

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 28th May 2020
Time: 10.00am
Location: Institute Boardroom via Teams

Present: Mr. Cormac MacDonncha (Chair)
Dr. Orla Flynn (President)
Cllr. Michael Maher
Mr. Joe Cunningham
Ms. Maria Ruddy
Ms. Siobhán Kennedy
Mr. Tom Grady
Mr. Gareth Roe
Mr. David Leahy
Cllr. Colm Keaveney
Dr. Eleanor Rainsford
Mr. Michael Geoghegan
Mr. Aaron Burke
Ms. Jayne Cooley
Ms Mary McGinley
Cllr. Paul Murphy
Ms. Maureen Walsh

In Attendance: Mr. Jim Fennell, VP for Finance & Corporate Services
Dr. Michel Hannon, VP for Academic Affairs and Registrar
Dr. Rick Officer, VP for Research and Innovation
Ms. Fiona Faherty, Meeting Secretary
Ms. Jean Carpenter, Corporate Governance and Risk Management Officer
Mr. Victor O'Loughlin, incoming SU President

Apologies: Cllr. Terry O'Flaherty
Ms. Gillian Buckley

At the beginning of the meeting the Chairman welcomed the new board of Governors and wished them well in their new role as members of GMIT Governing Body. He provided an update on recent challenges and progresses the Institute has experienced over the past number of years and acknowledged the significant contribution of the students union together with staff and external stakeholders.	
1.0 Declaration of Conflict of Interest with Agenda Items	ALL
There were no conflicts of interest declared by those present or in attendance.	
2.0 Minutes of Previous Meeting	All
The minutes of the meeting held on 26 th March 2020, were approved on the proposal of Cllr. Michael Maher and seconded by Mr. Aaron Burke.	
3.0 Matters Arising	All
There were no matters arising.	
4.0 COVID-19	O Flynn
The President provided an update on COVID-19 in her welcome presentation under item 5.1.	
5.0 President's Report	O Flynn
<p>5.1 A Welcome and Overview of GMIT by Dr. Orla Flynn, President</p> <p>The President, Dr. Orla Flynn provided a comprehensive overview and welcome to the Board in her presentation, copy attached, she outlined the key challenges facing the Institute and the Institute Strategic Plan 2019 – 2023</p> <p>Discussions took place on the following topics</p> <ul style="list-style-type: none"> - The importance of Post-Graduates - Research and Innovation - Online learning and the development of programmes for delivery - Financial projections for the next three years - Recurrent Grant Allocation Model (RGAM) - Implications of COVID-19 and plans for a safe return to Campus - Challenges of remote working and online delivery to students - Update on Technological University (TU) - CUA - STEM Building - Mayo Campus <p>Cllr. Colm Keaveney raised the issue of post lockdown challenges facing students. Lack of broadband in rural areas, delivery of online lectures and how the Institute plans to overcome some of these issues.</p> <p>The Chair advised that some of these issues will be dealt with under the Registrars report later on the Agenda. The President confirmed that a return to campus implementation team has been established and an update will be provided at the June meeting.</p> <p>5.2 Technological University (TU) Shadow Governing Body</p> <p>The terms of reference for a Shadow Governing Body were circulated for approval. A discussion took place on suggested amendments to the Terms of Reference that were proposed at the Governing Body Meeting in January 2020. It was agreed the changes were not fully implemented and the document was not complete. The President will seek clarification and an updated document will be presented at the June meeting for approval.</p>	

<p>The membership of the Shadow Governing Body were approved on the proposal of Cllr. Colm Keaveney and seconded by Mr. Aaron Burke.</p> <p>Shadow Governing Body Membership: Mr. Gareth Roe, Ms. Saidbbh McIntyre, Ms. Maureen Walsh, Mr. Tom Grady and Mr. Joe Cunningham.</p> <p>4.2 Media Coverage Report</p> <p>The Media Coverage Report which was circulated prior to the meeting was taken as read.</p>	
<p>Registrar</p>	<p>M Hannon</p>
<p>6.1 Quality Assurance Mitigation Policy</p> <p>The focus/rationale of the Quality Assurance Mitigation Policy is to address the potential impact of the COVID-19 crisis on student performance.</p> <p>Dr. Hannon highlighted the following change to the document and approval was sought:</p> <p><i>'Following the issuing of results, students will have the option of voiding the attempt and opt to re-sit the examination/assessment of any/all modules at the next available sitting. This applies equally to modules that have been passed as well as modules that have been failed. A defer is granted, and therefore an attempt is not lost'.</i></p> <p>Mr. Gareth Roe requested a further amendment be made as follows:</p> <p>Page 2, last bullet point:</p> <ul style="list-style-type: none"> ○ Failed modules in award years will automatically be deferred, allowing the student the opportunity to retake the examination/assessment at the next available opportunity as a first attempt. <p>The amendment to be made needs to read as follows:</p> <ul style="list-style-type: none"> ○ Failed modules in award years will automatically be deferred, allowing the student the opportunity to retake the examination/assessment at the next available opportunity. Wherever a defer is applied an attempt is not lost. <p>This amendment ensures that repeat students, who were taking exams during this summer session already as repeat exams and therefore would already have had a number of previous attempts, do not get their overall number of attempts pre this exam session reset to zero as an unintended consequence of the mitigation policy for this Covid-19 alternative-mode summer exam session.</p> <p>The Chair raised the question regarding students who will still not have the relevant facilities and poor broadband to allow them sit exams. Dr. Hannon advised that the current feedback is that such numbers are low and those who fall into this category will be allowed to attend on-site and use the Institute facilities while obtaining the required social distancing regulations.</p> <p>The Quality Assurance Mitigation Policy document, subject to the amendments outlined, was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>6.2 Learning Teaching & Assessment (LTA) Continuity Framework in Response to the COVID19 Emergency</p>	

Dr. Hannon informed the meeting that the LTA Continuity Framework was approved by Academic Council at its meeting on 27th May.

This document is to protect the integrity of awards and a duty of care for student welfare.

The Chair commended Dr. Hannon, the Academic Council and all staff in the move to online. It is a move that is not without challenge but it is a necessary move.

Cllr. Colm Keaveney reiterated his concerns around the lack of facilities and poor broadband that some students are experiencing. He asked if a strategic discussion should take place with Galway County Council and leading broadband providers for a roll out of a new improved broadband infrastructure.

He also raised his concerns around the appeals procedure for students who are continuing to encounter barriers of poor broadband and facilities.

In response to a query from Mr. Gareth Roe the Secretary / V.P. for Finance & Corporate Services clarified that the Governing Body can, having considered a matter, decide to give retrospective approval.

Mr. Roe added that the document is problematic. Institute staff are facing a significant challenge to have everything in place by September. He suggested the document focus its plan until the end of first semester and then be reviewed.

The President added that the Institute is working in an emergency environment and must have a contingency plan. We must plan for worst case scenario and adjust the plan as necessary as the COVID19 situation progresses. She complimented the efforts and work carried out in the Registrars office and that of the Academic Council. This is not a permanent document, but a work in progress.

Dr. Eleanor Rainsford added that the experiences of staff and students with the move to online in this semester should be taken on board when planning for September.

Dr. Hannon noted that the document will allow the programme boards to continue effectively

The Chairman accepted the comments made and Dr. Hannon agreed that the document can be reviewed on an ongoing basis and he will take on board the comments and suggestions made.

Mr. Gareth Roe expressed his concerns that the document contained too many requirements to be completed all at the one time, and this may lead to misinterpretation.

The LTA Continuity Framework was approved on the proposal of Cllr. Colm Keaveney and seconded by Mr. Joe Cunningham with the understanding that it is a live document and can be amended as required.

6.3 Termination of Three Programme Families – Mayo Campus

The Chairman provided a background to the challenges the Mayo Campus and the Institute has faced over the past number of years. He explained that the Working Group Report was approved by the Governing Body and a Mayo Campus Subcommittee was established in recent years. Unfortunately, the student numbers continue to decline in the Department of Business, Humanities & Technology (BHT) at the Mayo Campus. The decision to terminate programmes comes after numerous consultation processes and it was not a decision that was taken lightly. He advised that a new Strategic Framework for the Mayo Campus was approved by the Governing Body which included a focus on Nursing, Outdoor Education and Online programme offerings.

Cllr. Colm Keaveney expressed his concern that the Institute adhere to best practice in the provision of information and consultation with staff in this process and in the

<p>development of the new strategic plan for the Mayo Campus. The Chair assured Cllr. Keaveney that consultation is ongoing with staff on the Mayo Campus. Dr. Flynn reiterated this point and noted she has been in regular contact with both staff and unions regarding the Mayo Campus since taking up appointment as President in March.</p> <p>Mr. Michael Geoghegan wished to note his view that the 32 recommendations contained in the Working Group Report are not fully implemented.</p> <p>The termination of the following programmes on the Mayo Campus was approved on the proposal of Cllr. Michael Maher and seconded by Cllr. Colm Keaveney.</p> <ul style="list-style-type: none"> • Bachelor of Business (Levels 6, 7 and 8) • Accounting & Financial Management (Levels 6, 7 and 8) • Sustainable Building Technology (Levels 6, 7 and 8) <p>6.4 Student Fitness to Practice Policy</p> <p>A discussion took place around the requirement of Institute involvement in student fitness to practice, what the Institute obligations are in terms of duty of care, and associated costs incurred by students.</p> <p>It was agreed that this would be deferred to the June meeting.</p> <p>6.5 Report on Online English Level Tests</p> <p>This report was uploaded to SharePoint prior to the meeting and was taken as read.</p> <p>6.6 Academic Council Minutes.</p> <p>The Academic Council Minutes were circulated for information and were taken as read.</p>	
<p>7.0 Corporate Governance</p>	
<p>7.1 Strategic Plan 2020-2023</p> <p>This item was uploaded to SharePoint for information purposes and was taken as read.</p> <p>7.2 Corporate Governance Induction</p> <p>It was agreed that a Corporate Governance Induction will take place on the morning of June 18th. An alternative date will be arranged for those that are unable to attend on this date.</p> <p>7.3 External Review of Governing Body Effectiveness</p> <p>This item was shared with the Governing Body members to provide an update on the status of the implementation of the Governing Body effectiveness recommendations. The relevant documentation is available on SharePoint.</p>	
<p>8.0 Establishment of Governing Body Subcommittees</p> <p>(i) Audit & Risk Committee</p> <p>Mr. Joe Cunningham acknowledged the contribution made by Ms. Mary McGinley and Mr. David Leahy on the Audit & Risk Committee over the past number of years and he recommends their reappointment to this Committee.</p> <p>The following committee members were approved as outlined below:</p> <p>Mr. David Leahy, proposed by Mr. Joe Cunningham and seconded by Cllr. Colm Keaveney</p>	

<p>Ms. Mary McGinley, proposed by Mr. Joe Cunningham and seconded by Mr. Michael Geoghegan Ms. Siobhán Kennedy, proposed by Mr. Aaron Burke and seconded by Cllr. Michael Maher Ms. Cliona Pearse and Mr. Jerry O’Leary, proposed by Cllr. Michael Maher and seconded by Mr. Joe Cunningham.</p> <p>(ii) Finance Subcommittee</p> <p>The following Finance Subcommittee members were approved as outlined below:</p> <p>Mr. Michael Geoghegan, proposed by Mr. Joe Cunningham and seconded by Mr. Aaron Burke Cllr. Michael Maher, proposed by Cllr. Colm Keaveney and seconded by Mr. Joe Cunningham Mr. Paul Shelly and Ms. Hannah Kiely, proposed by Mr. Michael Geoghegan and seconded by Mr. Aaron Burke Mr. Michael Lally, proposed by Cllr. Michael Maher and seconded by Mr. Joe Cunningham Ms. Maria Ruddy, proposed by Mr. Cormac MacDonncha and seconded by Cllr. Michael Maher Ms. Gillian Buckley, proposed by Mr. Cormac MacDonncha and seconded by Cllr. Michael Maher</p> <p>Cllr. Michael Maher was nominated by the Chair as Chair of the Finance Subcommittee</p> <p>(iii) Equality, Diversity and Inclusion Subcommittee</p> <p>Mr. Victor O’Loughlin, proposed by Mr. Aaron Burke and seconded by Cllr. Colm Keaveney Cllr. Colm Keaveney, proposed by Mr. Joe Cunningham and seconded by Cllr. Michael Maher Cllr. Terry O’Flaherty, proposed by Mr. Cormac MacDonncha and seconded by Cllr. Michael Maher Ms. Anne Scott and Ms. Jacqueline McCormack, proposed by Ms. Mary McGinley and seconded by Cllr. Colm Keaveney Cllr. Paul Murphy, proposed by Cllr. Michael Maher and seconded by Cllr. Colm Keaveney</p> <p>Cllr. Colm Keaveney was proposed as Chair of the Equality, Diversity and Inclusion Subcommittee by Mr. Joe Cunningham and seconded by Cllr. Michael Maher.</p> <p>The President added that it was important to note the requirement to allow additional members to join these subcommittees as the requirement may arise for expertise and gender balance.</p>	
<p>9.0 SU President Report</p> <p>Mr. Aaron Burke presented his last report to the Governing Body as President of the Students Union and as a Member of the Governing Body. He highlighted the concerns students are having with remote learning, specifically poor broadband and the lack of access to technology. Students are also worried about accommodation and when it will be safe for students and staff to return to campus learning.</p> <p>The Chair thanked both Mr. Aaron Burke and Ms. Jayne Cooley for their enormous contribution to the Governing Body and to the Institute. They have shown great leadership and dedication to the student welfare and he acknowledged the outstanding partnership between the Student’s Union and Management in the Institute.</p>	
<p>10.0 Finance</p>	

10.1 Programmes and Budgets 2020 – 2023

The documentation for the Programmes and Budgets 2020 – 2023 which had been circulated prior to the meeting and is uploaded to SharePoint was noted.

10.2 3 Year Financial Business Plan 2020 – 2023

The 3 Year Financial Business Plan for 2020 – 2023 was taken as read is available on SharePoint for information.

10.3 Outturn to 30th April 2020

Mr. Fennell presented the Outturn to 30th April 2020. He also advised the meeting that the estimated Financial implications of COVID19 to be €2m for 2020, increasing to €4m for 2021 with an overall estimated cost of €10.5m. The matter will be considered in more detail by the Finance Subcommittee.

10.4 Canteen Refurbishment Contracts

The meeting was requested to give delegated authority to the Chair and President to sign contracts with the preferred bidder as soon as the tender process was complete which would enable the process of the Canteen Refurbishment continue. The tendering process is currently ongoing.

This was approved on the proposal of Mr. Michael Geoghegan and seconded by Mr. Aaron Burke.

10.5 Treasury Policy

The Treasury Policy as was circulated prior to the meeting was approved on the proposal of Ms. Mary McGinley and seconded by Cllr. Michael Maher.

Mr. Fennell raised an issue of corporate governance with regard to holding the Governing Body meetings online via Microsoft Teams and sought approval that those members attending on-line would be regarded as present for the purposes of the meeting and fulfilling the requirements of a quorum.

This was approved on the proposal of Ms. Mary McGinley and seconded by Mr. Aaron Burke.

11.0 HR Matters

J Fennell

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<p>The issue of a too many items on the meeting Agenda was raised, it was agreed to review.</p>	
<p>12. Any Other Business</p> <p>Mr. Fennell sought approval for an amended Bank Mandate which was tabled at the meeting, see attached. This is due to staff changes in the Finance department and to facilitate remote working measures. The amendment comes with the recommendation of the Finance Subcommittee. This was approved on the proposal of Dr. Eleanor Rainsford and seconded by Ms. Mary McGinley.</p> <p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date:_____</p>

Governing Body List of Actions 2020

Action Items Reference Nos are explained as follows:

- The first number of the reference relates to the Date of the Meeting
- The second number of the reference relates to the Agenda Item

Action Item	Action	Action Owner	Target Date	Status
29.08.19 – 4	Establishment of TU Subcommittee to be agreed at September Meeting	President	June 2020	Complete
28.11.19 – 4.3				
31.10.19 – 6.1	Implementation of recommendations in Governing Body Effectiveness Review	VP for F&CS	March 2020	Partially Complete
29.08.19 – 10.5	Strategic plans to be developed for:	President		
	<ul style="list-style-type: none"> - 1. International - 2. Marketing - 3. Communications 			
28.11.19 – 7.0	<ul style="list-style-type: none"> - International - Marketing - Communications 			Deferred to Jan 20 Pending In Progress
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December	Pending
26.09.19 – 5.1	Institute to write to HEA regarding Accommodation Crisis	VP for F&CS	October	Pending
12.12.19 – 5.1	Clarification on Garda Vetting for Guest Lecturers	VP for F&CS	January	Pending
12.12.19 – 8.0	Communications Plan for delivering Mayo Campus Strategic Plan to all Stakeholders	President/VP for Mayo Campus	December	Pending
30.01.20 – 3.0	Prioritisation of Hotel School Strategic Plan	President	2020	Pending
30.01.20 – 9.1	Benchmarking exercise on Internationalisation within the Sector	President	March	Pending
	Explore appointment of an External Consultant to review International	President	March	Pending
28.05.20 – 5.1	Update from Return to Campus Implementation Team	President	June	
28.05.20 – 5.2	Clarification on TOR for Shadow Governing Body	President	June	

28.05.20 - 6.4	Student Fitness to Practice Policy for review and approval	Registrar	June	
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