

**Minutes of the meeting of the Governing Body of Technological University of the Shannon:
Midlands Midwest**

Monday 16th October 2023 at 10:00am

in person – Midlands Campus

Members: Josephine Feehily (in person)
George O'Callaghan (Teams)
Anne Meagher (in person)
Tony Mahon (in person)
Anne Cusack (Teams)
Kevin McLoughin (in person)
James Ring (in person)
Martin Quinn (Teams)
Noel Gavin (in person)
Brigid Delamere (in person)
Amelia Lown (in person)
Jose Fernandes (in person)
John Doyle (in person)
Catherine Collins (in person)
John Griffin (in person)
Colette Ryan (in person)

In Attendance: Bill Delaney, Governing Body Secretary (in person)
Martina Moran, Recording Secretary (in person)
Director of Communications and Marketing – Item 16
VP People Culture and EDI and EDI Manager – Item 18
Registrar – Item 19

4. Apologies : Vincent Cunnane, Marguerite Doyle, Niamh Kennedy.

Items will be recorded in the order they were discussed.

SECTION A: STANDING ITEMS

1. Chairpersons Opening.

The Chair welcomed members to the meeting.

- The IPA Governing Body Effectiveness Review – GNC are considering this report in relation to their own committee as well as in the overall context of Governing Body. The Chairs of all sub-committees were requested to also consider the report in light of each of the committees with a view to the Secretariat producing a comprehensive paper for discussion at the December Governing Body meeting.
- As a recommendation from the IPA Review there will be a ten-minute interval / coffee break at every Governing Body meeting at 11.30am approx.
- The GNC committee also discussed the ideas of team building and induction for Governing Body, this will be further discussed again at GNC and at the December Governing Body meeting. As a first step in a team building initiative, members were invited to a Christmas lunch which will be held in Athlone Campus this year and were encouraged to remain after the meeting for the lunch.

- Graduation will take place:
Tuesday 31st October and Wednesday 1st November - Midlands Campus
Thursday 2nd November and Friday 3rd November – Midwest Campus
Members were requested to advise M. Moran of their availability to attend.
- As neither the Chair or the President are available to attend the Graduation ceremony on Tuesday 1st November of the Faculty of Continuing, Professional, Online and Distance Learning at 7pm, (due to the early start of conferring ceremonies taking place on the Midwest campus the next morning) the Chair requested if a Governing Body member would preside as member of Governing Body at this ceremony.
- The Presidents and Chairs of the five TUs have attended numerous meetings, the most recent on the 9th of October at TU Dublin. Issues discussed cover funding, TSAF, sectoral representation, the advancement of the issue of Professorial roles in TU's to name but a few.

Action	By whom	By when
The IPA Governing Body Effectiveness Review – comprehensive paper encompassing the views of each committee to be prepared for GNC	Secretariat	For GNC 28-11-23 For GB: 18-12-23

2. Approval of the Agenda

The agenda was approved.

3. Expressions of Sympathy

[REDACTED]

5. Declaration of Conflicts of Interest & Loyalty

There were no Conflicts of Interest declared.

6. Correspondence

There are no items of correspondence.

7. Minutes of Governing Body meeting of 18th September and 2nd October 2023.

The minutes of 18th September were approved.

Proposed by B. Delamere and seconded by N. Gavin.

The minutes of 2nd October 2023 were approved.

Proposed by C. Ryan and seconded by J. Ring.

The Chair thanked Governing Body for her reappointment as Chair to Governing Body.

It was agreed that the minute of 19th June 2023, Item 21 would be amended as follows:
'decided' will be replaced with: The Governing Body at its private session will recommend to Governing Body that in light of the finalisation of the Strategy

8. Matters Arising

GNC met last week, a report from which will be presented to the next Governing Body meeting, however, items from this GNC meeting will be referenced during this Governing Body meeting.

The HR matter remains a 'live' issue.

9. Action Log

Update on the following items:

- Item 16 work in progress by GNC – Q4 2023 and Q1 2024
- Item 55(b) Code 'green' - embedded into workplans
- Item 66 & 68 will be merged – ARC meeting – January '24
- Item 84 GNC to look at this
- Item 88 Code 'green'

All items coded 'green' will be removed from the Action Log.

10. Risk Management

Discussed under item 12.5

11. TUS Key Strategic Priorities Progress Report and President's Update

The System Performance 2023 – 2028 will be a substantive item at November Governing Body meeting. A response to the HEA will be prepared and issued post this meeting. The President's Report was noted.

Action	By whom	By when
HEA System Performance Framework 2023 - 2028	President	Agenda item 27-11-23

SECTION B: ITEMS FOR DISCUSSION/APPROVAL

12. ARC Report of 26th September 2023

The Chair of ARC briefed Governing Body in detail on the ARC meeting of 26-9-23. Mr. C. O'Doherty has joined the ARC committee. Mr. O'Doherty has a background in cyber and IT.

12.1 Internal Audit (Deloitte)

TUS Multi-Annual Internal Audit Plan

Noted.

Cyber Security Review Audit

- The resourcing and recruitment of the skills set needed to develop and maintain a cyber/ICT team including being in a budgetary position to invest in the relevant technologies, &
 - The embedding of a culture of cyber security awareness and proactive behaviour
- On the recommendation of ARC the Audit was approved.

Proposed by C. Ryan and seconded by A. Meagher

Capital Projects Management Audit

One serious finding was identified which is that there is no campus masterplan in place, however, there is a TUS Capital and Governance Reporting structure in place.

On the recommendation of ARC the Audit was proposed for Governing Body approval, however, it was agreed to review this item under item 13.5 as the report was also reviewed by the FPDC, in the context of its remit for campus development.

Academic Programme Development Audit

Governing Body discussed this Audit in detail. There was some concern expressed that there it doesn't address either the HEA Act or Governance aspects

It was proposed that Governing Body would note the draft report and request Deloitte to look at the draft again in light of these concerns.

12.2 Annual Procurement Report 22/23

On the recommendation of ARC the Annual Procurement Report 22/23 was approved.

Proposed by N. Gavin and seconded by C. Ryan.

12.3 ARC Terms of Reference

A summary of changes of ARC TOR will be brought to the next ARC meeting and onwards to Governing Body.

12.4 Annual Information and Data Compliance Report (IDCO) 22/23

Noted.

FOI – B. Delaney to follow up on this.

12.5 Risk Management – Strategic Risk Register & Executive Summary

The Risk Register will be reviewed again at the next ARC meeting.

The full Risk Register was noted.

Upload the full Risk Register to Decision Time on an ongoing basis.

Cyber & Data Reporting – B. Delaney to follow up on progress on staff mandatory training.

12.6 TUS C&AG Management Letter 21/22

The 21/22 C&AG Management letter was noted.

As this is the first TUS set of accounts audited by C&AG, the Chair commended the finance team on an excellent job and await the implementation of all recommendations.

12.7 Update on the Effectiveness review from IPA in relation to ARC

Updates from all committees will be discussed at the December Governing Body meeting.

12.8 Workplan 2023-2024

Noted.

Renewal of Internal Audit contract will be an agenda item at a future ARC meeting.

Action	By whom	By when
Risk Register – Cyber and Data Reporting – follow up on staff mandatory training	Corporate Secretary	Next GB
Data Compliance Report – follow up on FOI	Corporate Secretary	Next GB

GB committee response to IPA recommendations from all committees to be provided to December Governing Body meeting.	Corporate Secretary	GB 18-12-23
Academic Programme Development Audit – request Deloitte to review executive summary	Corporate Secretary	Next ARC / GB meeting.

14. Regulations (CMR meeting)

The Chair gave a background to the Regulations which were discussed in detail at the CMR meeting on the 5th of October 2023.

The Regulations as proposed were agreed by Governing Body.

Proposed: C. Ryan and seconded by J. Griffin.

B. Delaney will forward the agreed Regulations to the Minister for approval.

Action	By whom	By when
Approved Regulations – forward to the Minister	Corporate Secretary	Immediate effect

15. EDI committee Meetings 17th April 2023 and 7th June 2023

Chair of EDI gave a background to both EDI meetings.

Gender Pay Gap Report is due for submission at the end of the year, a draft report will be brought to Governing Body in November and a final report in December.

GNC at their recent meeting considered and are recommending for Governing Body approval the following two members to the EDI committee:

Dr. Nata Nuvvury and Dr. Eburn Joseph.

This was agreed by Governing Body.

Proposed by J. Feehily and seconded by A. Lown.

The Governing Body also agreed that A. Lown - Student Union Representative to the EDI Committee.

Proposed by J. Feehily and seconded by N. Gavin.

GNC requested that the Chair of EDI would broaden the function and scope of the EDI committee, in order that HR policies can be reviewed by EDI and to also look at revising the Terms of Reference and to broaden the membership of the committee and to consider broadening the name of the committee to include 'People' in the title.

Action	By whom	By when
Broaden the function/scope of EDI committee/ Revise TOR & broaden membership & the name	Chair and Secretary of EDI Committee	Next EDI meeting and onwards to GB after

13. Finance & Physical Development Report 4th October 2023

The Chair of FPDC briefed Governing Body in detail on the meeting of 4/10/23.

13.1 HEA Correspondence Budget Deficit & Funding

The letter from the HEA dated 30/8/23 to the President was noted.

13.2 National Reserves Policy (protocol for transfers to Capital Development Reserves)

Noted.

B. Delaney will model TUS data in the financial parameters within the protocol to a future FPDC meeting.

13.3 Capital Projects Management Audit (Internal Audit)

It was noted that this is a very positive Audit Report

On the recommendation of ARC and FPDC this Report was agreed.

Proposed by T. Mahon and seconded by J. Griffin.

13.4 Update on Student Accommodation

A consultant has been appointed to progress a process.

The update on Student Accommodation was noted.

13.5 Capital Projects Update to include Financial Update Versus Capital Budget

Noted.

Car parking in Moylish – B. Delaney will follow up on query in relation to additional car parking and report back to Governing Body.

13.6 Climate Action Roadmap 2023-2026

On the recommendation of FPDC, Governing Body agreed the Climate Action Roadmap 2023-2026.

Proposed by K. McLoughlin and seconded by N. Gavin.

The issue of the ban on plastic bottles and the use of disposable cups is not mentioned in the Roadmap, the Chair will raise this issue with the President.

The milestones need to be expanded, therefore this item will be an agenda item at Governing Body in Q1 '24 and VP Campus Services and Capital Development & Dean, Flexible and Work-Based Learning/Director, Industry Engagement will be invited to this Governing Body meeting.

13.7 FPDC Terms of Reference - Periodic Review

This will be discussed further at the FPDC meeting scheduled to take place in November '23.

The committee is currently not gender compliant, despite approaches to various people it is hoped there will be a successful outcome at the next meeting.

13.8 Update on the Effectiveness review from IPA in relation to F&PDC

Updates from all committees will be discussed at the December Governing Body meeting.

GNC will review all the committee reports on the IPA review and will present to Governing Body for consideration.

13.9 Workplan 2023-2024

The Workplan was noted.

Background to an external fraud issue on the Incident Report was discussed. The Bank, Garda and HEA have been notified of the incident. Remedial action has been taken to prevent an occurrence of this kind in the future.

Action	By whom	By when
Update on car parking in Moylish	Corporate Secretary	November GB meeting
Use of plastic bottles and disposable cups	President	Future GB meeting
Climate Action Roadmap: Agenda item to discuss further & invite VP Campus Services and Capital Development & Dean, Flexible and Work-Based Learning/Director, Industry Engagement (Agenda items to include milestones, bus transport on Midwest campus	Corporate Secretary	GB Q1 '24

16. TUS Annual Report

S. Malone, Director of Communications and Marketing joined the meeting for this item. The Report as presented was agreed.

Proposed by J. Ring and seconded by A. Lown.

The Report will be sent to the Minister.

It was proposed that the next Annual Report should report progress on the Strategic Plan Implementation and the performance metrics in the HEA Performance Framework, and that this version (text) would be presented to Governing Body at the meeting in April 2024.

Action	By whom	By when
Issue TUS Annual Report 2021-2022 to the Minister	Corporate Secretary	Immediate effect
Present draft TUS Annual Report 2022-2023 to Governing Body	S. Malone - Director of Communications and Marketing	Governing Body meeting: April '24

SECTION C: ITEMS FOR INFORMATION/NOTING

17. Staff Appointments

Noted.

18. EDI Presentation – Athena Swan Process Ms. Marian Duggan, VP People, Culture & EDI Dr. Carol Wrenn, EDI Manager

M. Duggan presented: 'Overview of Athena Swan Bronze Award Process'.

C. Wrenn presented: TUS Gender Equality Action Plan'.

Both presentations were followed by Q&A.

The EDI sub-committee are due to meet to discuss the Gender Equality Pay Gap report, a draft of this report will be presented to Governing Body at the November meeting and the final report at the December meeting.

It was proposed that attention in the Report be given to the HEA System Performance

Framework, as well as Sustainability and EDI, and to locate EDI in 'public duty' under the Human Rights Act. It was also suggested that the tracking process be reported using a HEA template.

Action	By whom	By when
Gender Equality Pay Gap Report (Draft – Nov GB) (Final – Dec GB)	EDI sub-committee	November & December '23

19. CAO Presentation

Dr. Terry Twomey presented: TUS CAO 2023-2024. (copies of the presentation were also cc at the meeting). The presentation was followed by Q&A. The following points were noted from the discussions:

- Decrease of level 6/7 and increase of level 8 (this is a pattern change at national level)
- Completion and Retention – this is measured annually by HEA and the indications are that the likelihood of completion of level 6/7 is lower than level 8.
- Level 6 works well for Direct Entry applicants
- Criteria used to determine the removal of a programme from CAO
- International and Apprenticeship are becoming growing markets

This discussion will be re-visited and will be connected to the Strategy and HEA Performance Framework.

Section D:

21. AOB

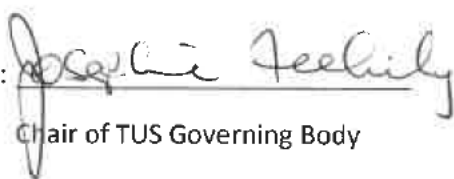
A query was raised regarding a delay of results being issued to students on the Midwest campus. The Registrar briefed the Board on the background which led to a 1-2-day delay of results being issued.

With apologies for omitting it under Item 16 above, the Chair advised in relation to Annual Report 21-22 approved today, that approval is subject to inclusion a section on awards to students – which the Director of Marketing & Communications has already agreed to do.

The CINNTE Workshop will take place at 2:00pm today.

The next meeting will take place on Monday 27th November 2023 at 10:00am on the Midwest Campus. There being no further business the meeting concluded at 1:30pm.

Signed:


Chair of TUS Governing Body

Date:

27-11-23