

Technological University Dublin Governing Body

MINUTES

MEETING 14: Wednesday, 25th March 2020 (08.00), Grangegorman, Greenway Hub, Board Room GW302

PRESENT: Ms I Reynolds (Chair), Professor D FitzPatrick (President)

Electronic Attendance

Mr J Barnes, Ms V Bistany, Dr M Carr, Ms E Carroll, Ms É Finan, Dr C Fisher, Mr J Grant, Ms A Keatinge, Ms P Kelly, Dr C Larkin, Mr P Lavelle, Dr M Marjoram, Mr J McCarthy, Ms S O’Shaughnessy, Ms A O’Toole, Ms J Quigley, Mr P Yimbog

APOLOGIES: Full Attendance

IN ATTENDANCE: Dr M Meaney (Registrar & Deputy President), Mr D Murphy (Chief Operations Officer & University Secretary)

SECRETARIAT: Ms Y Cooke (TU Dublin Programme Team)

DOCUMENTATION:

Circulated prior to meeting

1. Agenda – Governing Body Meeting 14 (25th March 2020)
2. Draft Minutes – Governing Body Meeting 13 (12th February 2020)
3. Correspondence to Chair – Comptroller & Auditor General Office (28th February 2020)
4. Correspondence to Chair – Chair of Ulster University Governing Authority (26th February 2020)
5. Presentation to Governing Body – Strategic Plan Implementation (25th March 2020)
6. Approved Minutes – TU Dublin Academic Council Meeting 1 (11th December 2019)
7. Approved Minutes – Audit and Risk Committee Meeting 5 (29th November 2019)
8. Approved Minutes – Finance and Property Committee Meeting 1 (16th January 2020)
9. Memorandum – Financial Outturn 2019 and Budget 2020 (25th March 2020)
10. Memorandum – Use of the University Seal (18th March 2020)
11. Draft Code of Conduct for Employees (5th February 2020)
12. Revised Draft Code of Conduct for Governing Body (5th February 2020)
13. Governing Body Request for Contract Approval Memorandum – Provision of Multi-Faith Pastoral Care and Chaplaincy Services (18th March 2020)
14. Governing Body Request for Approval – Sports Science Health and Recreation Building Tender Report to GBFPC Meeting (12th March 2020)
15. Presentation to Governing Body – TU Dublin Property and Capital (25th March 2020)
16. Publication of Approved Redacted Governing Body Minutes – Meeting 12 (11th December 2020)
17. TU Dublin Governing Body Guidelines/Protocols for Electronic Meetings

DOCUMENTATION:

Presented at the meeting

No items were tabled at the meeting.

REF	ITEM	DECISION
14.01/01	APOLOGIES	
	The Chair welcomed and thanked members for joining the meeting through the electronic communications platform due to the Covid-19 restrictions.	NOTED
	The Chair noted that there was full attendance for this meeting.	NOTED

REF	ITEM	DECISION
14.01/02	MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: A O'Toole Seconded: V Bistany
14.01/03	DECLARATION OF CONFLICT OF INTEREST	
	The Chair clarified that there was no conflict in response to a conflict of interest inquiry raised by Ms V Bistany in relation to her working on a funding application with the HEA.	NOTED
14.01/04	APPROVAL OF MINUTES	
	The draft Minutes of the thirteenth meeting of the Governing Body held on 12 th February 2020, as had been circulated, were approved.	APPROVED Proposed: P Kelly Seconded: P Lavelle
14.01/05	MATTERS ARISING	
	<p>The following matters were raised and noted from the Minutes of the thirteenth meeting of the Governing Body held on 12th February 2020.</p> <p>i) <u>Item [13.01/06] – Correspondence</u> The Chair informed members of correspondence received from Mr P Bowler conveying his thanks and good wishes for the future success of TU Dublin to Governing Body, and noted that his response would be circulated to members.</p> <p>ii) <u>Item [13.01/09(1)(v)] – Insurance Policies (Memorandum 5th February 2020)</u> The Chair noted that an insurance information document detailing insurance cover in place for Governing Body members had been circulated.</p> <p>iii) <u>Item [13.01/11(2)(v)] – Charities Status (Memorandum 5th February 2020)</u> The Chair informed members that having regard to the current Covid-19 situation it had been decided to postpone the briefing on TU Dublin Charitable Status scheduled to take place on 2nd April 2020 to a later date.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>
14.01/06	CORRESPONDENCE	
	<p>The Governing Body noted the following correspondence issued with the meeting documentation.</p> <p>i) <u>Office of the Comptroller and Auditor General (28th February 2020)</u> Letter from the Office of the Comptroller and Auditor General to the Chair of Governing Body inviting members of Audit & Risk Committees to a half-day briefing session on audit insights on the Financial Management Maturity Model scheduled to take place on 24th April 2020 in Croke Park.</p> <p>ii) <u>Chair of the Ulster University's Council (26th February 2020)</u> Correspondence received by the Chair of Governing Body from the Office of the Ulster University Secretary on behalf of the Chair of the Ulster University's Council who was seeking to organise an initial meeting with all Chairs of University Governing Bodies/Authorities in Ireland.</p> <p>The Chair confirmed that a response had been sent to this initial contact and awaited further communication.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
14.01/07	REPORTS	
	<p>1. <u>PRESIDENT’S REPORT</u> The President updated Governing Body on the following:</p> <p>i) <u>Covid-19 Update</u></p> <p>The President stated the University’s approach to continued delivery of academic programmes remains a priority. Governing Body noted the University is closely monitoring the situation and following advice from the Department of Education and Skills, HSE Health Protection Surveillance Centre (HPSC) and that of its Student Health professionals. Communications are being circulated to staff and students on a regular basis as a reminder of best current advice</p> <p>Governing Body noted that in terms of programme delivery Academic Council had recently approved a policy, ‘Quality Assurance Procedures to Approve Changes to Delivery & Assessment of TU Dublin Programmes Necessitated by Covid-19 Measures’, to allow the University examine alternative assessment modes to be put in place. Governing Body noted the core element of the decision taken by Academic Council is that examinations invigilated in the traditional manner will not take place in May and the University in conjunction with their educational partners including QQI were working to ensure that the integrity and quality of awards to students would not be undermined.</p> <p>Responding to a number of queries the President informed members that access to TU Dublin facilities is being provided for those who require access for essential support and delivery with the majority of staff working remotely. Cognisant of the impact on staff and student health and wellbeing of having to work in a remote manner, a number of innovative and creative solutions have been used across TU Dublin in order to maximize and maintain social engagement with students and colleagues including online wellbeing and sports activities together with the regular student and staff assistance programmes.</p> <p>Governing Body noted that building work is currently continuing on the different construction projects with Covid-19 having some impact on the numbers on sites. The University was in constructive communications with the GDA who were monitoring the situation on a daily basis with a number of planned scenarios discussed with their key partners should the Government instruct construction companies to temporarily cease building work.</p> <p>Governing Body noted the President’s formal thanks to staff for their considerable effort and commitment to enable the on-going delivery of the University’s education programmes, together with the core supports and services to students and staff while operating under the significant challenges that Covid-19 has placed on the University.</p> <p>ii) <u>Strategic Implementation Plan Presentation</u></p> <p>Governing Body noted the key performance indicators (19 in total) have been set against the priorities under the three pillars of People, Planet and Partnership. It is proposed to provide dashboard reporting to the Governing Body on these KPI’s on a regular basis. A range of supporting actions/deliverables that contribute to achieving the KPI’s will be monitored and reported at executive level only, as appropriate. For effective delivery of the plan, a project management framework will be used, with each KPI effectively forming a project within an overall programme.</p> <p>Following discussion on a number of the strategic areas and KPI’s, the following items were highlighted by members including:</p> <ol style="list-style-type: none"> 1. Twice yearly reporting against KPI’s to Governing Body. 2. Governing Body sight of the delivery plan for organisation and integrated business systems as these are developed. 	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>AGREED</p> <p>AGREED</p>

REF	ITEM	DECISION
14.01/07	REPORTS	
	<p>3. Sustainability KPI's should be more demanding and be aligned with recognised international standards. The University should assess and rate environmental, social and governance performances similar to tools/metrics/rankings used in corporate and industry sectors (<i>examples such as ISO 2600 and ESG rankings</i>).</p> <p>4. Caution should be exercised in using media monitoring as a measurement.</p> <p>5. Management should recognise the challenges in relation to engagement with staff due to the impact caused by Covid-19.</p> <p>6. Concerns were raised on funding challenges which may emerge from the Covid-19 crisis and sensitivity to these may need to be assessed.</p> <p>The President thanked members for their feedback which would be incorporated into the implementation plan.</p> <p>iii) <u>Organisational Design (OD) Update</u> The OD process has been initiated with Crowe Ireland working with PA Consulting. The University has commenced moving through the first phase of this process. The three core Boards have been established following an Expression of Interest call and have had their initial kick-off meetings (virtually). The challenges around communication and engagement due to the Covid-19 constraints are very much recognised. As a result, in conjunction with the external consultants who are supporting our OD project, the University will be looking at how best to balance the need to maintain progress in the development of initial ideas and principles for OD with the necessity of ensuring appropriate engagement and contribution.</p> <p>2. <u>ACADEMIC COUNCIL (AC) REPORT</u></p> <p>i) <u>Academic Council Minutes</u> Governing Body noted the approved Academic Council Minutes of its first meeting held on 11th December 2019.</p> <p>ii) <u>Academic Council Update</u> Since the Government announcement to cease direct student delivery, academic staff across TU Dublin are currently supporting their students through a range of approaches in order to help them maintain their academic progress. It has become clearer that the University will not be in a position to deliver traditional end of semester, face to face, invigilated examinations and assessments. In order to minimise student and staff uncertainty Academic Council had recently approved a policy, '<i>Quality Assurance Procedures to Approve Changes to Delivery & Assessment of TU Dublin Programmes Necessitated by Covid-19 Measures</i>', to enable the University put alternative assessment methods in place.</p> <p>Responding to queries raised it was clarified that the process to develop a coherent TU Dublin CAO handbook for the 2021 student intake was the first step in developing a framework and roadmap for the renewal and reform of academic programme provision for TU Dublin.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

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14.01/07	REPORTS	
	<p>3. COMMITTEES REPORTS</p> <p>a) <u>Audit and Risk Committee (ARC) Report</u></p> <p>i) <u>ARC Minutes</u> Governing Body noted the approved ARC Minutes of its fifth meeting held on 29th November 2020.</p> <p>ii) <u>ARC Update</u> The ARC Chair, Ms A O'Toole, briefed members on a number of areas which the Committee were focused on including:</p> <ul style="list-style-type: none"> • High level risks, mitigation and plans in relation to the Covid-19 for TU Dublin. • Internal Audit Tender • Completion of Internal Audit Workplan • Cyber Security <p>Governing Body noted that in the current environment the University had commenced a number of initiatives including rolling out Multi-factor Authentication (MFA) across the three campuses, incoming emails flagged as external sender and regular communications to staff highlighting potential phishing exposure.</p> <p>b) <u>Equality, Diversity and Inclusion Committee (EDIC) Report</u></p> <p>i) <u>EDIC Update</u> Governing Body noted that no EDIC meeting had taken place since the last Governing Body, with its next meeting due to take place in April.</p> <p>c) <u>Finance and Property Committee (FPC)</u></p> <p>i) <u>FPC Minutes</u> Governing Body noted the approved FPC Minutes of its first meeting held on 16th January 2020.</p> <p>ii) <u>FPC Report</u> The Chair of FPC, Ms É Finan, briefed members on a number areas which the Committee were focused on including:</p> <ul style="list-style-type: none"> • Review of University budgets from 2019 to 2023. • Draft Financial Statements up to August 2019. • Finalise revised Terms of Reference for Governing Body approval. <p>The Chair commended the thorough presentation and supporting documentation provided in relation to the Tender Report for the Sports Science Health and Recreation Building (SSHRB) on the Tallaght Campus presented to the FPC meeting for their review and recommendation to Governing Body. The Chair also highlighted that consideration be given to the timing schedules involved in the approval process on all contracts which can sometimes be challenging for the stakeholders involved, and that it is important where Governing Body approval is required that the schedule is managed to ensure adequate time for presentation to and review by Governing Body, and to ensure that the review and approval by Governing Body is facilitated without causing delays or bottlenecks.</p> <p>d) <u>Nominations and Process Committee (NPC) Report</u></p> <p>i) <u>NPC Update</u> Governing Body noted that the NPC had rescheduled its first meeting to take place on 2nd April 2020.</p>	<p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED</p>

REF	ITEM	DECISION
14.01/08	FORMAL APPROVALS (Codes, Contracts, Policies and Statements)	
	<p>The following documents were presented to Governing Body for noting and approval.</p> <p>1. CODES</p> <p>i) <u>Draft Code of Conduct for TU Dublin Employees</u> Governing Body noted that this document had been agreed with the Unions.</p> <p>Governing Body approved the proposed draft “Code of Conduct for TU Dublin Employees”.</p> <p>ii) <u>Draft Code of Conduct for Governing Body Members</u> This item was deferred to the next meeting of Governing Body.</p> <p>2. CONTRACTS</p> <p>i) <u>Multi-faith Pastoral Care & Chaplaincy Services (Memorandum 5th February 2020)</u> Governing Body noted the memorandum <i>Multi-faith Pastoral Care & Chaplaincy Services</i>, requesting approval for TU Dublin to enter into a contract with a consortium, (four members), led by Charities of the Roman Catholic Archdiocese of Dublin and includes Archdiocese of Dublin and Glendalough, The Sanctuary (CLG) and The Dublin City Interfaith Forum (CLG) arising from a procurement process for the provision of multi-faith pastoral care and chaplaincy services.</p> <p>Governing Body noted that in advance of this service being rolled out, discussions would take place to ensure no conflict ensued with current peer mentoring programmes already in place in Blanchardstown campus.</p> <p>Governing Body approved the recommendation for TU Dublin to enter into this contract.</p> <p>ii) <u>Sports Science Health and Recreation Building (SSHRB) – Tallaght Campus Tender Report to FPC Meeting 2 (12th March 2020)</u> Governing Body noted the Tender Report “Sports Science Health and Recreation Building (SSHRB)” requesting approval for the following recommendations:</p> <ol style="list-style-type: none"> 1. That a letter of intent to award a contract for the construction of the Sports Science, Health and Recreation Building Project be issued to ABM Design & Build Ltd. 2. That the request for HEA approval to place a Contract Form be submitted to the HEA. 3. That subject to the receipt of the HEA approval the contract be awarded. <p>Governing Body approved the above three recommendations.</p>	<p>NOTED</p> <p>APPROVED Proposed: J Grant Seconded: M Carr</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>APPROVED Proposed: P Kelly Seconded: C Fisher</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>APPROVED Proposed: A Keatinge Seconded: C Larkin</p>
14.01/09	SCHEDULED GOVERNANCE TOPIC	
	<p><u>PROPERTY AND CAPITAL</u> Governing Body noted that this item was deferred to the next scheduled meeting of Governing Body.</p>	<p>NOTED</p>

REF	ITEM	DECISION
14.01/10	ANY OTHER BUSINESS	
	<p>The following matters were raised under this item.</p> <ol style="list-style-type: none"> <li data-bbox="256 412 1214 533"> <u>Governing Body Induction – 2nd April 2020</u> Governing Body noted that due to the Covid-19 restrictions it had been decided to postpone the induction briefing for new Governing Body and Committee members scheduled to take place on 2nd April 2020 to a later date. <li data-bbox="256 562 1214 622"> <u>Charities Status Briefing – 2nd April 2020</u> This item was taken under Minute Item [<i>Matters Arising 14.01/04(iii)</i>]. <li data-bbox="256 651 1214 745"> <u>Publication Of Approved Redacted Governing Body Minutes – Meeting 12 (11th December 2020)</u> Members noted that this item was deferred to the next meeting of Governing Body. 	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p>
14.01/11	NEXT MEETINGS	
	<ol style="list-style-type: none"> <li data-bbox="256 846 1214 967"> <u>Interim Governing Body Meeting (Virtual)</u> The Governing Body agreed to hold an interim meeting (virtual) in April in advance of the scheduled meeting on 13th May 2020. The secretariat would notify members of this meeting date as soon as possible. <li data-bbox="256 996 1214 1090"> <u>Scheduled Governing Body Meeting</u> The next scheduled Governing Body meeting takes place on Wednesday, 13th May 2020 at 08.00am in TU Dublin, Grangegorman. <div style="text-align: center; margin-top: 20px;">  </div> <p style="margin-left: 100px;">SIGNED _____ DATE: 16TH APRIL 2020</p> <p style="margin-left: 100px;">Imelda Reynolds CHAIR</p>	<p style="text-align: center;">SECRETARIAT</p> <p style="text-align: center;">NOTED</p>