

NOTES OF THE GOVERNING BODY MEETING

HELD ON WEDNESDAY 5TH APRIL 2017 @ 4PM.

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

Declarations of Interest

Nil

G.236.1 M.235 Minutes of the Meeting of 27th February 2017

The minutes of the Governing Body of 27th February 2017 were approved.

**Proposed by: Paddy Secoded
by: Ann Campbell**

Voted and agreed on.

Bereavements

None.

G.236.2 Matters Arising

The President reported that there has been no progress on the TU discussions but she is attending a meeting with other IOT's in Sligo on 6th April 2017 and will have a report for the next Governing Body Meeting.

G.236.3 Correspondence

1. Letter from HEA dated 28th February 2017, re Governance in Higher Education.
2. Circular 0019/2017 from Department of Education & Skills re Institutes of Technology Staff and DIT Staff, Public Service Stability Agreement 2013-2018 (Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2015.
3. Review of the Allocation Model for Funding Higher Education Institutions, Scoping Paper, January 2016.
4. Email from HEA re Provisional Grant Allocation 2017.

G.236.4.1 Personnel Report

The recent appointments were noted and confirmed.

Progression Assistant Lecturers to Lecturer Grade were noted.

G.236.4.2 President's Report

1. Strategic Planning Process

DkIT's Strategic Plan 2017-2019 was approved by the Executive Board on 23rd January 2017 and by the Governing Body on 30th January 2017. The English and Irish versions of the Strategic Plan have been uploaded to the DkIT website. The Strategic Plan was launched through an all staff briefing at 2pm on Thursday, 16th March, 2017. Printed copies of the Strategic Plan were available for members.

2. Regional Development Centre

The RDC continues to be successful with the average occupancy in the RDC and Millmount Development Centre is 86% and 98% respectively.

New Frontiers Programme (NFP)

Sponsorship of €12,000 was received from AIB, PKF-FPM and Bridgewater to support the NFP Business Pitch competition for Phase 3 participants which took place on the 14th March.

Technology Transfer Office

DkIT submitted a nomination to the Knowledge Transfer Ireland Awards competition proposing Nova Leah Limited in the category of Spinout Company. A number of other licences were issued by the office, detailed in the report.

3. Lifelong Learning

Overall in 2016/17 Part-time Whole Time Student Equivalent (WTE) numbers are at 198 up from 175 in 2015/16. The HEA call for Springboard 2017/18 has been published.

4. Public Accounts Committee (PAC)

The Public Accounts Committee invited the President and four colleagues to attend a meeting on Thursday 30th March to assist the Committee in its examination of the Financial Statements 2014/2015. The Chairman congratulated the President and the Team on the successful outcome at the meeting. No significant issues arose and it was felt that DkIT was well represented.

5. Launch of the Technological Higher Education Association (THEA).

The launch of the Technological Higher Education Association (THEA) took place on Monday 3rd April in Croke Park.

6. Visit by Simon Coveney TD

Mr. Simon Coveney TD, Minister for Housing, Planning, Community and Local Government visited DkIT on Wednesday 15th March at 10.00 a.m. to meet students to discuss “Ireland 2040 - Our Plan - National Planning Framework”.

7. Student Union Election

The elections for Student Union President and Vice President took place on Thursday, 9th March. Mr. Pauric Renaghan was elected Student Union President and Mr. Aaron Geagan.

The President reported that she is travelling to Indonesia to sign an agreement with the Governor of East Kalimantan to provide scholarships to students to study at DkIT.

The president also reported that the person who had been successful in the competition for the Registrar post had turned down the position and a new competition will have to be organized.

A letter of congratulations is to be sent from the Governing Body to Mr. Andrew Reddan, a Hospitality Student who recently won the KNORR Student Chef of the year 2017 award.

G.236. 5 Finance, Audit & Risk Committee

Minutes of Meeting MF160 22nd February 2017

The minutes of the Finance, Audit & Risk Committee MF160 were noted.

DkIT Risk Register 2017 update

The updated DKIT Risk Register 2017 had been updated as reported at the last Governing Body meeting and a copy issued to members

Draft Annual Report of Finance, Audit & Risk Committee to Governing Body 2016

The Annual Report of Finance, Audit & Risk Committee to Governing Body 2016 was noted.

Financial Report to 31st January 2017

Financial Summary	Period	Period	YTD			2016/17 Budget €'000	PY - Period	PY - YTD	
	Dec 16 + Jan 17 Actual €'000	Dec 16 + Jan 17 Budget €'000	Variance €'000	Dec 16 + Jan 17 Actual €'000	Dec 16 + Jan 17 Budget €'000		Variance €'000	Dec 15 + Jan 16 Actual €'000	Dec 15 + Jan 16 Actual €'000
	Income	6,815	6,444	371	16,379		16,112	267	38,667
Pay	5,325	5,140	(185)	13,099	12,848	(251)	30,831	5,134	12,945
Non Pay	1,215	1,095	(120)	3,210	3,008	(202)	7,222	1,799	3,728
Total Expenditure	6,540	6,235	(305)	16,309	15,856	(453)	38,053	6,933	16,673
Operating Surplus/(Deficit) excluding Research and Devolved Grant	275	209	66	70	256	(186)	614	(436)	(436)
Research - Net Surplus/(Deficit)	0	0	0	0	0	0	0	0	0
Operating Surplus/(Deficit) excluding Devolved Grant	275	209	66	70	256	(186)	614	(436)	(436)
Devolved Grant	0	0	0	0	0	0	0	125	313
Operating Surplus/(Deficit)	275	209	66	70	256	(186)	614	(311)	(123)

The allocation for DkIT FOR 2017 is €16,540,330 (Reference correspondence no. 4) a 10.1% increase on 2016. The breakdown however is that €950,000 is allocated for pay awards (Reference correspondence no 2.) The remaining increase is based on the RGAM student numbers increasing and the increase in Apprentice blocks. The figures to the end of January 2017 show a small surplus and it is forecast, based on current information and given the increase in the allocation, that the Institute will break even again for 2017.0 This is to be closely monitored each month. It was noted, however, that the deficit of €3m still remains and will have to be dealt with.

Energy Policy

The DkIT's Energy Policy was approved

Proposed by: Oliver Tully

Seconded by: Paschal McGuire

Intellectual Policy

The DkIT's Intellectual Policy was approved

Proposed by: Bill Sweeney

Seconded by: Paschal McGuire

G.236.6 Academic Council

The Academic Minutes No 150 of 9th December 2016 was noted.

G.236.7 DkIT Garda Vetting Procedures

Mr. Gerald O'Driscoll joined meeting and explained the process arising from the amended Garda Vetting legislation, 29th April 2016. All staff in the Institute will be vetted by 31st December 2017. This will include Governing Body, Contractors, Canteen, Shop, Cleaners etc.

G.236.8 Self assessment questionnaire

It was explained that it is a requirement under the Code of Practice for the Governance of State Bodies 2016 that the Governing Body review its performance. This Governing Body was appointed in 2015; therefore a review is now due. It was agreed that the self assessment questionnaire which was distributed to members will be put up online, to be completed by the members. Members will be updated.

G.236.9 Staff membership of Committees

Staff membership of Committees was discussed and is to be looked at at the next meeting

G.236.10 Seal

The Institute's seal was applied to Aventitechnologies Ltd and Brandt Translations T/A Brandt.

G.235.11 AOB

The appointment of the Chairman of Governing Body and the President was discussed.

The appointment of the President has been held up pending agreement with the

Department of Education and the Public Appointment Service. This was brought up at the recent PAC meeting and it would appear that the Institute will be drawing down from an OGP tender, a Company to carry out the recruitment. We await confirmation of this.

The dates of future meetings are to be review and members will be informed of any changes.

Chairperson: _____

Date: _____