

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 19 MARCH 2024 @ 10:00

VIA MS TEAMS ONLY

Present via Teams

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Ann Marie Lacey	
Ms. Antoinette Rourke	joined at 10:25
Mr. Bill Sweeney	joined at 10:11
Ms. Ciara O'Shea	left at 11:39 and re-joined at 11:47
Mr. Eoin Clarke	
Ms. Holly Lambe-Sally	
Mr. Fergus Grimes	
Mr. Patrick McCormick	
Mr. Richard Hanlon	
Dr. Jennifer Brennan	
Mr. Patrick W. Malone	joined at 10:19
Dr. Fiona Lawless	joined at 10:05, left at 11:37 and re-joined at 11:48

Apologies:

Ms. Anna Shakespeare
Mr. Mark Lee

In attendance for all agenda items:

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

In attendance for agenda point 5 (joined at 10.44 and left at 11.57)

Dr. Sheila Flanagan Vice President for Academic Affairs & Registrar

The meeting commenced at 10:01.

Declarations of Interest

None

G.312.1 Minutes

The Draft Minutes G.310 dated 27 February 2024 were approved.

Proposed by: Ms. Ciara O'Shea
Seconded by: Mr. Paddy Malone

G.312.2 Matters Arising

None

G.312.3 President's Report & Personnel Report (tabled at meeting)

The President walked members through the Report, drawing attention to the most pertinent aspects.

A discussion took place on the importance of articulation agreements with Further Education partners and the significance of these collaborations. Numerous members congratulated the Executive on recent agreements and the need to continue this good work across the region.

Recent appointments were noted by Governing Body.

G.312.4 School of Engineering

Deferred.

Dr. Sheila Flanagan joined the meeting at 10:44.

G.312.5 Academic Affairs & Registrar

Dr. Sheila Flanagan, Vice President for Academic Affairs & Registrar, joined the meeting and shared a presentation on screen providing an overview of the functions and areas under her remit (Library, CELT, International Recruitment, Research, Student Services etc.).

A question and answers session ensued to include areas such as ensuring DkIT remains 'relevant', the services put in place to support students, recent CAO data and actions being undertaken as a result of this data, Shared Island funding, A levels recognition etc. Dr. Flanagan provided an overview of the responses of the Institute to changes in the method in which students are recruited.

The Chair welcomed a future strategic discussion on student intake, a postgraduate pipeline and retention of students. The President and Secretary will schedule this on a future agenda.

Dr. Sheila Flanagan left the meeting at 11:57.

G.312.6 Programmes & Budgets

The VP FRD shared a presentation with members on screen. The VP FRD advised members of the legislative duty of the Governing Body to review and approve a Programmes & Budget submission to the HEA on an annual basis.

The VP FRD provided an overview of the Programmes & Budgets submission. A discussion took place to include the funding of state pay awards, an increase in the RGAM allocation to the Institute for 2024, the need to sustain and grow momentum achieved to date and a pipeline to attract research students. The need to further reduce the allocation of income expended on pay was also discussed in detail along with a projected 'flattening' in undergraduate student numbers.

The Chair acknowledged the work of the Executive, numerous members concurred. The efforts of the entire staff were noted as being immense.

The Governing Body approved the Programmes & Budgets, in line with the recommendation from the Finance Committee.

Proposed by: Mr. Richard Hanlon

Seconded by: Dr. Jennifer Brennan

The VP FRD welcomed any queries or comments on the Sustainability Action Plan Tracker and requested members to e-mail with any specific queries they may have.

The Governing Body noted the Sustainability Action Plan Tracker.

G.312.7 Finance Committee

Terms of Reference

The enclosed Terms of Reference have been updated by the Secretary to the Governing Body and encompass the requirements of the Code of Governance, and recent correspondence / guidance from the HEA.

The Governing Body approved the Terms of Reference, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan
Seconded by: Ms. Ann Marie Lacey

DkIT Sport Limited - Financial statements for the year ended 31 August 2023.

The enclosed financial statements have been approved by the Board of Directors of DkIT Sport Limited. These financial statements are consolidated into the Institute's financial statements (currently being audited by the C&AG).

The Governing Body approved the Financial Statements, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan
Seconded by: Ms. Ann Marie Lacey

DkIT Connect DAC - Financial statements for the year ended 31 August 2023

The enclosed financial statements have been approved by the Board of Directors of DkIT Connect DAC. These financial statements are consolidated into the Institute's financial statements (currently being audited by the C&AG).

The Governing Body approved the Financial Statements, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan
Seconded by: Ms. Ann Marie Lacey

Dundalk Campus College Services Limited - Financial statements for the year ended 31 August 2023

The enclosed financial statements have been approved by the Board of Directors of DCCS Limited. These financial statements are consolidated into the Institute's financial statements (currently being audited by the C&AG).

The Governing Body approved the Financial Statements, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan
Seconded by: Ms. Ann Marie Lacey

Mini Competition for Emergency Lighting Maintenance Services for DkIT

This tender was to appoint an emergency lighting maintenance service provider for a four-year period.

The Governing Body approved the tender, in line with the recommendation from the Finance Committee.

Proposed by: Ms. Ann Marie Lacey

Seconded by: Mr. Pat McCormick

Memo re Bank Mandate

The enclosed memo details changes to the bank mandate. Signatories in Panel A have changed due to the change in Governing Body membership.

The Governing Body approved the changes to the Bank Mandate, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan

Seconded by: Ms. Ann Marie Lacey

Memo re Student Union Bank Account

The VP FRD provided a verbal overview to the memo, as included in member's packs.

The Governing Body approved the proposal, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan

Seconded by: Ms. Ann Marie Lacey

Memo re AIB Deposit Account

The VP FRD provided an overview of the memo included in member's packs and drew member's attention to the increase in the proposed deposit amount.

The Governing Body approved the updated proposal, in line with the recommendation from the Finance Committee.

Proposed by: Dr. Jennifer Brennan

Seconded by: Ms. Ann Marie Lacey

Schedule of Fixed Asset Disposals

The VP FRD provided an overview of the disposals, noting obsolescence as the main reason for disposal.

The Governing Body approved the disposals, in line with the recommendation from the Finance Committee.

Proposed by: Mr. Eoin Clarke

Seconded by: Ms. Ann Marie Lacey

G.312.8 EDI Committee

EDI009 Minutes dated 8 June 2023

The Minutes of EDI Meeting 009 held on 8 June 2023 were noted.

The Chair provided a verbal update from the meeting on 5 March 2024.

Terms of Reference

The enclosed Terms of Reference have been updated by the Secretary to the Governing Body and encompass the requirements of the Code of Governance, and recent correspondence / guidance from the HEA.

The Governing Body approved the Terms of Reference, in line with the recommendation from the EDI Committee.

Proposed by: Ms. Ann Marie Lacey
Seconded by: Mr. Bill Sweeney

G.312.9 Academic Council

Minutes of Academic Council 190 dated 24 November 2023

Minutes of Academic Council 190S dated 7 February 2024

The Minutes of Academic Council Meetings 190 (held on 24 November 2023) & 190S (held on 7 February 2024) were noted.

Review of the Constitution of the Academic Council Explanatory Note

Draft Academic Council Constitution

The President provided an overview of both documents and the changes that were considered by the Academic Council. The President advised the updated constitution addresses recent legislative changes along with existing provisions.

The requirement for two Governing Body members was removed, the President referred to the common members on both Governing Body and the Academic Council.

The Governing Body approved the updated Academic Council Constitution.

Proposed by: Mr. Patrick W. Malone
Seconded by: Dr. Jennifer Brennan

Peer Review Group Report for Professional Support Units Student Services July 2023

Area Response to Peer Review Group (PRG) Report and Quality Enhancement Plan (QEP) Student Services September 2023.

The President provided an overview to both documents and advised these reviews are in line with quality assurance procedures, as overseen by Academic Council.

The Governing Body approved both documents.

G.312.10 Seal

Deferred – not used since last Governing Body meeting.

G.312.11 AOB

None.

Bereavements

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

The meeting ended at 12:20.

Prof. Thomas Collins
Chair of the Governing Body

Date: 19 March 2024