

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 30th January 2020

Time: 10.00am

Location: Institute Boardroom

Present: Cllr. Michael Maher (Acting Chair)
Dr. Michael Hannon (Acting President)
Mr. Michael Lally
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
Mr. Michael Vaughan

In Attendance: Mr. Jim Fennell, VP for Finance & Corporate Services
Dr. Seamus Lennon, Acting VP for Academic Affairs and Registrar
Ms. Fiona Faherty, Meeting Secretary
Ms. Jean Carpenter, Corporate Governance and Risk Management Officer
Ms. Brid Prendergast, Acting Finance Manager, Item 9.0

Apologies: Mr. Joe Cunningham
Dr. Rick Officer
Mr. Cormac MacDonncha

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 12 th December 2019, were approved on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.	
3.0 Matters Arising	All
<p>Mr. Michael Geoghegan referred to Item 6.0 of the Minutes and added his significant concern regarding the Hotel School and cautioned it may run into similar difficulties as that of the Mayo Campus. The School Strategic Plan should be prioritised and implemented prior to 2021.</p> <p>Cllr. Michael Maher, Acting Chair, added that this issue was discussed at the Finance Subcommittee meeting, which had taken place prior to the Governing Body Meeting, and the meeting agrees with Mr. Geoghegan's point above. It is a matter for the Executive to deal with as soon as possible.</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.</p> <p>4.3 Terms of Reference 'Shadow Governing Body' T.U.</p> <p>Dr. Michael Hannon highlighted that the Terms of Reference, which were circulated in advance of the meeting, come with the recommendation of all three Chair's within the CUA.</p> <p>The following suggestions were made to amend the Terms of Reference:-</p> <ol style="list-style-type: none"> 1. Membership - Each Institute will have one Academic and one Non-Academic representative, in addition to one Student Representative, on a rotating basis. 2. Amend the word 'prevent' to 'assist' in the first sentence under 'Purpose'. Sentence to read 'The Primary reason for establishing a shadow Governing Body is to 'assist in preventing' a situation where the new TU, at vesting date, is unprepared to assume the normal functions of Institutional Governance. 3. Amend the third bullet point under 'Purpose', change the word 'provide' to 'contribute to provide', sentence to read: 'Contribute to providing' strategic oversight and input to TU application process and content'. 4. Query the requirement to have this sentence included in the document under 'Functions of the Governing Body', 'The Shadow Governing Body has a potentially critical role in satisfying itself that the new TU is ready to operate at the point of designation, and that the body can, therefore, be dissolved in favour of the Governing Body of the TU proper as soon as this is appointed'. 5. Amend the following two sentences under 'Role of the Governing Body' <ul style="list-style-type: none"> ' a) Add in the word 'assisting', sentence will read, ' The role of the shadow Governing Body in carrying out its function will be advisory to the Governing Bodies of the three constituent Institutions and will be confined to 'assisting in the' development of the new TU. 'b) Include the word 'oversight', sentence to read, 'The shadow Governing Body will be required to provide regular reports, as appropriate, to the existing Governing Bodies for information 'and oversight' purposes'. 	

<p>It was agreed that Dr. Michael Hannon would bring the above suggested amendments back for discussion with the three Presidents of the CUA.</p> <p>The proposed Terms of Reference, with the suggested amendments, were approved on the proposal of Mr. David Leahy and seconded by Cllr. Mary Howard.</p>	
<p>5.0 Corporate Governance</p>	<p>J Fennell</p>
<p>5.1 SIPO Declarations</p> <p>Ms. Jean Carpenter reminded the members that the Annual Statement of Interest Forms for the year ended 31st December 2019 are due to be returned by 31st January.</p> <p>5.2 Regulations for the Election of Staff Members to Governing Body 2020 - 2025</p> <p>Mr. Fennell sought approval for the Regulations for the Elections of Staff Members to the Governing Body for 2020-2025. This document was circulated prior to the meeting.</p> <p>This was approved on the proposal of Mr. Michael Lally and seconded by Ms. Mary Rogers.</p> <p>5.3 Skills Assessment for Members of Governing Body 2020 – 2025</p> <p>Mr. Fennell tabled a document outlining the recommended skills set of a Governing Body, which include, but are not limited to, the following</p> <ol style="list-style-type: none"> 1. Academic 2. Governance 3. Financial 4. Risk Management 5. Legal 6. IT / Systems 7. Property / Estate Management 8. Project Management 9. People (General HR, Resource Planning, Skills and Learning etc) 10. Health & Safety 11. Communications 12. Data Privacy 13. Student Body Representative (s) 14. Local Community 15. Local Business Community 16. Any Other Skills Relevant to the Business Needs / Operating Environment of GMIT <p>It was agreed to accept the skills recommended above and to include one additional skill set, No: 17 EDI.</p> <p>This was approved on the proposal of Mr. Michael Vaughan and seconded by Mr. Tom Grady.</p> <p>5.4 Code of Conduct and Conflict of Interest Procedure for Governing Body Members (Updated – Version 1.4)</p> <p>Ms. Carpenter presented the updated Code of Conduct and Conflict of Interest Procedure for Governing Body Members. A copy of the document was circulated to the members prior to the meeting which also included a tracked changes version.</p>	

<p>The revised Code of Conduct and Conflict of Interest Procedure (V1.4) was approved on the proposal of Mr. Michael Lally and seconded by Ms. Mary McGinley.</p> <p>Ms. Carpenter also highlighted the responsibility of the Institute to have a Conflict of Interest Policy for staff, Governing Body members and external parties. A confidential register of all reported conflicts should be held and a summary report on all reported conflicts should be provided to the Governing Body on an annual basis.</p> <p>5.5 Risk Management</p> <p>The Risk Register was circulated at the meeting. Mr. Fennell noted that the Governing Body had requested to include the TU as a risk at its meeting on December 12th, this has now been done.</p> <p>The meeting discussed the Risks and the associated Controls and Actions and agreed that the following suggestions be reviewed by the Executive:-</p> <p>Capital Funding – Risks associated with the potential loss of expiration on the planning permission for the Student STEM Building and potential loss of funding for the CCAM plan. It was also suggested that each School/Department submit their individual requirements for capital investment.</p> <p>Mr. Fennell advised that the Internal Auditors have recommended the CUA develop their own Risk Register.</p> <p>The Institute Risk Register was approved on the proposal of Mr. Michael Vaughan and seconded by Ms. Maire Ni Chionna.</p> <p>5.6 Schedule of Agenda Items 2020</p> <p>The Schedule of Agenda Items for 2020 was circulated prior to the meeting. This was approved on the proposal of Mr. Michael Lally and seconded by Mr. Michael Geoghegan.</p> <p>Mr. Fennell circulated correspondence from THEA on the potential reappointment of an extant Governing Body. A discussion took place and the meeting agreed that GMIT should proceed with the appointment of a Governing Body as normal in accordance with the Institutes of Technology Acts.</p>	
<p>6.0 Registrar</p>	<p>S Lennon</p>
<p>6.1 Programme Validations</p> <p>The following programme validations were circulated for approval:-</p> <ul style="list-style-type: none"> • BA (Hons) in Community Development and Youth Work (Ab Initio) (with exit of Community Development and Youth Work (Ab Initio) • BA in Community Development and Youth Work (Ab Initio) • BA (Hons) in Community Development and Youth Work (Add-on) • Certificate in Climate Resilience for Business (35 ECTS, Level 8) • Certificate in Greening Enterprise Skills (25 ECTS, Level 6) • Certificate in Digitalisation (40 ECTS, Level 6) • Certificate in Blockchain for Business (30 ECTS, Level 8) • MSc in Digital Media & Marketing <p>All of the above programme validations were approved on the proposal of Mr. Michael Vaughan and seconded by Ms. Mary McGinley</p>	

6.2 Annual Report 2018

The Annual Report was approved on the proposal of Ms. Mary McGinley and seconded by Mr. Michael Lally.

6.3 Amendment to Fee Schedule 2019/2020

Dr. Seamus Lennon read out the following amendments for approval for the Fee Schedule for 2019/2020:-

- 1. MSc in Digital Media and Marketing €7,000
- 2. Certificate in Digital Media and Marketing €3,000

Both amendments were approved on the proposal of Mr. Michael Vaughan and seconded by Mr. Michael Lally.

6.4 Academic Council Minutes 1st November 2019

The above minutes were circulated prior to the meeting for information.

6.5 Academic Plan 2020 – 2025

The Academic Plan 2020-2025 was circulated for approval. The meeting asked if the Finance Department had been consulted on the plan. The meeting was advised that the Finance Department are currently preparing the Institutes Programmes and Budgets and would be reviewing the Academic plan as part of this process.

The Academic Plan 2020-2025 was approved on the proposal of Mr. Michael Vaughan and seconded by Mr. Michael Geoghegan.

7.0 HR Matters

J Fennell

[Redacted content]

<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>8.0 SU President Report</p>	<p>A Burke</p>
<p>Mr. Aaron Burke, President of the Students' Union provided an update on activities from the Students Union. He also raised the continuing concern regarding lack of facilities for students on the Galway Campus. The current significant issue is lack of canteen facilities.</p> <p>The meeting discussed the impact that the lack of canteen facilities are having on the Campus and it was agreed to seek an update from the Buildings and Estates office on the works in the Canteen. This will be an Agenda item for the next meeting.</p> <p>The Chairman acknowledged and thanked the Students Union for their continued efforts and work that they carry out in the best interests and welfare of GMIT students.</p>	
<p>9.0 Finance</p>	<p>J Fennell</p>
<p>9.1 Finance Outturn to 31st December 2019</p> <p>Ms. Brid Prendergast, Acting Finance Manager, joined the meeting and together with Mr. Fennell presented the Finance Outturn to 31st December 2019.</p> <p>The meeting noted that there is a risk that springboard funding may not continue and there is a need to reduce the Institute's reliance on this source of revenue for funding a recurrent cost base. It was agreed to provide the specific number of teaching hours currently allocated against Springboard at the next meeting.</p> <p>The meeting also requested that a historical analysis of growth in Research be provided at the next meeting.</p> <p>Significant concern was expressed in relation to International spend. The Students Union expressed their concern regarding lack of accommodation in Galway for potential</p>	

<p>International Students attending GMIT. Mr. Gareth Roe asked why other Institutes are performing well in the International market and GMIT are not? A benchmarking exercise was suggested. Mr. Michael Lally asked if an external consultant would be of benefit to review and advise on a new direction for International? This suggestion was welcomed and will be addressed with the new President when she takes up office in March. Mr. Michael Vaughan asked for an update on the Maltese proposal. This information will be provided at the next meeting. International will be an Agenda item at the next meeting and further discussion and analysis can be taken at this meeting. The concerns of the Board are noted.</p> <p>The meeting also discussed the continuing deficit in the Mayo Campus and noted that the ring-fenced funding is guaranteed for only two more years.</p> <p>Mr. David Leahy and other members of the Governing Body expressed their dissatisfaction at being sent and copied on emails from the Mayo Campus Staff, regarding the situation on the Mayo Campus. Members should not be emailed or copied on emails in this regard. The appropriate forum for discussion initially is at each monthly Mayo Campus Subcommittee meeting.</p> <p>Mr. Michael Geoghegan added that his view is that the Institute has not implemented the 33 recommendations in the Working Group Report.</p> <p>It was agreed that the Working Group Report on the Mayo Campus would be emailed to the members.</p> <p>9.2 Purchasing Card Policy</p> <p>The Purchasing Card Policy was approved on the proposal of Ms. Mary McGinley and seconded by Cllr. Mary Howard.</p> <p>9.3 Bank Mandate</p> <p>Due to a recent change of staff in the Finance department an amended bank mandate was circulated for approval. This was approved on the proposal of Mr. Gareth Roe and seconded by Mr. Michael Lally.</p>	
<p>10.0 Any Other Business</p>	
<p>Mr. Fennell informed the meeting that the Art Collection, bequest to GMIT by former colleague Mr. Dennis Murphy, is now temporarily stored in the library. It is hoped to have the collection displayed throughout GMIT in due course. The Governing Body will be informed when the collection is available to view.</p> <p>The members wished to convey their best wishes to Mr. Murphy and to thank him and his sister for this generous gift.</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 – 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 TU Subcommittee 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 GIHS to be considered at October meeting	President	October	Complete
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	Partially Complete
29.08.19 – 10.5	Strategic plans to be developed for: <ul style="list-style-type: none"> - 1. International - 2. Marketing 	President		

26.09.19 – 6.0	- 3. Communications Strategic Communications Subcommittee 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 GIHS 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	Complete
26.09.19 – 8.1	Unit Cost Figures 17/18	VP for F&CS	October	Complete
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	Complete
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 Proto Governing Body	President/ VP for F&CS	December December	Pending Complete
28.11.19 – 5.0	Press Release: Appointment of New President	Chair	December	Complete
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
12.12.19 – 5.1	Clarification on Garda Vetting for Guest Lecturers	VP for F&CS	January	Pending
12.12.19 – 5.3	Write to Green Campus Committee on Mayo Campus regarding non attendance at meetings with ARC	VP for F&CS	January	Complete
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 GIHS	President	January	Pending
12.12.19 – 8.0	Consultation process with Unions regarding Mayo Campus Strategic Plan	VP for F&CS	January	Ongoing
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 – 9.1	Circulate the WGR by email to the Governing Body	VP for F&CS	February	Complete
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