

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 28th January 2021
Time: 10.00am
Location: Microsoft Teams and Boardroom, Galway Campus

Present: Mr Cormac MacDonncha (Chair)
Mr Joe Cunningham
Dr Orla Flynn (President)
Cllr Michael Maher
Mr Gareth Roe
Cllr Colm Keaveney
Dr Eleanor Rainsford
Mr Michael Geoghegan
Cllr Paul Murphy
Ms Maureen Walsh
Ms Proinsias Ní Ghrainne
Ms Maria Ruddy
Ms Siobhán Kennedy
Mr Victor O'Loughlin
Ms Saidhbh McIntyre
Cllr Terry O'Flaherty
Ms Mary McGinley
Mr David Leahy

In Attendance: Mr Jim Fennell, Secretary / 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 Brid Prendergast, Acting Finance Manager and Ms Pauline Collins, Financial Accountant, (Agenda Item 5.0)

Apologies: Mr Tom Grady

<p>The Board offered their condolences to [REDACTED] who had passed away recently, R.I.P.</p>	
<p>1.0 Declaration of Conflict of Interest with Agenda Items</p>	<p>ALL</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>All</p>
<p>The minutes of the Meeting held on 10th December 2020, were approved on the proposal of Cllr Michael Maher and seconded by Cllr Terry O'Flaherty.</p>	
<p>3.0 Matters Arising</p>	<p>All</p>
<p>Mr Fennell advised the meeting that the Chair of the Audit & Risk Committee (ARC) would provide an update under item 8.0 of the Agenda.</p> <p>Item 13.0 of the minutes referred to an update on Cluain Mhuire, Mr Fennell noted the update will be provided under item 4.4 of the Agenda.</p> <p>Mr Fennell informed the Board that no nominations were received for staff representatives on the Mayo Campus Subcommittee. This can be discussed under Item 10.0. later in the meeting.</p> <p>Mr Gareth Roe referred to item 9.3 of the minutes and asked if this could be explored further in terms of post graduate students. It was agreed to put this as an Agenda Item at the next meeting, under HR practices and Mr Rick Officer would provide an update.</p>	
<p>4.0 President</p>	<p>O Flynn</p>
<p>4.1 President's Report</p> <p>The Presidents report was tabled for information. Dr Flynn provided a brief presentation to the Board which included the following:</p> <ul style="list-style-type: none"> - COVID-19: The institute is responding to the ongoing developments arising from the crisis. GMIT will not be returning to onsite practical activities in February. Academic Council are meeting on 29th January to consider the broader impact of COVID-19 on Semester 2, and an update will be provided to the February meeting. The management of this crisis is ongoing. - Mayo Campus: Plans for a new School of Health Science, Wellbeing & Society are underway. The Head of School post has been advertised and interviews will take place shortly. The establishment of a GMIT Centre for Sustainability, with an Institute-wide role which will incorporate all five campuses was approved by the Executive Board in January. The realignment, restructuring and development of existing and new programmes within the Business, Humanities and Technology, departments is ongoing. <p>The Chair commended the President and the progress on the Mayo Campus to date. He welcomed the direction the Mayo Campus is going in.</p> <p>Ms Maureen Walsh also commended the direction the Mayo Campus is going in and welcomed the new programme offerings as a significant development with great potential.</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>	

4.3 CUA Update

Dr Flynn informed the meeting that the MOU negotiations are ongoing. A challenge that has been highlighted is the over reliance of online offerings in Sligo IT.

Mr Gareth Roe asked how prepared GMIT is on the Management and HR Function requirements. Dr Flynn advised that these areas require further consideration. She reiterated that the MOU must be acceptable to the TUI branches of all three partner institutions, and the submission document must be acceptable to all three Governing Bodies.

The Chair added that quality of the submission was more important than submitting a document too quickly.

Mr Michael Geoghegan expressed his concerns that all three Institutes are multi campus and the financial implications of this this multi-campus business model.

Mr Roe added that it must be recognised that in order to make the merger successful the Galway Campus requires significant investment if the new TU is to compete successfully with the traditional universities.

The Student's Union President agreed with Mr Roe's comments. He added that the Galway campus lacks adequate student space.

4.4 Capital Projects Update

The President provided the following update on Capital Projects:

1. [REDACTED] – This is ongoing and being prioritised by the Buildings & Estates Manager.
2. STEM Building – GMIT is currently working with the Design Team and NDFA (National Development Finance Agency) in the preparation of invitation to tender documentation, with the expectation of going to market later in 2021.
3. Canteen – This project was substantially complete in December 2020.
4. iHUB – Building project complete.
5. Mayo Campus – Roof & Infrastructure fabric project successfully complete in December 2020.
6. Refurbishment for the MET project – Construction work substantially complete.
7. URDF – Galway City Council are still awaiting an update from Department of Houseing, Planning and Local Government.
8. CCAM – GMIT legal advisers have completed a draft CREW lease. This was copied to CREW in January. CREW are preparing a planning application on land owned by GMIT at CCAM and thus seeking the permission of Governing Body to lodge that planning application.


Mr Gareth Roe and Mr Michael Geoghegan requested further information on the CREW Project and the plans for the above project.

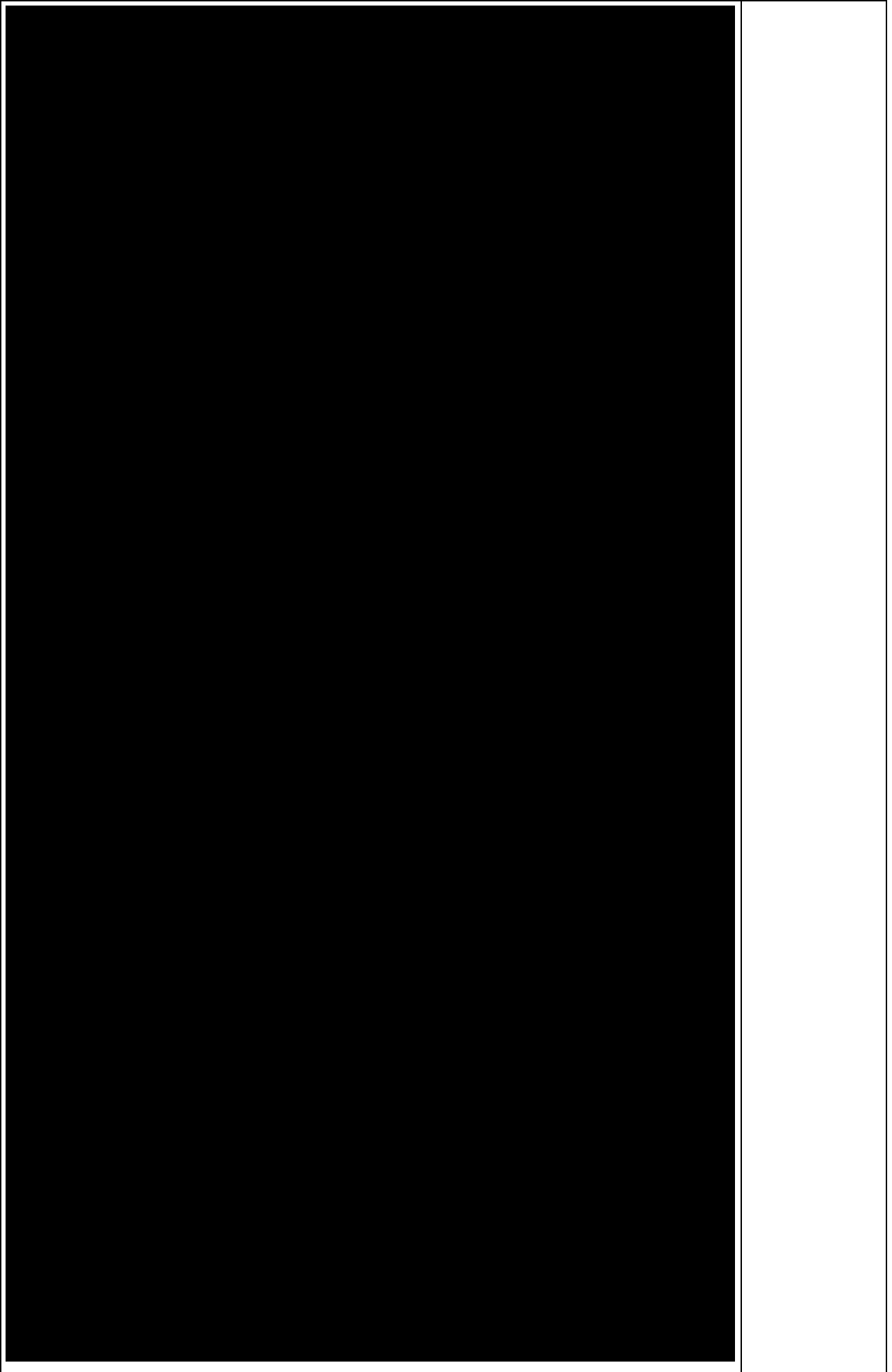
The meeting agreed to consider the approval for the application for planning permission at the next meeting.

9. Minor Works for 2021 - A priority plan for minor works to be carried out in 2021 is underway.

<p>10. Student Services/MPC – Outstanding procurement issues currently being addressed.</p> <p>4.5 Business Studies Data Breach</p> <p>The President referred to the recent Data Breach in the School of Business. She informed the Board of the processes involved. The Terms of Reference for an independent fact-finding investigation are being finalised.</p> <p>Dr Flynn acknowledged the difficulties experienced by both Students and Staff of the Institute and by Members of the Governing Body.</p> <p>The President of the Students Union raised issues being experienced by students with disabilities and their concerns regarding future teams calls. He added that training is required for both staff and students on Teams and Zoom meetings.</p> <p>Mr Joe Cunningham acknowledged the difficulties around this sensitive situation and acknowledged the President’s handling of the case. The appropriate steps were taken where the students & staff members were contacted. He also acknowledged the President of the Students Union for his role in this case and commended his professionalism throughout.</p> <p>The meeting noted that appropriate processes will now be followed under a fact-finding exercise. The President will keep the Governing Body informed.</p>	
<p>5.0 Report from Finance Subcommittee</p>	<p>J Fennell</p>
<p>Cllr Michael Maher provided an update to the Board from the Finance Subcommittee meeting which was held on 26th January.</p> <p>On the recommendation of the Finance Subcommittee, approval was sought to engage with the NTMA (National Treasury Management Agency) and open accounts to deposit surplus cash funds from time to time.</p> <p>In response to a query from Mr Gareth Roe, Mr Fennell informed the Board that the deposits be placed for a period of 6-12 months, which can be reviewed by the Finance Subcommittee quarterly.</p> <p>This was approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.</p> <p>5.1 Audited Financial Statements for Year Ended 31st August 2019</p> <p>Ms Brid Prendergast and Ms Pauline Collins joined the meeting and presented the Audited Financial Statements for Year Ended 31st August 2019.</p> <p>The Audited Financial Statements for Year Ended 31st August 2019 are recommended to the Governing Body for their approval by the Finance Subcommittee and the ARC.</p> <p>The attention of the meeting was brought to the following which will be included in a note to the Financial Statements: The Institute entered into a Licence Agreement arranged with TruCorp Ltd on 25th September 2018. This arrangement provided the Licensee (Trucorp Ltd) with rights to use Intellectual Property owned by the Institute (relating to Training Phantoms for Ultrasound Guided Regional Anaesthesia) and to develop and commercialise licensed products. GMIT has no shareholding arrangement with TruCorp Ltd. Revenues from the licence to TruCorp Ltd accrue only through initial milestone payments (€50,000 in such payments were received in 2018/2019) and through ongoing royalties (€516 accrued at year end August 2019).</p> <p>Mr Cunningham assured the Board that the Finance Subcommittee and the Audit & Risk Committee would have thoroughly reviewed the accounts at their respective</p>	

<p>subcommittee meetings and their recommendations from the are made to Governing Body with confidence.</p> <p>The Audited Financial Statements for Year Ended 31st August 2019 were approved on the proposal of Mr Joe Cunningham and seconded by Cllr Colm Keaveney.</p> <p>5.2 Finance Outturn for Year Ended 31st December 2020</p> <p>Mr Fennell and Ms Prendergast presented the Finance Outturn for Year Ended 31st December 2020.</p> <p>The surplus for the year ended 31st December 2020 is €1.5m.</p> <p>The surplus on recurrent grant activities is €2.8m compared to a budget of €700k leading to a positive variance of €2m.</p> <p>The financial outturn for Nursing has a deficit of €51k compared to a budgeted deficit of €150k which is a negative variance of circa €50k.</p> <p>Research and Self-Financing actual deficit is €600k compared to a budgeted deficit of €400k resulting in a negative variance of €200k. The landscape funding which had been budgeted for in an amount of circa €400k has not yet been received.</p> <p>The meeting requested an update from the VP of Research and Innovation on current operations of the iHUB at the February meeting.</p> <p>The canteen operations incurred a deficit of €444k compared to a budgeted deficit of €83k resulting in a negative variance of €361k. This level of deficit is expected to continue for the duration students are not attending on campus. Re-assignments of staff have occurred throughout various departments in the Institute, where possible.</p>	
<p>6.0 Report from EDI Subcommittee</p>	<p>O Flynn</p>
<p>Dr Flynn informed the meeting that the EDI Subcommittee met on 18th January and provided a brief update from the meeting:</p> <ul style="list-style-type: none"> - The deadline for SALI applications is 29th January - Athena Swan application was successfully submitted in December - Gender Action Plan was approved by Governing Body in December - Next EDI Subcommittee meeting is scheduled for April <p>The President also thanked Paul Murphy for Chairing this meeting.</p>	
<p>7.0 SU President Report</p>	<p>V O'Loughlin</p>
<p>Mr Victor O'Loughlin provided an update to the meeting on the Student's Union activities from December to January.</p> <p>The President attended various meetings including USI Presidents Group, CUA Transition Team, Academic Council and Emergency Business Continuity. He also provided interviews and information to Clare FM and Midwest Radio regarding placement for student nurses.</p> <p>Mr O'Loughlin also dealt with issues regarding the recent data breach.</p> <p>The SU Education and SU Welfare officers attended numerous meetings regarding Green Campus, OpinionX Survey planning, USI BMW working group, Student Counsellors and Galway Sexual Health Forum.</p>	

<ul style="list-style-type: none"> ✓ A digital wellbeing talk for students is currently be organised by the Students Union. ✓ Virtual Sports Scholarships Awards will take place on 28th January ✓ Kickstart 21 Campaign has commenced. 	
<p>8.0 Corporate Governance</p>	<p>J Fennell</p>
<p>Ms Mary McGinley, Chair of the ARC acknowledged the contribution Ms Jean Carpenter had made to the ARC and thanked her for her work and commitment, she wished Ms Carpenter well in her new role.</p> <p>Ms McGinley provided an update on the ARC meeting that took place on 26th January and highlighted the following:</p> <ul style="list-style-type: none"> - Recruitment of Corporate Governance & Risk Management Officer - Scheduling of a meeting without the Executive - COVID-19 Risk Register – continue with ongoing review and update - Strategic Risk Register – Seeking Deloitte Expertise to review and update the Risk Management processes. - Review the Effectiveness of the ARC <p>The next ARC meeting is scheduled for April.</p> <p>Mr Joe Cunningham also thanked Ms Jean Carpenter for her contribution over the past number of years and wished her well in her new role. He noted the post was critical and should be filled as soon as possible.</p> <p>8.1 SIPO Declarations</p> <p>Mr Fennell reminded the Governing Body members to submit their Annual SIPO declaration forms. It was agreed to re-circulate the relevant email and documentation to the Board.</p> <p>8.2 Risk Management</p> <p>The COVID-19 Risk Register has been reviewed and updated and submitted for approval to the Executive Board in early February and will be an agenda item at the next meeting.</p> <p>Deloitte have been retained to facilitate the development of the Corporate Risk Register and to review and update the Risk Management Policy, Processes and Risk Appetite.</p> <p>8.3 Schedule of Agenda Items 2021</p> <p>The schedule of Agenda Items for 2021 as was circulated in advance was approved on the proposal of Cllr Michael Maher and seconded by Ms Mary McGinley.</p>	
<p>9.0 HR Matters</p>	<p>J Fennell</p>
	



10.0 Any Other Business	All
<p>Mr Fennell referred to item 3.0 on the Agenda and noted that no nominations were received from staff representatives to the Mayo Campus Subcommittee.</p> <p>It was agreed to schedule a meeting of the Mayo Campus Subcommittee and seek staff nominations again.</p> <p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date: _____</p>

Governing Body List of Actions 2021

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 – 10.5 28.11.19 – 7.0	Strategic plans to be developed for: - 1. Marketing - 2. Communications	President	January 2020	Self-Evaluation taking place as part of QA process in 2021
29.08.19 – 10.5 28.11.19 – 7.0 30.01.20 – 9.1	- 1. International Benchmarking exercise on Internationalisation within the Sector Explore appointment of an External Consultant to review International	VP for International	January 2020 March 2020 March 2020	Delayed due to COVID19 Deferred due to COVID19 Decision not to proceed at this time
26.09.19 – 3 30.01.20 – 3.0	Establishment of GIHS Working Group / Review of School/Strategic Plan GIHS Strategic Plan	Chair & President	Nov/December 2019 2020	Presented to December 2019 meeting Review as part of Academic Plan Q4 2020 – Complete Presented to GB Oct 2020
26.09.19 – 5.1	<i>Institute to write to HEA regarding Accommodation Crisis</i>	<i>VP for F&CS</i>	<i>October 2019</i>	<i>Complete/Part of sectoral discussions.</i>
12.12.19 – 5.1	<i>Clarification on Garda Vetting for Guest Lecturers</i>	<i>VP for F&CS</i>	<i>January 2020</i>	<i>Complete</i>
12.12.19 – 8.0	<i>Communications Plan for delivering Mayo campus Strategic Plan to all Stakeholders</i>	<i>President/VP for Mayo campus</i>	<i>December 2019</i>	<i>Complete</i>
28.05.20 – 5.1	<i>Update from Return to Campus Implementation Team</i>	<i>President</i>	<i>June 2020</i>	<i>Agenda Item at August Meeting Regular updates at monthly meetings – Complete</i>

27.08.20 – 3.0	Review of Action List	President and VP FSC	Sept 2020	Complete
27.08.20 – 4.2	Update of Inaugural Shadow GB meeting	President	Sept 2020	Complete
27.08.20 – 5.2	TOR Mayo Campus Subcommittee	President	Sept 2020	Complete
27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Complete
27.08.20 – 5.2	Set up EDI Meeting	J Fennell	Sept 2020	Complete Meeting taking place on 5 th October
27.08.20 – 6.0	Capital Projects Priority List	J Fennell	Sept 2020	Complete
27.08.20 – 10.0	CAO outcome required for schools with poor student no's	J Fennell	Oct 2020	Complete
27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting – Complete
24.09.20 – 4.4	Honorary Fellowships	President	Sept 2020	Agenda Item for October Meeting - Complete
24.09.20 – 8.4	CAO Numbers – GHS	Registrar	Oct 2020	Agenda Item for October Meeting - Complete
24.09.20 – 12.0	TU Submission	President	Oct/Nov 2020	Separate 1 Item Meeting – Date to be agreed Q1 2021
26.11.20 – 4.2	Circulation of Article	J Fennell	Dec 2020	December Meeting – Complete
26.11.20 – 6.2	Clarification on procurement – Reappoint Design Team on Student Building	J Fennell	Dec 2020	January Meeting Complete
26.11.20 – 6.3	Capital Projects Subcommittee 1. Circulate TOR 2. Members of Subcommittee	J Fennell	Dec 2020	Agenda Item December Meeting - Complete
26.11.20 – 8.1.1	Update on Student Support – Recording Policy	M Hannon	Dec 2020	December Meeting – Complete
26.11.20 – 9.1	Finance Outturn Deferred	J Fennell	Dec 2020	Agenda Item December Meeting – Complete
28.01.21 – 3.0	HR Practices for Post-Graduates	R Officer	Feb 2021	Agenda Item February Meeting
28.01.21 – 4.1	Update from Acad Council Meeting regarding COVID-19 impact on Semester 1	M Hannon	Feb 2021	February Meeting
28.01.21 – 4.4	Capital Projects Update	O Flynn	Feb 2021	Agenda Item February Meeting
28.01.21 – 8.2	COVID-19 Risk Register	J Fennell	Feb 201	Agenda Item February Meeting
28.01.21 – 10.0	Seek staff nominations for Mayo Campus Subcommittee	J Fennell	March 2021	Seek nominations again