

# Technological University Dublin Governing Body

## MINUTES

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- MEETING 22:** Wednesday 3<sup>rd</sup> February 2021 (08.00 – 11.00) – Electronic Meeting
- PRESENT:** Mr D Carson (Chair), Professor D FitzPatrick (President), Mr J Barnes, Mr N Beecher, Ms A Cañizares-Bejarano, Mr L Bennett, Ms V Bistany, Ms É Finan, Ms R Gorman, Mr J Grant, Ms P Kelly, Dr C Larkin, Dr M Marjoram, Mr J McCarthy, Ms S O'Shaughnessy, Ms A O'Toole
- APOLOGIES:** Ms E Carroll,
- 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 22 (3<sup>rd</sup> February 2021)
  2. Draft Minutes – Governing Body Meeting 21 (16<sup>th</sup> December 2021)
  3. Draft Governing Body Rolling Action Log 2021
  4. Proposed Governing Body Rolling Meeting Schedule 2021 & 2022 (Strategic and Compliance Items)
  5. Contract Approval Request Memorandum – Irish Sign Language (ISL) and Additional Services (25<sup>th</sup> January 2021)
  6. Updated Amended Human Resource Selection Procedures – Tracked Changes Memorandum – (27<sup>th</sup> January 2021)
  7. Updated Amended Human Resources Selection Procedures (3<sup>rd</sup> February 2021)
  8. Draft Paper – TU Dublin Distribution of Student Contribution Charge (9<sup>th</sup> December 2020)
  9. President's Executive Report (3<sup>rd</sup> February 2021)
  10. Registrar and Deputy President's Executive Report (3<sup>rd</sup> February 2021)
  11. Chief Operations Officer Executive Report (3<sup>rd</sup> February 2021)
  12. Schedule of Insurances 2021 (Final Costings)
  13. Use of the University Seal Memorandum (27<sup>th</sup> January 2021)
  14. Approved Minutes – ARC Meeting 11 (4<sup>th</sup> December 2020)
  15. Review of Internal Controls – Final Report (January 2021)
  16. Approved Minutes – FPC Meeting 5 (1<sup>st</sup> December 2020)
  17. Governing Body Membership (3<sup>rd</sup> February 2021)
  18. Proposed amendments to Governing Body Staff Election Regulations (Governing Body Approved – 10<sup>th</sup> April 2019) - Memorandum (27<sup>th</sup> January 2021)
  19. Proposed amended Governing Body Staff Election Regulations (3<sup>rd</sup> February 2021)
  20. Minutes – ANPC Meeting 5 (4<sup>th</sup> December 2020)
  21. Minutes – ANPC Meeting 6 (11<sup>th</sup> December 2020)
  22. Amended Schedule of Governing Body Meetings 2021
- DOCUMENTATION:** **Presented at the meeting**
1. Correspondence from CDET and DDLETB (ETB Nominee - 1<sup>st</sup> February 2021)

REF	ITEM	DECISION
	<b>Section A – Standard Items</b>	
<b>22.01/01</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair welcomed everyone to the meeting and acknowledged that this was his first meeting. The Chair looked forward to meeting members in person and working with them over the course of his term.	NOTED
	The Chair noted members' apologies for this meeting.	NOTED
<b>22.01/02</b>	<b>MEETING AGENDA</b>	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: C Larkin Seconded: J Grant
<b>22.01/03</b>	<b>DECLARATION OF CONFLICT OF INTEREST</b>	
	Under this item the Chair informed members that he was a former partner of Deloitte. Governing Body noted that should a potential conflict of interest arise as a consequence of his previous role, the Chair would take the appropriate measures by recusing himself and delegating the matter to a member of the Governing Body or a member of the senior executive team. The Chair wished to assure members that he was aware of his responsibility to the University and would act in its best interest at all times.	NOTED
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
<b>22.01/04</b>	<b>APPROVAL OF MINUTES</b>	
	The draft Minutes of the twenty-first meeting of the Governing Body held on 16 <sup>th</sup> December 2020, as had been circulated, were approved subject to the following amendments:	APPROVED Proposed: É Finan Seconded: C Larkin
	1) <u>Minute Item [21.01/07(2)(i)(a) Amended Human Resources Selection Procedures]</u>	
	i) To replace subparagraph (a) with the following::	
	<i>“The updated document through tracked changes, clearly identifying the unsanctioned amendments from the last approval date of this document by Governing Body on 10<sup>th</sup> April 2019, now presented for approval by Governing Body.</i>	
	<i>Governing Body agreed that changes to University policies must be presented to Governing Body for approval, unless this authority has been fully delegated to the University Executive, a Governing Body Committee, or there are specific waivers associated with immaterial changes which do not affect the meaning of the document”.</i>	
	2) Amendment to the surname of Governing Body member Ms Ana Cañizares-Bejarano.	
<b>22.01/05</b>	<b>MATTERS ARISING</b>	
	The following item was raised and noted.	
	i) <u>Governing Body Action Log</u>	
	Governing Body noted that the proposed action log would include an additional column heading entitled 'Responsibility'. Governing Body also noted that the log would record actions from Governing Body minutes which are closed or proposed for closure.	NOTED SECRETARIAT



REF	ITEM	DECISION
<b>Section B – Strategic Items</b>		
22.01/08	<b>STRATEGIC PLAN UPDATE</b>	
	<p>Responding to concerns expressed by members in relation to the timescale to fill a number of critical positions, Governing Body noted that IT, HR, compliance and Finance are among the nine priority heads of function posts included in the current professional services recruitment process. It noted that this recruitment process was taking place as a matter of urgency with these positions considered key roles by the University. Governing Body also noted that the interview processes for the UET positions were scheduled for completion during February and March. Governing Body noted that successful candidates for University posts will be in place as soon as is practicably possible but ultimately this will depend on the appointee's circumstances.</p> <p>Governing Body noted that the Higher Education Authority (HEA) strategic dialogue was postponed in 2020 and has only recommenced this year. The University has been asked to map its strategic plan to the high level targets within the system framework and to provide an overview report for September 2019 to August 2020 to the HEA by February 2021. Following this submission the HEA will then meet the University.</p> <p>Governing Body noted that one of the impacts from BREXIT is the challenge in balancing the incoming and outgoing student mobility on Erasmus programmes. Governing Body noted that the Government has sought to engage and support students from Northern Ireland through the Erasmus scheme with Irish Universities considered host institutions. The University is currently examining ways of being involved in offering this facility.</p> <p>Governing Body noted the Staff EDI Survey had combined a number of surveys including the impact of Covid19 on University staff. Following presentation of the survey's findings to the Governing Body EDI Committee, Governing Body would then receive a presentation. It was noted that the University will monitor the impact that Covid19 measures may have on staff members ability to engage in the various strategic activities currently under way.</p> <p>Following a number of concerns raised by members, the Chair proposed a review of the current reporting mechanisms to set out issues and milestones, and stated that he would work with the executive team to develop a new reporting format.</p> <p>The Chair thanked the President for his presentation.</p>	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED CHAIR AND PRESIDENT</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p>
<b>Section C – Formal Approvals (Contracts, Policies, Procedures)</b>		
22.01/09	<b>FORMAL APPROVALS</b>	
	<p>The following documents were presented to Governing Body for approval.</p> <p><b>I. PROCUREMENT CONTRACT</b></p> <p><b><u>Irish Sign Language (ISL) and Additional Support Services – (Memorandum 25<sup>th</sup> January 2021)</u></b></p> <p>Governing Body approved the recommendation to enter into a contract with the successful supplier for each lot for the provision of Irish Sign Language (ISL) and the additional support services as detailed in the Memorandum of 25<sup>th</sup> January 2021.</p>	<p style="text-align: center;"><b>APPROVED</b> Proposed: A O'Toole Seconded: É Finan</p>

REF	ITEM	DECISION
	<b>Section C – Formal Approvals (Contracts, Policies, Procedures)</b>	
22.01/09	FORMAL APPROVALS	
	<p><b>2. PROCEDURES</b></p> <p><b>i) <u>Updated Amended Human Resources Selection Procedures document and Memorandum 27<sup>th</sup> January 2021</u></b>                      The COO briefed Governing Body on the tracked changes highlighted in the updated ‘Amended Human Resources Selection Procedures’ Memorandum dated 27<sup>th</sup> January 2021. These amendments included the unsanctioned tracked changes since the last approval of this document by Governing Body at its meeting on 10<sup>th</sup> April 2019, and the additional amendment included post the proposal at the last Governing Body meeting on 16<sup>th</sup> December 2020, (Part A, Note 8).</p> <p>Governing Body noted that the Audit and Risk Committee have requested the internal auditors to include a review of this compliance issue as part of their next HR internal audit exercise which is scheduled to commence imminently.</p> <p>Governing Body noted that the University has commenced a full policy review across the breadth of its policies. This will involve the development of an overarching policy for policies which will be presented to Governing Body. This will clarify the reserved functions of the Governing Body, and functions that are delegated to the President and the University Executive Team. Governing Body noted a number of challenges in relation to this review with a large number of legacy policies inherited from the former parent institutions and procedures included as part of policies.</p> <p>Following discussion Governing Body approved the updated amended Human Resources Selection Procedures subject to an early review post audit by the Audit and Risk Committee.</p>	<p style="text-align: right;">NOTED</p> <p style="text-align: right;">NOTED ARC CHAIR</p> <p style="text-align: right;">NOTED PRESIDENT AND COO</p> <p style="text-align: right;">APPROVED Proposed: A O’Toole Seconded: É Finan</p>
	<p><b>3. DRAFT PAPER</b></p> <p><b>i) <u>TU Dublin Distribution of Student Contribution Charge</u></b>                      Governing Body noted the memorandum circulated regarding the proposed student contribution charge (SCC) distribution. It was noted that an amount of ██████ per student FTE goes to the Students’ Union in this proposal and the University is in discussion with the Students’ Union in relation to finalising agreement on this amount.</p> <p>Governing Body noted that the University inherited three very different funding models across the three former parent institutions which has caused some challenges in combining the previous models but the aim is to implement a best practice approach. It was also noted that this year has impacted on a number of services requiring additional funding while other services have been realigned to meet reduced demand.</p> <p>Governing Body noted queries raised in relation childcare support, the DPI factor and how the unitary financial system will meet the needs of students.</p> <p>Governing Body noted that the Student Contribution Committee will make recommendations to the University Executive as to the utilisation of the SCC funds. This will be reported to Governing Body on an annual basis. Governing Body noted the disbursement breakdown allocation will be agreed with the Students Union prior to presentation of the final proposal to Governing Body for approval.</p> <p>Governing Body noted that in principle this draft discussion document outlines the University’s proposed disbursement of the SCC for this year</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>

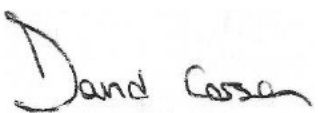
REF	ITEM	DECISION
<b>Section D – Executive Reports</b>		
22.01/11	<b>EXECUTIVE REPORTS</b>	
	<p>1. <b><u>PRESIDENT'S REPORT</u></b>                      The Governing Body noted the President's Executive Summary briefing members on a number of items including Covid19 and informed members that the Department have indicated it is likely to be 5<sup>th</sup> March before the University may have an opportunity to conduct face to face engagement with students on campus. This will be challenging for particular cohorts such as apprenticeships and placements particularly where they are compulsory. Governing Body noted that clarity and support for students in relation to the approach to the end of term/academic year assessments was a priority for the students and University.</p> <p>The East Quad was handed over on the 21<sup>st</sup> December 2020 and is being occupied by University staff. The keys to Chatham Row were handed back to DCC after over 100 years of use by staff and students of the University. By mid-February the keys to Rathmines Road will be handed back to the Department completing a tenure of over 100 years of use. Work continues on the Central Quad with a target completion date of mid-March and the migration process from Kevin Street to Grangegorman has commenced.</p> <p>The Chair acknowledged that this is a difficult and challenging time for staff and students alike during these unprecedented times and commended the President on the work and progress that has been made under such difficult circumstances.</p> <p>2. <b><u>REGISTRAR'S EXECUTIVE REPORT</u></b>                      Governing Body noted the RDP's Executive Summary and briefed members on a number of additional items including:</p> <ul style="list-style-type: none"> <li>• A joint proposal will be presented to the next Academic Council meeting from the Students Union and the University regarding clarity and certainty for students in relation to delivery of end of semester assessments.</li> <li>• Governing Body noted that the end of term assessments will predominately take place using the alternative formats in place with a very small number of exams taking place face to face.</li> <li>• Governing Body noted a provisional indication of current CAO figures suggested a possible upward trend in the Level 6 and 7 applicants compared to previous years' applicants.</li> <li>• Governing Body also noted that the 2020 Leaving Certificate students had just recently received their results with a 40% increase in their grades which will create further pressures on the University system.</li> </ul> <p>3. <b><u>CHIEF OPERATIONS OFFICERS REPORT</u></b>                      i) Governing Body noted the COO's Executive Summary which included:</p> <ul style="list-style-type: none"> <li>• <b><u>TU Dublin Draft Financial Statements for the year ended 31 August 2020</u></b>                          These draft statements have been submitted to the C&amp;AG for audit. The Governing Body noted the comparative table showing the annual budgetary figures as submitted and the draft outturn for 31<sup>st</sup> August 2020. Governing Body noted that there will be some minor variation in figures because of the difference in the time period.</li> <li>• <b><u>Government Covid19 Related Supports</u></b>                          The Governing Body noted that the support grant of €250 available to University students has been applied to all eligible student accounts. Students who had already paid their full fees before the €250 credit had been applied will receive a refund and these refunds are currently being processed.</li> <li>• <b><u>Finance Management System Update</u></b>                          The unitary financial management system is on target to go live on 1<sup>st</sup> September 2021.</li> </ul>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
	<b>Section D – Executive Reports</b>	
22.01/11	<b>EXECUTIVE REPORTS</b>	
	<p>Governing Body noted that a number of property items would be taken under the FPC Report</p> <p>ii) <b><u>Final Costings for schedules of insurances</u></b> Governing Body noted the updated schedule of insurances with the confirmed costings.</p> <p>iii) <b><u>University Seal Register Report (27<sup>th</sup> January 2021)</u></b> Governing Body noted the Memorandum from the University Secretary, (27<sup>th</sup> January 2021), confirming documents to which the TU Dublin seal had been applied during the period 10<sup>th</sup> December to 27<sup>th</sup> January 2021.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>
	<b>Section E – Committee Reports</b>	
22.01/12	<b>COMMITTEE REPORTS</b>	
	<p>a) <b><u>Audit and Risk Committee (ARC)</u></b></p> <p>i) <b><u>Approved ARC Minutes – Meeting 11 (4<sup>th</sup> December 2020)</u></b> Governing Body noted the minutes of the eleventh ARC meeting held on 4<sup>th</sup> December 2020.</p> <p>ii) <b><u>Review of Internal Controls – Final Report (January 2021)</u></b> Governing Body noted the final report of the Review of Internal Controls (January 2021).</p> <p>iii) <b><u>ARC Report</u></b> Governing Body noted the ARC Chair's update on a number of areas including:</p> <ul style="list-style-type: none"> <li>• HEA Correspondence seeking certification of the University's spend on Covid19 funding and that the conditions associated with the funding had been applied.</li> <li>• The approved internal audit work plan being conducted by Deloitte is on track</li> <li>• The Cyber Security Internal Audit review has been completed and adopted</li> <li>• There were no significant issues that had arisen from the findings of the Review of Internal Controls, with three issues regarded as important including, signing off payments on time, banking and cash, number of bank accounts and segregation of duties.</li> <li>• Tracking system is in place to monitor the implementation of the actions planned to address the IA recommendations, including legacy IA actions</li> <li>• Correspondence from C&amp;AG in relation to impact of the systems of internal control being affected by Covid19 – such as staff working from home.</li> <li>• Examined the draft Financial Statements up to August 2020.</li> <li>• Completed the first draft Annual Governance Statement</li> <li>• The urgent requirement attached to the appointment of the key Heads of Function posts.</li> <li>• Reviewed the C&amp;AG management letter and meeting with the C&amp;AG without the executive at the next ARC meeting.</li> </ul> <p>The ARC Chair emphasised the need that adequate systems and process are in place to assure sign offs by Governing Body on a number of different internal control statements received from external stakeholders such as the C&amp;AG, Charity Regulator, HEA and Government Departments.</p> <p>The ARC Chair also wished to recognise the excellent work being done by the executive in the current circumstances.</p> <p>Governing Body also wished to acknowledge the work being carried out by independent members on each of its Committees and noted a request for Governing Body to connect and engage with these members further.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
<b>Section E – Committee Reports</b>		
22.01/12	<b>COMMITTEE REPORTS</b>	
	<p>Governing Body noted the need to receive updates on the actions being taken to address the recommendations made by the C &amp; A-G and Internal Auditors.</p> <p>Governing Body noted that there was a vacancy on the ARC Committee resulting from Ms Dorit McCann’s retirement (independent member) and wished to recognise her significant contribution to this role, and would formally acknowledge this through a formal note of thanks from the Chair of Governing Body</p> <p><b>b) <u>Equality, Diversity and Inclusion Committee (EDIC)</u></b></p> <p>i) <b><u>EDIC Report</u></b>                      The EDIC Chair informed Governing Body that no further meetings had taken place since the last Governing Body meeting. The Chair advised members that a review of the Disability Act would take place at their next meeting and he would update members on this topic at the next Governing Body meeting.</p> <p>c) <b><u>Finance and Property Committee (FPC)</u></b></p> <p>i) <b><u>Approved FPC Minutes – Meeting 5 (1<sup>st</sup> December 2020)</u></b>                      Governing Body noted the minutes of the fifth FPC meeting held on 1<sup>st</sup> December 2020.</p> <p>ii) <b><u>FPC Report</u></b>                      The FPC Chair wished to acknowledge the significant achievement of the Grangegorman team in meeting the migration deadlines given the impact of Covid19 restrictions had been quite extraordinary. Governing Body noted the FPC Chair’s update on a number of areas including:</p> <ul style="list-style-type: none"> <li>• Insurance renewals which had been presented to the FPC</li> <li>• Outline of budget to actual reports with a further update scheduled for the March 2021 meeting.</li> <li>• The Covid19 specific impact with segregation of the costs, subsidies and revenues of Covid19 to be examined further.</li> <li>• The review of the University Bank mandates</li> <li>• Review of FPC Terms of Reference.</li> <li>• Template for the regular Financial Reporting to Governing Body.</li> </ul>	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED SECRETARIAT</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p>



REF	ITEM	DECISION
<b>Section E – Committee Reports</b>		
22.01/12	<b>COMMITTEE REPORTS</b>	
	<p>d) <b><u>Nominations and Process Committee (NPC)</u></b></p> <p>i) <b><u>Governing Body Membership -Vacancies</u></b>                      Governing Body noted there were currently a total of five vacancies on the Governing Body which include three ministerial nominees, one ETB nominee and one staff member nominee.</p> <p>Governing Body noted the term of office for the eight external members expires on 30<sup>th</sup> June 2021. Governing Body noted that under Section 12(1)(h) of the TU Act, the eight external members are “nominated by a committee of the governing body comprising the chairperson and 2 other external members of the governing body formed for that purpose”. Governing Body noted that the Chair and the University Secretary will commence a process to put this Nominations Committee in place as soon as possible.</p> <p>Governing Body noted that under Section 12(3)(a) the term of office for Governing Body members shall not exceed four years and such a member may not serve more than two consecutive terms of office. Governing Body noted that this may lead to a large number of Governing Body members vacating their office at the same time whose current term of office expiry dates are on 30<sup>th</sup> June 2021. Responding to concerns raised in relation to developing a membership continuity protocol and completing the Governing Body membership in advance of 30<sup>th</sup> June 2021, the Chair stated he was fully aware of the urgency involved in these issues and would bring a proposal to address these matters for consideration by members to the next Governing Body meeting.</p> <p>The Chair noted the request to convene a meeting of the Nominations and Process Committee as soon as possible.</p> <p>ii) <b><u>Governing Body Staff Representative Elections Update</u></b></p> <p>1) Governing Body noted the Memorandum (27<sup>th</sup> January 2021), Proposed amendments to GB Staff Election Regulations Document (GB Approved 10<sup>th</sup> April 2019), detailing two amendments contained in the <i>Staff Elections Report 2019 Recommendations</i> following the staff elections in May 2019 as follows:</p> <ul style="list-style-type: none"> <li>• <b><u>Section 6.2 – Opening and Closing The Poll</u></b>                      Amend the closing time of the polling stations from 21.00 to 19.00 as there is very limited voting after 19.00.</li> <li>• <b><u>Section 7 – The Count</u></b>                      Addition to Section 7 to cater for a situation where the same candidate is elected to both Panel A and either Panel B, C or D.</li> </ul> <p>2) <b><u>Proposed Amended GB Staff Election Regulations</u></b>                      Governing Body approved the proposed amended Governing Body Staff Election Regulations</p> <p>Governing Body noted that where the University will not be in a position to allow physical on site voting facilities for these elections that the introduction of and appropriate electronic method of gathering the votes compliant with the regulations would be approved.</p>	<p>NOTED</p> <p>NOTED                      CHAIR AND COO</p> <p>NOTED                      CHAIR</p> <p>NOTED                      CHAIR AND SECRETARIAT</p> <p>NOTED</p> <p>APPROVED                      Proposed: C Larkin                      Seconded: É Finan</p> <p>NOTED</p>

REF	ITEM	DECISION
	<b>Section E – Committee Reports</b>	
22.01/12	<b>COMMITTEE REPORTS</b>	
	<p>iii) <b>Ministerial Nominees Update</b> Governing noted there was no further update on the three ministerial nominees from the Department of Further and Higher Education, Research, Innovation and Science.</p> <p>iv) <b>ETB Nominee Update</b> Governing noted the joint correspondence received from the City of Dublin Education Training Board (CDETB) and the Dublin and Dun Laoghaire Education Training Board (DDLETB), jointly nominating Dr Christy Duffy, CEO, CDETB, as the ETB nominee to sit on the TU Dublin Governing Body.  Governing Body approved the appointment of Dr C Duffy.</p> <p>v) <b>Augmented Nominations and Process Committee</b></p> <ol style="list-style-type: none"> <li>1) Governing Body noted the ANPC Minutes of its fifth meeting held on 4<sup>th</sup> December 2020</li> <li>2) Governing Body noted the ANPC Minutes of its sixth meeting held on 11<sup>th</sup> December 2020.</li> </ol>	<p>NOTED</p> <p>NOTED</p> <p>APPROVED Proposed: C Larkin Seconded: É Finan</p> <p>NOTED</p> <p>NOTED</p>
	<b>Section F – Standard Items</b>	
22.01/13	<b>ANY OTHER BUSINESS</b>	
	There were no matters raised under this item.	NOTED
22.01/14	<b>AMENDED SCHEDULE OF MEETINGS 2021</b>	
	<p><b>Approved Schedule of Governing Body Meetings 2021</b> Governing Body agreed that the Governing Body Meeting Schedule from 1<sup>st</sup> January to 31<sup>st</sup> December 2021 approved at the Governing Body meeting on 16<sup>th</sup> December 2021 would remain unchanged. The secretariat would circulate “teams” meeting invites to members for these meetings.</p>	AGREED SECRETARIAT
20.01/15	<b>NEXT MEETING</b>	
	<p><b>Next Governing Body Meeting</b> Members noted the next Governing Body meeting takes place on <b>Wednesday, 24<sup>th</sup> March 2021</b> and is scheduled for three hours from <b>08.00am until 11.00am</b>.</p> <p>The Chair wished to take this opportunity to thank the Governing Body members, and to acknowledge the work being done by the executive, staff and students under extremely difficult circumstances across the University.</p> <p>SIGNED  David Carson CHAIR</p> <p>DATE: 24<sup>TH</sup> MARCH 2021.</p>	<p>NOTED</p> <p>NOTED</p>