

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 26th JANUARY 2021 AT 10.00 A.M.

VIA ZOOM

The GB Meeting commenced at 10.15 a.m.

Declarations of Interest

Nil

At the outset of the meeting, the Chairman informed the Governing Body that Dr. Ruaidhri Neavyn, HEA would join the meeting at 10.45 a.m. to give a brief update.

The Chairman also conveyed his condolences to Dr. Fiona Lawless on behalf of Governing Body on the passing of her Father, Gerard, RIP.

The Chairman also noted Dr. Pat McCormick's Father, Billy RIP passed away too.

G.280.1 M.279 Minutes of the Meeting of 22nd December 2020

The minutes of the Governing Body of the 22nd December were approved.

Proposed by: Mr. Bill Sweeney;
Seconded by: Mr. Aidan McKenna

G.280.2 Matters Arising

None.

G.280.3 Correspondence

None.

G.280.4.1 Personnel Report

Recent appointments were noted and confirmed.

Progression

It is noted that one staff member progression as at 01 April 2021.

G.280. 5 Finance Audit & Risk Committee (FAR)

Vice President Vacancy

The Chairman updated the Governing Body on the competition.

The FAR Chairman referenced the importance to appoint a Vice President, as it is an important element to get the structure in place.

Minutes of Meeting M.F. 205 dated 8th December 2020

The minutes of the Finance, Audit & Risk Committee, M205 dated 8th December 2020 were noted.

The FAR Chairman informed the Governing Body that the item with reference to the Ice Dome has progressed since this meeting and will be discussed at Land and Buildings meeting next week and Governing Body will be updated at a later stage.

He also advised that following the FAR meeting on the 19th January 2020 there will be a Special FAR Meeting and will provide an update at the next Governing Body meeting.

The FAR Chairman advised the Governing Body that the FAR Committee had a private meeting with Mr. Peter Kingsley, Deputy Director and Ms. Alice Fennell, Senior Auditor, Comptroller & Auditor General. No executive was present at this meeting.

The Chairman referenced the challenges with student numbers and the potential income. The President suggested that Dr. Sheila Flanagan, VP for Academic Affairs & Registrar would give a presentation on student numbers to the Governing Body.

M.F. 205.6 DkIT Annual Reports for 2018/2019 (emailed)

The FAR Chairman stated that the Annual Reports are now up-to-date and thanked Ms. Irene McCausland and her Team for addressing this issue. The Governing Body concurred.

The Governing Body noted and adopted the Annual Reports for 2018/2019. recommended by FAR to be forwarded to Governing Body for their approval.

Proposed by: Ms. Aprilanna Barker;

Seconded by: Mr. Paddy Malone.

M.F. 206.4 Athru Reports (discussed at FAR Meeting (Ref 206) 19th January 2021)

It was agreed at the recent FAR meeting that the reports should be forwarded to Governing Body and that Mr. Sean O'Driscoll of Athrú Consultancy should be invited to the Governing Body meeting to discuss the findings. The Human Resource Manager / Secretary to Governing Body informed the Governing Body that Mr Sean O'Driscoll was unable to attend this meeting and suggested inviting him to the February meeting.

The FAR Chairman explained that the previous FAR Committee as agreed with the HEA had commissioned the reports.

(a) Review of Effectiveness of Governing Body 2018 – 2020

The FAR Chairman informed the Governing Body that this review was for the previous Governing Body members and not the current Governing Body members.

(b) Review of Risk Management Policy and Risk Register in Dundalk Institute of Technology (DKIT)

The FAR Chairman told the Governing Body that the FAR Committee will be meeting to discuss the Risk Register and Risk Management Policy in more detail and will report to Governing Body.

(c) Report of independent audit and assessment of the effectiveness of the Institute's Conflict of Interest policy following its implementation in December 2018

Both the FAR Chairman and the Chairman stressed the importance of Declaration of Interest / Conflict of Interest in relation to Agenda Items for all meetings. The Conflict of Interest Policy to be updated in line with Governing Body and will be presented at the next Governing Body meeting by the Human Resource Manager / Secretary to Governing Body.

The FAR Chairman clarified that the FAR Committee will deal with the Risk Register and Risk Management Policy and revert to the Governing Body.

The other reports listed previously (b and c) are for Governing Body to review and how to approach going forward.

The Chairman expressed his disappointment with the Reports i.e. timeline does not make sense and no record of his appointment to Governing Body. He suggested meeting the FAR Chairman and the President to discuss further.

Members commented on the following points in the report:

- Need to have an annual review of Governing Body – should take this as a key point.
- President's Report/Update as an Agenda Item for Governing Body meetings;
- Structure/Process where Governing Body can feed into effectiveness review re Governance.

- VP Post and TU being addressed
- TU Draft Vision document will be discussed on Thursday 28th January with the subcommittee and hopefully revert to Governing Body for meeting in February.

In relation to Report (b), the President stated there would be a management response back to the FAR Committee.

The Chairman agreed to invite Mr. Sean O’Driscoll, Athru Consulting to the meeting in February. He also conveyed his appreciation to the FAR Chairman for putting the Athru Reports on the Governing Body Agenda.

G.280.6 Governing Body Strategy (TU) Project Governance and Oversight Committee TSUG01 Minutes of Meeting dated 9th December 2020

The minutes of the Governing Body Strategy (TU) Project Governance and Oversight Committee TSUG 01 dated 9th December 2020 were noted.

Dr. Ruaidhri Neavyn HEA joined the meeting at 10.45 a.m. and left at 11.20 a.m.

Dr. Tom Dooley, Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee referenced the forthcoming meeting scheduled for Thursday 28th January 2021 at 16.00. It was suggested that the President’s Office circulate the correspondence for this meeting to the Governing Body members.

Dr. Ruaidhri Neavyn, HEA briefed on the following:

- Complimented the VP SCD on the draft Vision document that she presented to the Leadership Team last week.
- TUTF plan is coming together;
- Criteria set ambitious target of 12-18 months;
- GB Subcommittee established and had two productive meetings, with a third meeting scheduled for next Thursday 28th January to discuss Vision and Criteria;
- HEA would like to see the Draft Vision and Plan;
- Had some discussions with the Department and there was positive feedback.
- HEA are happy with progress, look forward to seeing final document, and will review criteria. The Vision document will also help with the Department.
- The Vision document is extremely important – it is the “calling card”.
- Governing Body and Leadership Team unified
- Liaise with HEA prior to making any approaches to Consortia when the Vision and Plan are finalised.

The VP SCD gave a briefing on the following:

- Vision (draft 1) discussed at Leadership Team meeting last week and acknowledged feedback from Dr. Neavyn.
- Will circulate Vision (draft 2) to the Governing Body Strategy (TU) Project Governance and Oversight Committee prior to meeting on Thursday 28th January to review at the meeting.
- Referenced the importance of student metrics/trajectory is meeting the Head of Research and the Head of Schools this afternoon to discuss.
- The North/South region has been incorporated into the Vision document in line with the National Development Plan.

The President commented that student projections are very important and the Institute has to be realistic but also ambitious about attracting and retaining students. The Vision document is drawing on the DkIT Strategic Plan 2020 2022 as well as the reports commissioned internally and externally during 2019 that informed that Plan. The Strategic Plan 2020 2022 and associated reports, internal and external consultations provide a robust and inclusive foundation for the TU Vision.

He also stressed that the Vision document is not partner specific, the document has at to stand scrutiny in its own right as DkIT's vision for its future as a TU Campus Dundalk and serving its catchment area /region.

Following discussions, Dr. Ruaidhri Neavyn told the Governing Body that the negotiation process will be a difficult process. The Institute needs to think of more than one consortia. The Vision document is the Institute's "calling card" and this needs to reflect strengths and ambitions of DkIT and the student profile is very important too. He recommended focus on a timeline of 12-24 months

The Chairman thanked Dr. Ruaidhri Neavyn for the update that is very informative and agrees that the Vision document is our "calling card". He wished to congratulate the VP SCD, Leadership Team and Governing Body for their contributions to-date.

The Chairman asked the President's Office to circulate the details of the forthcoming meeting of Governing Body Strategy (TU) Project Governance and Oversight Committee on Thursday 28th January 2021 even though they are draft minutes to the Governing Body. Also when the VP SCD completes Draft 2 of the Vision document, this is to be circulated to the subcommittee for discussion at the meeting on Thursday. Governing Body will be updated at meetings in February (another meeting to be organised prior to the next scheduled meeting of the 23rd February 2021).

Dr. Ruaidhri Neavyn thanked the Chairman and Governing Body for the opportunity to meet with them and was excused from the meeting at 11.20 a.m.

G.280.7

AOB

Training

The Chairman suggested training for Governing Body. The Human Resource Manager/Secretary to Governing Body informed the Governing Body that it is a requirement of Athena Swan also that all Board members are trained in gender, interview skills, unconscious bias, etc

Industrial Action by TUI re Exam Results

Mr. Taidgh Kavanagh enquired if there is any information of the TUI Industrial Action as a number of Students contacted him re concerns about exam results. The Chairman suggested that Mr. Kavanagh discusses this with the President as it is an operational matter.

A member queried the Industrial Action, not aware of Industrial Action and requested an update.

The President responded stating this is a management matter and should an aspect be within the remit of Governing he would of course bring such to Governing Body.

In response to the President's comments, the member of the Governing Body stated:

- When it impacts the Institute on its core business this should have been discussed at the FAR meeting and then reported to Governing Body. Need to be aware of disputes and their effects on the Institute without getting involved with resolution
- Requested a note on the matter
- The Chairman will discuss with the President

Bereavements

Recent bereavements noted.

Meeting concluded at 11.30 a.m.

Patrick W. Malone
Chairman

Date: