

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 30 JANUARY 2024 @ 10.00

BOARDROOM, T.K. WHITAKER BUILDING

Present in the Boardroom

Prof. Thomas (Tom) Collins Chair
Dr. Diarmuid O’Callaghan President
Ms. Ann Marie Lacey
Ms. Antoinette Rourke
Mr. Bill Sweeney
Ms. Ciara O’Shea
Mr. Eoin Clarke
Mr. Fergus Grimes
Dr. Fiona Lawless
Ms. Holly Lambe Sally
Mr. Mark Lee
Mr. Patrick W. Malone
Mr. Patrick McCormick
Mr. Richard Hanlon

Apologies:

Dr. Jennifer Brennan
Ms. Anna Shakespeare

In attendance for all agenda items in the Boardroom:

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

In attendance for agenda points 3, 4 & 5 (joined at 10:02 and left at 11.50)

Ms. Irene McCausland Vice President for Strategic Planning,
Communications and Development (“VP SCD”)

In attendance for agenda point 7 (joined at 11.50 and left at 12.11)

Dr. Patricia Moriarty Head of School of Business & Humanities

The meeting commenced at 10:02.

Ms. Irene McCausland joined the meeting at 10:02.

Declarations of Interest

Nil

G.310.1 Draft Minutes of Inaugural Meeting G309 held on 12 December 2023

The Draft Inaugural Minutes G309 dated 12 December 2023 were approved.

Proposed by: Ms. Ciara O'Shea

Seconded by: Mr. Bill Sweeney

G.310.2 Matters Arising

None.

G.310.3 Strategic Plan 2024 - 2028

The VP SCD shared a copy of the Draft Strategic Plan on screen, as uploaded to Quick Minutes. This plan is coming forward after initial consultation sessions with staff, students and stakeholders.

The VP SCD provided an overview of the high-level themes for the development of the plan. The plan is founded in a partnership for growth with staff, students, employers and key stakeholders. The needs of the student are central within the strategy.

The VPSCD overviewed the vision, mission and values and provided an overview of each strategic pillar, strategic enabler and strategic theme.

A Q&A session ensued.

The Chair thanked Ms McCausland and requested members to provide feedback.

Ms Lacey congratulated the VP SCD and Executive Board and welcomed the student being front and centre of the Strategic Plan. It was evident the plan was drafted from a collaborative process acknowledging the changing landscape of higher education.

Mr. Malone spoke of the M1 corridor and welcomed the focus on the lifecycle of the student including the development of an alumni. Mr. Malone also spoke to Northern Irish students and the need to grow recruitment from Northern Ireland.

Ms. Rourke echoed the comments of others drawing member's attention to the work ready nature of graduates and stressed the need to remain cognisance of our history, starting out as a Regional Technical College. Ms Rourke welcomed the further to higher education set out in the plan and its general sense of direction.

Mr. Clarke welcomed the need to further strengthen connection with Northern Ireland and to recruit more students from across the border. He also welcomed university status as an end goal and this is significant for students.

Mr Hanlon advised in his opinion the plan was strong and coherent. It is also crisp in pointing towards a 'North Star'. It is inspiring to stakeholders with sufficient ambition whilst also being achievable and realistic. He did stress this is a plan first and foremost and there will be change as we work through its implementation. To that end Mr. Hanlon referred to the ownership of various KPIs and Actions Plans referenced in Appendix 1.

Dr Lawless welcomed the plan advising it will be an important tool as part of the Programmatic Review process whilst also being clear in its direction.

The Chair referenced the number of research students advising this is impressive when compared to the sector, whilst also acknowledging the challenges in maintaining and creating a pipeline of students going forward. The Chair also stressed cross border access and this was important given the Institute's location.

VP SCD addressed some queries members had around level 6 programmes, micro credentials, internationalisation, a connected region and the DkIT Brand.

The President drew members attention to the HEA Act and the requirement to consult with a range of stakeholders. The Governing Body requested consultation with the following entities:

- Minister for Further & Higher Education, Research, Innovation & Science
- Minister for Finance
- Minister for Enterprise, Trade and Employment of Ireland
- Minister for Climate Action, Communication Networks and Transport.
- Dr. Alan Wall, Chief Executive Officer, HEA,
- Students or Student Union of the college.
- The members of the staff of the college or the trades union or staff associations of those members of staff.
- Academic Council
- Chief Executive Officer, Louth Meath Education and Training Board
- Chief Executive, Cavan and Monaghan Education and Training Board
- Chief Executive, Louth County Council
- Chief Executive Officer, Cavan County Council
- Chief Executive Officer, Monaghan County Council
- Meath County Council
- Northern Ireland Department of Education Minister

The Governing Body approved the Draft Strategic Plan 2024 – 2028 for consultation with the above parties.

Proposed by: Mr. Bill Sweeney

Seconded by: Ms. Ann Marie Lacey

G.310.4

Property Matter

The Secretary to the Governing Body requested members to be conscious of any perceived or actual potential conflict of interest on this matter. No member declared any such conflict of interest.

The VP SCD provided an overview of an ongoing confidential property matter.

Following a discussion, the Governing Body requested a business case be prepared in line with the preferred option to be considered by the Executive. Any tendering process, or procedure set out in Circular 2017/16, will be adopted.

**G.310.5 Capital Projects:
Governance, Management and Financial Controls Procedures Framework for
Capital Works Projects**

VP SCD provided an overview of the document included in members packs.

The Governing Body approved the Framework.

Proposed by: Paddy Malone
Seconded by: Ann Marie Lacey

Ms. Irene. McCausland left the meeting at 11:50.

Dr. Patricia Moriarty joined the meeting at 11:50.

G.310.6 School of Engineering

Deferred.

G.310.7 School of Business & Humanities

Dr. Patricia Moriarty, Head of School of Business & Humanities provided an overview of the school.

Q&A followed the presentation.

Dr. Moriarty left at 12.11.

**G.310.8.1 Executive Board's Activity Report & Personnel Report
Personnel Report (tabled at meeting)**

The President advised that he is still refining the report and is trying to ensure that Governing Body are being made aware of both key strategic and operating issues. The President provided a verbal update on the report tabled at the meeting.

Recent appointments and progressions were noted by Governing Body.

G.310.9 Subcommittee Members:

The Secretary to Governing Body advised members subcommittees have been constituted based on members skills base competency and experience. Requests from a number of members were also considered and accommodated wherever possible.

These attributes needed to be balanced with gender and subcommittee membership may need to be reviewed when ministerial appointments are advised.

Finance Committee:

Mr. Paddy Malone	Chair
Dr. Diarmuid O'Callaghan	President
Mr. Bill Sweeney	
Ms. Ciara O'Shea	
Dr. Fiona Lawless	
Mr. Eoin Clarke	

Audit, Risk & Compliance:

Mr. Bill Sweeney Chair
Ms. Ann Marie Lacey
Mr. Richard Hanlon
Ms. Anna Shakespeare

Land & Buildings

Ms. Ann Marie Lacey Chair
Dr. Diarmuid O'Callaghan President
Dr. Jennifer Brennan
Ms. Antoinette Rourke
Mr. Mark Lee

Nominations

Ms. Anna Shakespeare Chair
Mr. Bill Sweeney
Prof. Tom Collins

EDI

Dr. Jennifer Brennan Chair
Dr. Diarmuid O'Callaghan President
Dr. Fiona Lawless
Ms. Holly Lambe Sally
Mr. Fergus Grimes
Mr. Pat McCormick

The Governing Body approved the appointment of members to the subcommittees.

Proposed by: Ms. Ann Marie Lacey
Seconded by: Mr. Richard Hanlon

G.310.10**Programme Fees**

The Executive Board approved programme fees for 2023/24 and onwards at their meeting on Wednesday 10 January 2024.

Governing Body approved these fees in line with the proposal of the Executive.

Proposed by: Mr. Bill Sweeney
Seconded by: Ms. Ciara O Shea

G.310.11 Seal

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

Project /Company	Date Used
Lease of Ice Dome with Leinster Tennis - seal assigned to the following documents: 1. Lease between Dundalk Institute of Technology (Landlord) and Tennis Ireland Company Limited by Guarantee (Tenant). 2. Licence for works between Dundalk Institute of Technology and Tennis Ireland Company Limited by Guarantee.	14 December 2023
Letter of Acceptance re. McKeon Contech Ltd re. North Building Room and M&E Services Upgrade at Dundalk Institute of Technology including Duke McCaffery Volume B – Tender and Schedule North Building Roof & M&E Services Upgrade Works Dundalk Institute of Technology.	11 January 2024

G.310.12 HEA Oversight Agreement 2024

The HEA Oversight Agreement sets out the broad governance and accountability framework required of DkIT by the HEA. It sets out the key responsibilities which form the basis of the relationship between the HEA and DkIT.

The Governing Body adopted the Oversight Agreement.

Proposed by: Ms. Ann Marie Lacey

Seconded by: Mr. Pat McCormick

G.310.13 AOB**Bereavements**

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

Meeting concluded at 12:48

Prof. Tom Collins
Chair of the Governing Body

Date