

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 23rd FEBRUARY 2021 AT 10.00 A.M.

VIA ZOOM

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

Declaration of Interest

Nil.

G.281.1 M.280 Minutes of Meeting dated 26th January 2021

The minutes of the Governing Body of the 26th January 2021 were approved.

Proposed by: Mr. Bill Sweeney;

Seconded by: Cllr. Sharon Tolan

G.281.2 Matters Arising

None.

G.281.3 Correspondence

The Chairman, Governing Body notified the Governing Body that he received correspondence from a staff member Mr. Seamus Bellew in relation to the 50th Anniversary of the Institute in May. Dr. Sheila Flanagan, VP for Academic Affairs and Registrar mentioned at the meeting that a working group had been set up pre COVID-19 and she will reconvene this group.-19 and she will reconvene this group.

G.281.4.1 Personnel Report

Recent appointments and progressions (as of 01 April 2021) were noted and confirmed.

There was a discussion on the appointment of the VP for Finance, Resources and Diversity.

Mr. Bill Sweeney, FAR Chairman, referred to the Mini Personnel Reports that can be signed by either the Chairman, Governing Body or the FAR, Chairman along with one of the Vice Presidents and suggested going forward that the HR Office when emailing the relevant personnel to sign off on the

appointment to include a sentence stating that processes have been complied with during the interviews.

The Chairman, Governing Body will meet with the President and the HR Manager/Secretary to Governing Body to discuss training. The HR Manager/Secretary to Governing Body has been in contact with Arthur Cox.

Dr. Sheila Flanagan, VP for Academic Affairs & Registrar and Ms. Irene McCausland, VP of Strategic Planning, Communications & Development re-joined the meeting at 10.55 a.m.

G.281.5 Finance & Audit Risk Committee (FAR)

Mr. Bill Sweeney, FAR Chairman gave a briefing on the following items brought forward from the FAR Committee for Governing Body to adoption, noting and approval.

M.F.205.7 DkIT Policies

a) Draft Records Management Policy;

Adopted subject to minor edit Appendix C: "Technical Universities Act 2018" should read Technological Universities Act.

Proposed by: Michael Mulvey, Ph.D.

Seconded by: Cllr. Sharon Tolan

b) Draft Date Retention Policy

Adopted subject to minor edit Appendix B: "Technical Universities Act 2018" should read Technological Universities Act

Proposed by: Ms. Brenda McGeeney;

Seconded by: Ms. Sadie Ward McDermott

M.F.206 Minutes of Meeting M.F. 206 dated 19th January 2021

The minutes of the Finance, Audit & Risk Committee, MF206 dated 19th January 2021 were noted.

MF. 206.2 Tender for STEM

Approved by FAR for recommendation to Governing Body to forward to the HEA.

Proposed by: Ms. Sadie Ward McDermott;

Seconded by: Mr. Aidan McKenna.

M.F.206.4 Athru Reports circulated at GB Meeting Ref G280

Mr. Sean O'Driscoll and Mr. Eamon Drea Athru Consultancy Ltd joined the meeting at 11.15 a.m. and gave an outline to the background of the following reports:

- a. Review of Effectiveness of Governing Body 2018 — 2020
- b. Review of Risk Management Policy and Risk Register in Dundalk Institute of Technology (DKIT)
- c. Report of independent audit and assessment of the effectiveness of the Institute's Conflict of Interest policy following its implementation in December 2018

Athru Consultancy were requested to undertake an assessment of the effectiveness of the Governing Body (GB) of Dundalk Institute of Technology (DKIT), with particular reference to the period 2018 — 2020. This assessment is one of a number of actions commissioned by the Finance Audit and Risk (FAR) Committee of the GB, at the request of the Higher Education Authority (HEA).

Q&A followed.

- Review of Effectiveness was the previous Governing Body;
- Self-Assessment Form (Appendix N THEA Code of Governance) particular attention was paid to ensuring as many members as possible completed this;
- The Chairman, Governing Body requested that the Report is updated to clarify when he became the Chairman of Governing Body;
- Advice on Strategy/Governance going forward;
- Strategy, Governing Body responsible for approving the Institute Strategic Plan;
- Specific Training: (i) finance area, fiduciary role;
- Training in financial appraisal and evaluation should be provided on an ongoing basis to members of the GB. This training should go beyond any form of generic training in "finance for non-finance professionals" and be specifically tailored to the financial structures of the higher education sector.
- Presentations by Vice President areas and Schools to Governing Body

The FAR Chairman mentioned that during the period, there were three Presidents of the Institute and three different Chair which was challenging for Governing Body.

He also felt in relation to financial issues that there should be more emphasis on the situation that arose and resulted in the HEA Financial Plan and feels that it is understated in the Report and would like this amended.

The Chairman, Governing Body picked up on Best Practice and the current Governing Body will have completed one year's term in June 2021. A self-assessment should be carried out shortly afterwards.

The Chairman, Governing Body thanked Mr. Sean O'Driscoll and Mr. Eamon Drea on behalf of the Governing Body for attending the meeting this morning.

Mr. O'Driscoll and Mr. Drea will make amendments to the documents and will forward when completed. They both left the meeting at 11.50 a.m.

M.F.206.7 DkIT Sport Ltd Financial Statement year ended 31/08/2020
The DkIT Sport Ltd Financial Statements were noted.

The Chairman, Governing Body will write to the Directors of DkIT Sport to ensure that DkIT Sport Ltd are Covid-19 compliant historically and going forward.

M.F.206.8 DCCS Ltd Financial Statement year ended 31/08/2020
The DCCS Ltd Financial Statements were noted.

The Chairman, Governing Body will write to the Directors of DCCS Ltd to ensure that DkIT Sport Ltd are Covid-19 compliant historically and going forward.

The Governing Body wished to acknowledge and thank representatives on both committees for their contributions.

Special M.F. Minutes of Special Meeting dated 2nd February 2021
The minutes of the Finance, Audit & Risk Committee, Special Meeting dated 2nd February 2021 were noted.

G.281.6 Land and Buildings Committee
L&B09 Minutes of Meeting dated 10th November 2020
The Minutes of Land and Buildings Committee L&B09 dated 10th November 2020 were noted.

The Chairman, Governing Body suggested going forward for future meetings that Draft Minutes are to be circulated to Governing Body.

Energy Policy for noting

Ms. Irene McCausland, VP SCD informed the Governing Body that their predecessors approved the Energy policy and was presented to Land and Buildings Committee with minor edits to Appendices and oversight. The Governing Body noted the Energy Policy presented.

- G.281.7 Governing Body Strategy (TU) Project Governance and Oversight Committee TSUG02 Minutes of Meeting dated 17th December 2020**
The Minutes of the above subcommittee TSUG 02 dated 17th December 2020 were noted.
The Chairman, Governing Body suggested going forward for future meetings that Draft Minutes are to be circulated to Governing Body.

- G.281.8 Finance Audit & Risk Committee Annual Report**
Annual Report FAR to Governing Body for the period Jan to Dec 2020 was discussed briefly and presented for adoption by Governing Body.

**Proposed by: Ms. Sadie Ward McDermott;
Seconded by: Ms. Brenda McGeeney.**

- G.281.9 Northern Ireland Protocol**
The Chairman briefed the Governing Body and the Northern Ireland Protocol and forthcoming conference (virtual) being hosted by the Chamber of Commerce.

- G.281. 10 HEA Compact Self Evaluation Report 2019/2020**
Ms. Irene McCausland, VP SCD gave a powerpoint presentation that was shared to attendees at the meeting.

The VP SCD gave a briefing on the HEA Compact Self Evaluation Report 2019/2020 in line with the Service Level Agreement with the HEA.

The VP SCD provided an overview on:

- The System Performance Framework 2018-2020 detailing the Six Key System Objectives set out under the Framework with High Level National Targets
- Feedback from 2018- 2019 Self Evaluation Report
- Overview of the Performance across the Key System Objectives for 2019/2020:
 - Providing a Strong Talent Pipeline
 - National and International Engagement
 - Research, Development and Innovation
 - Equality of Opportunity
 - Quality of the Learning Environment

- Consistent Improvement in Governance, Leadership and Operational Excellence
- Summary of overall performance
- 2019/2020 highlights
- Focus/Challenges going forward – 2020/2021

Impact Case Study

- €5m performance funding is set aside for case studies
- Case Study Selected: PhD Transfer Programme

Deadline for submission is the 12th March 2021.

Q&A followed presentation.

- Mr. McKenna noted a great achievement to all on the Horizon 2020 funding and queried KPIs in the context of carbon emission targets.
- Huge opportunities online and harnessing these.
- Commended all staff and students on what has been a difficult year due to Covid-19 and will be noted in the report. The Chairman, Governing Body concurred and wished to convey congratulation to all staff and students on their achievements during Covid-19.

The Chairman, Governing Body conveyed his appreciation to the VP SCD.

G.281.11 Impact Case Study

Discussed under Agenda Item 10 – specific slide within presentation.

G.281.12 AOB

Student Email

Mr. Taidgh Kavanagh enquired if the Governing Body had written to the Students as discussed at the Special Governing Body meeting on the 15th February, 2020. As far as he was aware, the Chairman, Governing Body responded that the email was circulated to the Students. Ms. Cindy Andrews confirmed that she had received the email.

Bereavements

Recent bereavement were noted. Minutes silence followed.

Meeting concluded at 12.35.

Patrick W. Malone
Chairman

Date: