



M.299

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON TUESDAY 29 NOVEMBER 2022 AT 10.00 A.M.**

**Via TEAMS**

**PRESENT VIA TEAMS IN THE BOARDROOM**

Mr. Patrick W. Malone, Chairman  
Dr. Gerard (Bob) McKiernan, President  
Cllr. Clifford Kelly  
Ms. Marianne Lyons  
Mr. Aidan McKenna  
Mr. Bill Sweeney

**PRESENT VIA TEAMS**

Ms. Aprilanna Barker  
Ms. Niamh Fallon  
Mr. Fergus Grimes  
Cllr. Nick Killian left at 12:00  
Dr. Fiona Lawless joined at 11:18 and left at 11:56  
Ms. Brenda McGeeney  
Cllr. Damien O'Reilly  
Ms. Sadie Ward McDermott

**APOLOGIES**

Ms. Amanda-Jane Gainford  
Ms. Isabell Murphy  
Ms. Anna Shakespeare

**IN ATTENDANCE IN THE BOARDROOM**

Mr. Hugh Nolan, Vice President Finance, Resource and Diversity  
/ Secretary to Governing Body

Meeting commenced at 10.07 a.m. and the Secretary to the Governing Body confirmed a quorum was in place.

**Declarations of Interest**

Nil

The Chair reminded members they can identify a possible conflict of interest at any stage during the meeting.

**G.299.1 Draft Minutes of Meeting G.298 held on 25 October 2022**

The minutes of the Governing Body meeting of 25 October 2022 were approved.

**Proposed by: Clifford Kelly**

**Seconded by: Aidan McKenna**

**G.299.2 Matters Arising**

The Secretary advised the Governing Body of vacancies on various subcommittees. These vacancies were initially discussed at the October meeting with members requested by the Chair, at that time, to consider their availability to sit on a sub-committee.

**Land & Buildings Committee:**

Berni Power (CMETB) external member for the committee

**Proposed by: Clifford Kelly**

**Seconded by: Bill Sweeney**

Ms. Brenda McGeeney

**Proposed by: Sadie Ward McDermott**

**Seconded by: Clifford Kelly**

Ms. Marianne Lyons

**Proposed by: Bill Sweeney**

**Seconded by: Aidan McKenna**

**Academic Council Committee:**

Mr. Patrick W. Malone

**Proposed by: Aidan McKenna**

**Seconded by: Aprilanna Barker**

Cllr. Damien O'Reilly

**Proposed by: Bill Sweeney**

**Seconded by: Nick Killian**

**DkIT Sport Limited:**

Mr. Aidan McKenna

**Proposed by:** Clifford Kelly  
**Seconded by:** Paddy Malone

**D Connect DAC**

Cllr. Clifford Kelly

**Proposed by:** Bill Sweeney  
**Seconded by:** Aidan McKenna

Numerous members referred to time commitments and significant existing calls on their capacity, in a voluntary role, to sit on the Governing Body itself. These existing commitments are preventing members from stepping forward and the time management of meetings requires consideration.

**G.299.3 Correspondence**

The Secretary provided members with an overview of the correspondence received by the HEA on the Annual Governance Statement for 2021/22 and then addressed each of the points raised and actions taken by the Institute. The Secretary confirmed these actions had been taken in advance of receiving this correspondence.

The Secretary to the Governing Body and President will draft a reply to the HEA and this will be included in member's packs at an upcoming meeting.

A query was raised on non-compliant procurement by Ms. Aprilanna Barker and an overview was provided by the Secretary to the Governing Body and Chairs of both Governing Body and FAR.

The correspondence was noted.

**G.299.4.1 Personnel Report**

Recent appointments and progression were noted and confirmed by Governing Body.

**President's Report**

The President provided an overview of the main activities that took place in the Institute over the last month.

Discussion ensued on a recent submission to the HEA, by way of an 'Expression of Interest Call', for additional nursing places. Links and progression routes from the FET sector along with strategic partnerships across the wider health care centre were discussed in detail.

Ms Sadie Ward McDermott advised the Governing Body she was also a board member of NSETS.

Further discussion took place around outreach activities to local secondary schools and various other promotional activities that are underway.

Cllr. Nick Killian referenced a student bus service from Dunboyne to Dundalk and that this was a great concern to numerous parents given there is now no direct link from Meath to the Institute. Cllr. Killian and the Chair agreed to meet on this issue and discuss next best steps.

**G.299.5 Finance & Audit Risk Committee (FAR)**

**Minutes of Meeting M.224 dated 11 October 2022**

The minutes of the Finance, Audit & Risk Committee (M.224) dated 11 October were noted.

**Minutes of Meeting M.225 dated 11 October 2022**

The minutes of the Finance, Audit & Risk Committee (M.225) dated 18 October were noted.

**Statement of Internal Control for the year ended 31 August 2022**

The FAR Chair provided an overview of the work completed to date and supporting documents, as follows:

- Internal Control Framework – Appendix A
- 3 x Internal Audit Reports – Appendix B – D
- C&AG Management Letter – Appendix E
- Internal Financial Controls – Appendix F

Statement of Internal Control, including appendices, for the year ended 31 August 2022 were approved by the Governing Body.

**Proposed by: Clifford Kelly**

**Seconded by: Patrick W. Malone**

**Draft Financial Statements for the year ended 31 August 2022**

The FAR Chair again provided an overview of the draft financial statements and recent meetings held by that committee in reviewing same.

The Governing Body Chair advised the committee he attended the recent FAR meeting, as an attendee, and, in his opinion, there were no issues of concern in the enclosed accounts.

**Proposed by: Aidan McKenna**

**Seconded by: Clifford Kelly**

**DkIT Sustainability Plan further to the Mazars' Report**

The FAR Chair introduced the document and referred to the Mazars Plan, specifically the role of the FAR Committee in actively monitoring and having oversight of the Sustainability Plan.

Members were advised the President Elect has received sight of the plan and the Chair of Governing Body had also attended the meeting when this was reviewed with the Executive Board present.

Members noted the importance of this plan not only from a financial perspective but also working towards a TU designation. Dr. Fiona Lawless noted the importance of a collective approach, not working in silos, and the need for this to be delivered in conjunction with the wider staff body. Numerous other members echoed this and the need to engage staff and communicate this plan in a positive manner was deemed essential.

The Governing Body Chair noted the need for a message to come “top down” and noted the work completed by the Executive Board and the FAR committee on reviewing the plan to date.

**Proposed by: Aprilanna Barker**

**Seconded by: Fergus Grimes**

### **Financial Projections for the 3 years 2022/23 to 2024/25**

In line with the Mazars’ Plan, the Institute has reviewed and updated projections completed as part of the Programmes & Budgets process in March 2022. These projections have been extended out for an additional 12 months to include 2024/25. The main changes are updated student projections, based on 1<sup>st</sup> Registration (31 October 2022), and payroll costs given the public service pay agreements have now been finalised.

Member’s attention was drawn to Appendix A, which provides a report of student recruitment for 2022/23.

**Proposed by: Fiona Lawless**

**Seconded by: Patrick W Malone**

### **Subsidiary Company Financial Statements**

The enclosed financial statements were approved by the various Boards of Directors on Friday, 11<sup>th</sup> of November. They have subsequently been adopted by FAR and are being recommended for approval by Governing Body.

1. Audited financial statements for Dundalk Campus College Services Limited for the year ended 31 August 2022

**Proposed by: Clifford Kelly**

**Seconded by: Marianne Lyons**

2. Audited financial statements for DkIT Connect DAC for the year ended 31 August 2022

**Proposed by: Aidan McKenna**

**Seconded by: Sadie Ward McDermott**

3. Audited financial statement for DkIT Sport Limited for the year ended 31 August 2022 were approved.

**Proposed by: Clifford Kelly**

**Seconded by: Sadie Ward McDermott**

### **Institute Risk Register**

The Secretary provided an overview of timelines in preparing and reviewing the Risk Register. A copy of the previous Risk Register had been circulated to Governing Body members in July. The enclosed version was updated by the Executive and subsequently reviewed and recommended for approval by the Finance, Audit & Risk Committee on 15 November.

An explanation of the Risk Acceptance Forms was also provided with these, as confirmed by the FAR Chair, also being reviewed in detail by the FAR committee on 15 November 2022.

**Proposed by: Patrick W. Malone**

**Seconded by: Clifford Kelly**

### **G.299.6 Land and Buildings Committee**

#### **Minutes of Meeting L&B23 dated 2 August 2022**

The Minutes of Land and Buildings Committee L&B23 dated 2 August were noted.

#### **Draft Minutes of Meeting L&B24 dated 11 October 2022**

The draft minutes of Land and Buildings Committee L&B24 dated 11 October were discussed.

Mr. Aidan McKenna queried the suspension of the capital project in DConnect DAC. Cllr. Clifford Kelly advised the VP SCD would provide an update on the query raised.

### **G.299.7 Seal**

The use of the Institute's seal was noted.

### **G.299.8 AOB**

#### **HEA Act**

The Secretary advised members of the recent legislation change to the HEA Act. This legislation would result in significant changes across the sector and he was part of a working group, at a sectoral level, on how best to address the required changes.

Training was due to be provided in September however, given the scheduled Governing Body did not take place, it is now planned for January 2023.

#### **Quick Minutes**

The Secretary to the Governing Body referred to queries by members on meeting invitations and meeting packs. Members were provided with Institute laptops and a software package (Quick-Minutes) was procured for the ease of Governing Body members. It would now appear that some members are experiencing technical difficulties. The Secretary requested any member that faced challenges to contact him via phone or e-mail.

Ms. Aprilanna Barker noted her positive experience with Quick Minutes, and although there were some technical issues at the beginning, the support provided was excellent with all documentation in one central location.

**Bereavements**

Recent bereavements were noted and a minute's silence followed.

Meeting concluded at 12.27.

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**Patrick W. Malone**  
Chairman

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**Date:**