

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

**Wednesday 27<sup>th</sup> of October 2021 at 2.00pm via MS Teams & in person.**

**Members:** Ms. Josephine Feehily (in person)  
Ms. Colette Ryan (Teams)  
Mr. John Griffin (Teams)

**In Attendance:** Ms. Áine Daly (in person)  
Mr. Cormac Dillon (in person)  
Ms. Anne O'Leary (in person)  
Ms. Brigid Delamere (in person)  
Mr. Eoin Woodlock (Teams)  
Ms. Shelley Ann McCarthy Buckingham (Teams)  
Mr. Tony Mahon (Teams)

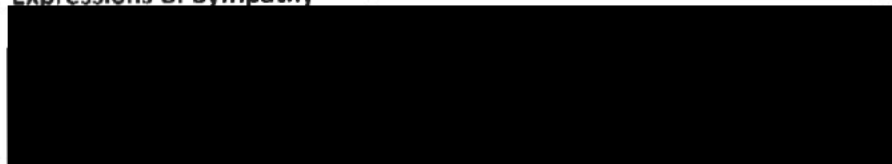
**In Attendance:** Mr. Bill Delaney (in person)  
Ms. Martina Moran, minute taker (in person)

Note: Items are recorded in the order they were discussed.

**1. Chairperson's opening**

The Chairperson welcomed everyone to the meeting & advised members that the President may not be in a position to attend the meeting due to a family bereavement.

**2. Expressions of Sympathy**



**3. Apologies**

Apologies from Vincent Cunnane & George O'Callaghan were noted.

**4. Approval of the agenda**

The agenda was approved.

**5. Declaration of Conflicts of Interest**

There were no Declaration of Conflicts of Interest noted.

**6. Correspondence**

There was no correspondence.

**7. Minutes of GB meeting of 12<sup>th</sup> October 2021**

Subject to amendment on Item 7, the minutes were agreed.

**Proposed by C. Ryan & Seconded by J. Griffin.**

**8. Matters arising**

Training for Governing Body members will take place on Thursday 2<sup>nd</sup> of December via TEAMS. A further session will be arranged for all new members in due course.

Membership of ARC & the Finance committee will be discussed under Agenda Item 11.

**9. Risk Management**

No new risks have been identified. This item will continue to be a standing agenda item.

**10. Terms of Reference for Audit & Risk Committee (ARC)**

The Governing Body agreed to adopt the ToR for ARC subject to the following amendments:

*Responsibilities* – include anti-corruption

*Rights* – exclude 'subject to budgets'.

**Proposed by J. Feehily & Seconded by J. Griffin**

In relation to ARC membership, Governing Body agreed to the following people to become external members subject to agreement of the proposed individuals:

- Ms. Tina Dolan (formerly served on Athlone ARC committee)

- Mr Tom Kennedy (formerly served on Limerick Finance committee)

**11. Terms of Reference for Finance Committee**

B. Delaney gave a background to the formation & composition of the ToR of this committee.

In relation to the Finance Committee membership, Governing Body agreed the following people to become external members subject to agreement of the proposed individuals;

- Mr. Brian Feeney (formerly served on Athlone ARC committee)

- Paul Tierney (formerly served on Limerick Finance committee)

It was noted that while the membership, which is based on previous LIT arrangements, does not explicitly include a staff member, this had not presented any issue in the past. However, in line with all Committee arrangements, this will be reviewed at a later stage.

The Finance Committee Terms of Reference were agreed subject to the following amendments to be actioned by B. Delaney;

No. 3. Composition – to be modified

No. 1 Purpose – insert the wording 'assist and advise'

Delegation of Authority – agree wording to reflect J. Griffin's points in this regard.

**Proposed by C. Ryan & Seconded by J. Griffin.**

B. Delaney will brief the Chair of this Committee – G. O'Callaghan on these discussions.

**12. Nominations Committee**

A meeting of this committee took place yesterday with the assistance of B. Delaney.

J. Feehily & B. Delaney will draft the 1<sup>st</sup> version of the applicant booklet for presentation, discussion and sign off with the Nomination Committee at a date to be agreed in late

November. Professional backgrounds of candidates will be very important to ensure that appropriate competency and skill sets are represented in the composition of Governing

Body membership. A note will be added stating that 'canvassing will disqualify'. The booklet will be submitted to the HEA on or before the 1<sup>st</sup> December, so as to be approved at the HEA meeting of 14<sup>th</sup> of December. It is expected expression of interest period will operate for a three week period in Jan '22.

Staff membership of Governing Body: B. Delaney will commence consultation with relevant staff unions on the 'procedures for elections' which will then be brought to Governing Body in late Nov / Dec for approval. Candidate gender quotas will be considered as a method to assist in gender balance, if required.

With regard to the Students Union, elections took place last semester and the TUS SU has been established. The TUS SU President will meet make a presentation to Governing Body on the structure, role and objectives of the SU. This presentation will enable the Governing Body recognition of the SU as required by the TU Act. Timeline to be agreed with SU for this presentation.

### **13. Campus Companies – CSS & Sportsco**

This item was deferred on the understanding that a briefing note will be circulated to members in good time before the next meeting.

### **14. TUS Brand (Context of Graduation)**

Ms. Orla Thornton, Director of Marketing & Communications, Athlone Campus, delivered a power point presentation to Governing Body, which gave an update on the TUS story, background of the brand, including a synopsis of the graduation ceremonies taking place on the Athlone Campus 27<sup>th</sup> - 29<sup>th</sup> of October and on the Moylish Campus 9<sup>th</sup> – 10<sup>th</sup> of November. The presentation was following by questions and answers.

Governing Body members were keen to assist by leveraging their online social accounts (LinkedIn, twitter, etc) to support the Marketing Department. O. Thornton will put together a communication pack for Governing Body members in order to utilise these networks and will ensure that GB members have early sight of media announcements. Orla will also brief her Moylish colleagues in relation to these arrangements.

The Sunday Times Award (official league table) is due to be announced on the 14<sup>th</sup> of November, 2 separate applications (AIT / LIT) have been submitted as this is based on prior year activities. Once the outcome of the award is received, Governing Body members will be notified.

Orla was thanked for an excellent presentation.

### **16. TUS Seal**

After some discussion it was agreed to re-visit this item when further information is provided.

**Action** – B. Delaney to provide further context & information on the use of the seal.

It was noted that in the interim if a situation arises whereby the seal needs to be applied in a pressing manner a special virtual Governing Body meeting will be arranged to deal with this issue.

### **15. Governing Body Key Functions & Timelines**

It was noted that the document as presented is a work in progress, and will remain on the agenda for further discussion with the President and Governing Body members. B. Delaney

was thanked for the work in compiling this document.  
**Action** – B. Delaney to revisit pages 9 and 10.

**17. AOB**

A copy of the TUS Undergraduate Prospectus 2022 was circulated at the meeting. Members found the prospectus hugely impressive.

**The meeting concluded at 3.45**

**18. Governing Body Members session**

This section of the meeting took place in private with no minute record.

Signed:



Chair of TUS Governing Body

Date:

