

**NOTES OF SPECIAL MEETING OF THE GOVERNING BODY
HELD ON THURSDAY 18th FEBRUARY 2021 AT 10.00 A.M. VIA ZOOM**

Declarations of Interest

Nil

The Chairman welcomed everyone to the meeting.

SPGB. 1 Annual Governance Statement

MF. 206.9 Annual Governance Statement 2019/20

Draft Statement of Internal Control year ended 31st August 2020

The Chairman, Governing Body asked the FAR Chairman to brief the Governing Body on the Annual Governance Statement for 2019/20. The Annual Governance Statement is a HEA Template that has to be submitted by February 2021. The FAR Chairman briefed the Governing Body and presenting the Annual Governance Statement as recommended by the FAR committee for approval.

Proposed by: Mr. Bill Sweeney;

Seconded by: Ms. Isabell Murphy.

The Chairman and the President requested the VP SCD to brief the Governing Body on the documentation circulated for this special meeting.

SPGB.2 a. Vision Document

The VP SCD informed the Governing Body that the documents were discussed at the Leadership Team meeting yesterday that Dr. Ruaidhri Neavyn attended.

The VPSCD briefed the Governing Body and colleagues in attendance on the Executive Summary Vision document (shorter version) that was circulated prior to the meeting. The VP SCD highlighted that discussion at Leadership Team centred on (1) definition of the region and in particular to the reference North Leinster South Ulster (NLSU) region. After discussions, the Leadership Team agreed to remove the word “region” when referencing NLSU within the Vision documents and reference DkIT as located in the North East region, (2) student projections.

Following the briefing from the VP SCD, there was a discussion and Q&A. Firstly, the Chairman, Governing Body thanked the VP SCD for the comprehensive review.

Dr. Ruaidhri Neavyn complimented the President and Leadership Team and all on engagement during this process and in particular the VP SCD. The HEA are impressed with our Vision document to date. He mentioned that Mr. Aidan McKenna made useful comments at a previous meeting and should include his inputs. Comments from other Governing Body Members and Heads of Schools:

- Complimented the VP SCD on the Vision document
- The VP SCD review was clear, cognisance, and a very impressive “calling card”.
- Suggested including a piece on Student Support in particular Centre for Learning and Teaching (CELT).
- DkIT-DCU Graduate School that has hugely contributed to research in DkIT. What would the position be when DkIT becomes part of a TU? The DkIT-DCU Graduate School currently runs to the 30th June 2022 and closes when the Institute becomes a TU.
The Institute also has a Strategic Alliance with DCU and would be collaborating with DCU and QUB for example re SFI and All Island funding etc.
- Recognise domestic and multinational industries in the Vision document.
- Student projections and the high percentage projected considering we have not achieved this over the last 5 years?

The VP SCD recognised that the student projections are ambitious but that along with her colleagues there were numerous meetings discussing the student projections and were satisfied with the student projections.

Dr. Edel Healy, HoS, Health & Science also mentioned that there had been numerous meetings in relation to student projections and she along with her colleagues can stand over and benchmarked to the Sector. The new STEM refurbishment should aid this. In relation to work placement, Nursing and Midwifery are static.

The President wished to thank the Leadership Team for all their work and in particular Dr. Ruaidhri Neavyn, HEA for working with Management and there is a great working relationship and continue to appreciate working with the HEA. The Vision document was drawn from a number of reports and on our Strategic Plan that was approved by Governing Body and has the support of all staff and stakeholders (internal/external).

The President thanked Dr. Tom Dooley in his role as Chairman of the Governing Body Strategy (TU) Project Governance and Oversight Committee.

The President thanked the Governing Body, as being voluntary members they have given up a lot of their time to these discussions and appreciated their expertise.

The President conveyed his appreciation to the VP SCD for accommodating, taking all suggestions on board and collating and presenting the Vision document. The VPSCD advised that the preparation of the Vision Document was a team effort and thanked all members of the Leadership Team and Stuart Quinn for their input and in successfully drafting the Vision document process.

The President also thanked the Chairman Governing Body.

The VP SCD introduced her colleague Mr. Stuart Quinn, Financial Analyst whom would give an outline on the student projections document that was circulated.

i. 5 year Student Projections and associated financials

The Financial Analyst outlined the following from the report.

- Engagement with the Heads of Schools
- Metrics to be reviewed
- Financial model is based on some of the following assumptions:
 - The overall student population will grow by 32.9% over the timeframe in terms of headcount and 26.4% in terms of FTE
 - The undergraduate student annualised growth rate will be 2.9%
 - Postgraduate annualised growth rate will be 14.2% in order to achieve the TU target of 4% in 2021/22 and achieve the 7% target by 2028/29
 - Part time student annualised growth rate will be 13.6% reflecting our obligation to achieve TU targets of 30%
 - The Institute will receive funding from the HEA to support the achievement of TU metrics

Q& A followed briefing.

Dr. Neavyn asked what the future TUTF commitment figure is?

Financial Analyst said that it is €1.8m but will then drop down.

Dr. Neavyn stated that discussion on student numbers and TUTF is for another day and that the HEA will interrogate the student projection numbers when submitted.

Dr. Tom Dooley reiterated that his colleagues have reviewed the targets.

The VP SCD sought the adoption of the Vision document by the Governing Body.

Proposed by: Cllr. Clifford Kelly

Seconded by: Mr. Alec McAllister

The Chairman, Governing Body confirmed it was passed unanimously. He thanked the Financial Analyst for his briefing on student projections.

The Financial Analyst left the meeting at 11.10 a.m.

b. TU Project Plan (draft confidential / do not or circulate)

The VP SCD outlined that the purpose of this draft document is to set out this project plan with milestones and deliverables and in doing so sets an agreed pathway forward. The plan identifies the key tasks, responsibility and timelines for execution under four main areas:

- i. Vision Document.
- ii. Technological University Transformational Fund 2021 Call
- iii. TU Partner engagement.
- iv. On-going review and monitoring of progress on the Project Plan.

The Institute has firmly committed to its strategic priority of attaining Technological University status as a result of merging with existing TU/TU consortia. This is clearly set out in the DkIT Strategic Plan 2020-2022.

It is the Institute's intent to achieve this priority goal within the lifetime of the Strategic Plan 2020-2022 with a timeframe of the next 12-18 months.

Discussion and Q&A followed:

The Board welcomed a draft project plan. Dr. Tom Dooley, Chairman of the Governing Body Strategy (TU) Project Governance and Oversight Committee suggested calling another meeting of the subcommittee.

Dr. Ruaidhri Neavyn made the following comments/observations:

- Supports the ambition to get on the right path with the Vision document;
- At this point there is no Section 38 process in place (Dept and HEA will work together on this);
- Potential Consortia will want to see their outcomes before engaging with DkIT;
- HEA and Government engagement may be required;
- There are additional steps than what the document presents
- Process will be fluid
- Take Vision document and TUTF
- HEA and DkIT will meet going forward
- Very complicated process
- Can't give definite when other Consortia would meet;
- Stressed that the document is draft, highly confidential and not for circulation and should be used as an aid for discussions going forward.

The VP SCD reiterated that the document is marked as "draft confidential and do not copy/circulate". Discussion is useful and is aware that is a delicate process going forward.

c. Update on progress on TUTF Project and Future Funding Call

SPGB.3 Presentation by Dr. Tim McCormac, Head of Research on behalf of the TUTF Committee

Powerpoint Presentation by Dr. Tim McCormac was shared on screen for Governing Body to view.

He gave an outline of the following:

- 2020 Proposal Recap
- Progress to date against targets
- Progress – WP2 & WP 3 – "Ahead of Schedule"
- €760,000 awarded with €660,000 received
- Work-packages supported include:
 - WP 1: Communications Framework €45,000
 - WP 2: 32 PhD studentships (22 landscape and 10 TUTF) €520,000
 - WP 3: Staff Support for Level 10 Completion €20,000
 - WP 4: Researcher Career Training Platform €10,000
 - WP 5: Postdoctoral Fellowships €165,000
- TUTF Steering Committee
- Reaching the 4% TU Target
- TUTF 2021 Application Outline
- Focus on reaching TU Targets in 12 – 18 months
- 4% TU Target
- 30% TU Target
- 45% TU Target attained
- Continued financing of current commitments (Landscape and TUTF 2020)

Discussion and Q&A followed presentation.

The presentation will be presented to the TUTF Committee at their next meeting.

The President said that we need to ensure that everyone has a full understanding, informed, and engaged internally and externally.

Dr. Neavyn complimented the Head of Research for his presentation and the information is very useful and requested a copy of the presentation. He is looking forward to meeting with the TUTF Committee next week.

Cllr. Clifford Kelly, Vice Chairman before he left the meeting wanted to convey his congratulations to the VP SCD on the draft Vision Executive Summary and other documentation and complimented the VP SCD on her professionalism. He is delighted as a Governing Body member with the amount of work from the President and Leadership Team for the future of DkIT. Cllr. Kelly also congratulated the Head of Research and for doing a wonderful job in research.

Cllr. Kelly also commented that it was great to have Dr. Ruaidhri Neavyn on board.

Cllr. Kelly left the meeting at 12.00 noon.

The President remarked that the TUTF is being led by the Head of Research very skilfully and led the funding drive. He complimented Dr. McCormac's attention to detail and expertise and wished to acknowledge commitment of TUTF committee.

The Chairman, Governing Body asked the Head of Research on the reasoning behind the projected increase in numbers, given the actual performance in the last 3 years. The Head of Research and Dr. Dooley expressed their belief that the figures were realistic and achievable.

The VP SCD wished to extend Cllr. Kelly's acknowledgments to the Leadership Team and the Financial Analyst. She said it was a team effort with the Head of Schools, HR Manager, Head of Research and Financial Analyst and everyone else involved.

The President's Office will circulate the presentation to Dr. Neavyn and the Governing Body.

SPGB.4

AOB

None.

The Chairman, Governing Body thanked everyone for attending this Special Governing Body meeting.

Meeting concluded at 12.05.

Patrick W. Malone
Chairman

Date: