

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON FRIDAY 11th DECEMBER 2020 AT 10.00 A.M

VIA ZOOM

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

Declarations of Interest

Nil

- G.278.1 M.277 Minutes of the Meeting via ZOOM dated 24th November 2020**
The minutes of the Governing Body via ZOOM of 24th November 2020 were approved.

Proposed by: Aprilanna Barker
Seconded by: Tom Dooley

- G.278.2 Matters Arising**

Athru Consultancy (G277.2)

The Chairman enquired about the report and the HR Manager confirmed that Athru had met with the HEA last week and the report will be provided to the Chairman of the Finance, Audit & Risk Committee. He will then provide a Copy of the report to the Chairman of Governing body as requested.

Correspondence (G.277.3)

1. Terms of Reference for TU Committee of the Governing Body

The President with the agreement of Chairman of Governing Body had convened a meeting of the TU Steering Group at which Dr. Ruaidhri Neavyn also attended.

It was proposed by the President that Dr. Tom Dooley be elected as Chairman of the TU Steering Group. The Chairman of Governing Body seconded the proposal.

Dr. Dooley proposed that meetings of the Steering Group should take place early evening times to suit the members. He will liaise with the members of the Steering Group in this regard.

Following a discussion, the Terms of Reference were approved:

Proposed by: Clifford Kelly

Seconded by: Sharon Tolan

2. Consideration of TU Partner Options Report

The President requested that the Governing Body meeting of 22nd December proceed in order to have a consideration of the TU Partner Options Report.

The Chairman agreed stating that the meeting of 22nd December be a one-item agenda to discuss the report and it is to be circulated to the members prior to the meeting along with any other necessary documentation

Recording of Meeting (Ref: G276.7)

The HR Manager referred to the accidental partial recording of a previous meeting by two members and stated that both people had confirmed to him that the recordings had been deleted and destroyed.

G.278.3 Correspondence

The Chairman of Governing Body referred to correspondence he had received recently in relation to National Development Plan for County Louth and enquired if DkIT had received same. The VPSCD confirmed that the Institute are currently working on it and it will be brought to the Leadership Team's next meeting.

G.278.4.1 Personnel Report

Recent appointments were noted and confirmed.

Progression

It is noted that staff member progressed as at 1st October 2020.

It is noted that staff member will progress on 1st January 2021.

G.278.5 Finance Audit & Risk Committee (FAR)

Minutes of Meeting M.F. 204 dated 17th November 2020

The minutes of the Finance, Audit & Risk Committee, and M.F.204 were noted.

M.F. 205 Financial Statements 2018/19

The Chairman of Finance, Audit & Risk briefed the board on the Financial Statements 2018/19, which have already been reviewed and cleared by the Comptroller and Auditor General and subsequently reviewed and approved by the Finance, Audit & Risk Committee, for recommendation to the Governing Body, at their meeting earlier in the week.

The Chairman of Governing Body explained that, once approved by the board, they are required to be signed by himself and the President. At his request, he wished to meet with the Finance Team for a briefing on Monday 14th December, prior to him signing off on them and therefore was looking for approval from the Governing Body on that basis.

The President stated the he was satisfied with the Financial Statements 18/19 and for signing off on them.

The Board agreed to the proposal.

Proposed by: Paddy Malone

Seconded by: Tom Dooley

The Finance Manager also sought approval for the Letter of Representation, which is also required to be submitted along with the Financial Statements and the same agreement was proposed and agreed by the Board.

Both the Financial Statements 18/19 and the Letter of Representation will be forwarded following the briefing on Monday 14th December, subject to the signatures of the Chairman of Governing Body and the President being applied.

Proposed by: Tom Dooley

Seconded by: Clifford Kelly

M.F. 205.5 Draft DkIT Institute Budget 2020/21 Report

The Financial Analyst then briefed the board on the 2020/21 draft Institute budget that has been presented to the Leadership team and approved by the Finance, Audit & Risk Committee.

He stressed that the budget does not include potential grants from the HEA in relation to Covid-19.

Areas highlighted:

- Adverse variance in Student numbers including International Students against the Programmes and Budgets target

The VPAAR, in response to a query in regards to Post Graduate numbers, explained the drop in numbers was due to a drop in areas such as taught programs, EU Students, deferred or withdrawn places.

The Financial Analyst explained that the drop in Sundry Income was due to a decrease in income from Car Parking, Vending and Canteen, all of which have been affected by the Lockdown restrictions.

- Increase in Pay Costs, specifically Academic and Examinations and Pay increases and increments

- Reduction in Research due to delayed commencement of some projects to first quarter of 2021
- Travel budget and the ongoing review of it
- Reduction in Catering costs
- Increase in Insurance costs

Tom Dooley thanked Stuart for his presentation and wished to have it noted that the opportunity to increase Income through Apprenticeship was important. There is a backlog of Apprenticeship blocks due to the Lockdown restrictions and there will be opportunities in the future, post the pandemic, for the Institute

The VPAAR also wished to have it noted that whilst the number of International Students has decreased, the number of that had been estimated at the start of the pandemic had been exceeded and the International Office Staff are to be commended for their work in achieving this.

She also informed the board that a decision on International Placements for Students has been made and that the advice is for none to take place.

The President noted that the pandemic had delivered a major shock to the finances of the Institute resulting in this very substantial deficit. It may be that the environment in future will continue to be characterised by large disruptions and in this regard wished to reassure the board that the Leadership Team will continue to scrutinise the 20/21 budget. He noted also that currently the outlook for the 21/22 budget outcome was not positive. In this regard and in order to ensure a sustainable business model for the Institute and to provide the funding necessary to sustain improvements to the campus and other initiatives the Budget for 21/22 would, in early January, be carefully reviewed in relation to income and all expenditure particularly total Payroll Costs and advancing initiatives to increase part-time provision enrolment and other opportunities.

In reference to the STEM building, there is a clear need to deliver the full vision of the project and this of necessity required an Institute surplus.

The Chairman thanked the Financial Analyst for his presentation. He acknowledged that the next two years will be difficult for the Institute and it is important to remain prudent. It is also important to recognise the strength of the Institute's financial position prior to the pandemic.

The Draft Institute Budget for 2020/21 was then approved.

Proposed by: Bill Sweeney

Seconded by: Sadie Ward McDermott

Ms. Marie Madigan and Mr. Stuart Quinn left the meeting at 11am

Mr. Aidan McKenna, excused himself from the meeting for 10 minutes.

G.278.6 Dispute Resolution Procedures under Section 21E of the IOT Acts 1992 to 2006 as amended.

The HR Manager briefed the board on the recent meeting of the sub group.

Ms Isabel Murphy queried point 3 in relation to the appointment by the President of an external independent person.

Tom Dooley felt that point 4 would cover this issue and it will be for further discussion at the consultations with the Unions.

G.278.7 Terms of Reference for TU Committee of the Governing Body

Already covered under Matters Arising.

G.278.8 Academic Council

Academic Council Meeting No 170 dated 2nd October 2020

Academic Council Meeting No 170S dated 16th October 2020

Academic Council Meeting No 170S(B) dated 16th October 2020

Academic Council Meeting No 170S(C) dated 3rd November 2020

The VP for Academic Affairs & Registrar gave a brief synopsis of the meetings and the motions. The minutes were noted.

G.278.9 AOB

Next meeting of Governing Body

It was agreed that the next meeting of the Governing Body will take place at 10am on Tuesday 22nd December 2020 and that Dr. Ruaidhri Neavyn should be invited to attend.

Dr. Tom Dooley requested that all Heads of School are also invited to attend and this was agreed by the board.

Conferring

The Chairman informed the board that the Annual Conferring will take place next week, virtually. He wished to acknowledge and thank the work of the staff involved and requested that congratulations are passed on to them.

Northern Ireland Protocol

The Chairman spoke of the Northern Ireland protocol and the consequences and effects this will have on the region.

Following a brief discussion, it was agreed that this be added as an agenda item to the January Board Meeting.

Meeting concluded at 11.25am

Patrick W. Malone
Chairman

Date: