

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 26th SEPTEMBER 2016 @ 4PM.

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

PRESENT

Mr. Andrew Griffith, Chairperson
Mr. Ann Campbell, President
Mr. Bill Sweeney
Mr. Paschal McGuire
Mr. Brian Harten
Mr. Aaron Lawless
Cllr. Oliver Tully
Cllr. Clifford Kelly
Ms. Rebecca Somers
Mr. Paddy Matthews
Ms. Síle O'Connor
Ms. Kitty Warnock
Ms. Sadie Ward McDermott
Ms. Margaret Swords
Mr. Fergal Smyth
Ms. Antoinette Rourke

APOLOGIES

Cllr. Cathy Bennett
Cllr. Tomás Sharkey
Mr. Richard Crowley

IN ATTENDANCE

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

Declarations of Interest

Nil

G.2311. M.230 Minutes of the Meeting of 25th July 2016

The minutes of the Governing Body of 25th July 2016 were approved.

Proposed by: Paschal McGuire

Seconded by: Paddy Matthews

Voted on and agreed.

G.231.3 Correspondence

1. Circular Letter from Department of Education and Skills re Direct entry (recruitment) grades in the Education Sector (Post 1 January 2011 Entrants) Recognition of Previous Public Service in another EU Member State
2. Circular Letter from Department of Education and Skills Re-Designation of half of the additional flex hours
3. Letter from HEA dated 25th August 2016, re Strategic Dialogue.
4. List of HEA Members, August 2016.

G.231.4.1 Personnel Report

The recent appointments were noted.

G.231.4.2 President's Report

1. Strategic Dialogue

The Executive met with the HEA on 8th September for discussions in respect of the 2016 Strategic Dialogue. The discussions included the following matters:

- The Institute's revised Compact, which targets fewer but a more coherent number of high-level strategic objectives.
- The Institute's Self Evaluation Report which outlined how DKIT has delivered on its overall mission. DKIT's revised Compact had set 19 objectives with 51 KPIs. Using a traffic light system to show progress on these KPIs, 40 KPIs achieved a green status, with 10 at orange and only 1 at red.
- DKIT's proactive engagement with its cluster partners.

- The financial position and the Institute's plan to returning to a break even position by 2018.
- Promoting access to DkIT.
- The strong research performance of DkIT within the IoT sector and the need to place future research and development activity in conjunction with relationships with regional stakeholders.
- The HEA welcomed the success of the Institute in its internationalisation objectives.

2. Self-Awarding

Work has commenced on drafting a new Qualifications and Quality Assurance (Amendment) Bill to provide for self-awarding in the IoT sector.

3. Strategic Plan

A new 3 -year Strategic Plan for the period January 2017 – December 2019 is being developed. The Vice President for Strategy, Communications and Development will consult with the Governing Body in October.

4. School Restructuring

The Executive has agreed that it is timely to review the current organisational structure of the Institute's four academic schools. They are currently agreeing Terms of Reference.

G.231. 5 Finance, Audit & Risk Committee

Minutes of the Meeting of 21st June 2016

The minutes of the Finance, Audit & Risk Committee, MF153 of 21st June 2016 were noted.

Financial Reports to 30th June 2016

The Vice President for Finance & Corporate Affairs reported on performance against the plan to 30th June 2016.

Financial Report for 10 months to 30th June 2016

Summary

The operating deficit for the first ten months to 30 June 2016 (excluding Devolved Grant and the balance on Research Projects) is €359k and the variance against the plan for the period is €185k. This still puts us on target for the year to break even after including the devolved grant of €750k.

Financial Summary	Period	Period	YTD			2015/16 Budget €'000	PY - Period	PY - YTD	
	Jun-16 Actual €'000	Jun-16 Budget €'000	Variance €'000	Jun-16 Actual €'000	Jun-16 Budget €'000		Variance €'000	Jun-15 Actual €'000	Jun-15 Actual €'000
Income	3,253	3,201	52	32,307	32,250	57	38,596	3,074	31,437
Pay	2,669	2,609	(60)	26,391	26,091	(300)	31,307	2,664	26,097
Non Pay	501	568	67	6,275	6,333	58	7,622	651	7,071
Total Expenditure	3,170	3,177	7	32,666	32,424	(242)	38,929	3,315	33,168
Operating Surplus/(Deficit) excluding Research and Devolved Grant	83	24	59	(359)	(174)	(185)	(333)	(241)	(1,731)
Research - Net Surplus/(Deficit)	(10)	0	(10)	(20)	0	(20)	0	(13)	(138)
Operating Surplus/(Deficit) excluding Devolved Grant	73	24	49	(379)	(174)	(205)	(333)	(254)	(1,869)
Devolved Grant	0	0	0	750	0	750	0	62	625
Operating Surplus/(Deficit)	73	24	49	371	(174)	545	(333)	(192)	(1,244)

While Pay is showing a negative variance against the plan of €300k, most of this will be offset by Springboard funded costs and payroll refunds e.g. Social Welfare, Maternity Leave and Course payments.

The Payroll refunds are accounted for during the year under Income and are not offset until year-end adjustments are complete. This will mean that in real terms Pay and Non-Pay have performed well against the plan and Income is the area which falls short.

Financial Statements 2014/15

Following discussion were approved subject to no material change.

Proposed by: Bill Sweeney

Seconded by: Margaret Swords

Voted on and agreed.

Governing Body Committees

The Chairman explained that the Finance, Audit & Risk Committee includes two sub committees, Finance & Risk and Land & Buildings. It is envisaged that a further committee of the Governing Body to deal with External Affairs will be set up.

The Governing Body therefore will have two committees, the Finance, Audit & Risk Committee and the External Affairs Committee with Staff members represented on the External Affairs Committee.

BANK MANDATE

PANEL

SIGNATORY

A

*Clifford Kelly
Paschal McGuire
Brian Harten*

B

*Ann Campbell
Peter McGrath
Marie Madigan
Gerald O'Driscoll*

C

*Irene McCausland
Patricia Moriarty*

Cheques up to €2,999

Requires one signature from Panel B.

Cheques between €3,000 and €6,999 *Requires two from Panel B or one from Panel B and one from Panel C.*

Cheques €7,000 and over

Requires one from Panel A and two from Panel B or one from each of the three Panels.

The revised Bank Mandate was approved.

Proposed by: Brian Harten

Seconded by: Sadie Ward McDermott

Voted on and agreed

G.231. 6 Presentation by Michael Denihan & James Mc Cahill on DkIT IT Documentation Framework

Mr Michael Denihan and Mr James Mc Cahill joined the meeting and gave a presentation on the Institute's IT Documentation Framework.

Following the presentation, the Governing Body approved the Framework;

1. Acceptable Usage Policy
2. Compliance Policy
3. Data Governance Policy
4. Information Security Policy
5. Social Media Management Policy
6. Wireless Usage Policy

Proposed by: Paschal McGuire

Seconded by: Sadie Ward McDermott

Voted on and agreed

G.231.7 Seal.

The Institute Seal was applied to Slimmer's Mist, Learntask and Gecko.

G.231 .8 AOB

The President made a presentation to the Chairman and thanked him for his contribution to the Institute during his Term of Office, this being his last meeting.

The Vice Chairman also thanked the Chairman for his work over his Term of Office.

The Chairman thanked the Governing Body, the Vice Chairman, the President, the Executive and other Staff for their help and support during his Term of Office and wished the Institute well in the future.

The HEA National Review of Gender Equality in Irish Higher Education Institutions

Table 3 IoT's Governing Authority/Body by Gender page 106, incorrectly shows DkIT with 10 females and 7 males, it should be 7 female and 10 males.

The Vice President for Finance & Corporate Affairs is to write to the HEA to inform them of this.

Next meeting is Monday 24th October 2016 @ 4pm.

Chairperson: _____ **Date:** _____