

NOTES OF THE GOVERNING BODY MEETING

HELD ON MONDAY 30TH JANUARY 2017 @ 4PM.

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

It was agreed to amend the agenda to deal with the Strategic Plan at the beginning of the meeting.

Declarations of Interest

Nil

G.234.1 M.233 Minutes of the Meeting of 19th December 2017

The minutes of the Governing Body of 19th December 2017 were approved.

Proposed by: Paschal McGuire

Seconded by: Oliver Tully

Voted and agreed on.

G.234.6 Strategic Plan

Ms Irene Mc Causland, Vice President for Strategic Planning, Communications & Development joined the meeting and gave a presentation on the Strategic Plan for 2017-2019.

Following a detailed discussion, the following points were noted;

- The Mission Statement to include “Internationally & Nationally”. -
- Vision Statement to reflect as a statement of intent.
- Placement is a fundamental part of courses going forward. -

Common entry options on courses.
- Increase in registered students from the FE Sector.
- Development of a marketing strategy.

It was agreed to adopt the plan.

Proposed by: Paschal McGuire

Seconded by: Paddy Matthews

Voted and agreed on unanimously.

Bereavements

Bereavements were noted.

G.234.3 Correspondence

1. Letter from HEA, 22nd December 2016.
2. Letter from HEA, 22nd December 2016.
3. Letter from HEA, 15th January 2017.

G.234.4.1 Personnel Report

The recent appointments were noted and confirmed.

Progression of Assistant Lecturers to Lecturer grade were noted.

G.234.4.2 President's Report

Capital Infrastructure

During the last quarter of 2016, the Institute invested €750K of devolved grant in upgrading IT and lab equipment within the four academic Schools.

Regional Development Centre (RDC)

The average occupancy rates in 2016 for the Regional Development Centre and Millmount Development Centre were 93% and 77% respectively.

A number of Interreg projects have been submitted;

1. Stage 2 Project Proposal to the INTERREG Atlantic Area Programme with a total budget of circa €1. 8m
2. A second submission to the INTERREG NWE with a Stage 1 proposal for €4.5m focused on the Digital Tech Sector.

Twelve participants completed Phase 2 of the 2016 New Frontiers Programme in December.

The Institute received the signed contract from EI for the TTSI 3 Programme.

Lifelong Learning Centre

The Institute is currently running 5 Springboard programmes and is seeking applications for 2 additional Springboard and 2 ICT Skills programmes to commence in February 2017.

Marketing and Communications

There has been ongoing PR activity throughout December with a focus on promoting applications for full-time programmes through CAO and also promoting Part-Time programmes and advising of Research Successes.

Research

The following Research projects have been approved;

Medical Engineering Project
Total awarded budget €8.1M

Spire 2 Partners
Total awarded budget €6.4M

Breath Partners
Total awarded budget €7.7M

Technological University

The President reported on a meeting of the Presidents of DkIT, AIT, LIT, GM IT, IT Sligo and LyIT with Department Officials in January to discuss the possibility of working towards Technological University status. It was agreed to commission an impact study to determine the feasibility of such a proposal. The President will report back on any future meetings.

Apprenticeships

SOLAS has commenced the roll out of a number of new syllabi for existing apprentice programmes. Higher Education providers are due to deliver the new phase 4 syllabi from September 2017. The DES has accepted a request from the HEA for the provision of new equipment for these programmes and we understand that €8million is available to update workshops. The HEA has met with DkIT to discuss our capacity to deliver additional blocks of existing SOLAS apprentice programmes beyond the 2016/17 block allocation in both existing and other trades.

G.234.5 Finance, Audit & Risk Committee

Minutes of Meeting MF156 8th November 2016 & MF157 13th December 2016

The minutes of the Finance, Audit & Risk Committee, MF156 & MF157 were noted.

Financial Report

The Vice President for Finance & Corporate Affairs, reported on the period from 1st September 2016 to 30th November 2016. It was reported that based on these figures, the Institute, was forecasting a €400k deficit for the year. This is largely due to a shortfall in Fees Income earned. Whilst savings have been achieved in payroll as planned, it was further reported that the cost of part time hours had increased in the months of October and November to match these savings. Further analysis of the part time hours' costs is to be carried out as any increase should be offset by an increase in income from part time programmes. It was noted that the Institute had already received a further €460k allocation from the HEA in December (see correspondence). The Institute remains to be notified by the H EA of its allocation for 2017.

Management Letter from C & A G for year ended 31st August 2014

The points raised in the letter and the Management responses were discussed and noted.

The Vice President for Finance & Corporate Affairs also noted that the areas of Travel and Subsistence and Procurement where issues had arisen in the C & A G report were being looked at as part of the current internal review by PWC.

Internal Audit Reports

The reports and the issues raised were discussed and the reports were adopted.

Student Retention Review

Proposed by: Sadie Ward McDermott

Seconded by: Paschal McGuire

Internal Audit Review of Staff Utilisation

Proposed by: Sadie Ward McDermott

Seconded by: Oliver Tully

G.234.7 Governing Body Expenses

It will be necessary to train members of the Governing Body to enter their expenses on the Core system as Data Protection legislation requires this going forward.

G.234.8 Seal

The Institute's seal was applied to Tapa Healthcare.

G.234.9 AOB

The President informed the meeting that she has resigned her post as Registrar and also intends to retire on 31st August 2017.

Next meeting is Monday 27th February 2017 @ 4pm.

Chairperson: _____ **Date:**