

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 25<sup>th</sup> March 2021  
**Time:** 10.00am  
**Location:** Microsoft Teams and Boardroom, Galway Campus

**Present:** Mr Cormac MacDonncha (Chair)  
Mr Joe Cunningham  
Dr Orla Flynn (President)  
Cllr Michael Maher  
Mr Gareth Roe  
Cllr Colm Keaveney  
Dr Eleanor Rainsford  
Mr Michael Geoghegan  
Cllr Paul Murphy  
Ms Maureen Walsh  
Ms Proinsias Ní Ghrainne  
Ms Maria Ruddy  
Ms Siobhán Kennedy  
Mr Victor O'Loughlin  
Ms Saidhbh McIntyre  
Ms Mary McGinley  
Mr Tom Grady  
Mr David Leahy

**In Attendance:** Mr Jim Fennell, Secretary / VP for Finance & Corporate Services  
Dr Michel Hannon, VP for Academic Affairs and Registrar  
Dr Rick Officer, VP for Research, and Innovation  
Ms Fiona Faherty, Meeting Secretary  
Ms Brid Prendergast and Ms Edel O'Connor (Agenda Item 7.0)  
Mr David Lee, Buildings & Estates Manager, (Agenda Item 6.0)

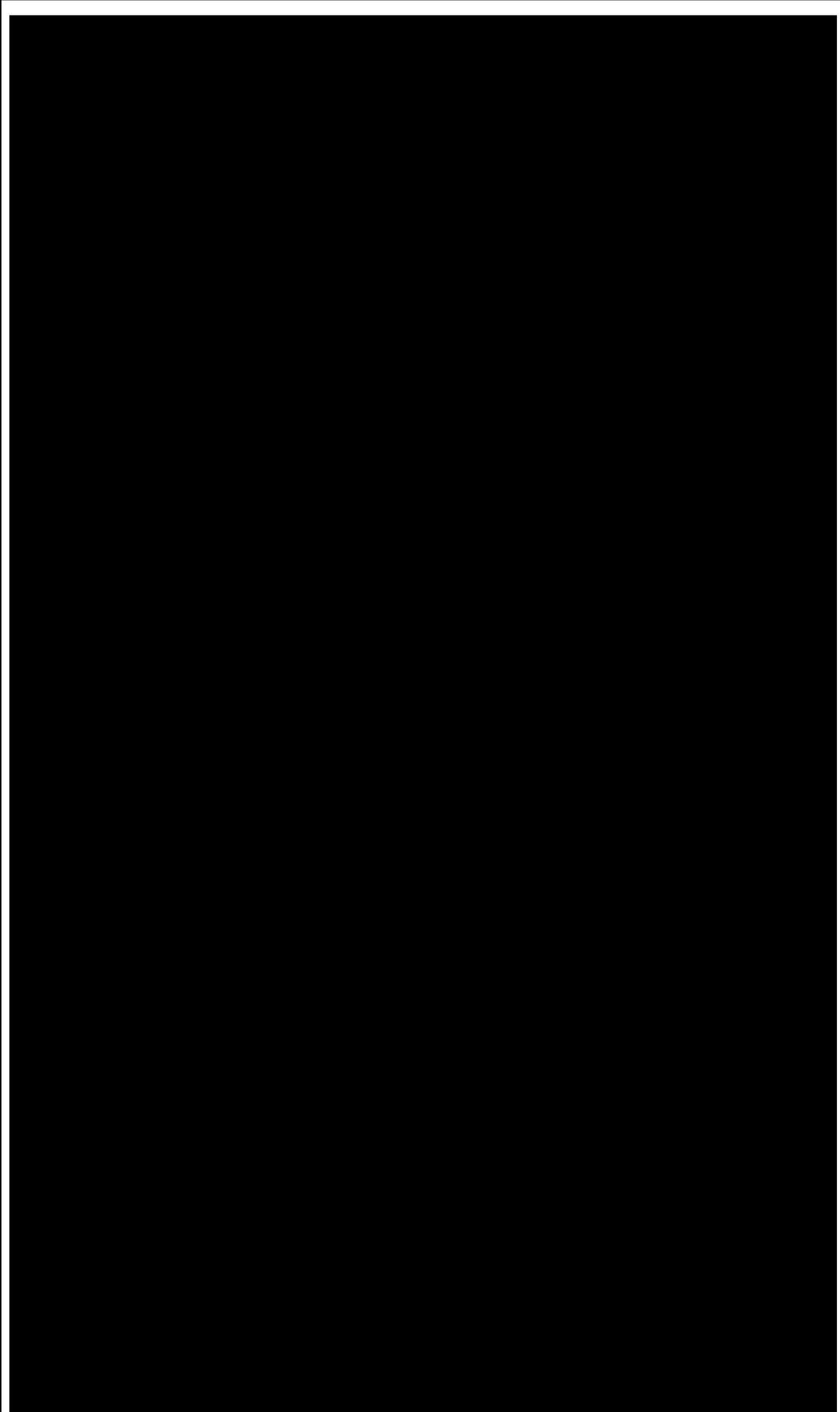
**Apologies:** Cllr Terry O'Flaherty

<b>1.0 Declaration of Conflict of Interest with Agenda Items</b>	<b>ALL</b>
There were no conflicts of interest declared by those present or in attendance.	
<b>2.0 Minutes of Previous Meeting</b>	<b>All</b>
<p>Subject to the following amendments, the minutes of the Meeting held on 25<sup>th</sup> February 2021 were approved on the proposal of Cllr Michael Maher and seconded by Ms Mary McGinley.</p> <p>Include the following comment under Item 6.0 of the Minutes.</p> <p><b>Item 6.0 Capital Projects Update</b></p> <p>Student Building – The three outstanding procurement compliance issues have now been resolved with the design team. Mr Michael Geoghegan complimented Mr David Lee on this significant project and noted the importance of this building to the students and staff of the Institute.</p>	
<b>3.0 Matters Arising</b>	<b>All</b>
There were no matters arising.	
<b>4.0 President</b>	<b>O Flynn</b>
<p><b>4.1 President’s Report</b></p> <p>The Presidents report was tabled for information. Dr Flynn provided a brief presentation to the Board which included the following:</p> <p>Master Planning Sessions were held in early March total of three sessions have taken place.  COVID-19 planning is ongoing and proving challenging also. The Institute has introduced air filtration units on campus and is monitoring the situation daily.</p> <p>The External Fact-Finding Investigation regarding the data breach prior to Christmas is complete. The President thanked Mr Kevin Duffy for completing same. A copy of the report will be furnished to the ARC at their next meeting and then provided to Governing Body in April.</p> <p>Galwegians have accepted the Institutes bid on Crowley Park subject to a vote of the members and we await this outcome. The President thanked the Chairman and Mr David Lee for their continued work and efforts over the past number of years on this project and acknowledged to contribution of Ms Edel Hegarty in preparing the submission of the Business case</p> <p>The Chair thanked and acknowledged Mr Lee also for his dedication and detailed work completed on this submission. He congratulated Mr Lee and his team.</p> <p>Dr Eleanor Rainsford raised her concerns regarding the COVID-19 testing which is being offered to students as part of a validation study, and in particular the outcome of the tests. The President advised that this is being carried out in conjunction with NUIG. Negotiations with the HSE have now concluded and they have given their support to this project so it can now begin to be rolled out to students.</p> <p>Cllr Colm Keaveney welcomed this project for students.</p> <p>The Chairman also welcomed the Institutes involvement with this project.</p>	

<p><b>4.2 Media Coverage Report</b></p> <p>The Media Coverage Report which was circulated prior to the Meeting was taken as read.</p>	
<p><b>5.0 CUA / TU</b></p>	<p><b>O Flynn</b></p>
<p>A joint meeting of the TU Governing Bodies took place on 23<sup>rd</sup> March. The submission document is ready for submission. The Institute is currently involved in intense negotiations with our CUA partners and the President thanked Mr Fennell Prof Graham Heaslip and other members of the Executive for their participation in these negotiations. The branding for the TU is currently being reviewed and is being processed via tendering procedures.</p> <p>The Chairman acknowledged the concerns raised by GMIT TU Subcommittee have been raised and are being considered. This includes the future finances of the Institute. The MOU will provide further clarity on this matter.</p> <p>Mr Gareth Roe asked what level of joint reviewing and planning is taking place and in particular whether decisions in relation to the creation of new posts are being taken with a view to the future organisational structure of the TU, bearing in mind that the merger itself will create duplication of a range of current posts?</p> <p>The President acknowledged Mr Roe’s comments and noted that these matters were under active consideration. The President also added that there will be a transitional period for all three founding institutes which needs to occur in a sensitive manner.</p> <p>Cllr Moegie Maher, Chair of the Finance Subcommittee, noted the concerns of the Finance Subcommittee regarding the Institutes finances and the requirement to protect GMIT funds. Capital reserves is critical for investment on the Galway Campus infrastructure and the other Capital Projects already identified. He advised the Board that the Finance Subcommittee will hold additional meetings to review this concern further and to ensure protection of Institute funds.</p> <p>The Chairman added that this concern has been raised and discussed at the TU Governing Body meetings and the Institutes expectation to hold onto its reserves has been noted.</p> <p>The President added that there is an understanding that the transitional period will allow specific funding earmarked for specific projects remain for each Institute, post-merger.</p> <p>The President of the Students Union noted his concerns regarding this issue also. He asked if a headquarters had been agreed yet. The President confirmed that there will be a headquarters.</p> <p>The President noted that significant investment on the Galway Campus is essential for the future success of the TU at GMIT.</p>	
<p><b>6.0 Capital Projects Update</b></p>	<p><b>O Flynn</b></p>
<p>Mr David Lee joined the meeting for this Item.</p> <p><b>6.1 Report from Capital Projects Subcommittee (Meeting 24<sup>th</sup> March)</b></p> <p>The Capital Projects Subcommittee held its first meeting on 24<sup>th</sup> March. Mr Fennell provided an update on the Capital Expenditure Budget for 2021 – 2023. The total capital expenditure required to complete identified projects is €53,470m. Total funding available, including capital reserves, is €47,370m.</p>	

<p>He advised that a meeting is taking place after the Governing Body meeting with the HEA regarding funding requirements to expand the apprenticeship offerings in electrical trades, wood production and carpentry and joinery. An update will be provided at the next meeting.</p> <p>Mr Michael Geoghegan welcomed the return of the Capital Projects Subcommittee. He raised his concerns regarding the shortfall of funding required to complete identified Capital Projects. Analysis of cost of buildings and prioritisation of the Capital Projects should be a priority.</p> <p>Mr Fennell added that there is insufficient funds to complete both projects on CCAM and the Student Building. The student building was prioritised due to planning permission expiration.</p> <p>Dr Eleanor Rainsford asked if there are constraints and restrictions from any particular funding streams on how funding is spent. The President confirmed that this was the case.</p> <p>The President advised that Mr David Lee has been instructed to work on the CCAM Project. It is a requirement of the Capital Projects Subcommittee to review the projects in more detail and provide an update to the Governing Body.</p> <p><b>6.2 Capital Projects Update</b></p> <p>Mr David Lee presented an overview of the Capital Projects.</p>	
<p><b>7.0 Finance</b></p>	<p><b>J Fennell</b></p>
<p><b>7.1 Report from Finance Subcommittee (Meeting 23<sup>rd</sup> March)</b></p> <p>The Finance Subcommittee met on 23<sup>rd</sup> March and reviewed the three-year financial projections. The Chair of the meeting Cllr Moegie Maher provided the following update:</p> <ul style="list-style-type: none"> <li>- Dr Rick Officer gave a presentation on Research and Innovation and highlighted the strong growth and potential in this area. This was welcomed by the Board.</li> <li>- Concern was expressed regarding the Mayo Campus Ring Fenced funding expiring in 2022</li> <li>- Capital Projects need to be prioritized.</li> <li>- Concern was raised regarding the HEA communication of significant cuts to the Funds for Students with Disabilities (FSD).</li> <li>- Protection of GMIT Capital Reserves on merging into a TU is a significant concern. It was suggested that this be raised with the HEA and the TU Governing Bodies and a commitment provided to GMIT that our funding be utilised for GMIT projects only.</li> </ul> <p><b>7.1.1 Budget 2020 and 7.1.2 Programmes &amp; Budgets 2021 – 2023</b></p> <p>Ms Edel O'Connor and Ms Brid Prendergast joined the meeting and together with Mr Jim Fennell presented the Budget for 2021 and the Programmes &amp; Budgets for 2021 – 2023.</p> <ul style="list-style-type: none"> <li>- Pay increases are due to increments last year and a projected wage increase which is expected in October 2021 and additional posts</li> <li>- The estimated annual cost of proposed additional posts is €1.4m</li> <li>- Tuition fees increased in Academic year 2020/21 due to higher retention &amp; progression rates</li> <li>- Increase in apprenticeship blocks</li> </ul>	

<ul style="list-style-type: none"> <li>- Springboard and ICT are showing increased growth</li> <li>- Nursing remains on target. This will be fully absorbed into the recurrent grant activity going forward</li> <li>- Research is projecting strong growth</li> <li>- International requires further review in the context of the COVID-19 pandemic</li> <li>- Canteen revenues are significantly decreased due to impact of COVID-19</li> </ul> <p>Mr Gareth Roe queried the physical infrastructure and space requirements needed for the projected additional post graduate students, has this been considered?</p> <p>Mr Michael Geoghegan raised the issue of Canteen and added that the trading losses though significant are due to COVID-19 and this issue should not be referred to as an isolated issue. Cllr Moegie Maher added that the Finance Subcommittee had discussed this at their meeting and plans are being put in place by the canteen management to increase revenue via other external sources and event catering after pandemic crisis has passed</p> <p>Mr Fennell informed the Board that the HEA have advised of significant cuts to FSD. and discussions are ongoing with the HEA. The Chairman and members of the Governing Body acknowledged the Institutes concerns regarding this issue and noted their support.</p> <p>The Mayo Campus is being reported separately to allow the Governing Body to be fully aware of the issues. The Chairman added that the restructuring arrangements underway at the Mayo Campus appear to be in line with the Working Group Report.</p> <p>The Budget 2021 and Programmes &amp; Budgets 2021 – 2023 were approved on the proposal of Cllr Colm Keaveney and seconded by Ms Maureen Walsh.</p> <p>The Chair thanked the Finance Team and the Finance Subcommittee for their work preparing the Programmes and Budget for 2021 – 2023.</p> <p><b>7.1.3 Finance Subcommittee Action Plan</b></p> <p>Mr Fennell informed the Board that the Finance Subcommittee had reviewed the Finance Action Plan at their meeting on 23<sup>rd</sup> March and had agreed the final plan. This will be circulated to the Governing Body.</p> <p><b>7.1.4 Financial Risks – Institute Risk Register</b></p> <p>The President presented a request received from the Public Accounts Committee regarding the Mayo Campus ring fenced funding and the response issued by GMIT. This will be made available on SharePoint.</p>	
<p><b>8.0 SU President Report</b></p>	<p><b>V O’Loughlin</b></p>
<p>Mr Victor O’Loughlin provided an update to the Meeting from the Students Union. He highlighted some of the following activities:</p> <ul style="list-style-type: none"> <li>➤ Students Union elections are currently underway with votes being cast online</li> </ul> <p>The President and Students Union Officers attended meetings with joint CUA Steering Group, CUA partners, TU Student Unions, Capital Projects Subcommittee, Academic Council, CUA Learning and Teaching Sub Group, CUA Joint Governing Body Subcommittee, GMIT Environmental Society, SAF Meeting, Healthy Campus Meeting, Meeting regarding the DAWN Guideline</p>	

<b>9.0 HR Matters</b>	<b>J Fennell</b>
	

<b>10.0 Registrar / Academic Council</b>	<b>M Hannon</b>
<p>The Annual Report for 2018 / 2019 was circulated for approval by the Registrar. Cllr Colm Keaveney proposed approval of the report and acknowledged the dedication, commitment, and action by the Registrars office on a comprehensive report. This was seconded by Ms Maureen Walsh.</p>	
<b>11.0 Corporate Governance</b>	<b>J Fennell</b>
<p><b>11.1 Review of Effectiveness of Governing Body</b></p> <p>Mr Fennell noted to the meeting that a questionnaire would normally issue to the Governing Body members and the anonymous replies would be collated and presented to the Board. However, as the post of Corporate Governance and Risk Management Officer is currently vacant it is suggested that the Institute request Deloitte to issue a questionnaire, receive replies and prepare a report for the Governing Body. Ms Mary McGinley, Chair of the Audit &amp; Risk Committee welcomed this suggestion.</p> <p>This was agreed on the proposal of Mr Joe Cunningham and seconded by Ms Mary McGinley.</p> <p><b>11.2 Risk Management</b></p> <p>Mr Fennell informed the meeting that work is progressing with Deloitte. They are currently engaging with the Schools and they are meeting with the Executive next week.</p> <p>Ms Mary McGinley welcomed this approach and added that she has met with Deloitte on this matter also and it is progressing well. They are focusing on the actions not just listing off risks.</p> <p>The President added that the COVID-19 Risk Register has been very well received also.</p>	
<b>10.0 Any Other Business</b>	
<p>Mr Joe Cunningham cautioned the protocol for external invited guests joining and exiting the Governing Body Meetings.</p>	

**This concluded the business of the meeting.**

**Signed:**

\_\_\_\_\_   
Chairperson

**Date:** \_\_\_\_\_



## **Governing Body List of Actions 2021**

*Action Items Reference Nos are explained as follows:*

- *The first number of the reference relates to the Date of the Meeting*
- *The second number of the reference relates to the Agenda Item*

Action Item	Action	Action Owner	Target Date	Status
29.08.19 – 10.5 28.11.19 – 7.0	Strategic plans to be developed for:  - 1. Marketing - 2. Communications	President	January 2020	Self-Evaluation taking place as part of QA process in 2021
29.08.19 – 10.5 28.11.19 – 7.0  30.01.20 – 9.1	- 1. International  Benchmarking exercise on Internationalisation within the Sector  Explore appointment of an External Consultant to review International	VP for International	January 2020  March 2020  March 2020	Delayed due to COVID19  Deferred due to COVID19  Decision not to proceed at this time
26.09.19 – 3  30.01.20 – 3.0	Establishment of GHS Working Group / Review of School/Strategic Plan  GHS Strategic Plan	Chair & President	Nov/December 2019  2020	Presented to December 2019 meeting  Review as part of Academic Plan Q4 2020 – Complete Presented to GB Oct 2020
26.09.19 – 5.1	<i>Institute to write to HEA regarding Accommodation Crisis</i>	<i>VP for F&amp;CS</i>	<i>October 2019</i>	<i>Complete/Part of sectoral discussions.</i>
12.12.19 – 5.1	<i>Clarification on Garda Vetting for Guest Lecturers</i>	<i>VP for F&amp;CS</i>	<i>January 2020</i>	<i>Complete</i>
12.12.19 – 8.0	<i>Communications Plan for delivering Mayo campus Strategic Plan to all Stakeholders</i>	<i>President/VP for Mayo campus</i>	<i>December 2019</i>	<i>Complete</i>
28.05.20 – 5.1	<i>Update from Return to Campus Implementation Team</i>	<i>President</i>	<i>June 2020</i>	<i>Agenda Item at August Meeting Regular updates at monthly meetings – Complete</i>
27.08.20 – 3.0	<i>Review of Action List</i>	<i>President and VP FSC</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 4.2	<i>Update of Inaugural Shadow GB meeting</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 5.2	<i>TOR Mayo Campus Subcommittee</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 5.2	<i>ARC to review Risk Registers and provide update on findings</i>	<i>ARC/ JFennell</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 5.2	<i>Set up EDI Meeting</i>	<i>J Fennell</i>	<i>Sept 2020</i>	<i>Complete Meeting taking place on 5<sup>th</sup> October</i>
27.08.20 – 6.0	<i>Capital Projects Priority List</i>	<i>J Fennell</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 10.0	<i>CAO outcome required for schools with poor student no's</i>	<i>J Fennell</i>	<i>Oct 2020</i>	<i>Complete</i>

27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting – Complete
24.09.20 – 4.4	Honorary Fellowships	President	Sept 2020	Agenda Item for October Meeting - Complete
24.09.20 – 8.4	CAO Numbers – GHS	Registrar	Oct 2020	Agenda Item for October Meeting - Complete
24.09.20 – 12.0	TU Submission	President	Oct/Nov 2020	Separate 1 Item Meeting – Date to be agreed Q1 2021
26.11.20 – 4.2	Circulation of Article	J Fennell	Dec 2020	December Meeting – Complete
26.11.20 – 6.2	Clarification on procurement – Reappoint Design Team on Student Building	J Fennell	Dec 2020	January Meeting Complete
26.11.20 – 6.3	Capital Projects Subcommittee 1. Circulate TOR 2. Members of Subcommittee	J Fennell	Dec 2020	Agenda Item December Meeting - Complete
26.11.20 – 8.1.1	Update on Student Support – Recording Policy	M Hannon	Dec 2020	December Meeting – Complete
26.11.20 – 9.1	Finance Outturn Deferred	J Fennell	Dec 2020	Agenda Item December Meeting – Complete
28.01.21 – 3.0	HR Practices for Post-Graduates	R Officer	Feb 2021	Agenda Item February Meeting
28.01.21 – 4.1	Update from Acad Council Meeting regarding COVID-19 impact on Semester 1	M Hannon	Feb 2021	February Meeting
28.01.21 – 4.4	Capital Projects Update	O Flynn	Feb 2021	Agenda Item February Meeting
28.01.21 – 8.2	COVID-19 Risk Register	J Fennell	Feb 201	Agenda Item February Meeting
28.01.21 – 10.0	Seek staff nominations for Mayo Campus Subcommittee	J Fennell	March 2021	Seek nominations again