The President pointed out that all future staff replacements will be in the context of the plan. It was also said that the review of hours will be looked at on the basis of the approved course schedules to ensure the most efficient delivery of these hours.

On the subject of Retention, the Academic Council has agreed this as a quality enhancement theme in preparation for the Institutional review process which is due in 2017.

It was also stated that in order for the Institute to grow, investment is required in the Academic resources used in teaching. The example of Computing was used where a number of years ago, their numbers were low but the situation has now reversed.

Concern was expressed regarding cost saving measures particularly in an era where student numbers are increasing and staff and resources are decreasing.

It was said that there is a statutory requirement for the Institute to have a balanced budget and it is important that the plan is agreed and presented to the HEA, as they have been very flexible with the Institute's current position.

The reputation of the Institute was also discussed and the President felt that it was very important that where the Institute is currently referred to as being financially vulnerable, that this situation is reversed.

A number of areas such as engagement with community and other organisations was discussed and as this is a financial plan, issues such as this and Retention are dealt with through the Compact with the HEA. By doing well in the Institutional review in 2017, the reputation of the Institute will be greatly enhanced.

Therefore following a lengthy and detailed discussion of the facts and figures behind the plan, it was presented to the board for approval

**Proposed by:** Clifford Kelly  
**Seconded by:** Paschal McGuire

**The board voted as follows:** 11 for, 5 against.

The plan was approved and will now be given to the HEA.

**G.224.4 Bank Mandate**

The Bank Mandate was approved:

**Proposed by:** Bill Sweeney

**Seconded by:** Paschal McGuire

**BANK MANDATE**

<b><u>PANEL</u></b>	<b><u>SIGNATORY</u></b>
A	<i>Andrew Griffith Brian Harten</i>
B	<i>Ann Campbell Peter McGrath Marie Madigan Gerald O'Driscoll</i>
C	<i>Eugene Roe Irene McCausland Patricia Moriarty</i>
<i>Cheques up to €2,999</i>	<i>Requires one signature from Panel B.</i>
<i>Cheques between €3,000 and €6,999</i>	<i>Requires two from Panel B or one from Panel B and one from Panel C.</i>
<i>Cheques €7,000 and over</i>	<i>Requires one from Panel A and two from Panel B or one from each of the three Panels.</i>

**G.224.5 AOB**

The issue of committees of the Governing Body was raised and proposals are to be discussed at a later meeting, in particular membership.

The time of meetings is to be put on the agenda of the next Governing Body Meeting.

The Governing Body, at a previous meeting, agreed to postpone any appointments until after the plan for the HEA is approved. The Vice President for Finance & Corporate Affairs confirmed that, to date, no appointments have been made or offered.

**Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_