

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 30th MARCH 2021

VIA ZOOM

Declarations of Interest

Nil

G.282.1 Minutes of the Special Meeting of 15th February 2021

The minutes of the Governing Body of the 15th February 2021 were approved.

Proposed by: Mr. Bill Sweeney;

Seconded by: Dr. Tom Dooley

Minutes of the Special Meeting of 18th February 2021

The minutes of the Governing Body of the 18th February 2021 were approved.

Proposed by: Mr. Fergus Grimes;

Seconded by: Cllr. Nick Killian.

M281 Minutes of the Meeting of 23rd February 2021

The minutes of the Governing Body of the 23rd February were approved.

Proposed by: Cllr. Sharon Tolan;

Seconded by: Cllr. Nick Killian

G.282.2 Matters Arising

None.

G.282.3 Correspondence

The Chairman, Governing Body notified the Governing Body that he received a letter from Deloitte re a number of issues. He discussed the letter with the President, HR Manager /Secretary to Governing Body and the FAR Chairman. He wished to commend the FAR Chairman on his response to Deloitte.

G.282.4.1 Personnel Report

Recent progressions and appointments were noted by Governing Body.

G.282.5 Finance & Audit Risk Committee (FAR)

Minutes of Meeting M.F.207 dated 16th February 2021

Mr. Bill Sweeney, FAR Chairman gave an update to the Governing Body on the joint meeting of the FAR Committee and the Land & Buildings Committee on the 16th February 2021 in relation to property matters.

The FAR Chairman also briefed the Governing Body on the current operator's contract of DkIT Sport, which was a five-year contract, expired on 30th June 2020 and had been extended by one year to 30th June 2021.

The Operators had proposed two options:

1. Extend by 3 years with no investment by the Operator in new equipment
2. Extend by 6 years with the Operator investing on gym equipment.

The FAR Committee recommended an extension by 6 years.

The minutes of the Finance, Audit & Risk Committee, M.F. 207 dated 16th February, 2021 were noted.

M.F.208 Programmes and Budgets (separate excel document)

The Financial Analyst joined the meeting to brief the Governing Body on the Programmes and Budgets.

The FAR Chairman, told the Governing Body the Financial Analyst gave a presentation to the FAR Committee on Tuesday 23rd March, 2021.

The Financial Analyst mentioned there were some minor amendments to the excel document circulated prior to the meeting. The Programme & Budget Template is standard form from the HEA.

Details under the following areas were given:

- Student Numbers
- Staff Numbers
- Capital Expenditure
- Financial Summary (Consolidated)
- Financial Analysis
- Fees
- Research
- Reserves
- Quarterly Cash flow Analysis

Discussion and Q&A followed briefing:

- HEA are very prompt processing claims and any expenditure on Capital has been paid up to December. Going forward the period for claiming will be reduced to every 4 to 6 weeks.

- There are a number of indicators used to predict student numbers including CAO data, which shows an 11% increase this year on first round preferences.
- Student numbers are critical going forward and the Institute strategically need to focus on student numbers.

The President explained that the Finance Team have been prudent with estimated figures and the budgets are on constant review.

Following the Q&A discussions, the Governing Body approved the Programmes and Budgets presented for submitting to the HEA.

Proposed by: Mr. Bill Sweeney;
Seconded by: Cllr. Nick Killian.

The Chairman, Governing Body thanked the FAR Chairman and the Financial Analyst for briefing on the Programmes and Budgets.

The Financial Analyst left the meeting at 10.43 a.m.

G.282.8 Equality Diversity and Inclusion Committee (EDI)

Dr. Fiona Lawless, Chairman, EDI Committee gave an update to the Governing Body on the recent EDI meetings.

EDI001 Minutes of Meeting dated 19th November 2020
 The Minutes of Meeting dated 19th November 2020 were noted.

EDI002 Draft Minutes of Meeting dated 22nd February 2021
 The Draft Minutes of Meeting dated 22nd February due to be approved by the committee at their next meeting were noted.

EDI002.3 Terms of Reference
 Noted by the Governing Body.

EDI002.4 DkIT Draft Equality, Diversity & Inclusion Policy
 The DkIT Draft Equality, Diversity and Inclusion Policy was approved by the Governing Body.

Proposed by: Ms. Aprilanna Barker;
Seconded by: Michael Mulvey, Ph.D.

EDI002.5 DkIT Gender Action Plan
 The DkIT Gender Action Plan was approved by the Governing Body.

Proposed by: Dr. Tom Dooley;
Seconded by: Mr. Alec McAllister.

Dr. Sheila Flanagan, Vice President for Academic Affairs & Registrar mentioned that she will be giving presentation at the Governing Body meeting in April on “Promoting Consent and Preventing Sexual Violence in the Institute”.

The Chairman, Governing Body thanked the Chairman EDI Committee for the update.

G.282.9 Academic Council Minutes

The VP AAR briefed the Governing Body on each of the Academic Council Minutes circulated prior to the meeting and highlighted a number of items from each set of minutes.

Academic Council Minutes No. 171 dated 27th November 2020

- Issues raised in the context of Section 21E of the RTC Act were brought to the attention of Governing Body and the Secretary was progressing the matter forward.
- Ratification of Results
- President’s Prizes for Conferring of Awards 2020
- Subcommittee Minutes
- Ms. Ciara O’Shea gave a presentation on Athena Swan
- Dr. Moira Maguire presented the amended Student Voice Policy to Academic Council.

The Academic Council Minutes No. 171 were noted.

Academic Council Minutes No. 171 (S) dated 11th December 2020

- The impact of COVID-19 on the quality of programme delivery.
- Mr Aidan Browne presented on the National and International Engagement Strategy 2020-2022. He focused on *Strategic Priority 4: Enhanced National and International Engagement*.
- Dr Brendan Ryder presented the results of the student feedback survey for semester 12020/2021
- Examination/Assessment Regulations in the context of COVID-19
- Remote Working Policy for Placement

The Academic Council Minutes No. 171(S) were noted.

Academic Council Minutes No.172 dated 12th February 2021

- Subcommittee minutes
- Ratification of Results
- Ms. Linda Murphy, Academic Administration and Student Affairs Manager gave a presentation on the Learner Engagement Sub-Strategy.
- The President spoke on the matter of Finance and Budget to the members of Academic Council regarding concerns raised at a previous meeting.
- Programme Validation–School of Informatics and Creative Arts
- Development of Prizes Policy

- Programme Validation–School of Health and Science

The Academic Council Minutes No. 172 were noted.

Discussion followed update from the VP AAR:

- Reference made about Emergency Items being raised at Academic Council and some issues arose and Governing Body were to be made aware. The Governing Body Chairman will liaise with the HR Manager/Secretary to Governing Body.
- Heartening to hear student coming on campus next year and funds allocation for students.
- Student experiences since COVID-19 and how tough it is for them.

The President suggested that the VP AAR, Counsellor and Academic Administration and Student Affairs Manager could attend a future meeting to present to Governing Body on students on campus/off campus issues and supports provided.

G.282.11 AOB

TUTF (Technological University Transformation Fund funding submission to HEA -presentation and discussion.

Dr. Tim McCormac, Head of Research (HoR) and Dr. Ruaidhri Neavyn, HEA joined the meeting at 11.15 a.m. and the HoR shared his presentation on TUTF Funding Year 2 Application to the Governing Body.

The HoR told the Governing Body that he gave presentations to the Leadership Team yesterday morning and the Governing Body Strategy (TU) Project Governance and Oversight Committee yesterday afternoon covering the following.

- Principles
- Key Work Packages
- Overall Budget
- Deliverables
- Process of Institute Engagement
- Next Steps

The Chairman, Governing Body thanked the HoR for his informative presentation and opened up the meeting for discussion:

- Compliments to the HoR and his colleagues.
- Recruitment / Resources /Work packages.

The President said that the application for funding has been thoroughly reviewed by the TUTF Committee and by the Leadership Team and he recommended it to the Governing Body for approval.

The Institute has reached 45% metric target that is a significant achievement by the Institute. The next target is 4% metric. He wished to acknowledge all colleagues past and present for their work leading to this point including the Leadership Team and Dr. Ruaidhri Neavyn, HEA.

The President commended the HoR and his colleague, Ms. Orla Lynch for their tremendous work.

The President and the Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee proposed the Governing Body accept recommendations from the Governing Body Strategy (TU) Project Governance and Oversight Committee at the meeting this morning.

Proposed by: Dr. Tom Dooley;
Seconded by: Cllr. Nick Killian.

The Governing Body concurred.

The HoR left the meeting at 11.43 a.m.

G.282.7 Governing Body Strategy (TU) Project Governance and Oversight Committee

Dr. Tom Dooley, Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee gave an update on recent meetings. The meeting (TUSG04) dated 18th March 2021 discussed the Political, Regional and Government agency aspects of connecting with and approaching relevant Regional TU consortia.

Minutes of the Meeting TUSG03 dated 28th January 2021

The Minutes of the Meeting TUSG03 dated 28th January 2021 were noted.

Draft Minutes of Meeting TUSG04 dated 18th March 2021

The Draft Minutes of Meeting TUSG04 dated 18th March 2021 (circulated to Governing Body) were approved at the Committee meeting on Monday 29th March 2021. The minutes were noted.

Dr. Ruaidhri Neavyn, HEA wished to congratulate the TUTF committee, Leadership Team, Governing Body and Dr. Tim McCormac and Ms. Orla Lynch on the funding application discussed earlier. Dr. Neavyn will be supportive with our application but noted that it is a competitive process.

The next step is to garner support from Regional Stakeholders and it is important to publicly present Vision document. He appreciates that DkIT is approaching the HEA to get guidance going forward.

The Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee suggested calling another meeting of this committee.

The Chairman, Governing Body proposed that DkIT explores avenues with the HEA.

Proposed by: Mr. Patrick W. Malone;
Seconded by: Mr. Bill Sweeney.
Governing Body concurred.

Dr. Neavyn left the meeting at 12.10.

G.282.6 Land and Buildings Committee

Cllr. Clifford Kelly, Vice Chairman provided an update to the Governing Body on Land and Building committee meetings and in particular the joint meeting on the 16th February 2021 with the FAR committee.

Both the Vice Chairman, Governing Body and Ms. Irene McCausland, VP of Strategic Planning, Communications & Development (VP SCD) provided an update re. GAA and discussion with Institute Agents. The VP SCD informed the Governing Body that the Institute has been open and transparent at all times.

The Vice Chairman, Governing Body proposed the Governing Body accept the recommendations from the FAR and L&B Committees to accept the offer made (plus VAT if applicable) subject to the VP SCD reverting back with a Memorandum of Understanding (MOU).

Proposed by: Cllr. Clifford Kelly;
Seconded by: Mr. Bill Sweeney.

Vote taken: All in favour
Mr. Patrick W. Malone
Cllr. Clifford Kelly
Michael Mulvey
Ms. Cindy Andrews
Ms. Aprilanna Barker
Dr. Thomas Dooley
Ms. Amanda-Jane Gainford
Mr. Fergus Grimes
Cllr. Nick Killian
Dr. Fiona Lawless
Mr. Alec McAllister
Ms. Brenda McGeeney
Ms. Isabell Murphy
Mr. Bill Sweeney
Cllr. Sharon Tolan

The Draft Highly Confidential Minutes of Meeting (L&B10) dated 5th February, 2021 circulated were approved at the L&B committee meeting on the 24th March 2021, were noted.

The Draft Highly Confidential Minutes of Meeting (L&B11) dated 16th February, 2021 circulated were approved at the L&B committee meeting on the 24th March 2021, were noted.

The Vice Chairman, Governing Body thanked the VP SCD for the amount of work involved with this property matter.

The Chairman, Governing Body concurred and wished to include the Vice Chairman, Governing Body and the FAR Chairman.

G.282.10

Leases

The HR Manager/Secretary to Governing Body read the details of the leases to the Governing Body and were noted.

The Institute's seal was applied to the following.

Project /Company	Date Used
Leasing documents for Irish Audio Visual Archive x 2	23/02/21
Leasing documents for Aquaweb x 2	23/02/21
Leasing documents for Sunday x 2	23/02/21
Leasing documents for Walls Construction x 2	23/02/21

G.282.11

AOB (continued)

- Cllr. Sharon Tolan informed the Governing Body of the recently published Vivian Geiran Report, Community Safety & Wellbeing: Report of a Scoping Review for the Department of Justice, Drogheda: Creating a Bridge to a Better Future. She mentioned scope of well-being in Drogheda and exploring a branch of DkIT in Drogheda and feeder programmes. Cllr. Tolan will circulate to the Governing Body.

The Chairman, Governing Body has started discussions with the President and the HEA.

- The Chairman, Governing Body mentioned the recent success re. New Enterprise Ireland Technology Gateway for the North-East. DkIT has launched the region's first ever Enterprise Ireland-funded Technology Gateway which will focus on the area of renewable energy and technologies.

The Chairman, Governing Body congratulated all the staff involved in the above successful submission. He requested that the VP SCD or a member of her team would attend a future meeting to give a briefing on the companies in the Regional Development Centre.

The President complimented the VP SCD and her team with the successful submission noting that there was a tight turnaround within a number of other significant matters competing for time and resources.

- The Chairman, Governing Body also briefed the Governing Body on M1 corridor and shared island.
- **Training for Governing Body**
The Chairman, Governing Body informed the Governing Body that he met with the President and the HR Manager/Secretary to Governing Body to discuss training for members.

The HR Manager/Secretary to Governing Body briefed the Governing Body covering the following areas:

- i. Governance Issues - Seamus Given, Arthur Cox
Protected Disclosures / Governance / Gender Bias
Code of Conduct
- ii. Unconscious Bias Training – Legal Island
Legal Island will send updated email to Governing Body enclosing a link to complete online Unconscious Bias Training. Those who have completed can ignore this email.
- iii. Interview Training for Chairs of Panels
- iv. Finance Training (breakdown of RFAM, C&AG Audits, Programmes and Budgets)

The HR Manager/Secretary to Governing Body will liaise with the President's Office to arrange for Mr. Given, to attend a meeting in April/May,

Meeting concluded at 12.50

Patrick W. Malone
Chairman

Date: