

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 27th February 2020

Time: 10.00am

Location: Institute Boardroom

Present: Mr. Cormac MacDonncha (Chair)
Dr. Michael Hannon (Acting President)
Mr. Michael Lally
Ms. Máire Ní Chionna
Mr. Gareth Roe
Mr. David Leahy
Cllr Mary Howard
Ms. Mary Rogers
Cllr. Niall McNelis
Mr. Michael Geoghegan
Mr. Aaron Burke
Ms. Jayne Cooley
Ms Mary McGinley

In Attendance: Mr. Jim Fennell, VP for Finance & Corporate Services
Ms. Fiona Faherty, Meeting Secretary
Ms. Jean Carpenter, Corporate Governance and Risk Management Officer

Apologies: Mr. Joe Cunningham
Dr. Rick Officer
Dr. Seamus Lennon
Mr. Tom Grady
Mr. Michael Vaughan
Cllr. Michael Maher

1.0 Declaration of Conflict of Interest with Agenda Items	
There were no conflicts of interest declared by those present or in attendance.	
2.0 Minutes of Previous Meeting	All
The minutes of the meeting held on 30 th January 2020, were approved on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.	
3.0 Matters Arising	All
<p>It was requested at the meeting of 30th January to provide a historical analysis of growth in Research. A detailed document was tabled at the meeting and this data was welcomed by the Chairman.</p> <p>3.1 Canteen: Update on Buildings Work</p> <p>Mr. David Lee, Buildings & Estates Manager, provided a document detailing the works already completed and works that remain outstanding in the Canteen. This document was circulated in advance to the meeting and the update was welcomed by the Board.</p> <p>Mr. Fennell noted that the canteen had an overall loss of €280k, of which €150k is attributed to the canteen fire.</p> <p>The meeting expressed their concern regarding the canteen services on the Letterfrack, Mayo and CCAM Campuses. The Executive will re-visit each campus service and an update will be provided to the Governing Body on completion.</p>	
4.0 President	M Hannon
<p>4.1 President's Report</p> <p>Dr. Michael Hannon provided an update on the Presidents Report to the meeting. This document had been circulated prior to the meeting.</p> <p>4.2 Media Coverage Report</p> <p>This report was circulated to the members prior to the meeting and taken as read. In addition. Dr. Hannon informed the meeting that the launch of GMIT's new Sports Branding had taken place on 14th February, 'GMIT Falcons'. He acknowledged this as a positive success story and he encouraged members to view the video that was created for the day, which is available via the GMIT website.</p> <p>Mr. Michael Geoghegan raised the issue of GMIT sports facilities and asked for an update on the funding of sports projects. It was agreed that an update on all capital projects would be presented to the next meeting.</p> <p>Dr. Hannon informed the meeting that GMIT will host the International Construction Management conference in GMIT for the 10th successive year. He acknowledged in particular Dr. Martin Taggart and his team for their continuous work in this field and noted the positive exposure this brings to GMIT.</p> <p>4.3 CUA TU Up-date</p> <p>Dr. Hannon informed the meeting that interviews were scheduled to take place this week for the post of Executive Project Lead in the CUA. This post will provide strategic direction and the post holder will be the central contact for the 'Shadow Governing Body' the Governing Bodies of the three Institutes.</p>	

<p>The terms of reference for the 'Shadow Governing Body' remains in the consultative process. Dr. Hannon is meeting with all work groups next week and will provide an update at the next meeting.</p> <p>Q4 of 2020 remains the target for the CUA TU submission to the HEA.</p> <p>Mr. Gareth Roe added that he would like to reiterate that the move to become a TU must be beneficial to our students. The President of Students Union, Mr Aaron Burke agreed with Mr. Roe and said that he hoped GMIT would not lose its unique selling point of being student centred and small classes which results in a better student experience.</p> <p>The Chairman acknowledged the comments and asked that the Board revisit the Executive rationale for becoming a TU.</p>	
<p>5.0 SU President Report</p>	<p>A Burke</p>
<p>The President of Students' Union, Mr. Aaron Burke provided an update to the meeting which included efforts to have a student representative on the 'Shadow Governing Body'. The Chairman added that it is the intention of the Institute to have student representation on this board.</p> <p>Representatives from the Students' Union have been dealing with accommodation and landlord issues.</p> <p>Nominations for Students Union Elections close on Friday 28th February.</p> <p>Mr. Fennell sought approval to formally adopt the outcome of the Students' Union Elections as nominees to the Governing Body. This was accepted on the proposal of Mr. Michael Geoghegan and seconded by Mr. Gareth Roe.</p>	
<p>6.0 Registrar</p>	<p>M. Hannon</p>
<p>Dr. Michael Hannon presented the Registrars report in the absence of Dr. Seamus Lennon, Acting Registrar.</p> <p>6.1 Garda Vetting for Students The Garda Vetting Policy and Procedures for Students, which had been circulated, was approved on the proposal of Mr. Gareth Roe and seconded by Ms. Mary McGinley.</p> <p>6.2 Programme Validations The following programme validations were presented for approval:</p> <ul style="list-style-type: none"> - Differential Validation report for Higher Certificate in Early Childhood Education and Care - BEng (Hons) in Industrial Engineering (Add-on) - BEng (Hons) in Manufacturing Engineering Design (Embedded Awards: BEng in Manufacturing Engineering Design, HC in Manufacturing Engineering Design) <p>The above programme validations were approved on the proposal of Ms. Máire Ni Chionna and Seconded by Mr. Gareth Roe.</p> <p>6.3 Governing Body Nominating Bodies Dr. Hannon presented the following Governing Body Nominating Bodies for approval. It was recommended by Academic Council, at their meeting on 7th February to retain the five current nominating bodies:-</p> <ul style="list-style-type: none"> - Galway Film Centre - Galway Chamber - IBEC 	

- Engineers Ireland
- Irish Hotel Federation

The above nominating bodies were approved on the proposal of Ms. Mary Rogers and seconded by Ms. Máire Ni Chionna.

6.4 Engineering Review Final Report Response

The Engineering Review Final Report Response was circulated for information and this report was commended by the meeting. It was proposed to write to the School of Engineering to express the thanks of the Governing Body to all those involved.

7.0 HR Matters

J Fennell

[Redacted content]

<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>8.0 SU Corporate Governance</p>	<p>J Fennell</p>
<p>8.1 Governing Body Elections</p> <p>Mr. Fennell thanked Mr. David Leahy, GRETB, for his time and commitment in the establishment of the new Governing Body for April 2020.</p> <p>Mr. Fennell informed the board that legal advice was sought on the eligibility criteria to vote and to be nominated in the Governing Body Regulations. It had been the expressed wish of the Governing Body to make regulations to allow All Academic staff vote in the election of Female Academic staff member to Governing Body, however, due to the specific wording of SS.6 (4) (c) and (D) of the IoT Act it is the view of the Institutes legal advisors that 'the Governing Body cannot currently make regulations allowing for voting on the part of part-time Academic staff for election of Female Academic Staff member to the Governing Body'.</p> <p>The following is the criteria for Eligibility to Vote and to be Nominated to Governing Body:</p> <p>All Male and Female members of the Academic Staff of the Institute (including all grades to SLIII) who are employed on a permanent, full-time basis or who are required, during the period on the 1st day of September 2019 and ending on the following 31st day of August 2020, to teach not less than 280 time-tabled hours in the Institute.</p> <p>The above criteria was approved on the proposal of Ms. Mary McGinley and seconded by Mr. Michael Lally.</p> <p>Mr. Fennell informed the meeting that Mr. Michael Geoghegan and Mr. Gareth Roe were successful in being nominated in their respective roles as Professional, Management and Support Services and Male Academic representatives on the Governing Body for another term. The meeting congratulated both Mr. Geoghegan and Mr. Roe.</p> <p>8.2 HEA Rolling Governance Review</p> <p>Mr. Fennell presented the HEA Rolling Governance Review. This review was commissioned by the HEA and Deloitte carried out a rolling governance review of pay, pensions, travel and subsistence and leave in the Higher Education sector. The HEA have now asked the Governing Body to review the findings and recommendations in the final report, compiled by Deloitte, and advise if these recommendations are being addressed as appropriate by GMIT.</p> <p>It was recommended that a gap analysis be completed, and this will be an agenda item at the next meeting. The outcome and actions required from this analysis can be discussed at the Institute Budget meeting with the HEA on April 15th.</p> <p>8.3 Risk Management</p>	

<p>The Risk Register was discussed in length by the meeting as Mr. Fennel took the members through each risk in detail.</p> <p>The following recommendations were made:</p> <ul style="list-style-type: none"> - Risk No 2: Present the Capital Project Plan for Murrough to the City Council - Risk No 3: Focus on the online and digital space - Risk No 8: Item 1. Is not 'Complete', change this to 'Not Complete' - Risk No 10: Express concern regarding ECF numbers - Risk No 12: Fire Drill to take place more than once a year - Risk No 12: Further development of Critical Incident Plan - New Risk : Lack of Space on Campus – Identify as a High Risk <p>It was agreed to put Internal Effectiveness review as an agenda item at the next meeting.</p> <p>The Chair thanked the Executive for their work on addressing the risks outlined in the Risk Register. The report was approved on the proposal of Mr. Gareth Roe and seconded by Mr. Michael Lally.</p>	
<p>9.0 International Strategy</p>	<p>C Noone</p>
<p>This item was not presented at the meeting. The Chair and members of the Board expressed their significant disappointment and dissatisfaction that the International Strategy was not presented. The meeting requested that a presentation on International Strategy be made at the next meeting.</p>	
<p>10.0 Mayo Campus</p>	
<p>10.1 Report from Subcommittee</p> <p>The meeting was advised that the Strategic Framework was approved and is currently in the consultative process. A sub-group of the Executive was established and is working with the Head of Campus of Mayo. A draft strategy is expected to be presented to the Governing Body for approval following additional consultation with the Mayo Campus subcommittee.</p>	
<p>11. Any Other Business</p> <p>It was agreed to change the date of the last meeting of this Governing Body from 26th March to Friday 27th March, and at a later time in the afternoon followed by Dinner. Details will be circulated in advance.</p> <p>It was agreed that 'Actions' will be removed from the 'Actions' list once completed.</p> <p>The issue of Coronavirus was raised and significant concern was raised by all members of the Board that we be compliant with guidelines issued by the HSE and relevant bodies.</p> <p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date:_____</p>

Governing Body List of Actions 2019/2020

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 – 4 28.11.19 – 4.3	Establishment of TU Subcommittee to be agreed at September Meeting	President	September	Partially Complete, External Appointees Pending
31.10.19 – 6.1	Implementation of recommendations in Governing Body Effectiveness Review	VP for F&CS	March 2020	Partially Complete
29.08.19 – 10.5 28.11.19 – 7.0	Strategic plans to be developed for: - 1. International - 2. Marketing - 3. Communications - International - Marketing - Communications	President		Deferred to Jan 20 Pending In Progress
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December	Pending
26.09.19 – 5.1	Institute to write to HEA regarding Accommodation Crisis	VP for F&CS	October	Pending
31.10.19 – 9.0	Head of School of GSDCA on CCAM Upgrade	President	November	Decision Complete Project in Progress
28.11.19 – 3.1	Communicate the status of the Canteen Works/Re-opening Timeframe Letter of Thanks to Joe Doyne and staff in the Canteen	VP for F&CS	December December	Pending Pending

28.11.19 – 3.2	Circulation of response to Governance Issues from HEA to Internal & External Stakeholders	VP for F&CS	December	Pending
28.11.19 – 4.3	Circulation of CUA Presentation by William Beausang and upload to SharePoint	President/ VP for F&CS	December	Pending
28.11.19 – 5.0	Chair to write to M Hannon on behalf of GB Members	Chair	December	Pending
28.11.19 – 7.0	International School to provide further information on metrics and costings	International	December	Pending
	Update on International Strategic Plan by Exec Board	Exec Board	January	Pending
28.11.19 – 13.0	Chair and the Secretary to provide Agenda setting process and the timing of the meetings	Chair/ VP for F&CS	December	Pending
12.12.19 – 5.1	Clarification on Garda Vetting for Guest Lecturers	VP for F&CS	January	Pending
12.12.19 – 5.3	Update from PWC on timetabling review on the Mayo Campus	VP for F&CS	January	Pending
12.12.19 – 6.0	Cost analysis from GHS	President	January	Pending
12.12.19 – 8.0	Communications Plan for delivering Mayo Campus Strategic Plan to all Stakeholders	President/VP for Mayo Campus	December	Pending
30.01.20 – 3.0	Prioritisation of Hotel School Strategic Plan	President	2020	Pending
30.01.20 – 5.5	Review of Risk Register to include risks associated with potential loss of Capital Funding for STEM building and CCAM	President and VP for F&CS	February	Pending
30.01.20 – 7.1	Additional information and rationale for the post of Head of Section – Structurer Lecturer is required before approval	VP for F&CS	February	Pending
30.01.20 – 8.0	Update on Canteen Works	VP for F&CS	February	Pending
30.01.20 - 9.1	Historical analysis of growth in Research	VP for R&I	February	Pending
30.01.20 – 9.1	Benchmarking exercise on Internationalisation within the Sector	President	March	Pending
	Explore appointment of an External Consultant to review International	President	March	Pending
30.01.20 – 9.1	Update on Maltese Proposal (International)	VP for F&CS	February	Pending
30.01.20 – 10.0	Write to Dennis Murphy and convey the thanks and well wishes of Governing Body	VP for F&CS	February	Pending