

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 28th November 2019

Time: 10.00am

Location: Institute Boardroom

Present: Mr. Cormac MacDonncha (Chair)
Mr. Michael Lally
Ms. Máire Ní Chionna
Mr. Gareth Roe
Mr. Michael Geoghegan
Mr. Aaron Burke
Mr. Michael Vaughan
Mr. Joe Cunningham
Mr. Tom Grady
Mr. David Leahy
Cllr. Michael Maher
Ms. Mary Rogers
Cllr Mary Howard
Ms Mary McGinley

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. Brid Prendergast, Acting Finance Manager, Item 6.1
Ms. Cait Noone, VP for GHIS and Internationalisation, Item 7.0
Mr. John Joe O'Farrell, Director for International Engagement, Item 7.0
Dr. Paddy Tobin, Head of School of Design & Creative Arts, Item 13.0
Ms. Celine Curtin, Head of Department Creative Arts & Media, Item 13.0
Mr. David Lee, Buildings & Estates Manager, Item 13.0

Apologies: Dr. Michael Hannon (Acting President)
Ms. Celestine Rowland

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 31 st October 2019, were approved on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.	
3.0 Matters Arising	All
<p>3.1 (Item 3.1 Canteen) Mr. Gareth Roe asked that a status update regarding the timeline for completion of works in the Canteen be communicated to staff and students. This was agreed. The meeting acknowledged the work carried out by the Staff and Management of the Canteen under difficult circumstances and wished this to be conveyed to all involved.</p> <p>3.2 Governance The Chairman updated the meeting on the status of Governance issues which were brought to the attention of the HEA. Mr. MacDonncha read a response he received on this matter from the HEA. The HEA acknowledged that the matters raised have been responded to satisfactorily and no further action is proposed. The Chair acknowledged the response as a satisfactorily reply and the Board agreed. This issue is now closed.</p> <p>Given the fact that the original request was previously published in newspaper articles in a negative manner, it was agreed to communicate the response from the HEA to our internal and external stakeholders</p> <p>The Chair acknowledged and thanked the sub-committee who worked with him on this matter, Mr. Joe Cunningham, Mr. David Leahy and Ms. Mary McGinley.</p>	
4.0 President	M Hannon
<p>4.1 Presidents Report The President's report was circulated prior to the meeting and taken as read.</p> <p>4.2 Media Coverage Report This report was circulated to the members prior to the meeting and taken as read.</p> <p>4.3 CUA Update and Appointment of Members to the T.U. Sub-committee The Chair provided an update on the CUA Colloquium meeting that took place in Donegal on Friday 22nd November and thanked those who had travelled and attended the meeting. It was noted that some of the more significant issues outstanding for a CUA application are:</p> <ol style="list-style-type: none"> 1. The percentage of academic staff holding level 10 qualifications And 2. The percentage of students pursuing postgraduate research masters <p>It was agreed to circulate and upload to SharePoint the presentation made by Mr. William Beausang at the meeting in Donegal.</p> <p>Mr. Joe Cunningham advised the Governing Body to proceed with caution and to ensure due diligence was followed in this process. Mr. Fennell informed the meeting that the Terms of Reference for Due Diligence in the areas of Corporate Services, HR and Finance have been drafted and are currently being processed through procurement. It is estimated the due diligence process will take six months. The Governing Body cannot proceed with a merger until this process is complete.</p> <p>Mr. Gareth Roe, reiterated his point around the key factor in this process, the wellbeing of the students of GMIT and how this will affect them and benefit their future. He also asked the question about how this process will be funded?</p>	

<p>It was agreed by the meeting to proceed with caution and to ensure due diligence is carried out in this process.</p> <p>The Chair informed the meeting of a proposal that was raised at the CUA Colloquium meeting in Donegal, to establish a Proto Governing Body. This would consist of three members from each existing Governing Bodies within the CUA and three external members.</p> <p>It was agreed that the Board structure for this Proto Governing Body would be circulated to the members. Mr. Jim Fennell also stated that he would circulate the composition of the Governing Body for a T.U.</p> <p>The Terms of Reference for the TU Sub-Committee were approved on the proposal of Cllr. Michael Maher and seconded by Cllr. Mary Howard.</p> <p>The following board membership was agreed on the proposal of Cllr. Mary Howard and seconded by Mr. Michael Vaughan:</p> <ul style="list-style-type: none"> ✓ Chair of the Governing Body (or nominee) ✓ President ✓ Four Members (excluding students) of the Governing Body - Mr. Joe Cunningham, Mr. Michael Lally, Mr. Gareth Roe and Ms. Máire Ní Chionna. ✓ One student member of the Governing Body – Students Union Welfare Representative ✓ Corporate Governance Compliance Officer ✓ Three external members with relevant expertise 	
<p>5.0 Appointment of President – Update from the Sub-Committee</p>	<p>Chair</p>
<p>The Chair informed the Board that interviews for the position of President had taken place and the successful candidate was Dr. Orla Flynn, a summary of Dr. Flynn’s CV was circulated at the meeting. The appointment was welcomed by the Board and was approved on the proposal of the Chair, Mr. Cormac MacDonncha and seconded by Mr. Michael Lally.</p> <p>The Chair thanked Mr. Fennell and the Selection Board Sub-Committee for the work involved in this process and complimented the external agency, Ardlinn.</p> <p>The meeting thanked the Chair for his work involved in the process and congratulated the newly selected candidate.</p> <p>The meeting also took the time to acknowledge the significant efforts from senior management in the Institute over the past number of months. Specific thanks and compliments were made to Dr. Michael Hannon for stepping into the role of Acting President at a difficult time for the Institute. His commitment and dedication to the Institute was acknowledged by the members of the board and a message of thanks and acknowledgment is to be conveyed to Dr. Hannon.</p> <p>It was agreed that a press release would be issued as soon as possible and should also include the satisfactory conclusion of the Governance matter brought to the attention of the HEA.</p>	
<p>6.0 Finance</p>	<p>J Fennell</p>
<p>6.1 Approval of Annual Financial Statements and Annual Governance Statement for Year Ended 31st August 2018</p> <p>Ms. Brid Prendergast, Acting Finance Manager, joined the meeting and together with Mr. Jim Fennell presented the Annual Financial Statements. The Financial Statements presented to the Governing Body for approval were recommended for approval by the Audit & Risk Committee and the Finance Sub-Committee.</p>	

<p>Ms. Prendergast took the meeting through the presentation on financial statements and highlighted the following amendment:</p> <p>Following a request from the Comptroller and Auditor General, the Institute performed a detailed analysis of the fixed asset depreciation charge. An issue was identified on the historic depreciation calculation of assets transferred to GMIT from Galway VEC on 1st January 1993.</p> <p>The impact on the prior year financial statements results in an increase in the depreciation charge for fixed assets by €250k and a corresponding increase in amortisation of capital grants by €250k. The impact prior to 2017 is a decrease in the net book value of fixed assets by €3.535m and corresponding reduction in deferred capital grants by €3.535m. There is no impact on the income and expenditure reserves.</p> <p>Ms. Prendergast highlighted the following sentence that the C&AG have asked GMIT to remove in the Financial Statements, page 19, 'The Institute recognises an offsetting asset which reflects future state funding due from the HEA in respect of Pension'. It was agreed to remove the word 'HEA' from the sentence, as recommended by the Finance Sub-committee. This was agreed by the meeting.</p> <p>The Annual Financial Statements and Annual Governance Statement for Year Ended 31st August 2018 were approved on the proposal of Mr. Michael Lally and seconded by Cllr. Michael Maher.</p> <p>The Board complimented the Finance Team on their work over the past year and acknowledged the level of reporting required.</p> <p>6.2 Finance Outturn 31st October 2019</p> <p>Ms. Brid Prendergast presented the Finance Outturn for 31st October 2019.</p>	
<p>7.0 International Strategy</p> <p>Ms. Cait Noone, Head of GHIS and Internationalisation and Mr. John Joe O'Farrell, Director for International Engagement, joined the meeting.</p> <p>A presentation was made to the Governing Body on the International Engagement Strategy for GMIT 2010 -2023. Ms. Noone highlighted the strategic priorities and key enablers while outlining the top market locations for 2020. Current International students in GMIT are 109 and the projected student numbers to 2024 are 173.</p> <p>Following a discussion on the strategy the Chair requested further information for the December meeting to include a breakdown of costs, metrics and more specific detail on reaching the target student numbers. A link between the Strategic Plan for Internationalisation and the Institute Strategic Plan should be made clear.</p> <p>It was agreed that the Executive Board provide a further in-depth analysis with specific costings associated with this Strategic Plan, and also to highlight the links between both the Internationalisation Strategic Plan and the Institute Strategic Plan. This will be an Agenda item in January.</p>	
<p>8.0 Mayo Campus</p> <p>8.1 Report from Mayo Campus Sub-Committee This item was deferred to the next meeting.</p>	
<p>9.0 Corporate Governance</p> <p>9.1 Risk Register (November 19) and Finance Sub-Committee Action Plan 9.2 Policy for Employer Pension Contributions for Externally Funded Posts</p>	

<p>Both Items 9.1 and 9.2 were deferred to the December meeting.</p>	
<p>10.0 Registrars Report</p> <p>10.1 Appointment of Membership of Academic Council</p> <p>The membership of the Academic Council as previously circulated, (list attached), was approved on the proposal of Mr. Joe Cunningham and seconded by Mr. Michael Vaughan.</p> <p>10.2 Fee Schedule Amendment</p> <p>Dr. Seamus Lennon presented the following amendment to the Fee Schedule for approval:</p> <p>Additional 4 credit Module in 'Supervision for Practice Educators in Social Care', Fee: Zero.</p> <p>Reason: Practice educators are people working in organisations who volunteer to manage our social care placement students, and this module is a train the trainer module to assist them in managing GMIT social care placement students.</p> <p>This was approved on the proposal of Mr. Gareth Roe and seconded by Cllr. Michael Maher.</p> <p>10.3 Learning & Teaching Strategy 2019 – 2023</p> <p>The Learning & Teaching Strategy 2019 – 2023 was approved on the proposal of Ms. Mary Rogers and seconded by Mr. Gareth Roe.</p> <p>10.4 Academic Council Minutes</p> <p>Academic Council minutes of 17th June and 16th September which were previously circulated for information were taken as read.</p>	
<p>11.0 SU President Report</p>	<p>A Burke</p>
<p>Mr. Aaron Burke presented his monthly report and updated the Board on various meetings attended by the Students Union Team across various platforms.</p> <p>Projects the Students Union Team are currently working on are, 21-day sustainable challenge, safety week, pedestrian crossing at Dublin Road Campus, recruiting and training of class reps, mental health, exam slam week and Christmas on Campus.</p> <p>An event recently held in aid of Shave or Dye raised over €15k</p>	
<p>12.0 HR Matters</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>J Fennell</p>

<p>[Redacted content]</p>	
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13.0 CCAM Physical Infrastructure

P Tobin

The meeting welcomed Dr. Paddy Tobin, Head of School, Creative Arts & Media, Ms. Celine Curtin, Head of Department of Creative Arts & Media and Mr. David Lee, Buildings & Estates Manager.

<p>Dr. Tobin made a presentation to the Governing Body on a proposal to develop the Cluain Mhuire Campus and to expand their student numbers. The request for €3m to spend on upgrading the infrastructure over the next 3 years was presented and recommended for approval by the Executive Board on Wednesday 27th December.</p> <p>Following discussion the request was approved on the proposal of Mr. Joe Cunningham and seconded by Mr. Michael Vaughan.</p> <p>The meeting agreed to address the long term investment requirement for the Cluain Mhuire Campus with the HEA.</p> <p>The team at CCAM were complimented by the Board on their progress to date and on their future plans to increase student numbers.</p> <p>It was suggested that local councillors and politicians be invited to GMIT for an information session regarding GMIT's capital projects.</p> <p>It was agreed that where decisions were required by the Governing Body, the proposer of such requests would not be in attendance at that meeting.</p> <p>The number of items on the Agenda for the Governing Body meetings was highlighted. The Chair & Secretary agreed to review the process for setting the Agenda, if necessary extending the time allocated for Governing Body meetings and also the process for deferring agenda items.</p>	
<p>14.0 Any Other Business</p>	
<p>The following dates for Governing Body meetings in 2020 were agreed:</p> <p>30th January 2020 27th February 2020 26th March 2020</p> <p>The Chair invited all members to Christmas Lunch at the G Hotel after the Governing Body meeting on December 12th.</p>	
<p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date: _____</p>

Governing Body List of Actions 2019

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 – 3	Academic code of practice No 1 to be an Agenda item at the September meeting	Registrar /VP for AA	September	Complete
29.08.19 – 4 28.11.19 – 4.3	Establishment of T.U. Sub-committee to be agreed at September Meeting	President	September	Partially Complete, External Appointees Pending
29.08.19 – 4.4	Circulate the criteria for the award of Honorary Fellowships	President	September	Complete
29.08.19 – 5	Student accommodation to be agenda item at September meeting	Students Union	September	Complete
29.08.19 – 8.1 26.09.19 – 3 28.11.19 – 7.0	Strategic Plan for GHS to be considered at October meeting	President	October	Deferred to December
29.08.19 – 8.3	Up-date on status of fee collection to be provided at September meeting	VP for F&CS	September	Complete
29.08.19 -10.4 26.09.19 – 11.2	Governing Body Effectiveness review to be an Agenda item at the September meeting	VP for F&CS	September	Complete
31.10.19 – 6.1	Implementation of recommendations in Governing Body Effectiveness Review	VP for F&CS	March 2020	Pending
29.08.19 – 10.5	Strategic plans to be developed for: <ul style="list-style-type: none"> - 1. International - 2. Marketing - 3. Communications 	President		

26.09.19 – 6.0	Strategic Communications Sub-Committee of the Executive Board to be established		October	Complete
28.11.19 – 7.0	International Marketing Communications			Deferred to Jan 20 Pending In Progress
26.09.19 – 3	Establishment of GHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December	Pending
26.09.19 – 4.4	Honorary Fellowship Nominees to be contacted	President	October	Complete
26.09.19 – 5.0	[REDACTED]	VP for F&CS	October	Complete
26.09.19 – 5.1	Institute to write to HEA regarding Accommodation Crisis	VP for F&CS	October	Pending
26.09.19 – 8.1	Draft Mayo Campus Strategic Plan	President	November	December 19
26.09.19 – 8.1	Unit Cost Figures 17/18	VP for F&CS	October	Pending
26.09.19 – 8.1	Update from meeting with HEA	President	October	Complete
31.10.19 – 7.1	VP Mayo Campus to provide interim report	President	December	Pending December 19
31.10.19 – 9.0	Head of School of GSDCA on CCAM Upgrade	President	November	Decision Complete Project in Progress
31.10.19 – 9.0	B & E Manager's presentation to be circulated	VP for F&CS	November	Complete
31.10.19 – 11.1	Finance Outturn to 30 th September 2019	VP for F&CS	November	Complete
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 Circulation of Structure of CUA Porto Governing Body	President/ VP for F&CS	December December	Pending Pending
28.11.19 – 5.0	Press Release: Appointment of New President	Chair	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 Update on International Strategic Plan by Exec Board	International Exec Board	December January	Pending 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
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