

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 21st MARCH 2016 @ 4PM.

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

PRESENT

Mr. Andrew Griffith, Chairperson
Mr. Ann Campbell, President
Mr. Bill Sweeney
Mr. Fergal Smyth
Mr. Paschal McGuire
Cllr. Oliver Tully
Mr. Brian Harten
Mr. Aaron Lawless
Ms. Antoinette Rourke
Ms. Sadie Ward McDermott
Mr. Paddy Matthews
Cllr. Tomás Sharkey
Ms. Síle O'Connor
Mr. Richard Crowley

APOLOGIES

Cllr. Cathy Bennett
Cllr. Clifford Kelly
Ms. Kitty Warnock

IN ATTENDANCE

Mr. Peter McGrath, Vice President for Finance & Corporate Affairs

Declarations of Interest

Nil

Bereavements

The recent bereavements were noted.

G.226.1. M.225 Minutes of the Meeting of 22nd February 2016

The minutes of the Governing Body of 22nd February 2016 were approved subject to the following amendments;

G225.3 remove item 9 from the list of correspondence.

Proposed by: Fergal Smyth

Seconded by: Richard Crowley

Voted on and agreed.

G.226.2 Matters Arising

1. Items from the Academic Council that require expedited approval by the Governing Body should be brought forward in the form of a separate motion.

2. Minutes G225.5 AOB said that committee re-structuring was to have been put onto the agenda for the meeting, but was not.

G.226.3 Correspondence

1. Letter from HEA dated 19th February 2016, RE Strategic Dialogue Cycle 2 Outcome.

2. Email from HEA dated 14th March 2016, Re Unit Costing Data returns 2014-2015.

3. Email from HEA dated 26th February 2016, Re Accountability and Budget Meetings 2016.

The draft budget will be submitted to the HEA by 31st March 2016. This will be put forward to the Finance, Audit & Risk Committee on 13th April 2016 and then to the Governing Body for approval on 25th April 2016 before meeting the HEA on 10th May 2016.

The Chairman reported that he had received a letter from the HEA regarding the financial position and the proposed sale of the Ice Dome. This was discussed and the Chairman will be responding to the letter and will bring his response to the next Governing Body Meeting. The Board agreed with the approach proposed by the Chairman.

G.226.8 Report on revised HEA Compact by Ms. Irene Mc Causland, Vice President of Strategic Planning, Communications and Development.

The Vice President of Strategic Planning, Communications and Development reported on the Strategic Dialogue Cycle 2 Outcome which placed the Institute in Category 3 with the result that 2% of the Institute's funding is being reserved by the HEA. She explained the revisions to be made to the Compact and that it would be resubmitted to the HEA in March 2016. Once submitted as per the recommendations of the HEA and outlined by the Vice President of Strategic Planning, Communications and Development this should see the Institute move into Category 2 and release the 2% funding which is being held in reserve.

The chairman thanked the Vice President for her presentation.

G.226.4.1 Personnel Report

The recent appointments were noted.

G.226.4.2 President's Report

As part of the update on the progress of the financial plan, the following areas have been incorporated into a report that has already been forward to the HEA;

1. School of Engineering: Development of a Strategic Plan
2. Research
3. Programmes
4. Part-time Provision

The President's report included an update on:

- the DCU/DkIT Graduate School and the MEND Cluster.
- successful sporting achievements in Badminton and Surfing.
- the arrangements to commemorate the 1916 Rising.

G.226.5 Finance, Audit & Risk Committee

The Vice President for Finance & Corporate Affairs reported on performance against the plan to 31st January 2016.

See Table and summary below;

Financial Report to 31st January 2016.

Financial Summary	Period		YTD			2015/16 Budget €'000	PY - Period		
	Jan-16	Jan-16	Jan-16	Jan-16	Jan-15		Jan-15		
	Actual €'000	Budget €'000	Variance €'000	Actual €'000	Budget €'000		Actual €'000	Actual €'000	
Income	3,379	3,378	1	16,324	16,252	72	38,596	4,070	15,753
Pay	2,703	2,606	(97)	13,126	13,044	(82)	31,307	2,551	12,921
Non Pay	789	922	133	3,566	3,407	(159)	7,622	790	3,312
Total Expenditure	3,492	3,528	36	16,692	16,451	(241)	38,929	3,341	16,233
Operating Surplus/(Deficit) excluding Research and Devolved Grant	(113)	(150)	37	(368)	(199)	(169)	(333)	729	(480)
Research - Net Surplus/(Deficit)	6	0	6	(27)	0	(27)	0	(430)	(184)
Operating Surplus/(Deficit) excluding Devolved Grant	(107)	(150)	43	(395)	(199)	(196)	(333)	299	(664)
Devolved Grant	0	0	0	750	0	750	0	62	312
Operating Surplus/(Deficit)	(107)	(150)	43	355	(199)	554	(333)	361	(352)

Excluding Research and the Devolved Grant, there is a negative variance of €169k for the first 5 months of the financial year 2015/2016. Income is a positive variance of €72k but Fees Income is under target and requires closer investigation. Payroll is over by €82k but includes extra expense on Springboard programmes that will be funded. There is a contribution from Research overheads still to be adjusted. So overall Payroll appears to be on target.

The Non Pay variance is €159k which is down from the variance last month of €292k.

Expenditure patterns should see expenditure drop in April/May in order to meet the budget

Overall based on the figures to 31st January 2016 and excluding the Devolved Grant, the Institute is still aiming to meet the target for 2015/2016.

Research

A detailed review of Research was carried out for the period on the projects involved in Research and there is currently a variance €27k over budget. Research projects that are self-funding should balance during the year.

School of Engineering: Development of a Strategic Plan

Dr. Brendan McCormack of I.T. Sligo has been appointed as an external advisor to the School of Engineering to assist in the development of a strategic plan for the School so as to address the current operating deficit in the School. Dr McCormack commenced work in early March and has met with School management. Further meetings with staff within the School are planned.

The work of reviewing current provision and examining new programme options is underway.

Programmes

Timetables are currently (February/March 2016) being reviewed against approved Programme Schedules.

A policy is being prepared for the consideration of the Academic Council in relation to appropriate norms for teaching delivery by discipline as benchmarked against the sector.

Part-time Provision

The Institute is developing its strategy to increase part-time numbers. Heads of Schools and Department are working with the Vice-President for Strategy, Communications and Development to identify a number of additional accredited part-time programmes from September 2016.

The minutes of the meeting, M.F. 148 Minutes of 9th February 2016, were noted:

The minutes of the meeting, M.F. 149 Minutes of 16th February 2016, were noted:

The Annual Report of the Finance, Audit & Research Committee was submitted to the Board and discussed.

The Annual Governance Statement 2014/2015 including Statement of Internal Controls 2014/2015 was approved.

Proposed by: Paschal McGuire
Seconded by: Bill Sweeney

Voted on and agreed.

G.226.6 Academic Council Minutes

Minutes No 145, 11th December 2015
Minutes No 146, 4th March 2016

The minutes were noted.

It was agreed that the procedure going forward will be as noted above;
Items from the Academic Council that require expedited approval by the Governing Body should be brought forward in the form of a separate motion.

Motion 146.03 That the Academic Council adapt the revised policy on Collaborative Provision, Transnational Provision and Joint Awards (AC:DCO:146:06:01). Council notes the Panel Report of 16th February 2016 attesting that this policy demonstrates that the Institute meets the criteria for extending Delegated Authority to make Joint Awards and recommends that application to be made to Quality and Qualifications Ireland (QQI) for extending Delegated Authority to include the making of Joint Awards.

This was agreed.

Proposed by: Antoinette Rourke
Seconded by: Tomás Sharkey

Voted on and agreed.

G.226.7 SEAL

It was noted that leases and in particular the length of time that Companies are in the RDC should be reviewed. It was agreed that a presentation on the RDC operations will be made to the Board at the next meeting.

G.226.9 AOB

Congratulations were expressed to Aaron Lawless on his re-election as President of the Students Union.

The Chairman reported that the sub-committee to recruit the President had met and signed off with the PAS and agreed the advertisement for the job which will be going out on 8th April 2016.

The chairman reported that he was looking at the committees of the Board and that

- (a) Two more people will be added to the Finance, Audit & Risk Committee. One internal person and one external person and that a heavy emphasis will be placed on Risk Management by the Committee.
- (b) A second Committee is to be established to deal with external affairs and will also be involved in the proposed philanthropic trust (to be established).

Louth County Council has just agreed a Local Economic and Community Plan 2016-2020 with 24 objectives. DkIT is named in 10 of these objectives and it was agreed the President would arrange a meeting with the CEO of Louth County Council to discuss this.

It was agreed that Staff representatives on the Board would bring any issues regarding Health & Safety in the North Block up at the relevant FASC meeting for that building.

Chairperson: _____ **Date:** _____