



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Minutes of the 25th ATU Governing Body Meeting

Held on Monday 24th June at 9.30am

Killybegs Campus and TEAMS

Present:

Maura McNally (Chairperson) – in person	MMcN
Dr Orla Flynn (President) – in person	OF
Dr Brian De Souza – online	BDS
Dr Martin Robinson – in person	MR
Jeremiah Egberongbe - online	JE
Joe Cunningham – online	JC
Dr John Bartlett – in person	JB
John Daffy – online	JD
Michael Gilvarry – online	MG
Oonagh Monahan – in person	OM
Regina Daly – in person	RD
Seamus Hughes – in person	SH

In attendance:

Jim Fennell (Secretary) – in person	JF
Carol Geraghty (Recording Secretary) – in person	CG
Michael Henehan – in person – Items 5.1 & 6.1	MH
Elizabeth McCabe – in person - item 5.3	EMcC
Dr Billy Bennett – in person – item 8	Been
David Lee – online – Items 5.4.1 & 5.4.2	HMCG
Jacqueline McCormack – online – item 5.2	JMcC
Jacqueline O'Toole – online – item 8.3	JO'T
Liam McIntyre – online – item 5.1.4	LMcl

Apologies: Rachel Ashworth, David Minton, Barry Breslin, Joanne Grehan, Sarah Mohan, Dara Foynes

GB 25.01 Declaration of Conflicts of Interests

No conflicts of interest were declared.

GB 25.02 Approval of Governing Body Minutes

Draft minutes of the 13th May meeting were circulated to members in advance of the meeting.

Decision: The minutes of 13th May were approved on the proposal of JB and seconded by JD

GB 25.03 Matters Arising and Correspondence

GB 25.03.1 Governing Body Log of Actions

Update on actions:

- Action 1 *Set up Designated Activity Company (DAC) for philanthropic donations*: DFHERIS have advised that they are working on a Guidance document for Code of Governance for DACs, no timeline for the publication of this guidance is currently available.
- Action 16 *Update on Student Building Galway*: Members agreed that this action should remain open.
- Action 107 *Land purchase at Ardaghowen Sligo*: OF gave an update on the meeting with Sligo Co Co. Keep action open.
- Action 62 *Amend draft Code of Conduct for GB Members* – Scope of work has been agreed, cost to be agreed, expect that work will start in July.

All items presented as *Propose Closed* can be closed except those addressed above.

Action: Document the process for the University to receive donations, philanthropic funds, etc through the Ireland Fund

GB 25.03.1.1 Letter from DFHERIS re timeline for 3rd Ministerial Nominee

Members received a copy of the letter from DFHERIS giving details of the timeline for the 3rd Ministerial Nominee.

Action: Draft letter in July to DFHERIS requesting a progress report on the appointment of the 3rd Ministerial Nominee

GB 25.03.1.2 Response to Action 97 – Gender Identity & Expression Policy

Concern was again expressed by some members about using preferred student name on University ID. Another view was expressed that this policy could also be helpful for international students.

Action: EDI Subcommittee asked to discuss concern raised by GB member about use of preferred name on Student ID card

GB 25.04 Items for Approval

GB 25.04.1 Appointment of Student Union Nominees to Governing Body

The University Students Union (SU), through its Presidents, was invited to nominate three registered students of the University for appointment to the Governing Body. Nominees are:

- ATU Galway-Mayo Sarah Mohan (SU President Galway-Mayo) - Reappointment
- ATU Sligo Julia Bocianowska (SU President Sligo)
- ATU Donegal Kevin Sweeney (SU President Donegal)

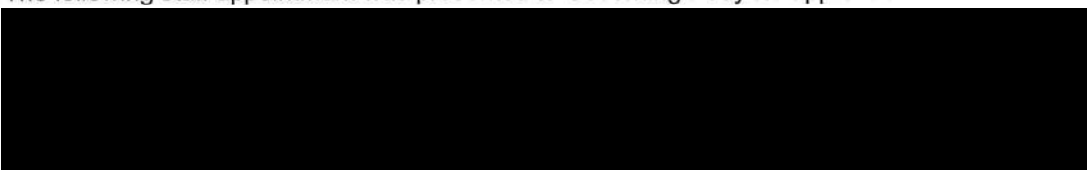
Members thanked the outgoing student representatives Barry Breslin and Jeremia Egberongbe for their service to the ATU Governing Body and wished them well for the future and noted that Sarah Mohan has been nominated for a second term.

Decision: The appointment of student union nominees Sarah Mohan, Julia Bocianowska and Kevin Sweeney was approved on the proposal of SH and seconded by MR

Action: Send letters of appointment to student union nominees.

GB 25.04.2 Staff Appointments

The following staff appointment was presented to Governing Body for approval:



Decision: The above post was approved on the proposal of MMcN and seconded by OM.

GB 25.04.3 Request for Delegated Authority

The members considered the following Delegation Resolution:

The Governing Body, in exercise of the functions conferred on it by Section 9(6) of the Technological Universities Act 2018 and by paragraph 1 of Schedule 2 to the Technological Universities Act 2018, hereby resolves to delegate to a subcommittee which shall comprise:

- the President, Dr Orla Flynn
 - the Chair Ms Maura McNally
- And one of either
- the Chair of the Audit & Risk Committee, Mr Joe Cunningham or
 - the Chair of the Strategic Development Subcommittee, Ms Oonagh Monahan

the authority to:

1. Award contracts with a value more than €1m provided same are within the approved budget
2. Make appointments to senior management grades provided same are within the approved budget.

The purpose of this delegation resolution is to facilitate the smooth running of the University during the months of July and August until the Governing Body meets on 2nd September 2024, at which time this delegation resolution shall expire. All contracts approved and appointments made under this delegation resolution shall be notified to the Governing Body at its meeting on Monday 2nd September 2024.

A list of potential delegations for capital expenditure, buildings projects and staff appointments was provided to the meeting.

Decision: The Delegation Resolution was approved on the proposal of SH and seconded by MG.

GB 25.04.4 Governing Body Workplan (September 2024 – August 2025)

The Governing Body workplan, which is a schedule of agenda items for the 2024-2025 academic year was circulated to members in advance of the meeting. This is a live document, is subject to change and, at the request of the of members, is circulated with the papers for each meeting. Members were advised that, when the senior leadership team is in place, consideration will be given to having regular updates from senior leadership team members to Governing Body.

Decision: On the proposal of OM the workplan for the 2024-2025 academic year was approved, this was seconded by RD.

GB 25.05 Committee & Subcommittee Reports

GB 25.05.1 Report from Audit & Risk Committee

JC presented the report from the Audit and Risk Committee (ARC) meeting of 14th May which was circulated prior to the meeting. Due to the volume of work, additional meetings of ARC will be scheduled during the coming year. ARC will monitor the plan presented by Finance for the preparation of the 2023/2024 Annual Financial Statements. JF provided information about the incident of fraud reported to ARC. OF shared information about recent cyber-security-related updates from IT which were presented at the June All-Staff meeting.

Action: Share cyber-security presentation given at All-Staff Meeting with Governing Body members

GB 25.05.1.1 Risk Register

The Risk Register was circulated in advance of the meeting and a summary of the Risk Register was presented. 3 risks have had their ratings reduced from Medium High to Medium, no other risks have changed ratings. Work has started on the next iteration of the Risk Register. Members considered the risk relating to “*Transformative University Experience*” including student engagement, how this should be interpreted, rated and addressed. OF provided the ATU Applicant News, sent to all 2024/25 CAO applicants to ATU, and the ATU Magazine as examples of positive student engagement.

Decision: The Risk Register was approved on the proposal of JB and seconded by MR.

Action: Send copy of the ATU Applicant News to Governing Body members.

Action: Relay Governing Body comments about risks associated with “*Transformative University Experience*” to the team working on the next iteration of the Risk Register

GB 25.05.1.2 Terms of Reference

Changes proposed to the ARC Terms of Reference were presented:

Decision: MMcN proposed the approval of the updated ARC Terms of Reference, this was seconded by OM.

GB 25.05.1.3 ARC Membership

Members of ARC recommended Áine Murray, Practicing Solicitor (B Corp Law, LLB) based in Donegal, for membership of ARC.

Decision: The appointment of Áine Murray to ARC was approved on the proposal of JB and seconded by MR

GB 25.05.1.4 Review of Policies

Copies of all policies were circulated to members in advance of the meeting. MH gave a summary of updates being recommended by the ARC to the Capital Works Management Policy, Procurement Policy and Child Protection Policy. LMcl joined the meeting for the review of the new User Account Management Policy & Third Party Access Policy.

Action: add text “**or at such time as is deemed necessary**” to the review section of policies discussed at this meeting.

GB 25.05.1.4.1 Capital Works Management Policy

Decision: Updates to the Capital Works Management Policy were approved on the proposal of MMcN and seconded by SH

GB 25.05.1.4.2 Procurement Policy

Members noted a typing error on page 8.

Decision: Subject to the correction of the typing error, updates to the Procurement Policy were approved on the proposal of JD and seconded by SH

GB 25.05.1.4.3 User Account Management Policy

Members requested that reference to “Emeritus staff” be replaced with “retired staff”.

Decision: Subject to the replacement of “Emeritus” with “retired”, the User Account Management Policy was approved on the proposal of OF, this was seconded by MMcN

Action: Provide a timeline for the development of a policy for adjunct staff

GB 25.05.1.4.4 Third Party Access Policy

Decision: The Third Party Access Policy was approved on the proposal of MMcN, this was seconded by JD

GB 25.05.1.4.5 Child Protection Policy

A typing error in the spelling of Tusla in the Revision History was noted. Members requested confirmation that the definition of child is quoted correctly from the relevant legislation and the inclusion of wording to reflect the fact that a proportion of its student body are children in the Introduction.

Decision: Updates to the Child Protection Policy were approved subject to the amendments listed above on the proposal of OM, this was seconded by MMcN

GB 25.05.1.5 Conflict of Interest Report

The Conflict of Interest report circulated with meeting papers was reviewed. JF advised that this report is reviewed by ARC. The Annual Declaration of Interest information comes from the Statement of Interest forms completed by members annually. While ATU has not yet become a designated body under SIPO, ATU complies with SIPO rules and when designated ATU will be required to file an annual return.

Decision: MMcN proposed the approval of the Annual Conflict of Interest Report, this was seconded by OF

GB 25.05.2 Report from EDI Subcommittee

JMcC joined the meeting & presented the EDI Subcommittee report. Sarah Mohan has been nominated as the Student Governing Body member to the EDI Subcommittee. There are two vacancies on the EDI Subcommittee to be filled by external members of Governing Body. To achieve the University's gender balance target for decision making Subcommittees at least one nomination is required from a male external Governing body member.

Decision: OM approved the nomination of Sarah Mohan as the Student Representatives Governing Body member of the EDI Subcommittee, this was seconded by MMcN

Action Write to external Governing Body members requesting that they consider joining the EDI Subcommittee.

GB 25.05.3 Report from Finance Subcommittee

EMcC joined the meeting & presented the following:

- Finance Subcommittee report,
- The Finance Subcommittee Annual Report & Review of Effectiveness,
- Finance Outturn January - April 2024
- Staffing Headcount (ECF) Report.

There is a vacancy for Chair of the Finance Subcommittee. According to the terms of reference, the Finance Subcommittee chair must be an external Governing Body member. In order to achieve the University's gender balance target for decision making committees & Subcommittees, female external Governing body members are requested to consider this vacancy.

Action: Write to external Governing Body members requesting that they consider serving as Chair of the Finance Subcommittee.

GB 25.05.3.1 Terms of Reference

Changes proposed to the Finance Subcommittee Terms of Reference were presented. An additional change was requested – update section 3(ii) to read “The Finance Subcommittee shall meet at the request of the Governing Body, the Chair of Governing Body or the President.” It was suggested that the University could consider having a voluntary development levy which could be ringfenced for capital development or building works.

Decision: Subject to the update to section 3(ii), SH proposed the approval of the Finance Subcommittee Terms of Reference, this was seconded by MR

Action: Communicate suggestion about voluntary development levy to the Finance Subcommittee and UPT

GB 25.05.3.4 Update to 2024/2025 Fee Schedule

In response to a query about the fee for postgraduate programmes, BB advised that non-EU students should contact the Fees Office for information about eligibility criteria to qualify for EU Fees. The updated 2024/2025 fee schedule was reviewed and approved.

Decision: The update to the 2024/2025 Fee Schedule was approved on the proposal of OM and seconded by MR

GB 25.05.3.5 Allocation of Capital Development Reserves

Information about the requested allocation of Capital Development Reserves for 4 projects was circulated with meeting papers.

Decision: The allocation of €1.75m Capital Development Reserves for the network & cybersecurity upgrade was approved on the proposal of MMcN and seconded by SH

Decision: On the proposal of MMcN, the release of a previous allocation of €1.5m Capital Development Reserves for ICT & campus enhancements – Sligo was approved, this was seconded by OM

Decision: MMcN proposed the approval of the allocation of €630K Capital Development Reserves for the re-profiling of expenditure in EO1 & Block L Sligo, this was seconded by JD

Decision: The allocation of €739K Capital Development Reserves for equipment for EO1 & Block L Sligo was approved on the proposal of MMcN, this was seconded by OM

GB 25.05.3.7 Bank Mandate

Decision: The updated bank mandate was approved on the proposal of MMcN, this was seconded by JB

GB 25.05.4 Report from Strategic Development Subcommittee

OM presented the report from the Strategic Development Subcommittee. There is a vacancy for an external member of Governing Body. To achieve the University's gender balance target for decision making Subcommittees, male external Governing body member are requested to consider this vacancy.

Action: Write to external Governing Body members requesting that they consider joining the Strategic Development Subcommittee.

GB 25.05.4.2 Wellpark Modular Building

To facilitate a rapidly growing CAO programme – Bachelor of Education in Art, Design & Communication Graphics - space is urgently required on the Wellpark campus. Tenders have been received and evaluated for this project, the tender evaluation was circulated to members prior to the meeting. Concern was expressed about the cost of the modular building. In response to a question about the upper floors of the building at the Wellpark campus, OF advised that an EEDPP project has commenced on the campus this year and gave information about a previous funding application which was not granted, and potential future funding opportunities available to make the upper floors useable.

Decision: The award of the contract to the highest scoring bidder Modulacc Limited, to deliver a 650sqm two storey modular building at the Wellpark campus through a design, install and rent at a cost of €1.84m. (there are options to continue to rent or buy after 5 years) was approved on the proposal of SH, this was seconded by MR

GB 25.06 Corporate Governance

GB 25.06.1 Governing Body Self-Assessment

MH gave a summary of responses received and noted that the response rate was similar to 2023. This summary and a document listing all comments was circulated prior to the meeting. The responses to the survey will be sent to the Institute of Public Administration (IPA) and will inform the Governing Body training which will be scheduled for September. There was some discussion about the roles and responsibilities of members of Governing Body and how the results could be used to make the workings of Governing Body more effective.

Action: Contact Governing Body members requesting that they consider what is working well with the Governing Body and what could be improved in the workings of the Governing Body

Action: Members can contact the Chair for one-to-one discussion about any concerns, etc that they have about the workings of Governing Body

Action: Schedule Governing Body strategy meeting after IPA training

GB 25.06.2 Report on Non-compliant Procurement

JF summarised the information provided to members.

Action: Source non-compliant procurement benchmark data from other TU's.

GB 25.06.3 Sponsorship Schedule

JF advised that the Sponsorship Schedule is shared with Governing Body a number of times per year at their request. A Policy and related documents to formalise the area of Sponsorship are being developed.

GB 25.07 President's Report

GB 25.07.1 President's Update to Governing Body

OF summarised the information provided to members prior to the meeting.

GB 25.08 Report from Academic Council & Registrar

GB 25.08.1 ATU Student Numbers March Census 2023/24

BB presented a summary of the Student Numbers Census for the 2023/2024 academic year which has been submitted to the HEA.

GB 25.08.2 Conferring Autumn 2024 and Spring 2025

BB presented the Conferring dates for the 2024/2025 academic year. Governing Body members are invited to attend the conferring ceremonies.

GB 25.08.3 CINNTE Institutional Review - Institutional Self Evaluation Report

JO'T presented a summary of the Institutional Self Evaluation Report. This document will be published by Quality & Qualifications Ireland (QQI) on its website. It was recommended that this report be produced or summarised in alternative formats so that it gets wider traction and readership. The CINNTE team was congratulated on the document and their work on the institutional review.

GB 25.08.4 Student Complaints Policy

BB gave a summary of the consultation process for this policy. In response to a question about the policy implementation date, BB advised that the policy refers to new processes and time is needed to develop the procedures for these processes. The processes to be developed will include information about how complaints will be assessed and adjudicated and sanctions that will apply. It was clarified for members that staff complaints are not within the remit of this policy, these are dealt with using the relevant HR policies / procedures. It was noted that legacy policies continue to apply until the ATU Students Complaints Policy is implemented.

Decision: The Student Complaints Policy was approved on the proposal of OM and seconded by MR

Action: When approved, procedures related to the Student Complaints Policy to be circulated to Governing Body for information.

GB 25.09 AOB

GB 25.09.1 OF advised members about the annual furniture exhibition at the ATU Connemara campus.

Action: Send details of the annual furniture exhibition at the ATU Connemara to Governing Body members

GB 25.09.2 JF advised that the annual report to the Charities Regulator is due to be filed by 30th June. The draft ATU Annual Financial Statement for the period from 01/04/2022 – 31/08/2023 is currently being audited by the office of the Controller & Auditor General (C&AG). The Charities Regulator has agreed that ATU can submit an initial annual report based on the draft Annual Financial Statements and, when the C&AG audit is complete and the ATU Annual Financial Statements for the period from 01/04/2022 – 31/08/2023 are approved, ATU will file the final annual report.

Action: Copy ATU Trustees on Annual Report to the Charities Regulator

The first Governing Body meeting of the 2024/2025 academic year will be on 2nd September at the Mayo campus.

Signed: 
Chairperson

Date: 26/9/24