

**Minutes of the meeting of the Governing Body of Technological University of the Shannon:  
Midlands Midwest**

**Monday 14-10-24 at 10:00am**

**Midwest Campus/MS Teams**

**Members:** Josephine Feehily – Chair, in person  
Vincent Cunnane – in person  
George O’Callaghan – in person  
Noel Gavin – in person  
Jos Gijbels – in person  
Gearoid Folan – in person  
Marguerite Doyle – in person  
Maureen Falvey – in person  
Darina Kneafsey – in person  
Pamela O’Brien- in person  
Geoff Shannon- in person  
James Ring- in person  
John Griffin – in person  
Amelia Lown- in person  
Colette Ryan - Teams  
Catherine Collins - Teams  
Kevin McLoughlin – in person  
Anne Cusack – (Teams)

**In Attendance:** Bill Delaney, Governing Body Secretary  
Martina Moran, Recording Secretary  
VP Student Education & Experience, Frances O’Connell  
Academic Administration & Student Affairs Manager, Linda Barry  
Student Resource Centre Manager, Sarah LaCumbre

**4. Apologies:** Tony Mahon

Items are recorded in the order they were discussed.

**SECTION A: STANDING ITEMS**

**1. Chairpersons Opening**

The Chair welcomed members to the meeting.

Governing Body were reminded of the Graduation schedules for both the Midlands and Midwest campuses and were requested to advise M. Moran of their availability to attend the ceremonies.

It was requested that a member of Governing Body would represent Governing Body by attending the Graduation ceremony for the Faculty of Continuing, Professional, Online and Distance Learning Department of Lifelong Learning in Athlone, at 6pm on Wednesday 30<sup>th</sup> October.

**2. Approval of the Agenda**

Due to a logistical reason it was proposed and agreed to table item 17 after item 11, subject to this change the agenda was approved.

3. **Expressions of Sympathy**



5. **Declaration of Conflicts of Interest or Loyalty**

There was no declaration of Conflict of Interest or Loyalty.

6. **Correspondence.**

Correspondence was received re Ministerial approval for membership of the Central Applications Office. Dr. T. Twomey, VP Academic Affairs & Registrar was appointed to the CAO Board as TUS's member representative, however, as Dr. Twomey is due to retire in February 2025 this appointment will be re-visited.

7. **Minutes of Governing Body meeting of 16<sup>th</sup> September and 17<sup>th</sup> September 2024.**

The minutes of 16<sup>th</sup> September 2024 were approved.

**Proposed by** [Redacted]

The minutes of 17<sup>th</sup> September 2024 were approved.

**Proposed by** [Redacted]

8. **Matters Arising**

HR matter: Correspondence was e-mailed to the Secretary General on the 9/10/24, if no response is received in the next two weeks a reminder will issue.

Update on THEA: the sector application will be presented to the HEA Board on the 22<sup>nd</sup> October '24, in the interim the seven parties will continue their work within the limited resources available to them.

CINNTE Report: confirmation has been received that the CINNTE Report will be published on the QQI website later this week, a press release will issue after the formal launch. Once the Report is published, a TUS Schedule Implementation Plan will be drafted and presented to Governing Body.

Action	By whom	By when
Draft TUS Schedule Implementation Plan for presentation to Governing Body	Management	Future Governing Body meeting

9. **Action Log**

The following updates were given:

Item #81 – Published on QQI website October '24.

Item #93 – Remove from Action Log  
 Item #132 – Remove from Action Log  
 Item # 143 – Awaiting Minister’s consent  
 ‘Green’ items will be removed from the Action Log.

**10. Risk Management**

This will be discussed under the ARC report.

**11. President’s Strategic Update and Report**

The President’s report was noted.

TUS students took part in the recent World Skills Ireland competition, a number of TUS students did exceptionally well in the competition and will proceed to represent TUS in the competition at the World Skills. The World Skills Ireland competition which is held in the RDS is an annual event and advance notice will be provided to Governing Body should they wish to attend.

The President provided a background on the professorships issue. The sector is working with the Department to progress this issue and a national committee has been established, Dr. Liam Brown, VP Research Development & Innovation is the TUS representative on the committee. A meeting with the Presidents, THEA & TUI has been scheduled to take place in November ‘24 to discuss the professorships issue.

Car Parking Update: a new car park for students and staff on the Midlands campus is now available at Garrycastle GAA Club, Athlone. Additional car parking spaces have also been provided at the Midwest campus. A TUS shuttle bus is fully operational between Coonagh campus and Moylish, the size and frequency of the bus schedule has been increased. The provider of the public bus (No. 302) will be approached with a view to increasing the timetable schedule at peak times. Various proposals are also being considered for smarter travel on all campuses.

The reduction of student numbers in the TUS part-time domain are captured on the Strategic and Budget Risk Register.

Action	By whom	By when
Provide notice to Governing Body re World Skills Ireland Competition held annually in the RDS	Secretariat	In advance of competition
Issue copy of OECD Report on Academic Progression to D. Kneafsey	President	Immediate effect
Approach the Bus Provider (Bus No 302) re timetable schedule	President	Immediate effect

**17. Presentation ‘Access and Participation’ – VP Student Education & Experience**

VP Student Education & Experience, Frances O’Connell, Academic Administration & Student Affairs Manager, Linda Barry and Student Resource Centre Manager, Sarah LaCumbre gave a presentation on ‘Access and Participation’, which was followed by Q&A. The Chair and Governing Body applauded the work of the Team, and it was noted that the unit has the complete support of Governing Body. The President reiterated this sentiment

and added that TUS is very fortunate to have such leadership in this space. The Chair also thanked the academics who support the students 'on the ground'.

## SECTION B: ITEMS FOR DISCUSSION / APPROVAL

### 12. ARC Report 24<sup>th</sup> September 2024

The Chair of ARC briefed Governing Body on the meeting of 24<sup>th</sup> September '24.

#### **12.1 TUS 2024/25 Internal Audit Plan and Strategy**

On the recommendation of ARC, Governing Body approved the TUS 2024/25 Internal Audit Plan and Strategy.

Comments re compliance with the Act and spending will be referred to Deloitte by VP Finance & Corporate Governance.

#### **12.2 Internal Audit Report – Resource Planning and Allocation Processes Review 2024**

On the recommendation of ARC, Governing Body approved the Internal Audit Report – Resource Planning and Allocation Processes Review 2024.

#### **12.3 Internal Audit Report – Child Protection Policy Review 2024**

On the recommendation of ARC, Governing Body approved the Internal Audit Report – Child Protection Policy Review 2024.

This policy was previously approved by Academic Council. VP Finance & Corporate Governance will review the timelines of the Policy and will revert to Governing Body.

Action	By whom	By when
Review timelines of Child Protection Policy & revert to Governing Body	VP Finance & Corporate Governance	

#### **12.4 Annual Procurement Report 23/24**

On the recommendation of ARC, Governing Body approved the Annual Procurement Report 23/24.

Background to the costing of recruitment – Unijobs Dac (Public Service Provider of Staff) was provided.

An explanation behind Student Payments (which is comprised of various student spends ie SAF, 1916 Bursary, etc) was provided.

Explanations for two Non Compliant issues were provided and noted.

A clear process/pathway is currently being prepared which will inform staff of what is within and outside the Framework process.

#### **12.5 Annual Information and Data Compliance Report (IDCO) 23/24**

The IDCO report presented which included minor amendments made by ARC at their meeting of 24/9/24 was noted.

#### **12.6 Follow Up – Internal Audit Open Recommendations**

Follow Up – Internal Audit Open Recommendations were noted.

#### **12.7 ARC Terms of Reference (ToR) - Periodic Review**

On the recommendation of ARC, the ARC ToR were approved by Governing Body.

Proposed by G. O'Callaghan and seconded by D. Kneafsey.

### 12.8 TUS C&AG Management Letter 2023

TUS C&AG Management Letter 2023 was noted.

Updates of the Risk Register will be available on Decision Time, Resource Section for members of ARC and Governing Body.

### 13. Finance & Physical Development Committee Report 4<sup>th</sup> October 2024

The Chair of FPDC briefed Governing Body on the meeting of 4<sup>th</sup> October 2024.

#### 13.1 Capital Projects Report/Update

The Capital Projects Report was noted, which included works completed/in progress, project planning and concept developments.

Governing Body commended the Unit on the level of activity and complexity associated with the programme of works.

#### 13.2 FPDC Terms of Reference – Periodic Review

On the recommendation of FPDC, the FPDC ToR were approved by Governing Body.

Proposed by [REDACTED]

#### Major Contract Approval Procedures

This will be reviewed at the next FPDC meeting and if satisfied by the committee will be brought to the subsequent Governing Body for approval.

It was suggested that it may be prudent for FPDC to include a review of the thresholds referred in the recent report to the PAC when reviewing comparative thresholds for contract approval against other TU's and IoT's.

#### 13.3 THEA Submission – funding of public service pay increases in HEI's

THEA submission was noted.

#### 13.4 TUS Report C/HEA Report – (8 months to 30 April '24)

TUS Report C/HEA Report was noted.

#### Incident Report

An update was provided to Governing Body regarding a recent e-mail scam incident which involved a TUS financial pay out to a third party. All necessary external parties were notified. The Chairs of FPDC and ARC and the VP Finance & Corporate Governance have met and agreed an Internal Audit review of control procedures and best practice operation. On completion the report will be presented to both the FPDC and ARC.

VP Finance & Corporate Governance will also discuss off-line with J. Ring the prospect of providing specific Human Performance training to assist staff in identifying the risks associated with this type of incident.

Action	By whom	By when
Internal Audit report to be presented to FPDC and ARC	B. Delaney	On completion of internal audit report.
Incident Report: discuss off-line the prospect of providing specific Human	VP Finance & Corporate Governance & J. Ring	

Performance training to assist staff in identifying the risks associated with this type of incident		
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**14. GNC Report 2024**

The Chair of GNC briefed Governing Body on the GNC meeting of 26<sup>th</sup> September 2024. The performance of the President was reviewed and will be further discussed at the private session of Governing Body later today.

The draft Resolution for GB delegation and Schedule of GB Reserved Functions was discussed and will be discussed further at the GNC meeting of 24<sup>th</sup> October '24, the outcome of which will be brought to Governing Body on 25<sup>th</sup> November for review and approval.

**14.1 GNC Terms of Reference Periodic Review**

On the recommendation of GNC, the GNC TOR were approved by Governing Body.

Proposed [REDACTED]

**14.2 Appointment and Term of Office to EDI Committee**

On the recommendation of GNC, the appointment of Ms. Maureen Falvey to the sub-committee of People Culture & Equality Diversity & Inclusion was agreed by Governing Body.

Since GNC met, there are a further two nominations for approval by Governing Body for the following sub-committees.

Ms. Darina Kneafsey      People Culture & Equality Diversity & Inclusion (EDI)

Ms. Darina Kneafsey      Finance & Physical Development Committee (FPDC)

Governing Body agreed the three appointments.

Proposed by [REDACTED]

**15. Consent Training**

Active Consent education training is offered to all 1<sup>st</sup> year students during the 1<sup>st</sup> academic term and all students are encouraged to participate in the training. Governing Body to be appraised of the date of this training and the take-up.

**SECTION C: ITEMS FOR INFORMATION / NOTING**

**16. Staff Appointments**

All Staff appointments were noted.

Governing Body agreed to ratify the Appointment of Mr. Seadna Ryan, as Dean of Faculty of Business & Hospitality (Specific Purpose Contract).

**SECTION D:**

**18. AOB**

The VP of People Culture & EDI will be requested to give a presentation on Vision and Strategy to Governing Body meeting of 20<sup>th</sup> January 2025.

Graduation Ceremonies Reminder – Governing Body were requested to advise M. Moran of their availability to attend Graduation ceremonies.

K. McLoughlin agreed to represent Governing Body at the Graduation ceremony for the Faculty of Continuing, Professional, Online and Distance Learning department of Lifelong Learning in Athlone, at 6pm on Wednesday 30<sup>th</sup> October '24.

Action	By whom	By when
Update Work Plan to include a presentation from VP People Culture & EDI on Vision & Strategy	GB Secretariat	20-1-25

This section of the meeting concluded at 1:20pm and non TU connected members withdrew from the meeting.

#### SECTION E:

#### 19. GB Session – Non TU connected members

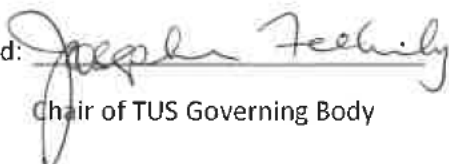
##### 19.1 Review of President's Performance 2023/24 (TU Act, Sec 11, 1A (c) as amended

The Governing Body noted the satisfactory end of year performance report, in particular the achievement of a balanced Budget, progress on the Strategic Plan and the outcome of the CINTE process. The constraints in relation to the organisation structure were also discussed.

The Chairperson was asked to advise the President of some drafting points in relation to the performance documentation for 24/25.

The next meeting will take place at 10:00am on 25<sup>th</sup> November 2024, in the Midlands Campus.

Signed:

  
Chair of TUS Governing Body

Date:

