

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 27th OCTOBER 2020 AT 10.00 A.M.

VIA TEAMS

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

At the outset of the meeting there were a number of difficulties for Governing Body members logging on to TEAMS. As Dr. Neavyn was online since 10.00 a.m the meeting commenced at 10.15 a.m. when the Chairman introduced Dr. Ruaidhri Neavyn who joined via TEAMS to the Governing Body.

Dr. Neavyn thanked the Chairman and President for the invitation to meet with the Governing Body.

Dr Neavyn is deployed to assist the Governing Body, President and Management of the Institute.

Dr. Neavyn told the Governing Body that the other Consortia (AIT/LIT and CUA) are not interested at the moment in linking with any other Institute and are heading towards their own submissions and he can't engage in discussions between DkIT and existing TU consortia. Dr. Neavyn also told Governing Body that he would not be going over historical ground/issues. Provide help to DkIT in communications associated with its TU ambitions both internally and externally – with a view to assist in strengthening communications and engagement between stakeholders of the DkIT community.

Dr. Neavyn shared his presentation on screen and outlined the following points:

- Government ambition to develop HE infrastructure, capacity and impact through the creation of Tus;
- All IoTs with ambitions in this regard should be considered for support – Technological University Transformation Fund (TUTF);
- DkIT in a unique situation as they are not part of a consortia but want to be part of a TU;
- HEA desire to facilitate evolution of TUs through the engagement and support of all interested IoTs;
- Dr. Neavyn will engage with DkIT in the development of a plan to progress towards meeting the TU criteria

- Assist DkIT in imagining its future vision and contribution to a TU which will:
 - i. Assist the institute in engaging all stakeholders in a hearts and minds approach to achieving its ambition to be part of a TU
 - ii. Contribute to DkIT's approach to engaging with existing TU Consortia in the future.

Dr. Neavyn informed the Governing Body of the following:

- The HEA are taking a risk, hence he will also be protecting their interests
- The HEA need to ensure the plan to meet the criteria is relevant, realistic, achievable, affordable and supported by the institute community
- HEA need to be assured of, and observe the engagement and commitment by all stakeholders to the development of:
 - i. the plan to meet the criteria and
 - ii. the imagining of a shared vision for DkIT as part of a future TU
- Meet appropriate groupings in DkIT on an ongoing basis with a view to assisting in the development of:
 - i. A plan to meet the criteria
 - ii. A shared vision for DkIT as part of a TU
 - iii. Both of which will assist and underpin future engagements with existing TU consortia.

Dr. Neavyn is available to attend:

- i. TU steering group meetings
- ii. Future GB or relevant GB sub committee meetings,
- iii. Relevant management meetings

And is open to meeting with other stakeholder groupings if it will help DkIT to achieve its TU ambitions

Dr. Neavyn said that the essential ingredients for success are:

- Clear and continuous communication both internally and externally; in relation to the development of a plan, a shared vision and future engagement activities
- Access to relevant information to be made available to all stakeholders
- Commitment and buy in by all stakeholders to engage in a positive and constructive manner, with a view to achieving their shared ambition for DkIT to be part of a future TU.

Dr. Neavyn is looking forward to working with DkIT to achieve a shared ambition for TU status. He stated that his focus was on TU and not any wider Strategic Objective.

The Chairman thanked Dr. Neavyn for his informative presentation and opened for Q&A.

Dr. Tom Dooley:

Thanked Dr. Neavyn for his presentation and agreed that the other Consortia are concentrating on their own submissions – Section 38 and that essentially DkIT would have to target a section 38 application and that would not be something we could just cold call on but would have to build relationships.

DkIT to prepare to engage. Need to have a plan, timeline and what we can offer/contribute to the Consortia TU under a Section 38 application.

Dr. Ruaidhri Neavyn:

What are DkIT bringing to the party. Need to prioritise – Criteria / Vision.

President:

Thanked Dr. Neavyn for his presentation and referenced metrics and his recent meeting with Dr. Neavyn.

The President indicated that the Work packages set out in the TUTF application constitute the plan towards meeting TU metrics. These had been accepted by the HEA in the funding of the DkIT application and they deliver good value for money.

Dr. Ruaidhri Neavyn:

Specifically asked to meet the Governing Body and he will meet with the Head of Research and his group. Need to work on the work packages, there is a need for longer term plan. The HEA are going outside the norm - funds are usually given to consortia.

Will engage with the Head of Research, President and Governing Body.

Discussion on Work Plan.

Mr. Bill Sweeney, FAR Chairman

Referenced the points from the presentation where the HEA needs assurance i.e.

- *The HEA need to ensure the plan to meet the criteria is relevant, realistic, achievable, affordable and supported by the institute community*
- *HEA need to be assured of, and observe the engagement and commitment by all stakeholders to the development of:*
 - iii. *the plan to meet the criteria and*
 - iv. *the imagining of a shared vision for DkIT as part of a future TU*

and that it is crucial as was emphasised by Alan Wall, CEO HEA at the meeting of 1st September that the Institute develops a plan for the future.

Dr. Ruaidhri Neavyn

All stakeholders to be involved. Need to see “buy in” across DkIT and referenced recent articles in the local media. Need to show unity with all stakeholders and the DkIT community.

Dr. Fiona Lawless

Referenced meeting metrics and work packages and the focus of the Internal TUTF 2020 Management Committee lead by the Head of Research in realising these.

Asked Dr Neavyn what role he sees for the Governing Body TU Steering Committee in the development of a plan, and how he sees it working alongside the Internal TUTF 2020 Management Committee. Is it that the former is the strategy group developing the vision while the latter focusses on meeting the metrics?

Dr. Ruaidhri Neavyn

Working groups on meeting criteria / Governing Body Steering Group for TU/ Connect and responsibilities to ensure meeting plan and vision. Governing Body have ultimate responsibility for this project, determining the vision and plan for TU.

The HEA will expect the Governing Body to have worked collectively on this plan and vision. Overall Governing Body decision and do need to have connectivity between sub committees/groups.

The Governing Body needs to reach a decision which has the agreement and support of all stakeholders. The stakeholders must understand how the decisions made by Governing Body were arrived at.

Cllr. Clifford Kelly Vice Chairman

Complimented Dr. Neavyn on his presentation to Governing Body. It is important that Governing Body is involved in all of this and have ownership for it to be a success.

Dr. Ruaidhri Neavyn

Agrees with the Vice Chairman. May have to have meetings with other stakeholders/ groups.

Would suggest a Working Group within the Governing Body? Ultimately Governing Body as a whole need to be comfortable with the vision and significant changes.

President

Referenced previous comment by Dr. Neavyn in relation to recent articles in the media. We are not in a position to control and have no idea of the sources.

Strategic Plan approved in January 2020 with the full support of the entire Institute and contains our commitment to TU. Solid commitment in the Strategic Plan. He sees the TU as part of the Strategic Plan and not a separate matter.

TU and Strategic Plan linked doesn't see as two separate matters as the TU is a significant element in Strategic Plan.

Dr. Ruaidhri Neavyn

Wouldn't expect the President to control the media.

Accepts the commitment of the Strategic Plan in DkIT and would see the Governing Body addressing the following issues:-

- Plan to meet criteria
- Vision
- Contribution to other Consortia
- How to expand?
- What makes DkIT attractive going forward?
- Construct the imagery of the Vision.
- Important to have a clear view of what we are good at DkIT TU Campus

He sees the Strategic Plan as being a bigger piece and not the focus of his work with DkIT. He is here to assist DkIT in determine a vision and plan for TU. His current focus does not go beyond assisting DkIT in achieving TU.

Ms. Irene McCausland, VP of Strategic Planning, Communications & Development (VP SCD)

In response to the suggestion that two separate subgroups be set up, one to oversee the TU process and the other to oversee the remainder of the Strategic Plan, the VP of Strategic Planning, Communications & Development (VP SCD) outlined that the Strategic Plan sets out a coherent and integrated Strategic Plan 2020-2022 across five Strategic Priorities. Each priority is not set out in isolation. For example, the strategic goal to achieve TU designation is inherently linked to the strategic goals and objectives within research and innovation and national and international engagement in respect of achieving TU metrics.

Dr. Sheila Flanagan, VP for Academic Affairs and Registrar (VP AAR)

Supports the comments made by the VP SCD with regard to the integrated nature of the Strategic Plan.

Strategic objectives, targets and packages within the plan together work towards attaining TU metrics.

For example, targets and strategies relating to increasing student numbers from access routes to PhD numbers feed in directly to attaining the objective of becoming a TU.

The Strategic Plan also has a strong focus on serving and integrating the Institute into the Region – against a core objective of TUs.

Dr. Ruaidhri Neavyn

Does see the benefits of the Strategic Plan and his earlier presentation has been signed off by the HEA.

Ms Anna Shakespeare

At the last Governing Body meeting it was agreed to set up a Steering Committee named Strategic Plan Committee and TU Steering group. This was agreed at the meeting by a vote to set up a Steering Committee (G.275.6). Governing Body members were proposed and approved. Contrary to what was agreed at the last meeting – not aware of any changes?

Wrap Up

The Chairman on behalf of the Governing Body thanked the HEA for making the exemption for DkIT and acknowledged the President's work to-date in achieving funding. He also acknowledged the work done by Dr Tim McCormac on this. There is a unity of purpose and the Governing Body unanimously accepted Dr. Alan Wall's (CEO HEA) offer to assist DkIT.

There are a lot of people with deep commitments from DkIT and of course there would be differences in approach to achieving TU and wouldn't expect anything else.

Appreciated the HEA's involvement, will work with Dr. Neavyn and take on board what he said at the meeting and we would draw up our plan.

Dr. Neavyn thanked the Chairman and President for the opportunity this morning to present to Governing Body and wished DkIT every success and best wishes and looked forward to working with the Institute. He again stated that he was happy to work with the Governing Body or any sub group. He did not see the need for him to engage in the overall Strategy process but rather in the narrower focus of positioning DkIT in a position to link with existing TU or a consortium that was working to that target

Dr. Neavyn left the TEAMS meeting at 11.08 a.m.

G.276.1 M.275 Minutes of the Meeting of 28th September 2020

Prior to approving the Minutes, Governing Body members had Amendments to Governing Body Minutes M.275 to be noted below.

G.275.3. Ref: Motion for Governing Body, see correspondence Item no 4

The FAR Chairman requested that the original Motion and the amendment need to be included in the Minutes M.275.

Motion for GB.

That the Governing Body immediately commence engagement with the Connacht Ulster Alliance (CUA) to explore the development of a Memorandum of Understanding to establish the context and a framework for building a relationship of collaboration and cooperation towards the development and delivery of a TU campus at DkIT as part of a multi-campus TU of international standing via a Section 38 Application (Joint application of applicant institute of technology and an established technological university) .

A TU DkIT Project steering group- (TUDKIT-PSG) established by and reporting to GB will be set up to provide over-sight direction and expertise necessary to drive the TU-DkIT project to a successful outcome and will liaise with the HEA as necessary to enable this.

Proposed by: Tom Dooley, Taidgh Kavanagh, Fiona Lawless, Cindy Andrews, Isabell Murphy.

Extract from Governing Body Minutes Ref: G.275.3

“Ms. Anna Shakespeare suggested an amendment to the motion, which would be to divide it into two parts. In relation to the second part, A TU DkIT Project Group be established, Membership be agreed and Terms of Reference of the Group should include the first part of the motion.”

Dr. Lawless sought two amendments on page 4 paragraph 5 of the Draft Minutes M. 275 “Further legal advice to be sought to clarify that Governing Body may proceed to review the Academic Council Terms of Reference.” The tone of the paragraph was misleading – in that the Governing Body was looking for guidance on its role in the Review of Academic Councils Terms of Reference.

Dr Lawless had expressed the belief that the motion to pursue a MOU with CUA was not at odds with the acceptance of the HEA offer and that these could be done in parallel.

Mr. McAllister stated that he voted “No” at the previous meeting re the amendment. Voting listed below with Mr. McAllister’s vote amended.

<i>Patrick Malone</i>	<i>Yes</i>
<i>Clifford Kelly</i>	<i>Yes</i>
<i>Michael Mulvey</i>	<i>Yes</i>
<i>Cindy Andrews</i>	<i>No</i>
<i>Aprilanna Barker</i>	<i>Yes</i>
<i>Tom Dooley</i>	<i>No</i>
<i>Amanda-Jane Gainford</i>	<i>Yes</i>
<i>Fergus Grimes</i>	<i>Yes</i>
<i>Taidgh Kavanagh</i>	<i>No</i>
<i>Nick Killian</i>	<i>Yes</i>
<i>Fiona Lawless</i>	<i>No</i>
<i>Aidan McKenna</i>	<i>Yes</i>
<i>Alec McAllister</i>	<i>No</i>
<i>Isabell Murphy</i>	<i>No</i>
<i>Anna Shakespeare</i>	<i>Yes</i>
<i>Bill Sweeney</i>	<i>Yes</i>
<i>Sharon Tolan</i>	<i>Yes</i>
<i>Sadie Ward McDermott</i>	<i>Yes</i>
<i>12 – Yes</i>	
<i>6 - No</i>	

The Chairman will draft a summary of his views re the Motion and will circulate to the Governing Body for approval prior to the next meeting.

The Minutes were adopted subject to the above amendments being made.

Proposed by: Ms. Aprilanna Barker

Seconded by: Mr. Alec McAllister

Voted and agreed on.

G.276.2 Matters Arising

A number of Governing Body members had matters they wished to raise.

Ref G.275.2 Matters Arising: Legal Advice re Governing Body Re Academic Council.

The Chairman referenced the correspondence received from the Legal Advisor that was circulated to the Governing Body via scanned booklet on Friday last. A number of Governing Body members complained at the short notice in receiving this information. Ms. April Anna Barker shared the letter on the screen and the President's PA emailed the letter too.

A lengthy discussion took place on what had been detailed in the letter.

Ms. Anna Shakespeare

The Governing Body Minutes of 7th July, 2020 should be taken in as part of this discussion.

Referenced extract *“President pointed out that the Terms of Reference/ Constitution were approved by Governing Body and could be reviewed at any time. Such review should be carried out by Dr. Flanagan chairing a consultation group”*.

Supports the President, however, this was not a formal motion, nor was it agreed by the Governing Body.

Following a lengthy discussion, the decision was made to take a vote on the President's reference to the Governing Body Minutes of the 7th July, 2020 extract.

“The President proposed that the Terms of Reference of Academic Council be reviewed and this review to include and clarify the role of the Chair in setting the Agenda and other matters. President referenced the Quality and Qualification International Review – a review of the Academic Council Terms of Reference was consistent with their recommendations”.

and

Dr. Dooley proposing the Secretary to Governing Body writes to the VP for Academic Affairs & Registrar to ask the Academic Council to review its Constitution.

Chairman

The Chairman asked the HR Manager/Secretary to Governing Body to do a roll call for the vote.

Vote for President *“The President proposed that the Terms of Reference of Academic Council be reviewed and this review to include and clarify the role of the Chair in setting the Agenda and other matters. President referenced the Quality and Qualification International Review – a review of the Academic Council Terms of Reference was consistent with their recommendations”.*

Alec McAllister	-	No
Bill Sweeney	-	Yes
Tom Dooley	-	No
Anna Shakespeare	-	No
Sharon Tolan	-	Yes
Taidgh Kavanagh	-	No
Clifford Kelly	-	Yes
Amanda Jane	-	No
Sadie Ward McDermott	-	Yes
Fiona Lawless	-	No
Cindy Andrews	-	No
Fergus Grimes	-	No
Aprilanna Barker	-	Yes
Brenda McGeeney	-	No
Paddy Malone	-	Yes
Michael Mulvey	-	Yes

Overall Vote: Motion defeated. 7 - Yes 9 - No

Vote for Dr. Dooley proposing the Secretary to Governing Body writes to the VP for Academic Affairs & Registrar to ask the Academic Council to review its Constitution.

Alec McAllister	-	Yes
Bill Sweeney	-	Yes
Fiona Lawless	-	Yes
Tom Dooley	-	Yes
Fergus Grimes	-	Yes
Anna Shakespeare	-	Yes
Sharon Tolan	-	Yes
Brenda McGeeney	-	Yes
Taidgh Kavanagh	-	Yes
Amanda Jane Gainford	-	Yes
Aprilanna Barker	-	Yes
Clifford Kelly	-	No
Sadie Ward McDermott	-	Yes
Michael Mulvey	-	No
Cindy Andrews	-	Yes
Paddy Malone	-	Yes

Overall Vote: Motion carried. 14 - Yes 2 - No

G.275.7 Governing Body Sub committees

Ms. Anna Shakespeare

Referenced page 15 of the Draft Minutes M. 275 extract below.

“Ms. Anna Shakespeare requested that Terms of Reference for Sub Committees need to be completed and reiterated her earlier query in relation to the report from Athru Consultancy”.

And enquired when the Governing Body were going to see of a copy of this Report?

The Chairman asked the President what the status is on this report who in turn asked the HR Manager / Secretary to Governing Body.

The HR Manager / Secretary to Governing Body

Hopefully will be completed shortly, Athru Consultancy are drafting a report.

Chairman

Requested the HR Manager/Secretary to Governing Body to contact Athru Consultancy and stress the importance of completing and submitting the report.

Ms. Anna Shakespeare

Understood the Report was written and enquired that it is only being done now? Enquired as to a completion date?

Chairman

Only received an invitation recently to meet with Athru Consultancy and stated that the Report should be finished at this stage. Expressed his disappointment when he met them three weeks ago.

HR Manager/Secretary to Governing Body

Will follow up Athru Consultancy and give a commitment to the President and the Chairman re the timeline for completion of the Report. The Chairman asked to be copied on the correspondence

G.276.3 Strategic Plan Committee Governing Body Draft Terms of Reference (to follow)

This item was on the original agenda but was removed and a revised Agenda was scanned to the Governing Body last Friday, 23rd October.

G.276.4.1 Personnel Report

None.

G.276.5 Finance Audit & Risk Committee (FAR)

Deferred M.F. 199.5 Fixed Assets Disposals January – April 2020

The FAR Chairman informed the Governing Body that the fixed assets write offs for January 2020 – April 2020 was for obsolete IT equipment. The Chairman and Vice Chairman enquired if this IT equipment could be given to charitable organisations/schools. It was confirmed that there would be no demand for this. The Fixed Assets were noted by Governing Body.

Deferred M.F. 201. Terms of Reference for FAR (circulated)

The FAR Chairman notified the Governing Body that the FAR Committee have reviewed the Terms of Reference and are for noting at Governing Body meeting and that a work plan is to be incorporated into the Terms of Reference. The Governing Body noted the Terms of Reference for FAR.

Deferred M.F. 201 COVID-19 Disclosure Note (circulated)

The Chairman proposed that Governing Body Disclosure Note (that would be inserted in the financial statements re the impact of Covid) would be amended. He wished to record that the note should only be written when the accounts are finished and is to be reviewed when accounts are being signed off. The FAR Chairman said that the Disclosure Note was wording recommended from the C&AG for the sector. The Chairman requested that the FAR Chairman refer to the Chairman at the relevant stage as he would like an input into the final report.

Deferred M.F. 201.7 DkIT Annual Reports 2015/2016 & 2016/2017

The President and the FAR Chairman notified the Governing Body there was a backlog hence the delay in the Annual Reports. The Annual Reports for 2015/2016 and 2016/2017 were recommended by FAR for Governing Body to adopt as final.

Ms. Anna Shakespeare informed the Governing Body that she enquired at the recent FAR meeting why there was a backlog in the Annual Reports and Ms. Irene McCausland, VP of Strategic Planning, Communications & Development explained that they had been previously done through another office and her office had only recently taken on the Annual Reports and Ms. Shakespeare was satisfied with Ms. McCausland's comments.

The Governing Body noted and adopted the Annual Reports 2015/2016 and 2016/2017.

M.F.202.5 Tenders

The Governing Body noted the following Tenders for DKIT Connect DAC RDC Extension:-

1. Quantity Surveying Consultancy
2. Mechanical and Electrical Consultancy
3. Civil and Structural Consultancy
4. Architectural Consultancy

M.F 202.6 DkIT Annual Reports 2017/2018

The Annual Report for 2017/2018 was also recommended by FAR to be forwarded to Governing Body for their approval.

The Governing Body noted and adopted the Annual Report for 2017/2018.

G.276.6 Academic Council Minutes

- **Academic Council Minutes No. 169 dated 19th June 2020**
Academic Council Minutes No. 169 dated 19th June 2020 noted.
- **Academic Council Minutes No. 169A dated 19th June 2020**
Ms. Anna Shakespeare queried Page 5, No. 1 *“in each of the four academic school’s significant funds have been removed from the School non pay budget accounts in recent weeks. This was initially done without the prior knowledge of the School budget holders and no consultation took place prior to the cuts being put in place”*.

Ms. Shakespeare is concerned that FAR were not aware of this. The FAR Chairman stated that there was no FAR Committee in place at that time.

The Chairman asked the President if there is an issue now? The President said that response to the pandemic required a revisiting, repurposing and realignment of resources. Dr. Dooley informed the meeting that this was a major issue for Schools in June and created major difficulties in procurement but that money came through in August/ September.

Academic Council Minutes No. 169A dated 19th June 2020 noted.

At 12.44 Ms. Shakespeare stepped out of the meeting and returned at 12.52.

G.276.7 Seal on lease

The Institute’s seal was applied to the following

Project /Company	Date Used
Leasing documents for Oriel Windfarm Ltd x 2	20/10/20

The President’s PA read the following information to the Governing Body in relation to the lease:

“Oriel Wind were tenants in the Centre a number of years ago. They are developing a wind farm off the Louth Coast (Dunany point) in the near future. As the project is finally getting to public consultation stage they require a presence in Dundalk and also would like to pick up their previous relationship with Ray Byrne and Credit specifically to investigate possibilities for collaboration on research into offshore wind energy engineering with the Institute/Credit”.

The Chairman said it is an exciting project and along with Dr. Tom Dooley is delighted that DkIT /Credit are involved too.

G.276.8 Update on TUTF

Dr. Tim McCormac, Head of Research provided an update to the Governing Body on TUTF.

- Dr. Tim McCormac gave a quick overview of what work-packages went back to the HEA for final approval with an emphasis on building towards the TU targets
- The plan that needs to be implemented is the one detailed in the TUTF application which will drive us towards the TU targets within a 2-3-year period and it builds upon previous plans outlined in the previous Landscape applications
- The President outlined his disappointment at the exclusion of the FE to HE work-package which was deemed ineligible for funding under TUTF by the HEA

The President met Mr. Alan Wall, CEO, HEA and set out details which Dr. Neavyn referred to earlier. There is a further meeting with the HEA in November. The HEA are monitoring and supporting the Institute very closely re TUTF.

The FAR Chairman suggested an adjournment to the meeting as it was already 3 hours long. Dr Dooley and other members concurred as they had prior appointments.

Ms. Aprilanna Barker enquired from the Chairman how long he envisaged the meeting to last to cover remaining items. The Chairman said half hour and Governing Body agreed to continue the meeting for another half hour and adjourn and hold two separate meetings next week and was agreed by the Chairman.

Mr. Grimes asked if the Governing Body Strategic Plan Committee and TU Steering Group and the Head of Research Group were duplicated committees?

The President said that the TUTF group headed by the Head of Research is made up of Institute Staff and reports to the Leadership Team and the President and the Head of Research will report to Governing Body. There is no duplication with any other group. The President also stressed the considerable amount of work involved in the implementation of all the elements of the work packages that have been funded this year and those that will be funded next year.

Dr. Lawless said that the remit is different for the two committees and should look at the Terms of Reference for both. Too big of an item to look at. Will Governing Body TU Steering Committee and Internal TUTF 2020 Management Committee move forward prior to the next Governing Body meeting?

The Chairman said that the Strategic Plan Committee and TU Steering Group comprise of 9 people and it is no harm to meet up. The Chairman stressed the importance to engage with Dr. Neavyn sooner rather than later.

Following discussions Wednesday 11th November 2020 was agreed. There will be 2 meetings (i) 14.00 and (ii) 16.00 on Wednesday 11th November 2020:

14.00 Meeting of external Governing Body members in accordance with Section 4.9 THEA Code of Governance (extract below).

“The Governing Body should meet at least twice a year without Governing Body members formally connected with the Institute present to discuss any matters deemed relevant. Persons deemed connected include, but not limited to, the President, staff members and student members”.

16.00 Meeting of Special Governing Body 1 item Agenda.

The Chairman also requested that the Draft Minutes from this meeting G276 are circulated to Governing Body prior to the meeting on the 11th November at 16.00 for information purposes only. The Draft Minutes G276 will not be discussed at this Special Meeting.

G.276.7 AOB

- **Deferred Ethics forms**
- **Recording of Meeting**

Ms. Anna Shakespeare, Ms. Amanda Jane Gainford and Ms. Aprilanna Barker raised concerns that it appeared the meeting was being recorded and members should have been informed it was being recorded.

The President’s PA stated that she saw a note on the TEAMS chat that the meeting was being recorded at 13.08 from Ms. Anna Shakespeare and informed the Chairman and Governing Body that she was not aware that the meeting was being recorded until then and must have hit a button by accident and apologised unreservedly.

Ms. Amanda Jane Gainford informed the Governing Body that it appeared someone else was recording the meeting too at the start of the meeting. A message appeared on the screen.

The Chairman requested that Mr. Ger O’Driscoll, HR Manager/Secretary to Governing Body investigate the matter of the meeting being recorded by more than a one person apart from the President’s PA. He should also confirm to Governing Body that the recording of the meeting has been deleted.

Discussions at Governing Body meetings are highly confidential and should not be recorded.

- **Deferred Bereavements**

Bereavements were noted and the Chairman expressed condolences on behalf of the Governing Body to the bereaved families.

Meeting concluded at 13.32.

Next meetings: Wednesday 11th November 2020 at 14.00 and 16.00.

Patrick W. Malone
Chairman

Date: