



Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 27th June 2019
Time: 10.00am
Location: Institute Boardroom

Present: Mr. Cormac MacDonncha (Chair)
 Dr. Michael Hannon (Acting President)
 Mr. Michael Lally
 Cllr. Karey McHugh Fargo
 Mr. Tom Grady
 Cllr. Mary Howard
 Mr. Michael Vaughan
 Ms. Mary McGinley
 Mr. David Leahy
 Mr. Gareth Roe
 Mr. Michael Geoghegan
 Ms. Celestine Rowland
 Mr. Aaron Burke
 Ms. Jayne Cooley
 Cllr. Michael Maher
 Mr. Joe Cunningham

In Attendance: Mr. Jim Fennell, VP for Finance & Corporate Services
 Dr. Rick Officer, VP for Research & Innovation
 Dr. Seamus Lennon, Acting VP for Academic Affairs and Registrar
 Ms. Fiona Faherty, Meeting Secretary
 Ms. Jean Carpenter, Corporate Governance Compliance Officer
 Ms. Aoife Tuohy, Accountant, Finance Office (item 4.0)

Apologies: Ms. Mary Rogers
 Ms. Máire Ní Chionna
 Cllr. Niall McNelis

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 30 th May 2019, were approved on the proposal of Cllr. Michael Maher and seconded by Ms. Mary McGinley.	
3.0 Matters Arising	All
There were no matters arising.	
4.0 Financial Statements for Year Ended 31st August 2018	J Fennell
<p>Ms. Aoife Tuohy, joined the meeting and together with Mr. Jim Fennell presented the Financial Statements for Year Ended 31st August 2018. A copy of the presentation is attached to the minutes (Appendix 1).</p> <p>The Audit & Risk Committee and the Finance Sub-Committee have reviewed the Financial Statements and have recommended them for approval.</p> <p>The Chairman congratulated the Executive on the financial results.</p> <p>Mr. Fennell thanked Ms. Tuohy and her colleagues in the Finance department for the work carried out in compiling the accounts.</p> <p>The Financial Statements for Year Ended 31st August 2018 were approved on the proposal of Mr. Michael Lally and seconded by Mr. Tom Grady.</p>	
5.0 President	M Hannon
<p>5.1 Presidents Report</p> <p>The President's report was circulated prior to the meeting and was taken as read.</p> <p>5.2 Media Coverage Report</p> <p>This report was circulated to the members prior to the meeting and was taken as read.</p>	
6.0 SU Presidents Report	A Burke
<p>Mr. Aaron Burke presented the Students Union President's Report with the following points of note:-</p> <ul style="list-style-type: none"> - The new Students Union term began on 3rd June. The team remains the same with the addition of Ms. Jayne Cooley who has replaced Ms. Emma Louise Duffy as Welfare Officer. - Attendance by the Students Union team at various events over the past month including a workshop on racism, national council crossover and a USI lobby day. - Preparation has begun for freshers week which runs over the first five weeks of term in September - Discussions have begun to create a student choir 	

<p>7.0 Appointment of President</p>	<p>J Fennell</p>
<p>The Chairman informed the Board that the Governing Body Selection Sub-Committee had a meeting on 18th June 2019.</p> <p>The following actions were agreed at that meeting:</p> <ol style="list-style-type: none"> 1. Further detail on the TU to be input under the Job Description and Person Specification section, of the SRFT document. 2. a) The Sub-committee to review the SRFT document and to produce the following: <ol style="list-style-type: none"> 1. Draft Job Description 2. Draft Skills and Competencies 2. b) The Sub-committee to review the SRFT document and to produce the following: <ol style="list-style-type: none"> 1. Timeline of the recruitment process 3. Seek clarification from the Governing Body if they wish to hold a Governing Body meeting in July or if they wish to approve delegated authority to the Governing Body Selection Board Sub-Committee to proceed with the following:- <ol style="list-style-type: none"> 1. The appointment of a recruitment agency 2. Finalise the role and responsibilities of the President <p>The Governing Body approved the following:</p> <p>The appointment of the OGP as the agency to run the procurement process. This was approved on the proposal of Cllr. Karey McHugh and seconded by Mr. Michael Lally.</p> <p>Delegated authority is given to the Selection Board Sub-committee for the appointment of the recruitment agency and to finalise the role and responsibilities of the President. This was approved on the proposal of Cllr. Karey McHugh and seconded by Mr. Michael Lally.</p> <p>The contract duration for the role of the President will be set at a duration of five years. This was approved on the proposal of Mr. Tom Grady and seconded by Mr. Michael Lally.</p> <p>The Chairman informed the Governing Body that a selection board sub-committee meeting is taking place immediately after the Governing Body meeting.</p>	
<p>8.0 Registrar</p>	<p>S Lennon</p>
<p>8.1 Fee Schedule 2019/20</p>	
<p>On the proposal of Mr. Gareth Roe and seconded by Mr. Aaron Burke, the Fee Schedule for 2019/20 was approved as circulated subject to the following amendment which was read out by the Acting Registrar Dr. Seamus Lennon:-</p> <p>Amend the fee for Certificate in Palliative and End of Life Care (30 credit module, 13 weeks, one semester) to €2,180.</p>	
<p>8.2 Programme Validations</p>	
<p>The following programme validations, which were circulated prior to the meeting were approved on the proposal of Mr. Gareth Roe and seconded by Cllr. Karey McHugh.</p> <ul style="list-style-type: none"> • BSc (Hons) in Furniture Design and Manufacture (with corresponding exit award at levels 7 and 6) 	

- BSc in Furniture Design and Manufacture (with corresponding exit award at level 6)
- Higher Certificate in Furniture Design and Manufacture.
- BSc (Hons) in Furniture Making and Architectural Woodworking (with corresponding exit award at levels 7 and 6).
- BSc in Furniture Making and Architectural Woodworking (with corresponding exit award at level 6).
- Higher Certificate in Furniture Making and Architectural Woodworking.
- BSc (Hons) in Furniture and Digital Manufacturing (with corresponding exit award at levels 7 and 6).
- BSc in Furniture and Digital Manufacturing (with corresponding exit award at level 6).
- Higher Certificate in Furniture and Digital Manufacturing.
- MSc in Palliative and End of Life Care including Postgraduate Diploma in Science in Palliative and End of Life (exit award) and Certificate in Palliative and End of Life Care (exit award).
- Postgraduate Diploma in Science in Palliative and End of Life including Certificate in Palliative and End of Life Care (exit award).
- Certificate in Palliative and End of Life Care.
- MSc in Design and Innovation including Postgraduate Diploma in Science in Design and Innovation (exit award) and Certificate in Design and Innovation (exit award).
- MSc in Applied Marine Research.
- Certificate in Media Practice.
- Certificate in IT Project Management.
- Certificate in Network Cybersecurity.
- BA (H) in Early Childhood Education & Care.
- BA in Early Childhood Education & Care.
- Higher Certificate in Early Childhood Education & Care.
- BA in (Hons) in Culinary Arts Level 7 as part of the Springboard Consortium.

8.3 Quality Assurance Framework Updates

The following Quality Assurance documents which were circulated prior to the meeting were approved.

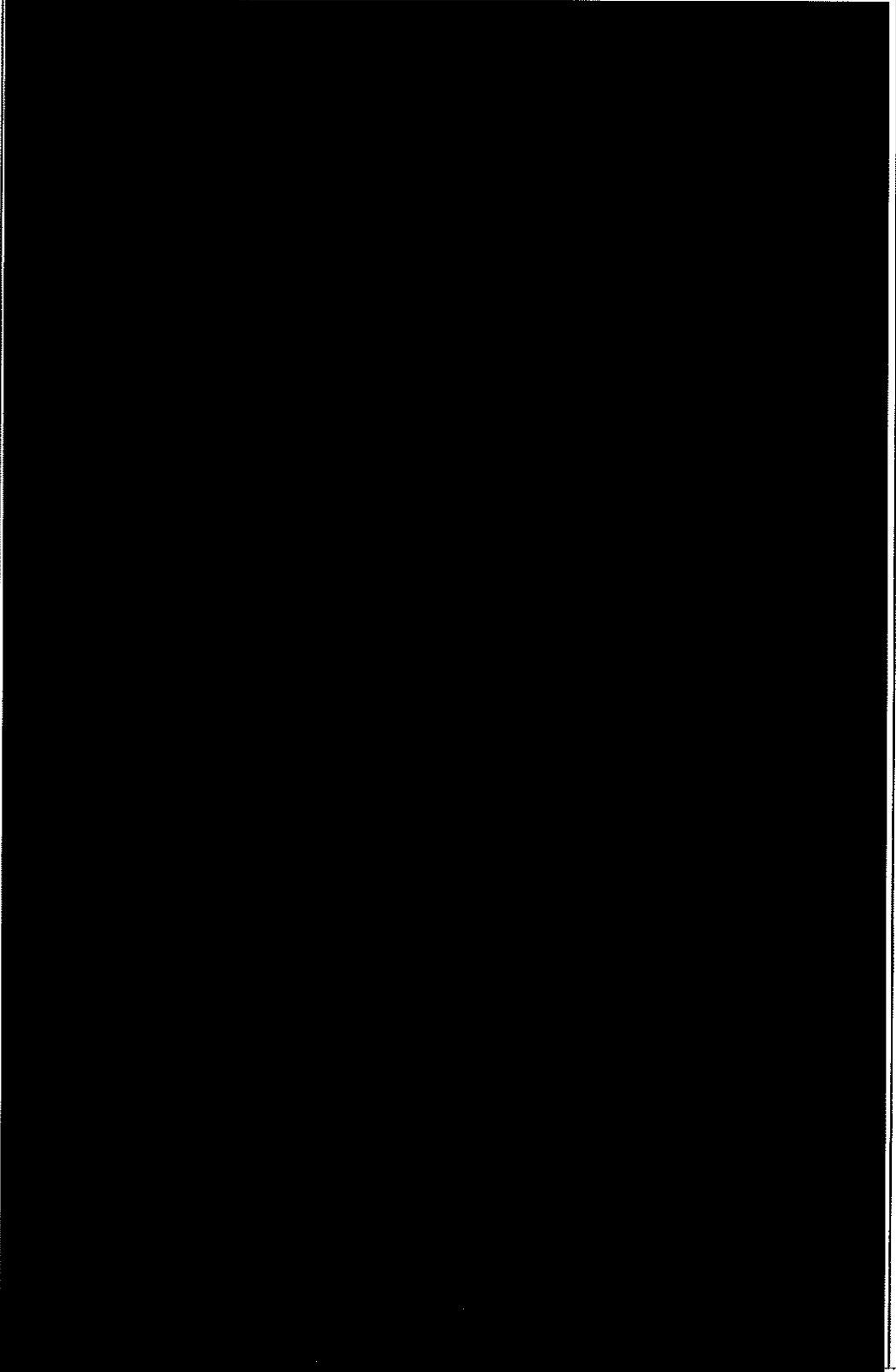
- Code of Practice 2: Validation and Monitoring.
- Code of Practice 3: Student Assessments: Marks & Standards.
- Code of Student Conduct 2019/2020.
- Collaborate Provision Incl. Transnational Collaborative Provisions.
- Reasonable Accommodation and Student Equality Policy.

Code of Practice 1: The academic Council was approved subject to the appropriate amendments to reflect the decision of the Governing Body in relation to gender balance in the membership of the Academic Council.

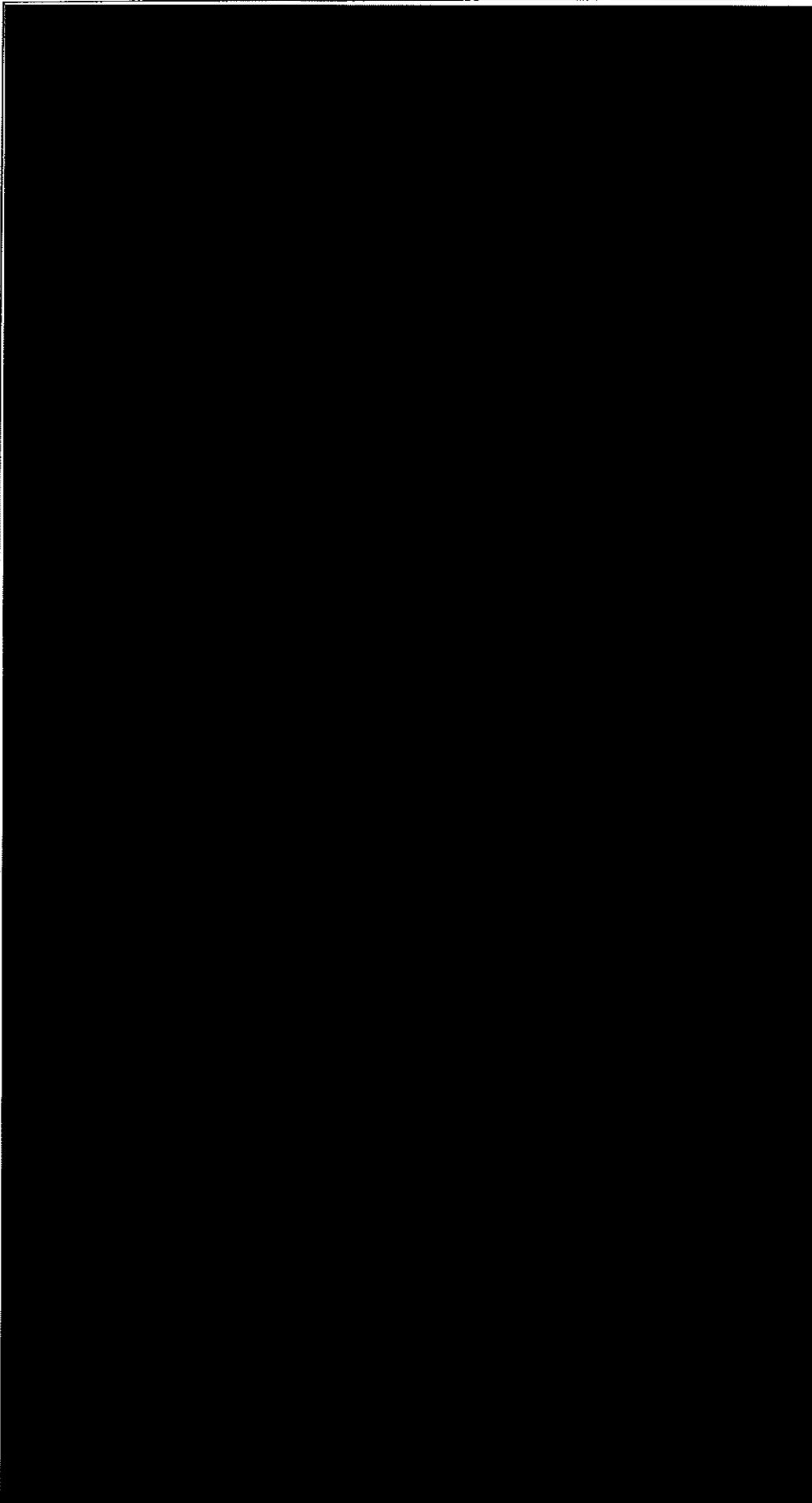
This was approved on the proposal of Cllr. Michael Maher and seconded by Ms. Celestine Rowland.

8.4 Extension of Term of Office for Academic Council

Dr. Seamus Lennon requested the approval of the Governing Body to extend the current Academic Council term of office from August 31st to September 30th in order to facilitate the conduct of elections to the new Academic Council.

<p>This was approved on the proposal of Mr. David Leahy and seconded by Mr. Michael Lally.</p> <p>8.5 Academic Council Minutes</p> <p>The minutes from Academic Council were taken as read.</p>	
<p>9.0 HR Matters</p>	<p>J Fennell</p>
	

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10.0 Policies	J Fennell
<p>10.1 Travel & Subsistence Policy</p> <p>Mr. Fennell presented the Travel and Subsistence Policy as was circulated prior to the meeting and highlighted the most significant amendment to the policy under note no 11 and 12 regarding advance payments for overseas travel.</p> <p>This was approved on the proposal of Cllr. Michael Maher and seconded by Cllr. Mary Howard.</p> <p>10.2 Smoking & Vaping Free Campus Policy</p> <p>The Smoking & Vaping Free Campus Policy was approved on the proposal of Mr. Michael Lally and seconded by Cllr. Michael Maher subject to the following amendment:</p> <p>A phased educational implementation and review plan to take place from August 2019 to the end of December with an agreed implementation date for the Policy of 1st January 2020.</p> <p>10.3 CCTV Policy</p> <p>The CCTV Policy as presented was approved on the proposal of Mr. Tom Grady and seconded by Mr. Michael Vaughan.</p>	
11.0 Corporate Governance	J Fennell/J Carpenter
<p>11.1 Risk Management: Institute Risk Register</p> <p>Mr. Fennell made a presentation on the Institute Risk Register. A discussion took place on the issue of online development and why it is not featuring strongly on the Risk Register. It was agreed that a strategy will be developed to encourage a more significant online presence and to encourage growth in this space.</p> <p>Mr. Fennell highlighted that the more significant risks on the risk register were linked to the 10 Point Finance Sub-Committee Plan. Mr. Michael Geoghegan referred to the 10 point plan and queried when the Governing Body would receive presentations from International and the Hotel School. It was agreed this would be an Agenda item for September and October meetings.</p>	

11.2 Review of Reserved Functions

Ms. Jean Carpenter presented an update on the review of Governing Body reserved functions, a copy of which is attached to these minutes (Appendix 2).

In addition to code reference amendments, the following additional reserved functions were proposed:

Reserved Function 52 "The Institute should publish its annual report and/or statutory financial statements not later than the month following completion of the Audit of Financial Statements of the Institute by the Comptroller and Auditor General (Code of Governance, Section 6.A (ii)).

The reporting requirements for the annual report include those items outlined in Appendix G of the Code of Governance".

Reserved Function 53 "Approval of pension awards to the President and staff (Code of Governance Section 1.7)".

Reserved Function 37 & 54 "Assessment of performance of the President".

The above additions and code reference amendments were approved on the proposal of Mr. Tom Grady and seconded by Cllr. Mary Howard.

11.3 Review of Standing Orders

Ms. Carpenter presented a review of the Governing Body Standing Orders a copy of which is attached to these minutes (Appendix 3). The Governing Body, on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe approved the revised standing orders subject to the following amendments:

Section 2.4 "The Governing Body should meet at least twice a year without Governing Body members formally connected with the Institute present to discuss any matters deemed relevant.

The underlying principle being that the Governing Body has a role in measuring the performance of the President and, in order to do that, the members involved need to be independent. Therefore, the Governing Body should meet at least twice a year without Governing Body members formally connected with the Institutes present to discuss any matters deemed relevant. Persons deemed connected include, but are not limited to, the President, staff members and student members. (THEA Code Section 1.7 & 4.3)".

Section 4.3 Decision Making: "Resolutions in writing signed by a majority of the Governing Body membership shall be as valid as if it had been passed at a meeting of the Governing Body duly convened and held".

The above changes were agreed on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.

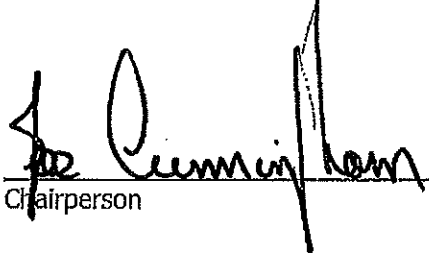
Mr. Fennell thanked Ms. Carpenter for the work carried out on both the reserved functions and the standing orders.

12.0 Finance

12.1 Bank Mandate

As a consequence of recent staff changes the following Bank Mandate authorities were approved:

PROPOSED LEVEL 1	LEVEL 2	
Michael Hannon Jim Fennell Edel O'Connor Brid Prendergast Seamus Lennon Tony McDonogh Aedin O'hEocha Rick Officer Donal McGinty	Aoife Tuohy Emer Ni Dhomhnaill Pauline Collins Deirdre Kinnarney Laura Moran Emer Lyons	
<p>The proposal was approved on the proposal of Mr. Gareth Roe and seconded by Cllr. Mary Howard.</p>		
<p>12.2 GMT Student's Union Financial Statements for the Year Ended 31st August 2018.</p>		
<p>The Students Union Financial Statements which had been circulated were taken as ready. Mr. Fennell thanked Mr. John Carty Trustee, Ms. Ruth Merrigan Administrator and Mr. Aaron Burke President of the Student's Union for their leadership and management of the Student's Union.</p>		
<p>12.3 Finance Outturn May 2019</p>		
<p>Mr. Fennell presented the Finance Outturn to May 2019. He advised that the Institute is running to budget but raised concerns regarding the funding of the ICT infrastructure up-grade. It had been envisaged in the Programmes & Budgets that this investment would be funded by a finance lease, however, it is now envisaged that it will be funded from Capital reserves.</p>		
<p>The meeting also requested further information on student withdrawals in 2018/2019.</p>		
<p>13.0 Any Other Business</p>		
<p>13.1 The Chairman updated the Board on the recent Mayo Campus Sub-Committee meeting. The significant issues remain the proposed reduction of €800k in pay costs and the need to increase student numbers. A meeting with the Department of Education and Skills is taking place on Friday 28th June. Mr. Fennell, Dr. Hannon and Prof. McClenaghan will be in attendance at this meeting.</p> <p>The meeting was advised that the interlm review of the Mayo Campus Working Group Report will take place later in the year.</p> <p>The Chair added that the Mayo Campus sub-committee meeting of 11th July was a very productive and positive meeting. He reiterated the commitment of the Governing Body to the Mayo Campus and confirmed that the Mayo Campus Sub-Committee will now meet once per month in accordance with a recently agreed schedule.</p> <p>Mr. Tom Grady said that the Mayo Campus is very important to the Mayo Region and emphasised the importance of on-line delivery and a strategy to support same.</p>		

<p>Mr. Michael Vaughan suggested that a pilot scheme for the delivery of blended programmes be introduced. This will be a new initiative and it will bring new energy to the campus.</p> <p>Mr. David Leahy added that a member of the Executive should be present on the Mayo Campus each week from September.</p> <p>The meeting agreed that a progress up-date will be provided to the Governing Body at its next meeting.</p> <p>13.2 The Governing Body on the proposal of Mr. Joe Cunningham and seconded by Cllr. Michael Maher agreed to accept the results of the Student's Union elections as the election of student nominees to the Governing Body. The student nominees are Ms. Jayne Cooley and Mr. Aaron Burke.</p> <p>13.3 It was agreed that the next Governing Body Meeting of 29th August will be held on the Letterfrack Campus and the September meeting will be held on the Mountbellew Campus.</p>	
<p>This concluded the business of the meeting.</p> <p>Signed: <u></u> Chairperson</p>	<p>Date: _____</p>