

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 3 OCTOBER 2023.

Via TEAMS & BOARDROOM, T.K. WHITAKER BUILDING

PRESENT IN THE BOARDROOM

Mr. Patrick W. Malone	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Amanda-Jane Gainford	
Mr. Fergus Grimes	
Cllr. Clifford Kelly	
Dr. Fiona Lawless	
Ms. Marianne Lyons	
Mr. Bill Sweeney	

APOLOGIES

Cllr. Nick Killian
Ms Isabell Murphy
Ms. Aprilanna Barker

PRESENT VIA TEAMS

Ms. Brenda McGeeney
Ms. Anna Shakespeare
Ms. Sadie Ward McDermott (left meeting at 10.56)

IN ATTENDANCE IN THE BOARDROOM

Mr. Hugh Nolan Secretary to Governing Body

Meeting commenced at 10:02.

The Chair and President commenced the meeting by reflecting on the untimely death of Cllr. Damien O'Reilly RIP.

The President spoke to Mr. O'Reilly's term as a Governing Body Member, having been appointed in April 2022. Damien's life was remembered as always being available and supportive of his constituency with a commitment to education, a love of sport but most of all as somebody who placed family first and foremost.

Mr. Bill Sweeney advised he and Damien sat on numerous boards together and Damien's passion for education was always evident. Mr. Sweeney also spoke of Damien's unwavering commitment to the learner. Ms. Sadie Ward McDermott echoed Mr. Sweeney's comments and spoke of Damien's immense contribution to Louth Meath ETB.

Governing Body members concurred and wished to convey their sincere sympathies to his family at this very difficult time.

Declarations of Interest

None.

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

G.307.1 Draft Minutes of Meeting G306 held on 25 July 2023

The minutes of meeting dated 25 July 2023 were approved.

Proposed by: Clifford Kelly

Seconded by: Bill Sweeney

G.307.2 Matters Arising

None.

G.307.3 Correspondence from and with the HEA on the Annual Governance Statement for 2021/22

The President provided an overview of the correspondence received and advised the Governing Body the Executive have replied to the points raised by the HEA (as circulated in member's packs).

The Governing Body noted the correspondence.

G.307.4.1 Executive Board Report

The President drew member's attention to the most pertinent matters on the Executive Board Report. The President also provided an overview of funding applications under TU Rise and TSAF.

The Chair referred to a recent visit by Minister Simon Coveney (Enterprise, Trade and Employment) and Commissioner Mairead McGuinness (Financial Stability, Financial Services and Capital Markets) and acknowledged the event was a significant success. The Chair also advised he attended an ERSI Report Launch on the invite of the Minister. Members were provided with an overview of both events.

The President referenced a recent article in the Sunday Independent and requested members to ensure confidential discussions taking place at Governing Body are not discussed informally or otherwise with any other parties.

The Chair echoed the President's comments.

Personnel Report

Recent appointments and progressions were noted by Governing Body.

**G.307.5 Finance & Audit Risk Committee (FAR)
Minutes of Meeting M.F. 235 dated 18 July 2023**

The minutes of the Finance, Audit & Risk Committee, M.235 dated 18 July were noted.

The FAR Chair provided a verbal update of the main points arising from the recent meetings dated 12 September 2023 and 26 September 2023.

Risk Management Policy

The Risk Management Policy was last reviewed by FAR and Governing Body in September 2021. The policy has been updated to provide additional guidance and to align risk impact levels with sectoral norms.

The Governing Body approved the Risk Management Policy, based on the recommendation of FAR.

Proposed by: Clifford Kelly

Seconded by: Fiona Lawless

Treasury Management Policy

The Treasury Policy details the Institute's management of all monies and how such management aligns to the risk appetite of the Institute. The policy also extends to the opening and closing of bank accounts or any other banking arrangements. This is a new policy that documents processes that have been in place for some time.

The Governing Body approved the Treasury Management Policy, based on the recommendation of FAR.

Proposed by: Clifford Kelly

Seconded by: Paddy Malone

G.307.6

Land and Buildings Committee (L&B)

Minutes of Meeting L&B30 dated 13 July 2023

The Minutes of Land and Buildings Committee L&B30 dated 13 July were noted.

Mr Bill Sweeney provided a verbal update of the main points arising from the meeting on Friday, 29 September 2023.

Draft Documentation in relation to the Lease of the Ice Dome (4 documents):

The Chair of FAR and the Chair of Land & Buildings advised the Governing Body the documents have been approved by both committees for presenting at the meeting today.

The Governing Body approved the draft lease documentation, based on the recommendation from FAR and Land & Buildings.

Proposed by: Anna Shakespeare

Seconded by: Sadie Ward McDermott

Members wished to note their appreciation of Ms Irene McCausland. This has been an ongoing matter for numerous years and would not have been possible to progress without the input and guidance from Ms McCausland and her team.

Capital Projects – Decision Gate 3 – North Roof and Boiler House – Approval to Award Contract

Deferred.

G.307.7 Update on the Strategic Planning

The President provided an overview of the progress made to date in drafting a new Strategic Plan for the period 2024 – 2028. It is hoped high level strategic objectives and ambitions can be brought forward at the next meeting of Governing Body in order to leverage the corporate memory of members.

The incoming Governing Body will also need to be consulted and the Executive will seek their feedback on the Strategic Plan (2024 – 2028) at their first meeting before bringing a final plan forward to a future meeting. The Governing Body noted the need to approve a Strategic Plan in very early 2024.

G.307.8 New HEA Compact Process

This matter was deferred to the next meeting.

G.307.9 Climate Action Plan

All Higher Education Institutes are required to adopt the Public Sector Climate Action Mandate as set out in the Government’s Climate Action Plan 2021. The Climate Action and Low Carbon Development (Amendment) Act 2021 gives a legal underpinning to the climate action by the public sector and to reduce Ireland’s greenhouse gas emissions by 51% by 2023.

DkIT is required to develop a Climate Action Roadmap setting out how it will deliver on energy efficiency and greenhouse gas emissions reduction targets. The DkIT Climate Action Roadmap is the first draft and requires Governing Body approval.

Governing Body approved the plan, subject to the approval of the Executive Board.

Proposed by: Clifford Kelly

Seconded by: Fiona Lawless

**G.307.10 Transition & Nominations Committee
Minutes of Meeting T&N 006 dated 5 July 2023**

The minutes of the T&N 006 dated 5 July 2023 were noted.

The Transitions & Nominations Chair provided a verbal update on the main points arising from a meeting on 26 September 2023. Fiona Lawless queried the role of the Independent HR Advisor. The Chair provided an overview of the input of this resource to date and the Committee’s next steps.

Mr Bill Sweeney also drew member’s attention to the Procedures to approve appointments to the Governing Body by the Minister.

G.307.11 Seal

None.

G.307.12 AOB

The Secretary informed the Governing Body Diversity week will be held in the Institute from Monday 16th of October to Friday 20th of October. This week comprises of a series of lunchtime talks and members were encouraged to attend if at all possible.

The Secretary also advised members that laptops provided to them need to be returned and asked members to collate this equipment (laptop, mouse, keyboard and carrier bag etc.).

Amanda Jane Gainford informed Governing Body this is her final meeting and wished to thank members for their support in carrying out her role and wished the incoming Governing Body and the Institute all the best going forward.

Bereavements

Recent bereavements noted and a minute's silence was held.

The meeting concluded at 11.08.

Patrick W. Malone
Chairman

Date: