

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON THURSDAY 20th DECEMBER 2018 @ 14.00.

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

Declarations of Interest

Nil

At the outset of the meeting the Chairman welcomed Aaron Geagan, student representative to Governing Body.

G.253.1 M.252 Minutes of the Meeting of Monday 10th December 2018
The minutes of the Governing Body of Monday 10th December were approved.

Proposed by: Mr. Paddy Matthews;
Seconded by: Mr. Paschal Maguire.

G.253.2 Matters Arising
GB Ref: G. 252.2 /G249.2: Nominating sub-committee
The Chairman to clarify if two academic staff members can be nominated to the sub-committee.

Mr. Richard Crowley was nominated to the subcommittee.

Proposed by: Mr. Paddy Matthews;
Seconded by: Mr. Paschal Maguire.

G.253.3 Correspondence
253.3.1 Letter re appointment student representatives
Letter dated 11th December, 2018 to Mr. Martin O'Brien, Chief Executive Officer, Louth and Meath ETB, informing us that the Minister for Education & Skills, Mr. Joe McHugh, T.D., has approved the appointments of Ms. Maria Maguire and Mr. Aaron Geagan as student representatives on the Governing Body of Dundalk Institute of Technology.

G253.4.1 Personnel Report
The following appointments were noted and confirmed.

G.253. 5 Finance Audit & Risk Committee (FAR)
Minutes of Meeting M.F. 181 Minutes of Meeting dated 27th November 2018
The minutes of the Finance, Audit & Risk Committee, M.F. 181 dated 27th November 2018 were noted.

M.F. 182.10 DkIT Consultancy Policy & DkIT Conflict of Interest Policy
The Acting FAR Chairman informed Governing Body that the DkIT Consultancy Policy and the DkIT Conflict of Interest Policy were presented to the FAR committee recently. The FAR committee are recommending adoption of both policies to be reviewed in six months.

Governing Body Adopted DkIT Consultancy Policy subject to six monthly reviews to the FAR Committee.

Proposed by: Ms. Sadie Ward McDermott;
Seconded by: Mr. Paschal Maguire.
Voted All in favour.

Governing Body Adopted DkIT Conflict of Interest Policy subject to six monthly reviews to the FAR Committee.

Proposed by: Ms. Sadie Ward McDermott;
Seconded by: Cllr. Oliver Tully.
Voted All in favour.

G.253. 6 Governance Self-Assessment Evaluation Responses
The Chairman reminded the Governing Body to submit their responses (7 outstanding). Ms. Antoinette Rourke queried if 100% response was required as its delaying going forward. Mr. Bill Sweeney stated that it is very disappointing if the Governing Body don't complete the forms. The Chairman asked the President to check the THEA Code of Governance if it's the requirement of all members to complete the Self-Assessment Evaluation.

G.253. 7 Seal
The Institute's seal was applied to the following:

Leasing documents Tapa Healthcare	11th December 2018
Leasing documents Irish Audio Visual Archive	11th December 2018

G.253.8 Draft Financial Statements 2016/17
The HR Manager and Acting Finance Manager joined the meeting for this Item. The President's Office circulated Draft Financial Statements to Governing Body earlier this morning and printed hardcopies for discussion at the meeting. The Acting Finance Manager briefed Governing Body on the Financial Statements 2016/17 page by page (1-36) and took questions from Governing Body during his brief. Ms. Antoinette Rourke asked what the contributions are to THEA and

DCU Graduate School (page 30)? The Acting Finance Manager to revert back with the amounts.

Following the briefing and Q&A, the Chairman informed Governing Body that the Draft Financial Statements 2016/17 are approved by the C&AG.

The Letter of Representation to the C&AG was tabled at the meeting and the Chairman allowed time for the Governing Body to review.

The Acting FAR Chairman informed the Governing Body that the FAR committee met earlier today recommended the Draft Financial Statements 2016/17 and Letter of Representation to Governing Body for approval.

Proposed by: Mr. Paddy Matthews;
Seconded by: Mr. Paschal Maguire.

Voted by all: 11 in favour;
1 abstention.

Ms. Sadie Ward McDermott congratulated the FAR Committee on their work done to date. The Chairman on behalf of Governing Body gave a special thanks to the Acting Finance Manager, HR Manager and their teams and also wished to acknowledge the role of the FAR Committee. The Acting FAR Chairman wished to acknowledge the external FAR Committee members who contributed to the FAR and appreciated that the Financial Statements are submitted on time with less staff.

The Chairman adjourned the meeting at 14.50. The Chairman and President left the meeting to sign the Financial Statements 2016/17 and Letter of Representation that were being couriered to the C&AG offices immediately on signing. The HR Manager, Acting Finance Manager and the President's PA left the meeting too.

The meeting reconvened with the Chairman, President and the President's PA in attendance at 15.10.

G.253.9 Schedule for Governing Body Meetings

The Chairman referred to the draft schedule for Governing Body Meetings 2019 circulated prior to the meeting and noted the next meeting is Monday 28th January 2019. All in agreement.

G.253.10 Land and Buildings Sub-Committee

The Chairman recommended the reintroduction of the Land and Buildings Sub-Committee and nominated the following: Maria Maguire; Paddy Matthews, Oliver Tully, Sile O'Connor, Antoinette Rourke.

Proposed by: Mr. Paschal McGuire;
Seconded by: Ms. Sadie Ward McDermott.

Voted All in favour.

G.253.11 AOB

Tender:

The Supply of Network Infrastructure Tender was tabled at the meeting. The Acting FAR Chairman informed Governing Body that this was discussed at FAR. The Tender was noted.

GAA and Louth County Council

Following recent media reports Ms. Maria Maguire enquired if there was any update on? The Chairman and President stated that there were no meetings with the Institute to date. When the Institute is contacted the FAR Committee will be notified and they will brief the Governing Body.

Conclusion:

The Chairman concluded the meeting conveying his appreciation for support over the last 12 months with developments and the Institute is in surplus. Difficult times over the last number of years. The Chairman thanked all staff of the Institute with a special word of thanks to the President for his support and work to date in the Institute. All teaching staff in the Institute, huge commitment to Students and all support staff who are doing a top class job.

The Chairman wished everyone a Happy and Peaceful Christmas.

Meeting concluded at 15.20.

Cllr. Clifford Kelly,
Chairman

Date