


Technological University Dublin 1st Governing Body

MINUTES

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| <u>MEETING 2</u> | Tuesday, 15 th January 2019, (17.30), TU Dublin, City Campus, Grangegorman, Greenway Hub, GW302 |
| <u>PRESENT:</u> | Professor T Collins (Chair), Professor D FitzPatrick (President), Ms D Blanckensee [from Item 02.01/02] Dr M Carr [from Item 02.01/02], Dr C Fisher, Mr P Lavelle, Ms I Reynolds |
| <u>APOLOGIES:</u> | Ms A Keatinge |
| <u>IN ATTENDANCE:</u> | Dr M Meaney (Lead, TU Dublin Programme Team), Mr D Murphy (Director of Corporate Services) |
| <u>SECRETARIAT:</u> | Ms Y Cooke (TU Dublin Programme Team) |
| <u>DOCUMENTATION:</u> | <p><u>Circulated prior to meeting</u></p> <ol style="list-style-type: none"> 1. Agenda – TU Dublin 1st Governing Body Meeting 2 (15th January 2019) 2. Report Stage 1 – Membership of 1st TU Dublin Governing Body (Staff and Student Representation) 3. Draft Minutes – TU Dublin 1st Governing Body Meeting 1 (1st January 2019) 4. Correspondence – Letter (20th December 2018) 5. TU Dublin Travel, Subsistence and Expense Policy 6. TU Dublin Recruitment, Selection and Appointment Policy 7. TU Dublin Selection Procedures 8. Proposed Schedule of Meetings 2019 – TU Dublin 1st Governing Body |

| REF | ITEM | DECISION |
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| 02.01/01 | MEMBERSHIP OF 1ST TU DUBLIN GOVERNING BODY | |
| | <p><u>Report Stage 1 – Membership of 1st TU Dublin Governing Body</u> The Governing Body approved the appointment of the following staff and student representatives nominated as members to the 1st TU Dublin Governing Body proposed in, “<i>Report Stage 1 - Membership of 1st Technological University Dublin Governing Body (Staff and Student Representatives)</i>”, and in accordance with Section 12(5)(a) of the TU Act 2018, with effect from this meeting, for a period of up to 30th June 2019 or the date of appointment of the Governing Body in the manner provided in Section 55(3), whichever is the earlier.</p> <ul style="list-style-type: none"> • Ms Deirdre Blanckensee (<i>Non-Academic Staff Representative</i>) • Dr Michael Carr (<i>Academic Staff Representative</i>) • Ms Amy Keatinge (<i>Student Representative</i>) | <p>APPROVED Proposed: P Lavelle Seconded: C Fisher</p> |
| 02.01/02 | WELCOME | |
| | The Chair welcomed Dr Carr and Ms Blanckensee as new members to the second meeting of the Technological University Dublin, Governing Body. | NOTED |
| 02.01/03 | APOLOGIES | |
| | The Chair noted members apologies received for this meeting. | NOTED |
| 02.01/04 | PROPOSED MEETING AGENDA | |
| | The agenda for the meeting, as had been circulated, was approved and adopted. | <p>APPROVED Proposed: I Reynolds Seconded: C Fisher</p> |

| REF | ITEM | DECISION |
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| 02.01/05 | DECLARATION OF CONFLICT OF INTEREST | |
| | The Chair noted there were no conflicts of interest declared by members present. | NOTED |
| 02.01/06 | APPROVAL OF MINUTES | |
| | The draft Minutes of the first meeting of the Governing Body held on 1 st January 2019 were approved. | APPROVED Proposed: I Reynolds Seconded: C Fisher |
| 02.01/07 | MATTERS ARISING | |
| | There were no matters arising from the first meeting of the TU Dublin Governing Body held on 1 st January 2019. | NOTED |
| 02.01/08 | CORRESPONDENCE | |
| | The Governing Body noted the following correspondence issued with the meeting documentation: <ul style="list-style-type: none"> Letter from DIT Heads of School to Governing Body members (20th December 2018) | NOTED |
| 02.01/09 | STANDING ORDERS | |
| | <p>i) Quorum The Governing Body approved the quorum necessary for the transaction of business to be five members and a duly convened meeting of the Governing Body at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Governing Body. It was agreed that the quorum would be 50% of the membership plus one.</p> <p>The Governing Body noted a member of the Governing Body who participates in an electronic meeting, (<i>conference call</i>), is taken for all purposes to have been present at the meeting, in accordance with Schedule 1, Paragraph 5(8) and (9) of the TU Act 2018.</p> | <p>APPROVED Proposed: I Reynolds Seconded: C Fisher</p> <p>NOTED</p> |
| | <p>ii) Standing Orders Committee The Chair requested the Legal Secretary to draft a proposal setting out standing orders for the Governing Body, subject to the provisions under the TU Act 2018 and in accordance with best practice.</p> <p>It was agreed that this draft document would be circulated to members for consideration at the next Governing Body meeting.</p> | <p>NOTED Legal Secretary</p> <p>NOTED Secretariat</p> |
| 02.01/10 | POLICIES AND PROCEDURES | |
| | <p>i) Finance</p> <p>a) Travel, Subsistence and Expense Policy The Governing Body approved the proposed, "TU Dublin Travel, Subsistence and Expense Policy", subject to the following additions and amendments noted and approved:</p> <p>i) The wording within <i>Section 1.3 Scope</i> to include, "In circumstances where the Budget Holder is the expense claimant, the Budget Holder should seek the required review and approval from their relevant line manager".</p> <p>ii) Update wording in relation to TU Dublin descriptors.</p> <p>It was noted that work on harmonising this policy continued with an assessment of the potential budgetary impact of this process to be presented by the Legal Secretary at a future meeting.</p> | <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED</p> <p>NOTED</p> <p>NOTED Legal Secretary</p> |

| REF | ITEM | DECISION |
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| 02.01/13 | PROPOSED SCHEDULE OF MEETINGS | |
| | <p>i) Next Meeting The next meeting is scheduled for Wednesday 6th February 2019 at 18.00 in TU Dublin, City Campus, Grangegorman.</p> <p>ii) Proposed Governing Body Schedule of Meetings - 2019 The Governing Body approved the following schedule of meetings for 2019.</p> <ul style="list-style-type: none"> • 6th February 08:00 City Campus • 13th March 08:00 Tallaght Campus • 10th April 08:00 City Campus • 1st May 08:00 City Campus • 29th May 08:00 Blanchardstown Campus • 26th June 08:00 City Campus • 17th July 08:00 City Campus • 11th September 08:00 Tallaght Campus • 9th October 08:00 City Campus • 6th November 08:00 City Campus • 11th December 08:00 Blanchardstown Campus <p>SIGNED  _____ Professor Tom Collins CHAIR</p> <p>DATE: 6th FEBRUARY 2019</p> | <p>NOTED</p> <p>APPROVED Proposed: Chair Seconded: I Reynolds</p> |