

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 7th February 2019

Time: 10.00am

Location: Institute Boardroom

Present:

- Mr. Cormac MacDonncha (Chair)
- Ms. Mary Rogers
- Mr. Gareth Roe
- Ms. Mary McGinley
- Ms. Emma Louise Duffy
- Cllr. Mary Howard
- Mr. Michael Vaughan
- Ms. Maire Ní Chionna
- Mr. Michael Geoghegan
- Ms. Celestine Rowland
- Mr. Michael Lally
- Mr. Aaron Burke
- Mr. Tom Grady
- Cllr. Michael Maher

In Attendance:

- Mr. Jim Fennell, VP for Finance and Corporate Services
- Dr. Michael Hannon, VP for Academic Affairs and Registrar and Deputising as President
- Dr. Rick Officer, VP for Research and Innovation
- Dr. Des Foley, Deputising as VP for Academic Affairs and Registrar
- Ms. Fiona Faherty, Meeting Secretary
- Ms. Jean Carpenter, Corporate Governance Compliance Officer

Apologies:

- Mr. Joe Cunningham
- Mr. David Leahy

<p>1.0 Declaration of Conflict of Interest with Agenda Items</p> <p>There were no conflicts of interest declared by those present or in attendance.</p>	
<p>2.0 Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 13th December 2018 were approved on the proposal of Cllr. Michael Maher and seconded by Cllr. Mary Howard, subject to the following amendments:</p> <p>Page 1, Record Ms. Brid Prendergast as in attendance under Item 5.0.</p> <p>Page 6, Item 6.6, Mr. Aaron Burke and Ms. Emma Louise Duffy also left the room during the meeting without the Executive.</p>	<p>All</p>
<p>3.0 Matters Arising</p> <p>Page 6, Item 6.6. Mr. Michael Geoghegan referred to paragraph 7, and asked if the management had submitted a response to the article which appeared in the newspaper. The meeting was advised that, as requested, the Executive considered this and decided against issuing a response at this time.</p> <p>Page 6, Item 6.6, Dr. Michael Hannon updated the meeting regarding paragraph three. Dr. Neville McClenaghan will take up his role as the new Head of Mayo Campus in February and an update will be provided to the Governing Body following consultation with him.</p>	<p>All</p>
<p>4.0 President</p>	
<p>4.1 Strategic Plan</p> <p>Dr. Des Foley presented the Strategic Plan 2019-2023 to the meeting.</p> <p>The draft strategic plan was circulated to the board prior to the meeting.</p> <p>In his opening remarks, Dr. Des Foley thanked the staff of the Institute for their contribution to the strategic planning process. He also thanked the Strategic Planning Sub-Committee and Dr. Graham Heaslip for their contribution.</p> <p>The presentation was positively welcomed by the meeting and the Chairman thanked Mr. Des Foley for his presentation and for his contribution to developing the Strategic Plan.</p> <p>The meeting discussed the Strategic Plan and the following points were noted:</p> <ul style="list-style-type: none"> - The Strategic Plan should clearly identify the key priorities. - The Executive Board and Management Team have suggested the Strategic Plan run for 3-5 years. - Mr. Aaron Burke commented that the students are the main stakeholders of the Institute and need to be at the forefront of the Strategic Plan. - Ms. Mary Rogers requested that the display poster reflect the multi-campus business model of the Institute and perhaps reduce the level of content. - The Strategic Plan will assist each School when they are developing their own School plans. - The Chair referred to the 'continuous improvement culture' within the Strategic Plan as a positive step. He hopes the Institute can move more into this space in the future. Possibly, to develop a committee that can represent requests from staff and students around this continuous improvement culture and bring the issues raised to Management. It is welcomed to empower people to resolve their own issues also. - Mr. Gareth Roe noted that a self-evaluation element was missing from the plan. 	

- The Students' Union President added that a student survey is carried out each year and this contains information that can be of value for evaluation processes. He added that the students need to know that the Institute is working on their behalf.
- Mr. Tom Grady complimented the plan and noted it was a large document that contained a lot of detail but acknowledged the detail is technical and is welcome. He agreed that an evaluation concept should be built into the plan.
- Mr. Michael Vaughan suggested building 'quick hits' into the plan.
- Dr. Foley outlined the priorities, as set out within the plan, to the meeting.
- The Chairman suggested that the Executive report back to the Governing on a regular basis on the top 5 enablers as identified within the priorities highlighted in Red in the Plan.

The document was welcomed as a 'live' working document that can be amended to the Institute requirements as needed from time to time.

Cllr. Michael Maher thanked Dr. Foley for his contribution on the plan and for presenting in detail today. He welcomed the document as a 'live' working plan as it is important to continue to evolve over time in accordance to the changes of the Institute.

Mr. Fennell noted that the Campus refresh part of the plan requires immediate attention.

Ms. Emma Louise Duffy suggested a review of the Healthy Campus language.

Mr. Gareth Roe suggested an additional point be added to the President's Statement, regarding 'infrastructure and facilities'.

All suggestions were welcomed by Dr. Foley and the Management Team.

The next step in this process is to allocate responsibility for delivery of the plan. A project team will be established to implement the plan across the Institute. Having a project team provides a structure for allocating resources and cascading individual responsibilities. The Executive are responsible for pursuing the operational side of the Strategic Plan and the Governing Body will assist with identifying the strategic priorities within the plan.

This Strategic Plan for 2019-2023 is GMIT identifying itself and clearly articulating its vision. If we become a TU then the plan can be reviewed, as it is a 'live' document. Dr. Hannon confirmed that this strategic plan is TU compliant.

The Strategic Plan for 2019-2023 was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Mick Lally.

Dr. Michael Hannon, deputising for the President, thanked the Governing Body for approving the Strategic Plan and he thanked Dr. Des Foley for his work and contribution to the plan and for presenting today.

4.2 Update on TU Progress

Dr. Michael Hannon presented to the meeting an update on where GMIT has come from, where we are now positioned and what are our next steps in pursuing our ambition to become a TU.

<p>Mr. Michael Geoghegan acknowledged a significant change in the movement towards becoming a TU. He agreed that we should continue with three partners and leave the door open for additional partners at a later stage.</p> <p>Dr. Michael Hannon acknowledged that our existing two partners are firmly on board and reaffirmed GMIT's commitment to becoming a TU.</p> <p>The Chair proposed that we accept the contributions made at today's meeting and that we move forward with the CUA to form a TU and continue to pursue the objective of a larger TU, which would include other IOT's.</p> <p>Mr. Michael Lally formally proposed that the Governing Body support a GMIT merger with IT Sligo and Letterkenny IT to form a TU and make adequate provision for other IOT's to join, should they so wish, at a time suitable for them. This proposal was seconded by Ms. Mary McGinley.</p> <p>Ms. Celestine Rowland asked if all three IoTs under the CUA are financially robust. Mr. Fennell advised that all three IoTs are preparing five year financial plans. He has requested that all three financial plans be subjected to due diligence. Ms. Rowland asked what the funding criteria will be for TU's. Will it be the same funding basis as we currently receive or will this be reviewed and increased? Mr. Fennell cautioned that there is no commitment from funders for additional funds and the region has demographic challenges and funding is dependent on student numbers. Mr. Tom Grady agreed that demographics will be a challenge for the Institute.</p> <p>4.3 Media Coverage Report</p> <p>The media coverage was circulated prior to the meeting and was taken as read.</p>	
<p>5.0 Registrar</p> <p>5.1 Annual Report 2016/17</p> <p>The annual report for 2016/17, which was circulated to the board prior to the meeting, was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p>	
<p>6.0 Corporate Governance</p> <p>6.1 Draft Schedule of Agenda Items.</p> <p>Ms. Jean Carpenter presented a draft Schedule of Agenda items for 2018/19 for approval. She informed the committee that the schedule was prepared to assist the Governing Body with meeting their governance compliance requirements while also achieving a balance at meetings between focus on board performance versus conformance.</p> <p>Mr. Fennell acknowledged that items may change from the dates specified from time to time as per the Institute requirements.</p> <p>This was approved on the proposal of Mr. Michael Geoghegan and seconded by Mr. Gareth Roe.</p> <p>The Chair asked if the Annual Budget could be circulated for preliminary discussion in the month preceding required approval. Mr. Fennell said he would look at having a draft forecast ready for presenting at 28th February meeting.</p>	

6.2 Governing Body Effectiveness Review

Ms. Jean Carpenter provided an update to the committee on the status of the external review of the effectiveness of the Governing Body. She informed the committee that:

- A desktop review of all Governing Body documentation had commenced.
- Mazars will be issuing an online confidential questionnaire to every Governing Body member next week and requesting completion within one week.
- A sample of members were also selected for one to one interviews and it is anticipated that these interviews will take place on February 19th (provisional date).
- A draft report will to be issued to the Governing Body on 22nd March for finalisation at the March Governing Body meeting.

Ms. Carpenter also reminded the Governing Body members to return their Designated Director Statement of Interest forms which were due on 31st January 2018.

6.3 Employee Code of Conduct Working Group

Mr. Fennell informed the meeting that the Chair of the Employee Code of Conduct working group, Mr. Mick Lally, is scheduling a meeting of this group for Thursday 14th February at 10am. An email notification will follow to the members of this working group.

7.0 SU President's Report

Mr. Aaron Burke presented the following points of note from the Students' Union:

- An exam slam campaign was held prior to Christmas
- The education officer attended a mature student conference which was held in Trinity College by USI
- The Students' Union President attended a number of meetings including USI Finance Meeting in Dublin, CUA SU meeting in Sligo, GMIT Governing Body Subcommittee meetings, Business School EU Trip, 1Galway campaign meetings in SIPTU Offices
- Attendance by SU President and Welfare Officer at the launch of a new consent campaign in NUIG which was launched by Minister for Higher Education Ms. Mary Mitchell O'Connor
- #canteengate became an issue with the rise of tea prices in the campus canteen
- The Students' Union continue to sell the popular reusable GMIT Keepcups
- Welfare office ran a 'Jan Ban' campaign aimed at banning the January blues
- The Welfare office joined the Cheerleaders in Florida as a representative, and the team were placed first and won a gold medal. A request was made for a photo with the President and the cheerleading team, Dr. Michael Hannon agreed to have the photograph taken
- The President and NUIG Students' Union President held a joint meeting with the Mayor of Galway on ideas for mental health campaign and to keep the zebra crossing initiative a live discussion
- The welfare office have been developing a mental health workshop that involves students coming to terms with mental health issues through art development. This will be piloted in the Mayo Campus within the next two weeks and will be rolled out to the other campuses if it proves successful.
- The Welfare officer is preparing for 'Shag' week, which incorporates sexual health awareness.
- Individual casework continues by all Students' Union Officers.

8.0 HR Matters



9.0 Any Other Business Meeting without Executive	

A meeting took place without the Executive and the following left the meeting Mr. Jim Fennell, Dr. Michael Hannon, Dr. Des. Foley, Mr. Gareth Roe, Mr. Michael Geoghegan, Ms. Jean Carpenter, Ms. Mary Rogers, Dr. Rick Officer, Ms. Emma Louise Duffy and Mr. Aaron Burke. Ms. Fiona Faherty, minute taker, remained at the meeting at the request of the Chair.

Mr. Micheal Geoghegan wished to note that he was leaving the meeting under protest.

The non - executive members returned to the meeting.

The Chairman thanked Dr. Michael Hannon and Dr. Des Foley for their continuous additional workload and support in the absence of the President.

He informed the Board that the HEA had received an FOI request from a regional newspaper about the Institute. Mr. Fennell has requested that the HEA communicate their response to this FOI request to GMIT prior to or at least at the same time as the release of their reply. He will provide this information to the Governing Body if it is received.

Mr. Michael Geoghegan reiterated his concern at having to leave the meeting for the non-executive part of the Governing Body meeting

Mr. Tom Grady stated that he thinks the Chairman is taking a reasonable stance on this issue.

This concluded the business of the meeting.

Signed:



Chairperson

Date: _____

28TH MAR 2017