

MEETING OF THE GOVERNING BODY

TUESDAY 27 MAY 2025 FROM 10:00am

IN THE BOADROOM, T.K. WHITAKER BUILDING

Participants:

Prof. Thomas (Tom) Collins Chair
Dr. Diarmuid O'Callaghan President
Ms. Anna Shakespeare
Ms. Ann Marie Lacey
Ms. Antoinette Rourke
Ms. Ciara O'Shea
Dr. Fatima Hamroush
Mr. Gerard O'Brien
Ms. Madeleine Thornton
Mr. Patrick W. Malone
Prof. Paul Moynagh
Ms. Paula McCaul
Mr. Richard Hanlon
Mr. Tommy Fanning

Apologies:

Dr. Jennifer Brennan
Mr. Martin Long
Ms. Tobi Bewajii
Dr. Edel Healy

Non-attendance:

Ms. Holly Lambe-Sally

Attending:

All agenda points:

Ms. Caroline Pigott Vice President for Finance and Corporate Affairs
Ms. Valerie Ward President's Office

Declarations of Interest

None.

**G.321.1 Draft Minutes of Meeting G320 held on Thursday 20 March 2025
Draft Minutes of Meeting G320(a) held on Tuesday 29 April 2025
Draft Minutes of Meeting G320(b) held on Thursday 1 May 2025**

Draft Minutes of Meeting G320 held on Thursday 20 March 2025

The Draft Minutes of Meeting held on 20 March 2025 were approved.

Proposed by: Ann Marie Lacey

Seconded by: Tommy Fanning

Draft Minutes of Meeting G320(a) held on Tuesday 29 April 2025

The Draft Minutes of Meeting held on Tuesday 29 April 2025 were approved.

Proposed by: Madeleine Thornton

Seconded by: Gerard O'Brien

Draft Minutes of Meeting G320(b) held on Thursday 1 May 2025

The Draft Minutes of Meeting held on Thursday 1 May 2025 were approved.

Proposed by: Ciara O'Shea

Seconded by: Richard Hanlon

G.321.2	Matters Arising
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None.

G.321.3	President's Report Executive Board's Report & Personnel Report
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Briefing Note relating to adjustment of Interim Arrangements

The President walked through a specific briefing note relating to adjustment of interim arrangements. The proposal is for the Secretary to the Governing Body to be assigned to Ms. Caroline Pigott, Vice President for Finance and Corporate Affairs with effect today (27 May 2025).

The Chair and President wished to convey their appreciation to Dr. Edel Healy as interim Secretary to the Governing Body in addition to her portfolio since January 2025.

The Governing Body agreed with the proposal presented.

Proposed by: Paula McCaul

Seconded by: Gerard O'Brien

Equality Diversity and Inclusion

The responsibility as Equality Diversity and Inclusion champion was assigned to Dr. Breda Brennan, Head of School of Engineering on an interim basis in January 2025.

The President informed Governing Body that he has assigned responsibility for Equality Diversity and Inclusion as an additional responsibility to Ms Caroline Pigott, Vice President for Finance & Corporate Affairs until further notice. This assignment is effective from 16 May 2025.

The President conveyed his appreciation to Dr Breda Brennan who took on the role in this interim period as well as Head of School of Engineering.

President's Report & Personnel Report

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

Recent appointments and progressions across the Institute noted.

G.321.4 Strategy Day Reflection

The Chair outlined his reflections from the Strategy Day on the 20 March 2025.

The Chair asked members who participated at the Strategy Day on the 20 March 2025 for their reflections.

Discussion ensued.

A number of areas covered were culture; climate change; update brief on DkIT – MU strategy. Student Union discussed plans for running a campaign involving both students and staff in relation to culture within the Institute.

Follow up strategy session to be held in the autumn of 2025.

G.321.5 Governance Ireland Final Report February 2025

Final External Evaluation of the Governing Body Final Report 2025

The Final Report from Governance Ireland for External Evaluation of the Governing Body dated February 2025 was noted.

The Governing Body focused on the recommendations outlined on pages 25 and 26. The President went through the recommendations and a discussion ensued on the recommendations.

Follow through actions will be implemented in the next academic year.

G.321.6 Finance Committee

a) Minutes

The Draft Minutes of Meeting held on 11 March 2025 were noted.

The Finance Chair provided a verbal update on Finance meeting dated 13 May 2025 noting the following:

- DkIT Sport Ltd – financial outcome noted and Finance Chair proposed for the accounts to be noted by the Governing Body from point of view of consolidation.
- DkIT Connect DAC – Accounts for noting by Governing Body from point of view of consolidation.

b) Letter of Representation

The C&AG requested an addition to the Letter of Representation.

The Finance Committee approved the Letter of Representation and recommended for approval by Governing Body, subject to any queries or clarifications.

The Governing Body approved the Letter of Representation.

Proposed by: Gerard O'Brien

Seconded by: Anna Shakespeare

c) Tenders

Memo GP Services Tender Clermont Health Email

The Tender to appoint a GP for Student Services approved via email by the President and the Finance Chair and noted at the Finance meeting on the 13 May 2025 and recommend for Governing Body to note.

The Governing Body noted GP Services Tender awarded to Clermont Health.

Memo eTender for Mobile Digital Lab

The eTender to appoint a supplier to provide a customised Mobile Digital Lab as part of the PEACEPLUS Mini Digi Hubs project. This capital equipment investment is part of a successful award of the PEACE+ Mini DigiHubs project.

The Finance Committee noted these tenders previously approved and recommend for noting at Governing Body.

The Governing Body noted Tender for Mobile Digital Lab.

Government Body scheme of delegation to be recirculated at next Governing Body meeting for information.

d) Draft Financial Statements for the year ended 31 August 2024

The Governing Body approved the Financial Statement for the year ended 31 August 2024, in line with the recommendation from the Finance Committee.

Proposed by: Richard Hanlon

Seconded by: Paul Moynagh

G.321.7 EDI Committee

a) Minutes EDI012 dated 21 November 2024

The Minutes of Meeting held on 21 November 2024 were noted

b) Terms of Reference

The enclosed Terms of Reference are those adopted by the Committee and in line with the Terms of Reference these should be reviewed on an annual basis

The EDI Committee reviewed the enclosed Terms of Reference at their meeting on 28 March 2025 and recommended for approval by the Governing Body, subject to any queries or clarifications.

The Governing Body approved the EDI Terms of Reference.

Proposed by: Gerard O'Brien

Seconded by: Ciara O'Shea

G.321.8 Academic Council Meeting

Minutes of Academic Council no 196 dated 22nd November 2024

The Minutes dated 22 November 2024 were noted.

Minutes of Academic Council No 197 dated 21 February 2025

The Minutes dated 21 February 2025 were noted.

Minutes of Academic Council No 198 11 April 2025 dated

The Minutes dated 11 April 2025 were noted.

G.321.9 Land & Buildings Committee

Ms. AnnMarie Lacey, Chair Land & Building committee provided a verbal update on meeting held on the 19 May 2025.

- a) Minutes of Meeting L&B37 dated 28 January 2025
The Minutes of meeting dated 28 January 2025 were noted.

Minutes of Meeting L&B38 dated 19 March 2025
The Minutes of Meeting dated 19 March 2025 were noted.

- b) Terms of Reference
The enclosed Terms of Reference for Land & Buildings Committee was adopted at their meeting on the 19 May and are recommending for approval by the Governing Body, subject to any queries or clarifications.

The Governing Body approved the Land & Buildings Terms of Reference.

Proposed by: Ciara O'Shea
Seconded by: Anna Shakespeare

- c) DkIT Environmental Data Report 2024
The L&B Committee reviewed the enclosed DkIT Environmental Data Report at their meeting on 19 May 2025 and recommend for noting by Governing Body. The Governing Body noted the DkIT Environmental Data Report 2024.

- d) HEA letter dated 12 December 2024
The Land & Building Committee were updated on the above letter re Dundalk Institute of Technology – Bothar Maol at their meeting on 19 May 2025 and recommend for noting by Governing Body.

The Governing Body noted the HEA letter dated 12 December 2024 re Bothar Maol.

The L&B Committee Chair gave recognition to Ms Irene McCausland VP of Strategic Planning, Communications and Development and her team given the tight timelines relating to capital works submission and appointment of Capital Manager who will take up post on 30 June.

G.321.10	AOB	None
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Mr. Tommy Fanning requested AI is put on a future agenda.

Meeting concluded at 12:35.

Prof. Thomas Collins
Chair of the Governing Body