

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 24th September 2020

Time: 10.00am

Location: Theatre 1000, Galway Campus

Present: Mr Joe Cunningham (Acting Chair)
Dr Orla Flynn (President)
Cllr Michael Maher
Mr Tom Grady
Mr Gareth Roe
Cllr Colm Keaveney
Dr Eleanor Rainsford
Mr Michael Geoghegan
Ms Mary McGinley
Cllr Paul Murphy
Ms Maureen Walsh
Ms Proinsias Ní Ghrainne
Cllr Terry O'Flaherty

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

Apologies: Mr Cormac MacDonncha
Ms Maria Ruddy
Ms Siobhán Kennedy
Mr David Leahy
Mr Victor O'Loughlin
Ms Saidhbh McIntyre
Ms Jean Carpenter

1.0 Declaration of Conflict of Interest with Agenda Items	ALL
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 27 th August 2020, were approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.	
3.0 Matters Arising	All
It was noted the Mr David Lee was in attendance at the meeting but was not recorded in the minutes, this will be amended.	
4.0 President	O Flynn
<p>4.1 President's Report</p> <p>The President's Report was taken as read, it was circulated in advance of the meeting, Dr Flynn thanked everyone who had contributed to the report.</p> <p>Dr Rick Officer informed the meeting that the iHUB extension will soon be ready to facilitate new clients on site. This is an exciting time for GMIT. The very first programme will begin on Saturday, TU Masters programme in Design and Engineering, this is also an example of integration between the Institute and the iHUB.</p> <p>The President wished Mr Ruairi Doherty well in the upcoming National 2020 – 3rd Level Midas Electronic Project Competition, where he is one of three finalists for his final year project in BEng in Software & Electronic Engineering.</p> <p>4.2 Technological University (TU) Update</p> <p>Dr Flynn presented an update from the first meeting of the CUA Joint Governing Body Subcommittee, which took place on Tuesday 1st September. The Presentation will be uploaded to SharePoint.</p> <p>Dr Flynn highlighted the draft Mission and Vision and provided the background workings of the Subcommittee to the meeting. It is a work in progress process, and she will update the Governing Body after the next CUA Joint Governing Body Subcommittee meeting which is scheduled to take place on 6th October.</p> <p>4.3 Media Coverage Report</p> <p>The Media Coverage Report which was circulated prior to the meeting was taken as read.</p> <p>4.4 Honorary Fellowships – GB Subcommittee</p> <p>This item was deferred to the next meeting on October 29th.</p>	
5.0 Mayo Campus	O Flynn
<p>5.1 TOR Mayo Campus Subcommittee</p> <p>The Draft Terms of Reference for the Mayo Campus Subcommittee were circulated in advance to the Board. Mr Michael Geoghegan queried why the proposed Terms of Reference were somewhat different to those of the previous sub-committee, including a reduced membership. The President paid tribute to the outgoing Subcommittee and acknowledged the significant amount of work that was required from that Subcommittee as they worked through the recommendations in the Mayo Campus Working Group</p>	

<p>Report and recommended for approval to the Governing Body a strategic framework for the Campus. The Strategic Framework will form part of the focus of the new Subcommittee and the revised Terms of Reference of this Subcommittee is consistent with that of the other Governing Body Subcommittees.</p> <p>This was welcomed by the Board and the Terms of Reference as circulated were approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p>It was agreed that expressions of interest from Governing Body members to become members of the Mayo Campus Subcommittee would be emailed to the President and/or the Secretary/VP for Finance and Corporate Services before the October meeting.</p>	
<p>6.0 Corporate Governance</p>	<p>J Fennell</p>
<p>6.1 Conflict of Interest Policy</p> <p>Mr Fennell presented the Conflict of Interest Policy to the meeting and acknowledged the significant work by Ms Jean Carpenter on this policy.</p> <p>The purpose of the Conflict of Interest Policy is to provide a more robust Governance and Management of potential conflicts of interest. The policy applies to all members of staff, students, Governing Body members and external parties, who are involved in the activities of the Institute. It also makes provision for the requirement to maintain a register of reported conflicts.</p> <p>Dr Eleanor Rainsford sought clarity as to who is the student's supervisor for undergraduate students. Following discussion, it was agreed to amend the policy as follows:</p> <p>Section 5.2.2 "Disclosure should be made to the student's supervisor, principal investigator, lecturer or head of department, where appropriate".</p> <p>This was agreed on the proposal of Ms Mary McGinley and Dr Eleanor Rainsford.</p> <p>The Board complimented the policy and agreed it was an essential policy for the Institute to have. The Conflict of Interest Policy was approved, as amended on the proposal of Cllr Colm Keaveney and seconded by Cllr Terry O'Flaherty.</p> <p>6.2 Protected Disclosure Report</p> <p>Mr Fennell informed the Board of the Institutes obligation under Section 22 of the Protected Disclosures Act 2014, to report each year the number of protected disclosures made in the preceding year, and any actions taken in response to such disclosures. No protected disclosures were received by GMIT in the reporting period up to 31st August 2020.</p>	
<p>7.0 Capital Projects Prioritisation</p>	<p>O Flynn</p>
<p>The President informed the meeting that the Master Planners from Taylor Architect are invited to attend a meeting with the Executive. The meeting was also advised that the process for prioritising Capital Projects will involve consultation and communication with staff and students.</p> <p>This process of consultation and communication was welcomed by the Chair and members of the Board.</p> <p>The expiration of planning permission for the Student Building was noted as a concern by the Board.</p>	

8.0 Registrar	M Hannon
<p>8.1 GMIT Mitigation Policy</p> <p>Dr Michael Hannon sought approval for the GMIT Mitigation Policy which was circulated to the Board prior to the meeting. He informed the meeting that the policy had already been approved for the summer examination period. It was considered by Academic Council at their meeting on 18th September and was recommended to Governing Body for approval. He added that the updated approval covers the autumn examination period.</p> <p>The GMIT Mitigation Policy was approved on the proposal of Cllr Terry O’Flaherty and seconded by Ms Mary McGinley.</p> <p>8.2 GMIT Charter Policy</p> <p>The GMIT Charter Policy was developed in response to COVID19 and BOLT. It consists of ten principles of digital communication. These ten principles outline the way in which GMIT staff and students should work together to support learning, research and participation and delivery in all aspects of the Institute’s digital environment. It was considered by Academic Council at their meeting on 18th September and recommended for approval by the Governing Body.</p> <p>The GMIT Charter Policy was approved on the proposal of Cllr Michael Maher and seconded by Ms Maureen Walsh.</p> <p>8.3 Programme Validations</p> <ul style="list-style-type: none"> ➤ Bachelor of Engineering in Automation and Robotics ➤ Higher Certificate in Engineering in Automation and Robotics ➤ Bachelor of Engineering (Hons) in Agricultural Engineering ➤ Bachelor of Engineering in Agricultural Engineering ➤ Bachelor of Engineering in Manufacturing Engineering (Add-on) ➤ Bachelor of Engineering in Manufacturing Engineering (Apprenticeship) ➤ Higher Certificate in Manufacturing Engineering (Apprenticeship) ➤ Higher Diploma in Engineering in Civil Engineering ➤ Certificate in Building Healthcare Communities ➤ Exit Award: Certificate in e-Health (10 ECTS) <p>The above Programme Validations were approved on the proposal of Mr Michael Geoghegan and seconded by Ms Mary McGinley.</p> <p>8.4 CAO Update</p> <p>Dr Michael Hannon presented the following update on Round 1 CAO accepts versus projections.</p> <p>The Board welcomed the presentation and the overall positive outcome from the CAO process. The meeting expressed concern at the CAO outcome for GIHS and it was agreed to look at the GIHS numbers in more detail at the next meeting.</p> <p>The President thanked Dr Hannon and the Team in Academic Affairs for their efforts and work over the past number of months.</p>	

	Potential	Ac Plan	Round 1 Accepts
Business	405	410	387
GIHS	142	159	121
Engineering	440	419	440
Sc/Computing	510	510	506
Mayo	188	150	157
GSDCA	209	237	231
Total:	1894	1885	1842

8.5 Fee Schedule 2020/21 (Amendment)

The VP for Academic Affairs and Registrar presented the following amendment to the Fee Schedule for 200/21, which was circulated in advance of the meeting.

The Fee Schedule now includes the fee for the P/T BA in Art & Design (L7); BEng in Automation and Robotics; BA (Hons) in Culinary Arts (P/T) and Materials fee for: the P/T BA in Art & Design (L7);

The updated Fee Schedule for 2020/21 was approved on the proposal of Ms Mary McGinley and seconded by Cllr Terry O'Flaherty.

9.0 SU President Report

V O'Loughlin

The SU President gave his apologies for the meeting and his report will be uploaded to SharePoint.

10.0 HR Matters

J Fennell

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11.0 Finance	J Fennell
11.1 Finance Outturn to 31st August 2020	
<p>The Recurrent Grant Outturn for the eight months to 31st August 2020 was presented at the meeting. The final outcome for 2020 is very dependent on the achievement of the targets in the Academic Plan. In response to a query from Mr Michael Geoghegan, Mr Fennell informed the meeting that the Finance office had increased the provision for bad debts as the Institute, due to the COVID19 crisis, had not withdrawn services from students with outstanding liabilities.</p>	

12.0 Any Other Business	All
<p>Cllr Terry O'Flaherty queried if the 'Sshh' Campaign was still active. It was confirmed that the campaign is still active through the Students Union. The Chair complimented the Students Union on this initiative.</p> <p>Cllr Colm Keaveney informed the meeting that the Equality, Diversity and Inclusion (EDI) meeting is scheduled to take place on Monday 5th October, he will provide a report to the Governing Body at the next meeting.</p> <p>The President added that the COVID Response Plan will be reviewed from next week as Students return to college on 28th September. She noted that the Institutes approach is to continue working remotely where possible.</p> <p>Cllr Colm Keaveney thanked the staff of the Institute for their efforts over the past number of months. He wished the Executive and Management well for the new academic year.</p> <p>Mr Tom Grady wished the Institute well in the new Academic Year and acknowledged the positive CAO numbers.</p> <p>The Chair, Mr Joe Cunningham also wished the Institute staff and students well for a new academic year ahead.</p> <p>Mr Gareth Roe asked if the Governing Body would require a special meeting to discuss the TU Submission? The President acknowledged that a one item agenda meeting may be required, this will be agreed at the next meeting or as the application progresses.</p> <p>Mr Michael Geoghegan complimented the work completed on the TU Submission, he acknowledged the contributions from each working group.</p> <p>It was agreed to award delegated authority to the President and the Chair to determine whether the next Governing Body meeting should be held in person, on Microsoft Teams or a blended version. This was proposed by Mr Joe Cunningham and seconded by Cllr Colm Keaveney.</p> <p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date: _____</p>

Governing Body List of Actions 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 – 10.5	Strategic plans to be developed for:	President	January 2020	Self-Evaluation taking place as part of QA process
28.11.19 – 7.0	<ul style="list-style-type: none"> - 1. Marketing - 2. Communications - Marketing - Communications 			
29.08.19 – 10.5 28.11.19 – 7.0	- 1. International	VP for International	January 2020	Delayed due to COVID19
30.01.20 – 9.1	Benchmarking exercise on Internationalisation within the Sector		March 2020	Deferred due to COVID19
	Explore appointment of an External Consultant to review International		March 2020	Decision not to proceed at this time
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December 2019	Presented to December 2019 meeting
30.01.20 – 3.0	GIHS Strategic Plan		2020	Review as part of Academic Plan Q4 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	<i>Review of Action List</i>	<i>President and VP FSC</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 4.2	<i>Update of Inaugural Shadow GB meeting</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 5.2	<i>TOR Mayo Campus Subcommittee</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>

27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Agenda Item for October Meeting
<i>27.08.20 – 5.2</i>	<i>Set up EDI Meeting</i>	<i>J Fennell</i>	<i>Sept 2020</i>	<i>Complete Meeting taking place on 5th October</i>
<i>27.08.20 – 6.0</i>	<i>Capital Projects Priority List</i>	<i>J Fennell</i>	<i>Sept 2020</i>	<i>Complete</i>
<i>27.08.20 – 10.0</i>	<i>CAO outcome required for schools with poor student no's</i>	<i>J Fennell</i>	<i>Oct 2020</i>	<i>Complete</i>
27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting
24.09.20 – 4.4	Honorary Fellowships	President	Sept 2020	Agenda Item for October Meeting
24.09.20 – 8.4	CAO Numbers – GIHS	Registrar	Oct 2020	Agenda Item for October Meeting
24.09.20 – 12.0	TU Submission	President	Oct/Nov	Separate 1 Item Meeting – Date to be agreed