

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON TUESDAY 27 FEBRUARY 2024 @ 10.00**

**BOARDROOM, T.K. WHITAKER BUILDING & TEAMS**

**Present in the Boardroom**

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Ann Marie Lacey	left at 10:55
Ms. Antoinette Rourke	
Mr. Bill Sweeney	
Ms. Ciara O'Shea	left at 12:00
Mr. Eoin Clarke	
Mr. Fergus Grimes	
Ms. Holly Lambe Sally	
Mr. Patrick McCormick	
Mr. Richard Hanlon	

**Present via TEAMS**

Dr. Jennifer Brennan	joined at 10:55
Ms. Anna Shakespeare	
Mr. Patrick W. Malone	joined at 10:19

**Apologies:**

Dr. Fiona Lawless  
Mr. Mark Lee

**In attendance for all agenda items in the Boardroom:**

Mr. Hugh Nolan	Vice President Finance, Resource and Diversity / Secretary to the Governing Body
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**In attendance for agenda points 5 & 6 (joined at 10.30 and left at 11.28)**

Dr. Edel Healy	Head of School of Health & Science
Prof. Fergal McCaffery	Head of School of Informatics & Creative Arts

**In attendance for agenda points 8 & 9 (joined at 11.30 and left at 12:12)**

Ms. Irene McCausland	Vice President for Strategic Planning, Communications and Development (" VP SCD")
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The meeting commenced at 10:02.

## **Declarations of Interest**

Nil

### **G.311.1 Draft Minutes of Meeting G310 held on 31 January 2024**

The Draft Minutes G310 dated 31 January 2024 were approved.

**Proposed by: Bill Sweeney**

**Seconded by: Richard Hanlon**

### **G.311.2 Matters Arising**

None.

### **G.311.3.1 President's Report & Personnel Report (tabled at meeting)**

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

The Chair referenced and welcomed an increase in the RGAM for the 2024.

Ms Antoinette Rourke queried a programme validation referenced in the President's Report, the President responded.

Recent appointments and progressions were noted by Governing Body.

### **G.311.4 Audit, Risk & Compliance (ARC) Committee**

Minutes of Meeting 237 held on 31 October 2023

The Minutes of FAR Meeting 237 held on 31 October 2023 were noted.

The Audit, Risk & Compliance (ARC) Chair provided a verbal update of the main points arising from the meeting on 20 February 2024.

#### Terms of Reference

The ARC Committee adopted the updated the Terms of Reference to encompass the requirements of the Code of Governance, and recent correspondence / guidance from the HEA.

The Governing Body approved the Terms of Reference.

**Proposed by: Ciara O'Shea**

**Seconded by: Fergus Grimes**

Annual Governance Statement for the year ended 31 August 2023

The ARC Committee adopted the Annual Governance Statement for the year ended 31 August 2023 and recommending it to Governing Body.

The Governing Body approved the Annual Governance Statement for the year ended 31 August 2023.

**Proposed by: Paddy Malone**

**Seconded by: Ciara O'Shea**

Charity Governance Code Compliance Record for the year ended 31 August 2023

All Governing Body members with the exception of the President, staff and student members of the Institute are deemed to be Trustees for the purposes of the Charities Act 2009.

The ARC Committee adopted the Charity Governance Code Compliance Record for the year ended 31 August 2023.

The Governing Body approved the Compliance Record for the year ended 31 August 2023

**Proposed by: Anna Shakespeare**

**Seconded by: Paddy Malone**

Dr. Healy and Prof. McCaffery joined the meeting at 10:30.

**G.311.5 School of Health & Science**

Dr. Edel Healy, Head of School of Health & Science, provided a presentation on the School.

Q&A followed.

**G.311.6 School of Informatics & Creative Arts**

Prof. Fergal McCaffery Head of School of Informatics & Creative Arts provided a presentation on the School.

Q&A followed.

Dr. Healy and Prof. McCaffery left at 11.28 and Ms. McCausland (VP SCD) joined at 11.30.

**G.311.7 Land & Building Committee**

**Minutes of Meeting L&B32 dated 31 October 2023**

The Minutes of Meeting L&B32 held on 31 October 2023 were noted.

The President (in the absence of Ms. Ann Marie Lacey) provided a verbal update of the main points arising from the meeting on Monday, 19 February 2024.

Terms of Reference

The Land & Buildings Committee adopted the updated the Terms of Reference to encompass the requirements of the Code of Governance, and recent correspondence / guidance from the HEA.

The Governing Body approved the Terms of Reference.

**Proposed by: Ciara O'Shea**

**Seconded by: Bill Sweeney**

**G.311.8 Strategic Plan 2024-2028 (Draft)**

The VP SCD provided a verbal follow-on update on the preparation of the Strategic Plan 2024 – 2028. This update is further to those provided at the December and January meetings.

The Governing Body approved the Draft Strategic Plan 2024 – 2028, subject to any observations received from stakeholders (deadline for submitting observations 27 February 2024).

**Proposed by:** Ciara O’Shea  
**Seconded by:** Richard Hanlon

**G.311.9 System Performance Framework (Draft)**

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

The Systems Performance Framework sets out parameters under which higher education institutions will set out their unique contribution to the achievement of national strategic priorities and outcomes, as appropriate to their mission, scale, location, and strategic plan. The Institute have identified performance objectives under each of the four pillars of the framework – Teaching & Learning, Research & Innovation, Access & Participation, and Engagement.

The Chair queried the capacity of the Institute to gather and analyse data. The VP SCD spoke of the need to recruit a Data Analyst, currently being recruited under N-TUTORR.

A discussion ensued on retention, including DkIT’s performance against national trends. Ms. Antoinette Rourke and Mr. Pat McCormick provided an update on work currently underway and the need for additional analysis of existing data.

Ms. Anna Shakespeare noted the congruence between the strategy, the KPIs therein, and the systems performance framework. Ms. Shakespeare also queried reporting of progress on the Strategic Plan.

The VP SCD advised reporting on the performance framework will take place annually with bi-annual updates on the progress achieved in the implementing of the Strategic Plan.

Governing Body noted a final framework will not be available until June 2024, once it has been finalised with the HEA.

**G.311.10 Seal**

The Institute seal was assigned to the following and the Governing Body noted.

<b>Project /Company</b>	<b>Date Used</b>
Leasing document for Finotor Ltd x 2	30/01/24
Leasing document for Digital Design and Consultancy Ltd x 2	30/01/24
Leasing document for Walls Construction x 2	30/01/24

**G.311.13 AOB**

Cross Border Conference

Mr. Paddy Malone referenced a Cross Border Conference on the 8 March 2024 and will forward further details to the Secretary to circulate to GB.

**Bereavements**

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

**Meeting concluded at 12:17.**

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

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**Date**