

MINUTES OF MEETING OF THE GOVERNING BODY

TUESDAY 23 JULY 2024 @ 10:00

VIA MS TEAMS & T.K. WHITAKER BOARDROOM

Present in the Boardroom

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Ann Marie Lacey	
Ms. Antoinette Rourke	
Dr. Fiona Lawless	
Mr. Gerard O'Brien	
Ms. Holly Lambe-Sally	
Mr. Patrick W. Malone	
Mr. Patrick McCormick	
Ms. Tobi Bewajii	

Online via TEAMS:

Ms. Anna Shakespeare	left the meeting at 10:31 and re-joined at 10:58
Mr. Fergus Grimes	
Dr. Jennifer Brennan	

Apologies:

Mr. Bill Sweeney
Ms. Ciara O'Shea
Mr. Richard Hanlon

In attendance for all agenda items:

Mr. Hugh Nolan	Secretary to the Governing Body and Vice President of Finance, Resources & Diversity ("Secretary" / "VP FRD")
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In attendance for Agenda Points 7 - 9:

Ms. Irene McCausland	Vice President for Strategic Planning, Communications & Developments ("VP SCD") - joined at 10:28 and left at 11:24.
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Meeting commenced at 10:02.

Declarations of Interest

None.

The Chair welcomed the new student members of Governing Body, Ms. Tobi Bewajii and Mr. Gerard O'Brien. Ms. Holly Lambe Sally is now Student Union President. The Chair wished all three well in their new roles.

A quick round of introductions ensued.

The Chair conveyed his sympathies to both Ciara O’Shea (Governing Body member) and Ms Terese Dunne on their recent bereavement. Numerous Governing Body Members also conveyed their sympathies.

G.315.1 Minutes

Draft Minutes of Meeting G314 held on 11 June 2024

The Draft Minutes of Meeting G314 dated 11 June 2024 were approved.

Proposed by: Ms. Ann Marie Lacey

Seconded by: Mr. Paddy Malone

G.315.2 Matters Arising

None

G.315.3 President’s Report

Recent appointments were noted by Governing Body.

The President spoke to the Maynooth Letter of Intent with members congratulating the President on this milestone. The President also updated members on a European Alliance Consortium.

The VP SCD joined the meeting at 10.28.

G.315.4 System Performance Agreement

Draft Self Evaluation Report 2023 – 2024 System Performance Agreement

The VP SCD provided an overview of the preparation of a Systems Performance Framework with the HEA.

The VP SCD drew members attention to the alignment between this framework and the Strategic Plan. Members were also advised of the indicators and targets detailed for each pillar of the framework. These targets have been developed on a per annum basis over the lifetime of the Agreement. The VP SCD advised the targets are a ‘realistic stretch’ and will be monitored annually over the next four years by the HEA.

The Chair queried the internal oversight and monitoring of the Agreement and the resources available. The VP SCD responded advising of the development of both 17 strategic action plans; half yearly reporting at Executive Board along with annual reporting to Governing Body. The VP SCD also discussed the use of internal and external data resources in order to monitor trends.

Dr. Jennifer Brennan congratulated the VP SCD and queried the transversal relationship between the pillars and any potential negative impacts. The VP SCD responded advising a review of same has been completed to-date along with providing an example.

The Governing Body approved the Systems Performance Framework.

Proposed by: Mr. Pat McCormick

Seconded by: Ms. Ann Marie Lacey

G.315.5 Property Matters

Both the Chair and the Secretary asked members to consider any actual or perceived conflict of interest on this matter.

Draft Valuation Report re Bothar Maol / Inner Relief Road

The VP SCD drew members attention to the Draft Valuation Report on Quick Minutes and referenced the relevant Circulars setting out procedures on the disposal of property. The VP SCD confirmed the property had been listed on the State Register for one month and during this period one public service organisation had expressed an interest.

The State Valuation Office were engaged, in line with guidance of the aforementioned circulars. The VP SCD confirmed the State Valuation Office were furnished with previous valuation reports.

Member's attention was drawn to various aspects of the Valuation Report including the basis on which the land had been valued. Members were advised valuation would need to be carried out on the basis set out in the Circular.

A discussion ensued on the valuation report and assumptions therein. Clarifications were sought by the Governing Body on the assumptions used.

The Governing Body approved the disposal on the valuation set out on the basis there would be no material change based on the clarifications sought.

Proposed by: Mr. Pat McCormick

Seconded by: Ms. Ann Marie Lacey

Louth County Council NTA Project - Dundalk Active Travel - Inner Relief Road

The VP SCD provided an overview of progress since the Governing Body meeting on 11 June. A meeting was scheduled for this afternoon with Louth County Council / Louth Active Travel.

Proposed by: Mr. Pat McCormick

Seconded by: Ms. Ann Marie Lacey

G.315.6 Sustainability

The VP SCD provided a verbal briefing on the following:

Energy Report 2023

This report summarises the data collected by the Institute relating to the use of resources and the environment impact of its operations. It also collates energy usage across the Institute's campus.

The Governing Body noted the Energy Report 2023.

Draft Climate Action Roadmap 2024

The VP SCD provided an overview of progress since the last review of the Climate Action Roadmap on 3 October 2023 to include the recruitment of a Climate Action Manager and the embedding of sustainability within the Strategic Plan.

The VP SCD provided an overview of the Climate Action Roadmap 2024. A discussion ensued on reaching the targets set out in legislation. Mr. Pat McCormick referenced no allowance for a change in use or activity since the base year and future years. The VP SCD referenced a Register of Opportunities along with an overview of potential competitive funding by the HEA. The need for a more stable funding source was also discussed.

Ms. Anna Shakespeare spoke of the EU Corporate Sustainability Reporting Directive and the potential to use these frameworks as part of our endeavours.

The Chair requested the Climate Action Manager to present to Governing Body at a future meeting. The VP SCD referenced a recent presentation to Department of Further and

Higher Education, Research, Innovation and Science (DFHERIS) and would schedule same with the Secretary.

The Governing Body approved the updated Climate Action Roadmap 2024.

Proposed by: Ms. Antoinette Rourke

Seconded by: Mr. Pat McCormick

Sustainability Policy & Structure

The VP SCD provided an overview of the structures in place across the campus along with the purpose of this policy.

The Governing Body approved the Sustainability Policy.

Proposed by: Ms. Antoinette Rourke

Seconded by: Mr. Pat McCormick

The VP SCD left the meeting at 11:24.

G.315.7 Finance Committee

Minutes F002 dated 7 June 2024

The Minutes F002 dated 7 June 2024 were noted.

The Finance Committee Chair provided a verbal update of the main points arising from a meeting on 11 July 2024, to include the performance of the Institute against financial projections.

A discussion ensued on the funding of pay awards and growth within the apprenticeship offering nationally and within the Institute. The VP FRD drew members attention to the percentage of income allocated to pay which is currently outside sector norms.

Budgeting & Forecasting Policy

The purpose of this policy is to outline the budgeting and forecasting process in order to ensure transparency and that all parties involved are aware of their responsibilities.

The Governing Body approved the Budgeting & Forecasting Policy, in line with the recommendation from the Finance Committee.

Proposed by: Mr. Pat McCormick

Seconded by: Ms. Ann Marie Lacey

Tenders

3-year contract for insurance brokerage services.

Tender to appoint insurance brokerage services to the Institute for an initial period of three years. There is an option to extend for a further 12-month period (up to a maximum four years).

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

Proposed by: Ms. Ann Marie Lacey

Seconded by: Dr. Fiona Lawless

3-year contract for website services

Tender to appoint design, development, maintenance and support services of the website (funded via TSAF) for an initial period of 3 years. There is an option to extend for two 12-month periods (up to a maximum of five years).

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

Proposed by: Ms. Ann Marie Lacey
Seconded by: Dr. Fiona Lawless

Supply and delivery of a ground mounted LiDAR Wind Measurement Device

This device is a doppler beam vertical scanning LiDAR that can measure wind speed, direction and turbulence intensity up to 300 m above ground level. This is a mobile device, to be hosted in DkIT, but deployed at sites around Ireland for projects ranging from single wind turbine to wind farm scale.

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

Proposed by: Ms. Ann Marie Lacey
Seconded by: Dr. Fiona Lawless

G.315.8 Audit, Risk & Compliance Committee

Minutes of Meeting ARC002 dated 23 April 2024

The Minutes of Meeting ARC002 dated 23 April 2024 were noted.

In the absence of the Audit, Risk & Compliance Committee Chair the VP FRD provided a verbal update of the main points arising from a meeting on 16 July 2024.

Recruitment & Selection Policy

The VP FRD provided members with an overview of the main changes compared to the current process and structures. The VP FRD referenced the HEA Act along with sectoral norms on the composition of interview panels.

Ms. Antoinette Rourke raised queries on consultation with the Industrial Relations forum, the version control and the dates of approval. The VP FRD responded to each of the queries raised. Ms. Rourke wished to have her absention noted.

The Governing Body approved the Recruitment Policy, in line with the recommendation from the Audit, Risk & Compliance Committee.

Proposed by: Ms. Jennifer Brennan
Seconded by: Mr. Paddy Malone

Child Protection

The VP FRD provided an overview of the structures within the Institute along with an overview of changes and enhancements to the processes.

The Governing Body approved the Child Safeguarding Statement & Child Protection Risk Assessment in line with the recommendation from the Audit, Risk & Compliance Committee.

Proposed by: Ms. Jennifer Brennan
Seconded by: Ms. Anna Shakespeare.

G.315.9 Academic Council

Minutes of Meeting 193 dated 24 May 2024

The Minutes of Academic Council No. 193 dated 24 May 2024 were noted.

Motion 194.17 from Academic Council meeting on 20 June 2024

The President drew members attention to the outcome of a disciplinary process that resulted in the expulsion of three students.

G.315.10 AOB

Ms. Antoinette Rourke advised members of the Louth Volunteer Focus group and the involvement of DkIT students in same.

Mr. Pat McCormick advised members of an event this afternoon where the first graduates of a Civil Engineering programme in DkIT 50 years ago were returning to campus.

Ms. Anna Shakespeare requested an update on Planning & Strategy workshops. The President advised there would be no separate meetings apart from those in the calendar/diaries (24 September, 23 November).

Bereavements

Recent bereavements were noted and minutes silence held.

Meeting concluded at 12:48.

**Prof. Thomas Collins
Chair of the Governing Body**

Date: 23 July 2024