

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY, 24th NOVEMBER 2020 AT 10.00 A.M.

VIA ZOOM

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

Declarations of Interest

Nil

G.277.1 M.276 Minutes of the Meeting of 24th October 2020

The minutes of the Governing Body meeting via TEAMS of the 24th October were approved.

Proposed by: Cllr. Clifford Kelly;

Seconded by: Ms. Sadie Ward McDermott

M.276 (A) Minutes of Meeting of 11th November 2020

The minutes of the Governing Body meeting via TEAMS of the 11th November were approved.

Proposed by: Mr. Aidan McKenna;

Seconded by: Ms. Aprilanna Barker

G.277.2 Matters Arising

Minutes of Meetings

The FAR Chairman referenced the previous minutes and the recording of contribution details from members. There is too much detail noted and all contributions should be noted. Matters discussed and action needed should only be recorded. Governing Body members concurred.

Governance

Mr. Fergus Grimes raised the issue of Governance in relation to Governing Body meetings in particular the attendance on non-Governing Body Members (2 VPs).

The President said that he asked the Vice Presidents to be present and appreciates their necessary input in relation to the range of areas that require his response that benefit from immediate reporting at the meeting.

The Vice Chairman mentioned that he served on other state bodies and the Executive attend meetings. He also stated that the Leadership Team and other staff on previous occasions were invited into Governing Body meetings to give presentations.

Dr. Tom Dooley asked the Vice Chairman to clarify executive as the Heads of School are part of the executive of DkIT and it is irresponsible that they are not in attendance.

The Chairman said that he is happy with the current arrangement and had spoken with the President.

Following a brief discussion, the Chairman will meet with the President to discuss further.

Athru Consultancy

The Chairman requested an update from the HR Manager/Secretary to Governing Body and would like this report closed off by December. The HR Manager/Secretary to Governing Body informed the Governing Body that the delay is meeting the HEA which was due this week. He will follow up and revert back at the next meeting.

G.277.3 Correspondence

The Chairman agreed that it is not feasible to discuss both documents at the meeting due to the documents being circulated too late and suggested deferring them to the next meeting. Governing Body concurred.

G.277.4.1 Personnel Report

Recent appointments were noted and confirmed.

Progression

One academic staff member progressed from position of Assistant Lecturer to that of Lecturer as at 1st October 2020.

G.277.5 Finance Audit & Risk Committee (FAR)

The Finance Manager and Financial Analyst joined the meeting at 10.30 a.m.

Minutes of Meeting MF 201 dated 22nd September 2020

The minutes of the Finance, Audit & Risk Committee, MF 201 dated 22nd September 2020 were noted.

The Chairman felt that minutes needed more details and further clarification is required. The FAR Chairman noted comments and referenced the points were clarified in MF 203. The Chairman noted.

Minutes of Meeting MF 202 dated 20th October 2020

The minutes of the Finance, Audit & Risk Committee, MF 202 dated 20th October 2020 were noted.

Minutes of Meeting MF 203 dated 10th November 2020

The minutes of the Finance, Audit & Risk Committee, MF 203 dated 10th November were noted.

Clarification noted in these Minutes relevant to MF. 201 Meetings.

M.F.204.2 Review of Internal Financial Controls 2019/20 approved by FAR 17th September 2020

The FAR Chairman outlined the above and they were discussed in detail and approved and adopted by FAR on the 17th September 2020. He referenced page 34 capital reserve and a great achievement to have a surplus considering Covid-19. The Finance Manager briefed the Governing Body on the yearly review of Internal Financial Controls and forms parts of the internal audit process.

The Chairman complimented the Finance Manager her team, Financial Analyst and the HR Manager/Secretary to Governing Body on the comprehensive report and appreciated all their time and effort. The President and the FAR Chairman concurred.

M.F. 204.3 Financial Statements 2019/20

The FAR Chairman told the Governing Body that the financial statements 2019/20 are still a work in progress and will be brought to the December meeting for approval. He wished to acknowledge the Management, Staff and Students for managing during the crisis of COVID-19.

The Finance Manager informed the GB that the 2019/20 financial statements were in draft format and are still subject to audit by the C&AG. They are presented to the FAR and GB in advance of the mandatory submission of the financial statements to the C&AG and HEA within three months of the year end. The Finance Manager noted that the prior year i.e. 2018/19 financial statements are not finalised at this point. The current reporting deficit in the 2019/20 financial statements will change once DKIT is notified of the value of Covid19 funding that is to be provided and the manner in which it is to be applied.

It was noted that the format, layout and style of the financial statements is determined by the C&AG and the HEA. DKIT does not have discretion over the format of the financial statements. The Finance Manager noted that the 2019/20 financial statements are subject to significant changes that are being introduced, some of which are being adopted in the 2018/19 financial statements which are currently in the process of being reviewed by the C&AG. These changes will largely impact on the Statement of Internal Control and a new Corporate Governance Statement.

Discussion followed the briefing and Governing Body concurred with earlier comments by the Chairman on the comprehensive reports and appreciated the work done by the Finance Team.

Ms. Sadie Ward McDermott enquired on the recruitment for the Vice President Post. The President informed the Governing Body that recruitment process is in train at the moment.

The Finance Manager and Financial Analyst left the meeting at 10.55 a.m.

G.277. 6 Land and Buildings (L&B)

The Vice Chairman briefed the Governing Body on Land and Buildings. There was a joint FAR and L&B meeting to update both Boards as it's a new Governing Body. A schedule of dates will be drawn up for the L&B committee and will invite the Chairman to some meetings. He complimented the VP SCD on the huge amount of work involved.

L&B 07 Minutes of Meeting dated 11th February 2020

The minutes of the Land and Building Committee, L&B 07 dated 11th February were noted.

L&B 08 Minutes of Meeting dated 27th March 2020

The minutes of the Land and Buildings Committee, L&B0 8 dated 27th March were noted.

The VP SCD gave an update on the following:

Land Encroachment

Negotiations concluded awaiting legal documents and then signing off on the final agreement. There is a sum of money which will be outlined in the agreement.

Ice Dome

The party that had shown an interest in the Ice Dome delayed progress eg. Guarantor. There is a separate party interested now.

GAA

The Institute's Agent is in negotiation with the Louth GAA Board. The next L&B meeting is scheduled for January.

It was noted that whilst minutes of the most recent meeting were not yet approved the Governing Body received an up to date briefing on all important matters.

G.277. 7 Seal

The Institute's seal was applied to SeaPark Consultancy.

G.277.8 AOB

Date of next meeting/Financial Statements

The President requested that the next Governing Body meeting is brought forward from the original scheduled date of the 22nd December 2020 in order to facilitate signing of Financial Statements for 2018/19.

The HR Manager/Secretary to Governing Body notified the Governing Body that the C&AG would be attending the FAR meeting on the 8th December 2020. The Financial Statements would then be reviewed by the FAR Committee for presenting to the Governing Body for the Chairman and President to sign off.

The Chairman stated that he needs to be involved in the meeting of the 8th December 2020 and any correspondence circulated should include him.

Friday 11th December at 10.00 a.m. is the provisional date for the next Governing Body meeting.

Correspondence

Dr. Fiona Lawless referenced Item 3 in the Minutes re Terms of Reference. She enquired when the Committee of Governing Body would meet due to the urgency. The Chairman will take the Terms of Reference at the meeting on the 11th December 2020.

Bereavements

Recent bereavements were noted and a Minutes silence followed.

Conclusion

The Chairman wished to convey his appreciation to the Governing Body for their contribution over the last few meetings. He also expressed his appreciation to the President's PA.

Meeting concluded at 11.12 a.m.

Patrick W. Malone

Chairman

Date: