

MINUTES OF MEETING OF THE GOVERNING BODY

TUESDAY 30 SEPTEMBER 2025 @ 10:00

BOARDROOM, T.K. WHITAKER BUILDING & MS TEAMS

Participants:

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Ann Marie Lacey	
Ms. Antoinette Rourke – online via MS Teams	
Ms. Ciara O'Shea	
Dr. Fatima Hamroush	
Mr. Gerard O'Brien	
Dr. Jennifer Brennan	
Ms. Madeleine Thornton	
Mr. Patrick W. Malone	
Prof. Paul Moynagh	
Mr. Richard Hanlon	
Mr. Tommy Fanning	
Ms. Tobi Bewaji	
Mr. Pat Mc Cormick	
Ms Paula McCaul	

Apologies:

Ms. Anna Shakespeare
Mr. Martin Long
Mr. Rosheen Hornby

Attending:

All agenda points:

Ms. Caroline Pigott	Secretary to the Governing Body and Vice President for Finance & Corporate Affairs ("Secretary" / "VP FCA")
Ms. Valerie Ward	President's Office

Agenda Point 3 joined the meeting at 10:10 and left at 10:45

Ms. Siobhan Molloy	Ending Sexual Violence and Harassment Prevention and Response Manager
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Agenda Point 4 joined the meeting at 10:45 and left at 11:59

Dr Breda Brennan	Head of School of Engineering
Dr Sheila Flanagan	Vice President for Academic Affairs & Registrar
Dr Edel Healy	Executive Project Lead

Dr Moira Maguire	Head of School Health & Science
Dr Patricia Moriarty	Head of School Business & Humanities
Prof Fergal McCaffery	Head of School of Informatics & Creative Arts
Ms Irene McCausland	Vice President of Strategic Planning, Communications and Development
Mr Aidan Browne	Head of Innovation & Business Development
Mr Tim McCormack	Head of Research and Graduate Studies
Ms Noreen Carney	International Office

Meeting commenced at 10:02 a.m.

Declarations of Interest

None.

G.322.1 Draft Minutes of Meeting (G321) dated 27 May 2025

The Draft Minutes of Meeting G321 held on 27 May 2025 were approved.

Proposed by: Ms. Ann Marie Lacey

Seconded by: Ms. Madeleine Thornton

G.322.2 Matters Arising

None

G.322.3 Presentation from Siobhan Molloy, Ending Sexual Violence and Harassment Prevention and Response Manager

Ms Siobhan Molloy, Ending Sexual Violence and Harassment Prevention and Response Manager, joined the meeting to give a presentation to Governing Body on training and events that took place in the Institute.

Ms Molloy outlined that DkIT is actively working to implement the Framework for Consent in HEIs: Safe, Respectful, Supportive and Positive: Ending Sexual Harassment in Irish Higher Education Institutions and learning from the recommendations in THEA's Promoting Consent and Preventing Sexual Violence.

Ms Molloy also presented on behalf of DkIT Campus watch a draft plan on: **"DkIT Campus Safe4All Initiative"** and outlined the following points: -

Purpose of initiative:

To foster a respectful, inclusive, and safe campus environment free from antisocial behaviour, where all students and staff can flourish academically, socially, and personally.

Vision:

To create a campus culture in which antisocial behaviour is actively prevented, safely addressed, and where diversity, inclusion, dignity, and respect are at the heart of DkIT life.

Objectives:

- Prevent and reduce incidents of antisocial behaviour.
- Support those affected by antisocial conduct.

- Promote awareness, education, and proactive engagement.
- Strengthen reporting and response mechanisms.
- Encourage shared responsibility for community wellbeing.

Q&A ensued.

On behalf of the Governing Body, the Chair thanked Ms Molloy for her informative presentation.

G.322.4 HEA Self-Evaluation Report 2024-2025

Ms. Irene McCausland, Vice President of Strategic Planning, Communications and Development (VP SCD) presented a summary of the HEA Self Evaluation Report.

This Self-Evaluation Report forms the basis of the HEA's assessment of the strategic performance of the institution with respect to the objectives and targets set in the Performance Agreement established between the Higher Education Authority (HEA) and Dundalk Institute of Technology (DkIT) in accordance with the System Performance Framework 2024–2028.

The HEA will engage with members of the Executive Board on the 20 November 2025.

Q&A ensued.

On behalf of the Governing Body, the Chair thanked the VP SCD and members of the Executive Board and other staff members in attendance for their input into the Self Evaluation Report. On behalf of the Governing Body, the President acknowledged that the performance achieved is a reflection of the work of all staff across the Institute.

The Executive Board and other staff members left the meeting at 11:59 am.

G.322.5 President's Report & Personnel Report

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

The Governing Body were informed that the President is a Director of Technological Universities Association (TUA).

The Governing Body was informed of the upcoming retirement of Mr. Gerald O'Driscoll, HR Manager. The HR Manager's work to date and invaluable contribution to the Institute was commented on by Governing Body members.

Recent appointments and progressions across the Institute were noted.

G.322.6 Finance Committee

a) Minutes dated 13 May 2025

The Finance Minutes dated 13 May 2025 were noted.

Minutes dated 09 June 2025

The Finance Minutes dated 9 June 2025 were noted.

The Finance Chair and Vice President for Finance & Corporate Affairs provided a verbal update on Finance meeting dated 23 September 2025.

b) Tenders

The Finance Committee approved the tenders and recommending the following tenders to Governing Body for noting.

- Minor Works Devolved Grant allocation for work over the summer – Stage 2. These works are set out in the Stage 2b Summary Report. There were 4 tenders received and the tender was awarded to McKeons at a cost of €782,677 (excluding VAT).

The Governing Body noted the tender.

- Project Management Services (PMS) (for North & South Buildings and apprenticeship fit out) HEA require same PMS for both projects. 8 tenders were evaluated and the tender was awarded to Duke McCafferry Consultants at a cost of €242,500 (excluding VAT).

The Governing Body noted the tender.

- Quantity Surveying Services - 5 tenders evaluated and the tender was awarded to WH Stephens at a cost of €152,674 (excluding VAT).

The Governing Body noted the tender.

- Heating Boilers South Building - 5 tenders were evaluated and the tender was awarded to Phoenix Mechanical at a cost of €304,181 (excluding VAT). Details of boiler warranty provided to Governing Body.

The Governing Body noted the tender.

- The Overall Project Cost Reconciliation was prepared in March 2025 in respect of the STEM Building & Fabric Upgrade Works projects at DKIT; this Stage 2c Pre-Tender estimate relates to the North and South Facades with Labs element of the scheme only. The Finance committee was advised that the original costings of these works has increased from €18 million to €33 million, given current market and prices.

The Governing Body noted the tender update.

- Sports Kit & Leisurewear tender was awarded to O'Neill Sports and the value is €138,000 over two years ex VAT.

The Governing Body noted the tender.

- Insurance provider tender arranged via Brokerage company Arachas quotes sought from 4 companies in the market and IPB was awarded the tender.

The Governing Body noted the tender.

- Cyber Insurance (new policy) is to be awarded to CFC.

The Governing Body noted the tender.

c. Bank Mandate

Memo re Cash Deposits with AIB

The Finance Committee approved the recommendation to increase the sum on 'rolling' deposit for terms of 90 days with AIB from €5m to €7m from September 2025. This increased reinvestment is in line with the guidance of the Institute's Treasury Policy.

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

Proposed by: Dr. Jennifer Brennan

Seconded by: Mr. Gerard O'Brien

Memo re Impact of Higher Education Payroll Shared Services

As part of the Higher Education sector over the past number of years, there has been a transition by third level bodies to shared services for the purpose of payroll processing and payment. This is operated by Higher Education Payroll Shared Services (HEPSS) within the Department of Education. DkIT is currently in the midst of the transition project with a proposed go live date on Thursday 16 October 2025.

The memo from Finance outlines the impact of this shared services move on the Institute's bank process for payroll payments and the Institute's bank mandate.

The Governing Body noted the memo.

d. Fixed Assets Disposal Report

The VP FCA provided an update on the schedule of assets, identified as being disposed, between September 2024 and August 2025.

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

Proposed by: Ms. Ciara O'Shea

Seconded by: Mr. Tommy Fanning

G.322.7 Audit Risk Committee (ARC)

a) Minutes of Meeting ARC 007 dated 03 June 2025

The minutes of meeting ARC007 dated 03 June 2025 were noted.

Mr Richard Hanlon, ARC Chair provided a verbal update on Audit Risk & Compliance (ARC) meeting dated 02 September 2025 which the Controller & Auditor General (C&AG) and Deloitte's Internal Audit Assistant manager separately attended, reporting on their respective areas.

Travel, Subsistence and Expense Policy

The Governing Body was informed that all travel, subsistence and expenses for work completed on behalf of the Institute by a staff member, student or an external stakeholder e.g., Interview Board member, External Examiner, etc., should be claimed directly from the Institute. Where an Institute staff member completes work for/in another Third Level Institution or public body, they will claim from that body directly.

The revised policy includes information on expenses incurred by an employee while working in another public body.

The Governing Body noted the Travel, Subsistence and Expense Policy in line with the recommendation from the Audit Risk & Compliance Committee.

G.322.8 EDI Committee Annual Report

Ms Jennifer Brennan, Chair EDI outlined the EDI Office undertake an annual exercise of collating the diversity of both staff and students across the Institute. The report details staff by academic department, by contract of employment type along with data on the recruitment and selection of various categories of staff. For students the data is presented by general discipline and mode of study.

The annual report was presented to the EDI Committee and adopted at their meeting on 10 June 2025. The report is being recommended to the Governing Body to note.

The Governing Body noted the EDI Annual Report in line with the recommendation from the EDI Committee.

G.322.9 Health & Safety Parent Health & Safety Statement

- a) Memo Annual Overview for the Governing Body 2024**
- b) Evaluation of Compliance Audit Functional Area Safety Committees**
- c) Programme of Works ISMC 2023-2024**

The President referred to the above reports.

The Programme of Works (POW) provides a brief outline of some of the main tasks completed by ISMC (Institute Safety Monitoring Committee), which forms part of the DkIT Occupational Health and Safety Management System. The tasks listed within the POW fulfil our obligations under the Safety, Health and Welfare at Work Act 2005.

The following key activities were undertaken in 2024:

- The DkIT Parent Safety Statement, which includes DkIT's Occupational Health and Safety Policy, was reviewed in consultation with the President and approved by both the ISMC and the Executive Board in January 2024.
- Supporting Ancillary Safety Statements and Risk Assessments were reviewed by each School and Functional Area, as required annually.
- The ISMC held three meetings throughout the year to consult on matters pertaining to health & safety, fulfilling our legal obligations under Section 26 of the Safety, Health, and Welfare at Work Act 2005. Minutes from these meetings have been issued to the President's office.
- The annual evaluation of compliance audit report was completed at the final committee meeting of the year, with inputs from all Functional Area Safety Committees (FASC). The 2024 report, completed by all Schools and Functional Areas, is attached.
- All accidents, incidents, and near misses were recorded and investigated in accordance with DkIT's Accident and Incident Reporting Procedures, with reports submitted to the Health & Safety Authority (HSA) where applicable.
- The H&S budget was received, and allocations were made and spent by all FASC's as per their approved budget submissions.
- Fire drills were carried out twice last year on campus (April & October). Reports were made to the ISMC following each drill.
- All safety-related documentation was made available on the Institute's Web/Safety page for staff to view.

The Governing Body noted the Health & Safety documents presented.

G.322.10 Academic Council Minutes

Minutes of Meeting No. 199 dated 23 May 2025

The Academic Council Minutes No. 199 dated 23 May 2025 noted. Separate Folder now available on Teams Channel.

Minutes of Meeting No. 200 dated 20 June 2025

The Academic Council Minutes No. 200 dated 20 June 2025 noted.

G.322.11 TrustEd Ireland

DkIT TrustEd Ireland Self-Assessment (IEM Application Statement -IEMAS) (post Screening Stage) and Briefing note.

The President briefed members on TrustEd Ireland being the brand name for the International Education Mark (IEM), a new statutory quality mark and part of a suite of legislative measures designed to protect international learners.

The new mark will be awarded to higher education and English language education providers who have demonstrated that they meet national standards to ensure a quality experience for international learners from pre-enrolment through to the completion of their programme of education and training.

This has been completed successfully.

- G.322.12 HEA**
HEA Report on 2025 Budget and Accountability Meetings Higher Education Institutions
The HEA issued the Report on 2025 Budget and Accountability Meetings (redacted). The Governing Body noted the HEA Report and the specific reference to OECD target of 3% of expenditure to be targeted as surplus to be set aside to reserves and lack of borrowing framework for the technological sector.
- G.322.13 Seal**
The President advised the Governing Body of the use of the Institute's seal since the date of the last Governing Body meeting.
- G.322.14 Meeting Dates 2026**
The President referenced the draft schedule dates for Governing Body meetings for the year 2026. Subcommittees meeting dates have been included in this calendar and Finance and EDI subcommittee dates are swapped for May and June 2026.
- The President's Office will re-issue calendar schedule invitations.
- Governing Body Members noted these dates and amendments.
- G.322.15 Code of Conduct Governing Body**
The purpose of the Code is to provide guidance to the Governing Body of Dundalk Institute of Technology in performing their duties as governors.
- Governing Body approved this updated policy.
- Proposed by: Mr. Gerard O'Brien**
Seconded by: Ms Paula McCaul
- G.322.15 AOB**
Bereavements
The President outlined a number of bereavements that have impacted the Institute. The Governing Body offered their condolences to family, staff and students impacted by these bereavements.
- A minute's silence took place.
- G.322.16 Meeting without the Executive Present**
The THEA Code of Governance stipulates the Governing Body should meet at least twice without members of the Executive present. This extends to any member who is employed by the college along with student nominees.
- The Governing Body members met without the Executive present. No minutes were taken. It commenced at 13:00 and finished at 14:00

Prof. Thomas Collins
Chair of the Governing Body