

NOTES OF THE GOVERNING BODY MEETING

HELD ON THURSDAY 30TH NOVEMBER 2017 AT 16.00

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

Declarations of Interest

None.

Bereavements

Recent bereavements were noted.

G.241.1

M.239 Minutes of the Meeting of 8th August 2017

The minutes of the Governing Body of 8th August 2017 were approved.

Proposed by: Mr. Bill Sweeney

Seconded by: Mr. Paschal Maguire

M.240 Minutes of the Meeting of 2nd October 2017

The minutes of the Governing Body of 2nd October 2017 were approved.

Proposed by: Mr. Fergal Smyth

Seconded by: Ms. Margaret Swords

G.241.2

Matters Arising

G.239.2 Ice Dome

The President stated that he understood that there was a proposal to sell the Ice Dome. When he arrived and became familiar with the campus he concluded that it is unwise to sell this particular asset. DkIT has an excellent campus with some available space capacity and that this enabled activities to be expanded as new needs became apparent. The car parking is also important. The President recommended that the Institute does not proceed with the sale of the Ice Dome. At the recent FAR committee meeting it was unanimously agreed not to proceed

with the sale.

Ms. Sadie Ward McDermott raised the question re potential sale and to dispose of the asset. A question was raised of overheads and the President stated that the Valuation Office had visited DkIT Sport Ltd and zero rated a large part of the building. We are aware that the appeal time has now elapsed but to date have not received anything in writing. Mr. Bill Sweeny stated there could be significant potential savings.

Proposed by: Mr. Paddy Matthews

Seconded by: Ms. Sadie Ward McDermott

G.239.4.2 Technological University

The President stated that he was aware that the Governing Body gave permission to enter into exploratory talks with the Consortium (made up of Athlone, Limerick, Letterkenny and GM IT). Since then Limerick and Athlone Institutes had withdrawn. Therefore the TU6 was reduced by 2 and 3 of the Institutes are already in a consortium established some years ago. The President said in his view that DkIT is well located on the Dublin - Belfast corridor and

that we needed to carefully strategize as its not immediately apparent when the Institute should merge with which is Louth, Cavan, Meath, Monaghan, Armagh, Down. The Chairman said that the Governing Body always thought that the regional remit should never be lost.

DkIT has been developing continuously over the past years to meet the TU metrics and be in readiness for designation and that would continue

G.239.8 Draft Policy in relation to the appropriate retention of Governing Body

Correspondence (Ref: G.241.2)

The President outlined the above draft policy in relation to receiving official and correspondence personally in your role as Governing Body members. The Chairman recapped on the reason the policy was drawn up. Following a discussion, the Chairman suggested that this item would be postponed until the next meeting to allow the President time to seek legal advice to ensure this policy is not in conflict with the Protected Disclosure policy.

G.241.2 Correspondence

1. Memo from Ms. Irene McCausland, Vice President for Strategic Planning, Communications & Development dated 9th August 2017 re Horseware/CX Sports,
2. Email from Neil McDermott, HEA on behalf of Dr. Graham Love, CEO, HEA dated 25th August 2017 re Correspondence from Ms. Mary Matthews in relation to Freedom of Information request dated 18th July 2017

Letter from Dr. Graham Love, CEO, HEA dated 29th September re. Ms. Ann Campbell, President, DkIT's letter dated 28th August correspondence from Ms. Mary Matthews in relation to Freedom of Information request Acknowledgement

letter from Jacintha Healy, HEA dated 30th August, 2017 re. letter from Ms. Ann Campbell, President, DkIT dated 28th August 2017 to Dr. Graham Love, CEO, H EA re correspondence from Ms. Mary Matthews in relation to Freedom of Information request.

Letter from Ms. Ann Campbell, President, DkIT dated 7th September 2017 to Mr. Andrew Griffith (former Chairman, Governing Body) re. Freedom of Information request and records management.

3. Letter from Derek Newcombe, Private Secretary, Office of the Minister for Education and Skills, dated 1st September 2017 re Ice Dome.
4. Letter from Richard Bruton, T.D., Minister for Education and Skills to Mr. Martin O'Brien CEO. Louth and Meath ETB dated 16th November re student representatives on the Governing Body of DkIT.

In relation to Item 2. Cllr. Tomas Sharkey seeked clarification re Item 2 (HEA correspondence addressed to the previous Chairperson). He enquired at the meeting if the original letter had been handed over. The Chairperson excused the President from the meeting to check with the HR Manager. The President returned to the meeting and notified the Governing Body that the letter had been received from the HEA. Cllr. Sharkey enquired if there was any other correspondence that Governing Body is not aware off. The Institute had written to the former Chairman in relation to this. The Chairperson said that there is no other correspondence that we know of at this time.

G.241.4 Personnel Report

The recent appointments were noted and confirmed.

Ms. Antoinette Rourke wants the delegation of authority to approve personnel reports reviewed. The Chairman stated that it was agreed previously to delegate the personnel reports as we were losing candidates and agreed that the President or a VP nominated to sign on this behalf and a designated person from the FAR committee would sign. Ms. Rourke was aware that this agreement was in place but would like the motion reviewed.

G.241.5 Finance, Audit & Risk Committee

M.F.166 Minutes of Meeting 26th September 2017

The minutes of the Finance, Audit & Risk Committee M.F. 166 were noted.

Mr. Fergal Smyth raised a question on MF 165 Minutes with reference to LHM Casey McGrath report and if this referred to the Protected Disclosure re Accounts. Mr. Bill Sweeney as Acting Chairperson, Finance, Audit & Risk Committee briefed Governing Body members: LHM Casey McGrath were commissioned re Protected Disclosure and reported on accounts and consistency with custom practice.

Mr. Smyth asked if the 2015/16 reports would be signed by 31st December 2017. Mr. Bill Sweeney stated that the Finance, Audit & Risk committee met last Monday 20th November and are meeting again on Thursday 7th December. The Chairperson said that we may have to look at an extension.

Mr. Smyth also enquired how LHM Casey McGrath was appointed. Mr. Sweeney told Governing Body that the company came off the state tenders list with expertise in education.

M.F.165 Minutes of Meeting 18th July 2017, fixed assets write off.

The minutes of the Finance, Audit & Risk Committee M.F. 165 were noted.

G.241.6 Academic Council

The Academic Minutes No. 153 dated Tuesday 20th June 2017 were noted.

G.241.7 Replacement of members on Finance, Audit & Risk Committee

The Chairperson informed the Governing Body that the Finance Audit Risk committee recommended the appointment of Mr. John Kieran and Mr. Ger Finn to the Finance Audit Risk Committee. This was noted.

Proposed by: Mr. Bill Sweeney
Seconded by: Ms. Margaret Swords

G.241.8 Draft THEA Code of Governance for Institutes of Technology

There was a discussion on the above. Mr. Bill Sweeney enquired about the graph on Governance Framework in relation to the President's role. The President stated that he was personally comfortable with this role, leading a team.

Ms. Antoinette Rourke queried the role/ appointment of members of Governing Body. The Chairperson reported that all nominations are forwarded to the LMETB who liaise with the Minister for Education and Skills who officially appoints the members.

The Chairperson asked the Governing Body to send any responses they have on the Draft Report directly to the President.

Ms. Maria Maguire enquired if there was a booklet for new members. The President's office will follow up and send out to the new student representatives.

Cllr. Tomas Sharkey suggested that Code of Governance training would be organised for the Governing Body. The Chairperson and President told the Governing Body that this would be arranged once the THEA Code of Governance for Institutes of Technology was approved.

G.241.9 Seal

The Institute's Seal was applied to the following and noted.

Greenville Electrical Gecko
Celtic Testing
Rain and Conker
<u>Louth Leader Partnership (The Genesis Programme)</u>
Cliffmun Media
Silmmer's Mist

Aquaweb Tapahealthcare
SDS Energy Group Ireland
Irish Audio Visual Archive Ltd

G.241.10 AOB

Mr. Pauraic Reneghan circulated a report at the meeting re. student survey and reopening the bar. The Chairperson deferred this item for the next meeting in January.

Schedule of dates for next year

The Governing Body agreed to meetings being scheduled on Mondays at 4.00 p.m.
The President to draw up a schedule of meetings to circulate.

The meeting concluded.

Chairperson: _____ **Date:** _____