

MINUTES OF MEETING OF THE GOVERNING BODY

TUESDAY 14 JULY 2026 @ 10:00 a.m.

BOARDROOM, T.K. WHITAKER BUILDING

Participants:

Prof. Thomas (Tom) Collins	Chair
Dr. Diarmuid O'Callaghan	President
Ms. Antoinette Rourke	Joined at 10:20
Ms. Ciara O'Shea	
Dr. Fatima Hamroush	
Dr. Jennifer Brennan	
Mr. Kshitiz Mittal (Kayzee)	
Ms. Madeleine Thornton	
Mr. Martin Long	
Mr. Patrick W. Malone	
Mr. Pat McCormick	
Prof. Paul Moynagh	
Mr. Richard Hanlon	
Ms. Rosheen Hornby	
Mr. Tommy Fanning	

Apologies:

Ms. Anna Shakespeare
Ms. Ann Marie Lacey
Ms Paula McCaul

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

Declarations of Interest

None.

G.328.1 Draft Minutes of Meeting (G.327) dated

The Draft Minutes of Meeting G.327 held on 26 May 2026 were approved.

Proposed by: Ms. Ciara O'Shea

Seconded by: Mr. Tommy Fanning

G.328.2 Matters Arising

None.

G.328.3 Advancing DkIT QUB Partnership

The President highlighted the following in his briefing update:-

- Oireachtas Joint Committee on DFHERIS meeting regarding pre-legislative scrutiny of the General Scheme of the Technological Universities All Island University Group (Amendment) Bill 2026 occurred on 10 June 2026. DFHERIS, DkIT and Queen's attended this session, with written submissions from parties including IUA, TUA, DkIT Students' Union.
- Pre-legislative scrutiny report published on 9 July 2026.
- A legislation draftsperson has been assigned within the Office of the Parliamentary Counsel (OPC) to our legislation.
- Joint meeting of DFHERIS, HEA, DkIT and Queen's held in DkIT on 5 June 2026.

Ms. Jennifer Brennan uploaded the link [PLS Report](#) to the group chat for Governing Body during discussions.

The Secretary to the Governing Body shared the recommendations on screen.

G.328.4 President's Report & Personnel Report

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

DkIT represented, as one of two HEIs, at Oireachtas committee meeting on Sexual Violence and Harassment Policies and Procedures on 9 July 2026. [Link to Committee Meeting](#)

Technological Universities Association Budget 2027 submission to be presented to the Minister on 15 July, focusing on investment, policy reform and regional development priorities.

Outstanding capital allocation for insulation and windows in North and South blocks highlighted.

The President gave an overview of recent appointments across the Institute in a new format.

Governing Body agreed to the new format for reporting personnel appointments with details being kept in HR Office and President's Office.

G.328.6 Audit Risk Committee (ARC)

a) Minutes of Meeting ARC011 dated 05 May 2026

The minutes of meeting ARC011 dated 05 May 2026 noted.

The ARC Chair provided a verbal update on the ARC meeting held on 9 July 2026. The Chair began by acknowledging the flexibility of ARC members in rescheduling the meeting from 7 July 2026, when a quorum was not achieved, to 9 July 2026.

It was noted that Deloitte's appointment had been made at a sectoral level, which raised questions regarding the ARC Committee's ability to influence the scope and value of the work undertaken.

The Chair (GB) also enquired about the work of the Research Committee and suggested that a dedicated agenda item on research be included at the September Governing Body meeting.

b) Risk Register Top 30 Risks and Action Plan re Improvement in Timetabling and Teaching Space Management

The ARC Committee reviewed the Risk Register in February 2026. The VP FCA and President provided an overview of the current top 30 risks to the ARC Committee at their meeting on the 09 July.

The Governing Body noted the risk register top 30 risks and action plan re Improvement in Timetabling and Teaching Space Management.

c) Framework & Policies

The ARC Chair provided an overview of the following to the Governing Body.

i. Cyber Incident Response Framework (CIRF)

The CIRF was selected as a foundational framework to handle real-time cybersecurity threats, such as malware infections, phishing attacks, ransomware, and insider threats. These events can disrupt operations, compromise data, and cause reputational harm.

The Governing Body noted the Framework.

Following the brief from the ARC Chair on the policies listed below, the President and Secretary to the Governing Body/ Vice President for Finance & Corporate Affairs responded to a query raised about policies being presented to the social partners i.e. unions.

The ARC Chair confirmed the ARC Committee approved the following policies for adoption at Governing Body today.

ii. AI Working document

The ARC Committee adopted the policy as a working document and recommended for approval by Governing Body.

The Governing Body adopted the AI working document.

Proposed by: Mr. Richard Hanlon

Seconded by: Mr. Tommy Fanning

iii. Clean Desk Policy

The purpose of this policy is to ensure that all information - personal and confidential, whether it is hard copy or soft copy, on a storage device, or a hardware device, is promptly and securely stored or disposed of properly when they are not in use or when the workspace is vacant.

The Governing Body adopted the policy.

Proposed by: Mr. Paddy Malone

Seconded by: Ms. Jennifer Brennan

iv. Child Protection

The aim of this Policy is to promote best practice in child protection within the Institute, and to set out a procedural framework to ensure that: Children are protected, Institute staff and students are equipped to make informed and confident responses to specific child protection issues and Institute management are equipped to make appropriate decisions in the event of specific child protection concerns arising.

The Governing Body adopted the policy.

Proposed by: Mr. Paul Moynagh

Seconded by: Ms. Fatima Hamroush

v. Garda Staff Vetting Policy

To ensure the protection of the public, and justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake these programmes. DkIT, will use the Garda Vetting Unit (GCVU) vetting service to assess the suitability of such applicants, and in some cases, may also require applicants to provide an enhanced disclosure by the completion of an affidavit. Further vetting may be required by external organisations (e.g. HSE) in accordance with their requirements.

The Governing Body adopted the policy.

Proposed by: Ms. Ciara O'Shea

Seconded by: Ms. Jennifer Brennan

vi. CCTV Policy & Procedures

The Institute has developed this CCTV policy to supplement its CCTV Privacy Notice, CCTV Guidance Document and Data Protection Policy. This policy is intended to ensure transparency and accountability in relation to the processing of personal data obtained through CCTV systems.

The Governing Body adopted the policy.

Proposed by: Ms. Fatima Hamroush

Seconded by: Mr. Tommy Fanning

vii. Fraud Policy (Working Document)

The purpose of this policy is to set out the responsibilities of staff and students, and of those working on behalf of the Institute, in observing and upholding the Institutes position on fraud, bribery and corruption.

The Governing Body adopted the policy.

Proposed by: Mr. Paddy Malone

Seconded by: Mr. Tommy Fanning

viii. Digital Signatures & Electronic Approvals

The purpose of this policy is to establish the requirements governing the use of digital signatures and electronic approvals within Dundalk Institute of Technology

(DkIT). This Standard supports secure, legally compliant, and efficient electronic business processes while ensuring the integrity, authenticity, non-repudiation, and evidential value of electronically signed documents and approvals.

The Governing Body adopted the policy.

Proposed by: Mr. Pat McCormick

Seconded by: Mr. Martin Long

The ARC Chair informed the Governing Body that at the next ARC Committee meeting there will be an update on

- IT Project Prioritisation Plan
- Overview of potential AI technologies and
- Quarterly update on Data Protection and Freedom of Information

G.328.6 Academic Council Minutes

Minutes No 205 dated 22 May 2026

The Minutes No 205 dated 22 May 2026 noted by Governing Body.

G.328.7 EDI Committee

a) Minutes dated 24 April 2026.

The Minutes dated 24 April 2026 noted by the Governing Body.

The EDI Chair provided a verbal update on EDI meeting dated 30 June 2026.

b) DkIT Equality Statement

The President presented DkIT Equality Statement as required in our internal control framework for noting by Governing Body.

The Governing Body approved the DkIT Equality Statement.

Proposed by: Ms. Ciara O'Shea

Seconded by: Mr. Pat McCormick

c) EDI Institute Annual Report 2025

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 the 24 April 2026.

The Governing Body noted the annual report.

d) EDI Institute Policy

This policy outlines DkIT's formal commitment to Equality, Diversity and Inclusion so that all members of the institute community experience a positive inclusive environment where everyone is treated with dignity and respect.

The Governing Body adopted the policy.

Proposed by: Ms Fatima Hamroush

Seconded by: Mr Tommy Fegan

e) Dignity and Respect at Work Policy & Procedures

This policy applies to employees of the Institute who have a right to be treated with dignity and respect. The Institute is committed to ensuring that employees can work in a positive and safe environment which is free from all forms of bullying, harassment and victimisation.

The Governing Body adopted the policy.

Proposed by: Mr Richard Hanlon

Seconded by: Mr Paddy Malone

f) Equality Impact Assessment (EIA) incorporating Human Rights

Completing an EIA is mandatory if you are undertaking a major update of an existing policy or creating a new policy. It is not necessary for minor and editorial updates. An EIA is a systematic and evidence-based process which verifies that Institute policies and practices are non-discriminatory, fair and inclusive in meeting the legitimate needs of the diverse groups that make up the Institute community.

The Governing Body adopted the policy.

Proposed by: Ms. Ciara O'Shea

Seconded by: Mr. Richard Hanlon

G.328.8 Governing Body Self-Assessment Evaluation Questionnaire

The THEA Code of Governance Questionnaire was circulated to Governing Body by email on the 06 May 2026 to complete an annual self-assessment of their effectiveness.

The Secretary to the Governing Body and Vice President for Finance & Corporate Affairs provided a summary presentation on the Self-Assessment Evaluation Questionnaire.

Discussion ensued. Two members enquired why there was no section to complete comments after each question. This has been noted and will be included for the next questionnaire.

The President reminded Governing Body to review the THEA Code of Governance on a regular basis which outlines the roles/responsibilities of the Governing Body.

The Chair thanked the Secretary to the Governing Body/Vice President for Finance & Corporate Affairs for her presentation.

G.328.9 Nominations Committee Membership

The Chair in advance of the next Nominations Committee meeting is seeking a replacement and for gender balance a male representative is required. The Chair suggested this representative is selected from external members that are not currently chairs from any subcommittees which are Mr. Tommy Fanning and Mr. Paul Moynagh.

After a brief discussion, Mr. Tommy Fanning was appointed to the Nominations Committee.

G.328.10 Governing Body Student Representative

The incoming President of Student Union is not eligible on the Governing Body having filled two terms as student representative previously. The Governing Body agreed the third appointment of a student representative for this academic year is to be filled from postgraduate cohort.

The Secretary to the Governing Body/Vice President for Finance & Corporate Affairs will liaise with the Student Union President and Student Union Vice Presidents to seek nominations from postgraduate cohort.

The Chair acknowledged the work and contributions of the student members whose terms on the Governing Body had come to an end and on behalf of the Governing Body thanked them for their dedicated service.

G.328.11 AOB

Bereavements

Recent bereavements noted and a minute's silence took place.

The meeting was followed by Governance Ireland Training at 13:00.

Apologies noted from Anna Shakespeare; AnnMarie Lacey; Paula McCaul.

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

Date: 14 July 2026