

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

Monday 25th March 2024 at 10:00am

Midlands Campus

Members: Vincent Cunnane (in person)
Josephine Feehily (in person)
George O'Callaghan (in person)
Tony Mahon (Teams)
Kevin McLoughin (Teams)
Anne Meagher (in person)
Noel Gavin (in person)
Brigid Delamere (in person)
Amelia Lown (Teams)
Jose Fernandes (Teams)
Catherine Collins (in person)
John Griffin (Teams)
Niamh Kennedy (Teams)
John Doyle (in person)
James Ring (In person)
Martin Quinn (Teams)
Colette Ryan (Teams)

In Attendance: Bill Delaney, Governing Body Secretary (in person)
Martina Moran, Recording Secretary (in person)
Item 13.2 and 13.B VP Campus Services & Capital Development
Item 19 VP Research Development & Innovation
Item 20 VP Campus Services & Capital Development
and
Dean of Flexible and Work Based Learning

4. Apologies: Marguerite Doyle, Anne Cusack.

Items are recorded in the order they were discussed.

SECTION A: STANDING ITEMS

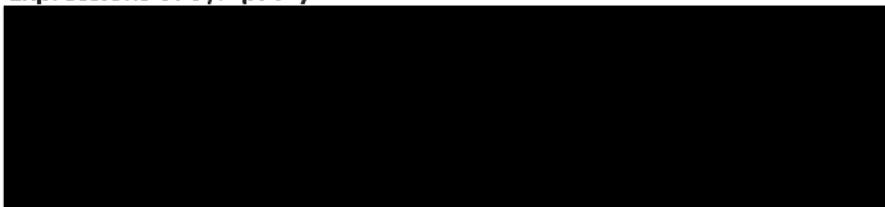
1. Chairpersons Opening

The Chair welcomed members to the meeting.

2. Approval of the Agenda

Agenda item 16 will be deferred to the end of the meeting. As the agenda is long, items maybe deferred in order to accommodate the presentations. The agenda was approved.

3. Expressions of Sympathy



5. Declaration of Conflicts of Interest & Loyalty

There was no declaration of Conflict of Interest and Loyalty.

6. Correspondence.

SU Postgrad Rep, gave an update on an item of correspondence pertaining to the allocation of non-lecture delivery hours for postgraduate research students. As this is a national issue, the President will liaise with the other TU Presidents and the IUA and will update Governing Body at a future meeting.

Health and Safety Authority (HSA) correspondence will be dealt with under item 13.

Action	By whom	By when
Update on allocation of non-lecture delivery hours for postgraduate research students	President	Future Governing Body meeting

7. Minutes of Governing Body meeting of 19th February 2024.

The minutes of 19th February 2024 were approved subject to amendment of a typo on page 4.

Proposed by N. Gavin and seconded by J. Ring.

8. Matters Arising

There were no matters arising.

9. Action Log

Items coded green and the following items which will be coded green after today's meeting will be removed from the Action Log:

Item 75

Item 90

Item 115

Item 117

Item 121 – a paper will be drafted and circulated by e-mail to the Governing Body members in advance of the CINNTE Panel visit on the 15th April 2024. The delegation meeting the CINNTE Panel will be decided once the Governing Body members have been refreshed after today's meeting.

Time will be allocated at the next Governing Body meeting to discuss and update the Action Log.

Action	By whom	By when
Draft paper in advance of CINNTE Panel visit	GB Secretariat	In advance of meeting with the CINNTE Panel

Allocate time to discuss the Action Log in more detail	GB Secretariat	GB meeting 15-4-24
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10. Risk Management

Contracting procedures will be an agenda item at the next Governing Body meeting.

Matters in the public domain relating to other universities and the invoking of Section 64 of the HEA Act 2022 were briefly discussed and will be further discussed at future Governing Body meetings in the context of assurances for TUS Governing Body that appropriate processes are in place.

Action	By whom	By when
Contracting procedures	VP Finance	GB meeting 15-4-24

11. President's Strategic Update and Report

The President's report was noted.

11.1 CAO Data Update

The President gave a presentation on the CAO, which was followed by Q&A.

The following points were noted:

Level 8 First Preferences 2023/24 have shown a decrease for TUS, which is due to multiple factors i.e. increase in competition in the market place, competition from apprenticeships, Further Education Training and the employment market. There is a wider sectoral issue with only 5 universities in total who have shown a small increase in CAO applications. All other institutions have less applications than the previous year.

In response to this downward trend in Level 8, TUS are redoubling their marketing effort and will put greater emphasis on the Change of Mind.

When first preferences transfer into acceptances in September, further data will be available.

The Chair requested that data be made available to the Board after the Change of Mind deadline.

The impact of student numbers data on TUS Strategy will be an appropriate agenda item when arranging the Governing Body Strategy Day.

Section B: Items for Discussion / Approval

12. Audit and Risk Committee meeting 9th January 2024

The President updated Governing Body on a recent phishing scam incident and in light of which a webinar for all staff was arranged and facilitated by the Computer Services Department. The webinar included information regarding the threat of cyber-attacks and the necessity for all staff to play an important role in protecting TUS to these threats and the dangers that exist, particularly by email.

VP Finance & Corporate Governance briefed Governing Body on the ARC meeting of 9th January 2024.

12.1 Information & Security Policy

On the recommendation of ARC the Information & Security Policy was approved.

12.2 Acceptable Usage Policy

On the recommendation of ARC the Acceptable Usage Policy was approved.

13. Audit and Risk Committee Report 13th March 2024

13.1 Review of Policies/Procedures

Protected Disclosures Policy

Fraud Policy

Anti-Bribery/Anti-Corruption Policy

On the recommendation of ARC the Fraud Policy and the Anti-Bribery/Anti-Corruption policy were approved by Governing Body.

The Protected Disclosure Policy will be re-visited and will be brought back to Governing Body at a future date for approval.

Action	By whom	By when
Include an Appendix B (Consultation Log) on the following policies: Protected Disclosures Policy Fraud Policy Anti-Bribery/Anti-Corruption Policy	Policy Unit	Next review

13.2 Update on Critical Incident and Health and Safety Authority (HSA) visit

13.B Final Report Critical Incident and Health and Safety Authority (HSA)

VP Campus Services & Capital Development gave a comprehensive update on the critical incident which occurred on the Moylish Campus on 31st January 2024. This update included the incident overview, the HSA visit, feedback from the HSA which includes an improvement notice which is currently being actioned by TUS and a response will be returned to the HSA by the 28-3-24 deadline. TUS are making significant Improvements to the Evacuation Plan and measures are being put in place to increase the number of evacuation marshals and associated training.

14. Finance and Physical Development Committee Report 15th March 2024

The Chair of FPDC briefed Governing Body on the Report in detail.

14.1 TUS Operational budget 2024

After a discussion and on the recommendation of FPDC, Governing Body approved the TUS Operational budget 2024 which provides for a deficit of €1.372m.

Proposed by T. Mahon and second by N. Gavin

Trends will be closely monitored with regard to fluctuating student numbers, running costs, assumptions, risks etc.

The President thanked Governing Body for the endorsement of the Operational Budget as presented.

14.2 Budget and Financial Update (Report C) – 4 months to December 2023

Noted.

The Chair of FPDC acknowledged Mr. B. Feeney (who is stepping down from the FPDC) for his time and commitment and also acknowledged Mr. P. Tierney for agreeing to remain on the committee until August '24. The Chair of Governing Body will write to both members thanking them for their contribution.

15. Governance & Nominations Committee

15.1 GB Committee Nominations

On the recommendation of Governance & Nominations Committee, nominations to the following committees were approved by Governing Body:

Governance & Nominations committee (GNC)

Dr. Moling Ryan 1st April '24 – 31st August '27

Finance & Physical Development Committee (FPDC)

Charlene McCrossan 1st April '24 to 31st August '27

Noeleen Fitzgerald 1st April '24 to 31st August '26

Existing Member:

Paul Tierney 31st August '24

Audit & Risk Committee (ARC) (existing member additional consecutive term)

Mr. Tom Kennedy 31st August '25

Ms. Roisin O'Shea 31st August '27

17. TUS Governing Body People, Culture & EDI Report 13th March 2024

The report was noted. The Chair of Governing Body People, Culture & EDI will refer a highlighted typo to the committee for amendment.

18. CSS Board member Update 28th February 2024

18.1 TUS & CSS Licence Agreement

On the recommendation of CSS, Governing Body approved the TUS & CSS Licence Agreement.

Proposed by G. O'Callaghan and seconded by C. Collins.

18.2 Charities Regulator Update

VP Finance & Corporate Governance gave an update on correspondence with the Charities Regulator. The outcome of which is awaited from the Charities Regulator, once received this will be presented to the CSS Board and onwards to Governing Body.

Section C: Items for Information / noting

19. Presentation – VP Research Development & Innovation

A presentation was given by the VP Research, Development and Innovation which covered the following topics:

- RDI Strategic objectives, 2023 Performance and 2024 Targets
- RUN EU 2.0
- TUS RISE

The presentation was followed by a Q&A. It was noted that close to €59m Research contracts were signed in the calendar year of 2023.

The VP Research, Development and Innovation was thanked for the very informative presentation.

21. Staff Appointments

Noted.

16. CMR meeting Report

16.1 External and internal candidate appointments to Governing Body

On the recommendation of CMR, Governing Body approved the following nominees to Governing Body:

External Members:

Anne Cusack	1/4/24 – 31/8/26
James Ring	1/4/24 – 31/8/26
Marguerite Doyle	1/4/24 – 31/8/26
Noel Gavin	1/4/24 – 31/8/26
Catherine Collins	1/4/24 – 31/8/26
Darina Kneafsey	1/4/24 – 31/8/27

Internal Members:

Geoff Shannon	1/4/24 – 31/8/27
Tony Mahon	1/4/24 – 31/8/27
Maureen Falvey O’Doherty	1/4/24 – 31/8/27
Kevin McLoughlin	1/4/24 – 31/8/27
Pamela O’Brien	1/4/24 – 31/8/27

Proposed by J. Feehily and seconded by G. O’Callaghan.

The Chair acknowledged and thanked on behalf of TUS and Governing Body, the members who are leaving, for their time and commitment both on Governing Body and on the sub-committees, a presentation was made to the members who were present at the meeting and the Chair will meet with M. Quinn after Easter to thank him in person.

20. Presentation – Climate Action Roadmap

VP Campus Services & Capital Development – Mr. Jimmy Browne and Dean of Flexible and Work

Based Learning - Mr. Seamus Hoyne gave a presentation and update on the Climate Action Plan 2023 – 2026 to Governing Body which was followed by Q&A.

It was noted that the Green Campus Committees are very proactive in promoting TUS as a greener, healthier, sustainable and environmentally aware campus.

J. Brown and S. Hoyne were thanked for their presentation.

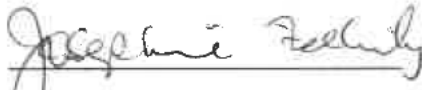
Section D

22. AOB

There was no other business.

The meeting concluded at 2.00 pm.

The next meeting will take place on Monday 15th April 2024 at 2:00pm on the Midwest Campus.

Signed: 
Chair of TUS Governing Body

Date: 15/4/24

