

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 26th March 2020
Time: 2.00pm
Location: Institute Boardroom via Teams

Present: Mr. Cormac MacDonncha (Chair)
Dr. Orla Flynn (President)
Cllr. Michael Maher
Mr. Joe Cunningham
Mr. Michael Lally
Mr. Michael Vaughan
Mr. Tom Grady
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
Dr. Michel Hannon, VP for Academic Affairs and Registrar
Dr. Rick Officer, VP for Research and Innovation
Ms. Fiona Faherty, Meeting Secretary
Ms. Jean Carpenter, Corporate Governance and Risk Management Officer
Ms. Edel O'Connor, Finance Manager and Ms. Brid Prendergast, Acting Finance Manager,
Item 5.0

Apologies: Dr. Seamus Lennon

<p>Due to COVID19 the meeting was held via Teams. A quorum of three members attended onsite at the Institute.</p> <p>At the beginning of the meeting the Chairman thanked Dr. Michael Hannon for his commitment and dedication as Acting President over the past year. He welcomed Dr. Orla Flynn, incoming President to the Institute and wished her well in her new role. He offered the full support of the Governing Body to Dr. Flynn.</p> <p>The Agenda had identified essential business items, and the meeting took place in this order. The minutes are recorded in order of Agenda items as they appear on the Agenda.</p>	
<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 27th February 2020, were approved on the proposal of Mr. Michael Lally and seconded Mr. Aaron Burke</p>	All
<p>3.0 Matters Arising</p> <p>There were no matters arising.</p> <p>3.1 COVID19</p> <p>Dr. Orla Flynn, President, assured the meeting that the Institute is fully compliant with Government guidelines across all Campuses. Essential services have been identified and Dr. Flynn acknowledged the tremendous efforts from all staff for the swift and efficient movement to online services.</p> <p>Two new contact tracing centres have been established, under the leadership of Dr. Seamus Lennon, in conjunction with the HSE. One centre is currently operational in the Dublin Road Campus with the second centre due to be functional on the Mayo Campus shortly. Dr. Flynn acknowledged and thanked the staff of the Institute who have volunteered to work in these centres.</p> <p>Continuous communication and updates will be issued to staff and students. The President thanked the staff of the Buildings office including the Caretakers and Cleaning staff who have provided essential services to keep the buildings open daily from 8am to 8pm.</p> <p>Dr. Michael Hannon informed the meeting that the Learning, Teaching and Continuity plan will be considered by Academic Council at its next meeting, which is scheduled to take place on 27th March. This is also being considered nationally and the outcome will be communicated to staff and students.</p>	All
<p>4.0 President's Report</p> <p>4.1 President's Report</p> <p>The President's Report had been circulated prior to the meeting and was taken as read.</p> <p>4.2 Media Coverage Report</p> <p>The Media Coverage Report which was circulated prior to the meeting was taken as read.</p> <p>4.3 CUA TU Up-date</p> <p>This item was deferred to the next meeting.</p>	O Flynn

5.0 Finance	J Fennell
<p>5.1 Budget 2020</p> <p>The Budget for 2020 was presented by Mr. Jim Fennell, VP for Finance & Corporate Services, Ms. Edel O'Connor, Finance Manager and Ms. Brid Prendergast, Acting Finance Manager. (Presentation Attached). The meeting was advised that the Budget for 2020 had been considered by the Finance Subcommittee and recommended for approval by the Governing Body.</p> <p>The following points were discussed at the meeting:</p> <ul style="list-style-type: none"> - Progress update on the Canteen Works - Summer schools will not take place this year, due to COVID19, resulting in a loss in revenue - iHUB update and rental income. - Apprenticeships – will not run in term three due to COVID19 resulting in a loss of student contribution income. - The continuing deficit on the Mayo Campus. - The recruitment advert for 2020 has been paused for the moment - Meeting with the HEA to discuss Budget 2020 is scheduled for April 15th. The issue of Mayo Campus deficit and challenges of COVID19 will be highlighted at this meeting. <p>Mr. Gareth Roe asked the President what plans are in place regarding the Summer Recruitment Advert, particularly in light of challenges ahead due to COVID19?</p> <p>The President advised that the Institute holds weekly business continuity meetings and the advert is paused for the moment. The Institute is already three months into the Academic year and the Budget, which was set prior to COVID19. All of these factors require consideration and will be discussed with the HEA. Institute Management is currently preparing for a meeting with the HEA on 15th April. Dr. Flynn noted the efficient move to remote facilities and added that it is a positive step for future offerings.</p> <p>The proposed Budget for 2020 was approved on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.</p> <p>Cllr. Michael Maher, as Chair of the Finance Subcommittee thanked the board for their commitment over the past number of years. He also thanked and acknowledged the significant work of the Finance Managers and Team.</p> <p>The Chairman thanked the Finance Subcommittee and the Audit Subcommittee for their time and efforts over the past number of years also.</p> <p>5.2 Programmes and Budgets 2020 – 2023</p> <p>The documentation for the Programmes and Budgets 2020 – 2023 which had been circulated prior to the meeting was noted. The Finance Subcommittee had not yet considered these financial projections as the Finance Subcommittee meeting was deferred due to the COVID-19 crisis.</p> <p>5.3 Treasury Policy</p> <p>This item was deferred to the next meeting.</p> <p>5.4 Approval of Bank Mandate</p> <p>Approval was sought for the Bank Mandate Proposal that was circulated in advance of the meeting. This proposal is to ensure that sufficient resources and cover are available to process staff payroll in light of COVID19.</p> <p>This was approved on the proposal of Mr. Michael Lally and seconded by Mr. Aaron Burke.</p>	

6.0 SU President Report	A Burke
<p>The President of Students' Union, Mr. Aaron Burke provided an update to the meeting which included the concerns of students due to COVID19. Some of the issues students are experiencing are related to remote access, lack of facilities at home, poor broadband/internet, old unreliable laptops, insufficient work space and eviction from accommodation. These issues are leading to anxiety and uncertainty for some students. Mr. Burke requested that future information being circulated via email or on social media be short and bullet points. This is easier for students to grasp and fully understand the situation as it arises and may assist in eliminating additional stresses and worries.</p> <p>Dr. Flynn acknowledged the concerns expressed by the Students Union and assured them that the Institute is working in the best interests of the students to alleviate as much stress as possible. The message for shorter more consistent communication will be taken on board and Dr. Flynn reassured the meeting that students will be kept fully informed of all decisions regarding exams as these decisions are being taken.</p> <p>The Chairman thanked Mr. Burke and his Team for their efforts and commitment to the Students of GMIT over the past year.</p>	
7.0 Registrar	M Hannon
<p>7.1 Termination of Programmes on the Mayo Campus</p> <p>This item was deferred to the next Meeting.</p> <p>7.2 Overview of Academic Contingency Plans</p> <p>This item was deferred to the next meeting.</p> <p>7.3 Academic Council Minutes</p> <p>This item which had been circulated in advance of the meeting and was taken as read.</p>	
8.0 HR Matters	J Fennell
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>9.0 Corporate Governance</p>	<p>J Fennell</p>
<p>9.1 Governing Body Elections</p> <p>This item which had been circulated for information and was taken as read.</p> <p>9.2 Risk Management</p> <p>This item was deferred to the next meeting.</p> <p>9.3 Annual Governance Statement (AGS)</p> <p>Ms. Jean Carpenter presented the Annual Governance Statement (AGS) for approval by the Governing Body. It comes with the recommendation of the Audit and Risk Committee (ARC) who approved it at their last meeting. The presentation had been circulated in advance of the meeting.</p> <p>The report is based on THEA Code of Governance requirements, best practice in Governance in the Higher Education Sector and it includes the Statement of Internal Control (SIC). The weaknesses in internal control that are disclosed on page 14 of the draft AGS and the areas of non-compliance were highlighted to the Governing Body. (copy of presentation attached).</p> <p>The meeting was informed that the C&AG have raised the issue of the Green Campus Bank Account. This issue has been raised and discussed at the last four Audit and Risk Committee meetings and the Institute has reviewed and updated the Treasury Policy which has been recommended for approval by the ARC. The Green Campus Bank Account has been disclosed in the 2019 AGS & SIC.</p> <p>The Annual Governance Statement was approved on the proposal of Mr. Michael Lally and seconded by Ms. Mary McGinley.</p> <p>Mr. Joe Cunningham, Chair of the Audit and Risk Committee thanked the members of the Audit and Risk Committee for their commitment and time over the past number of years. He acknowledged the specific expertise and knowledge that each member provided on the Committee.</p> <p>He specifically thanked Ms. Jean Carpenter for her professionalism and competency in her role which reassured him as Chair of the Committee.</p> <p>Ms. Carpenter thanked Mr. Cunningham for his time and professionalism over the years working on the Audit and Risk Committee. She also thanked all members of the Committee.</p> <p>The Chairman and Mr. Fennell also thanked all members of the Audit & Risk Committee and Mr. Joe Cunningham.</p>	

<p>9.4 Governing Body Effectiveness Review</p> <p>This item was deferred to the next meeting</p> <p>9.5 Update of Green Campus Bank Account</p> <p>This update was provided under item 9.3</p> <p>9.6 Gap Analysis – HEA Rolling Governance Review</p> <p>This item was deferred to the next meeting</p>	
<p>10.0 International Strategy</p>	
<p>This item was deferred to the next meeting.</p>	
<p>11.0 Mayo Campus</p>	
<p>This item was deferred to the next meeting</p>	
<p>12.0 Capital Projects</p>	
<p>This item was deferred to the next meeting</p>	
<p>13. Any Other Business</p> <p>The Chairman acknowledged that this meeting was the last meeting of the current Governing Body. He took the opportunity to thank the members for their contribution to the Institute over the past five years. He acknowledged the progress made for the good of the Institute and he thanked the members for the support given to him as Chairman. He also thanked the Executive for their commitment and support. He expressed his absolute confidence that the Executive and President would meet the challenges during the months ahead. Mr. MacDonncha noted that the informal dinner to thank the members would be rescheduled for a later date.</p> <p>Mr. Joe Cunningham thanked the Chairman for his stewardship of this board over the past few years and acknowledged the role as a challenging one at times.</p> <p>Mr. Cunningham also thanked Dr. Michael Hannon for his commitment and loyalty to the Institute and congratulated him on carrying out the challenging role of Interim President during difficult times.</p> <p>Ms. Máire Ni Chionna thanked the Governing Body and added it was a privilege to be a part of the board.</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	June 2020	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
12.12.19 – 5.1	Clarification on Garda Vetting for Guest Lecturers	VP for F&CS	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 – 9.1	Benchmarking exercise on Internationalisation within the Sector Explore appointment of an External Consultant to review International	President President	March March	Pending Pending