

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

Monday 7-5 2024 at 10:00am


Midlands Campus

Members: Vincent Cunnane (in person)
Josephine Feehily (in person)
George O'Callaghan (in person)
Tony Mahon (in person)
Kevin McLoughin (in person)
Noel Gavin (in person)
Amelia Lown (Teams)
Jose Fernandes (in person)
Catherine Collins (in person)
John Griffin (Teams)
Niamh Kennedy (in person)
Anne Cusack (in person)
Marguerite Doyle (in person)
Maureen Falvey (in person)
Darina Kneafsey (in person)
Pamela O'Brien (in person)
Colette Ryan (in person)
Geoff Shannon (in person)

In Attendance: Bill Delaney, Governing Body Secretary (in person)
Martina Moran, Recording Secretary (in person)
Jimmy Browne, VP Campus, Service & Capital Development
Cormac Cloonan, Head of Campus Development Unit

4. Apologies: James Ring

SECTION A: STANDING ITEMS

1. **Chairpersons Opening**
The Chair welcomed members to the meeting.
2. **Approval of the Agenda**
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.**
Correspondence to and from DFHERIS on the Consultation provisions for Strategic Development Plan and Equality Statement was taken as read.
It was also noted that events currently taking place within the HE sector are having a very significant impact for Governing Bodies in relation to governance issues.
7. **Minutes of Governing Body meeting of 15th April 2024.**
The minutes of 15th April 2024 were approved.
Proposed by M. Doyle, seconded by A. Cusack.
8. **Matters Arising**
There were no matters arising.
9. **Action Log**
Updates on the Action Log are currently being processed after the review which took place at the previous Governing Body meeting, these updates will be finalised for the Governing Body meeting of 27th May '24.
10. **Risk Management**
This will be discussed under item 12.3.
11. **President's Strategic Update and Report**
The President's report was noted.

CINNTE Review

A draft report will issue to TUS by 25/6/24. TUS will identify any factual inaccuracies in the report and submit to QQI by 9/7/24; TUS may also submit optional formal responses as an appendix to the report by 23/7/24. Initial feedback has been very positive. The President appraised Governing Body of the commendations and recommendations from the CINNTE Panel. The President thanked members who attended the review meeting. The Chair made a commitment to the CINNTE Review panel that their recommendations would be fully reviewed at Governing Body level.

Coonagh Campus

The official opening took place on the 26/4/24. Both the President and the Chair met with the Minister Patrick O'Donovan who carried out the official opening ceremony.

NTUTORR National Showcase, Croke Park

Key Projects were put forward and were on display on the day and comments were very positive. The Showcase revolved around Stream 1: Students of NTUTORR.

Leaders@TUS Scholarship Awards

The awards are designed for disadvantaged students with financial assistance from industry/business. For the first time the scheme was expanded to include the Midlands campus.

National Education Awards

TUS received four awards at this event in the following categories:
Best Industry/Business – Academic Collaboration Athlone Campus Digital Speaker Series
Best Student Experience Award
International Engagement Award

Joint award for Best Collaboration Title with Maynooth's Virtual labs Team

TUS expanded their global reach with the opening of a new office in Mexico city (LAATAM Office). TUS is also celebrating a new partnership with two universities in Latin America, the Universidad Panamericana in Mexico and UNIVA in Brazil.

Seanad Franchise

The extension of the electoral franchise to all degree holders in designated institutions has commenced. The General scheme was approved by cabinet this week. Work on the Bill is underway and a consultation will follow. The register is due to be published in April 2025, institutions will be expected to provide data within four months of commencement. The President will appraise Governing Body as updates are received.

Section B: Items for Discussion / Approval

12. Audit & Risk Committee Report 16th April 2024

The Chair of ARC briefed Governing Body on the Report.

12.1 *Internal Audit (Deloitte)*

2023/2024 – 2026/2027 Internal Audit Plan

It was advised that Deloitte were awarded the Internal Audit contract for TU's for up to four years having successfully won the tender. Discussions took place with Deloitte and TUS Executive regarding the TUS contract operation and the expectation of TUS going forward. The need for particular expertise for non-routine audits was noted.

On the recommendation of ARC, Governing Body approved year 1 of the TUS Internal Audit Plan. Deloitte will be requested to increase the font size on the risk profile document.

Maintenance Expenditure Review 2024

On the recommendation of ARC the Maintenance Expenditure Review 2024 was approved by Governing Body subject to clarification on timelines.

Action	By whom	By when
Maintenance Expenditure Review – update and clarification on timelines	Governing Body Secretary	Next Governing Body meeting
Follow up required on storage process of electrical materials (slide 13 of Deloitte Report)	Governing Body Secretary	Next Governing Body meeting

12.2 *Follow-Up Review – Open Recommendations priority listing*

Governing Body were updated on the Follow-Up Review of which there are 17 Open Recommendations. It was noted that extension dates on open items should be tracked. This will be implemented and reviewed by ARC going forward. It was also noted that some items on the Register coded 'red' are beyond the control of TUS as they are external / national issues. Funding and the borrowing capacity were discussed, and Governing Body were

advised that opportunities to advocate for additional funding are progressed by the President and the executive

12.3 Risk Management – Strategic Risk Register & Executive Summary

Governing Body had an in-depth discussion on the Risk Register. The following was noted: The identified shortfall on the pay funding 2024 as included in TUS Budget 2024 was noted. This is a sectoral issue and a submission on same will be made via THEA to the HEA. TUS are currently engaged in a process with the HEA regarding Student Accommodation. It was noted this would be discussed further under item 13.1 on the agenda. Work needs to be carried out on the Risk Appetite. The Risk Appetite will be progressed by management via the ARC.

12.4 THEA Code of Governance for Subsidiaries/Subsidiary Company Constitutions Company Structure/Table for Subsidiaries AIT SportsCo Ltd;

Updated Constitution

Board Resolution (Adherence to the THEA Code of Governance for Subsidiaries)

Background regarding the constitution and Board Resolution of AIT SportsCo was given. On the recommendation of ARC, Governing Body approved both the updated Constitution for AIT SportsCo Ltd and the wording of the Board Resolution

Proposed: N. Gavin and Seconded by C. Ryan

The change of name from AIT SportsCo Ltd to TUS Events & Sport Services Midlands (TESS) is currently being progressed with the Companies Registration Office (CRO).

A question was raised on the necessity of TUS having three subsidiary companies and the potential for amalgamation., Management advised there is potential for amalgamation and noted this would be subject to a full due diligence in the first instance.

12.5 Progress Procurement Report 2023/24

The Report was noted.

12.6 TUS Procurement Policy

A detailed discussion took place regarding this policy. The procurement thresholds (as per Appendix B) will be reviewed and verified with the TUS Procurement and Contracts Manager.

The Secretary will draft a paper on contract approval procedures, including pre-contract stages This draft will be reviewed by chairs of ARC, FPDC and GNC and then onwards to Governing Body.

It was noted that the Procurement Officer presents an update report to ARC twice a year which is presented to Governing Body as part of the ARC report.

On the recommendation of ARC, Governing Body approved the TUS Procurement Policy subject to a further paper being presented to Governing Body on contracting issues and that in the interim large commitments (over €500k) will not be developed or advertised before being presented to FPDC and Governing Body and also clarification on thresholds.

Action	By whom	By when
Draft a paper on Contract Approval Procedures	Governing Body Secretary	September '24
Verify the Procurement Thresholds with the Procurement Manager (Appendix B)	Governing Body Secretary	27-5-24

It was noted the Delegation of Authority from the President to Management was an on-going issue and is on the workplan for the GNC.

12.7 Cyber Security Maturity Assessment Report – Implementation Plan

The Cyber Security Strategy and 2 year implement plan to improve the Cyber maturity of TUS was discussed and on the recommendation of ARC was approved by Governing Body.

12.8 Interim Information and Data Compliance Report (IDCO) 2023/2024

The reports are for information and will be discussed further at the next ARC meeting with the Information Compliance Officer. A Data Breach incident which occurred on 27/2/24 was noted.

12.9 Work Plan

Noted

A joint ARC and FPDC meeting will take place on 16th May in which the C&AG will be in attendance. The report from this joint meeting will be presented to Governing Body on 27/5/24.

13. Finance and Physical Development Committee Report 26th April 2024

The Chair of FPDC briefed Governing Body on the Report.

13.1 Capital Development Unit Report

VP Campus Services & Capital Development and the Head of the Capital Development Unit gave an Update on Campus Development to Governing Body which was followed by Q&A. The following points were noted:

As Coonagh has been officially opened a Governing Body meeting will be hosted there in the near future.

Student Accommodation – TUS are currently engaged in Stage 2 of an ongoing HEA Process. 14 potential projects were submitted, feedback from the HEA is expected towards the end of July and TUS will submit further detail to the HEA on the agreed projects.

Restaurant seating spaces – Management are aware of the shortage of seating in the restaurants in both the Athlone and Moylish campuses. It is intended large open plan areas will be developed for multiple usage which will help address the shortage. Other short term interventions will be implemented such as staggered lunch breaks, the development of a covered seated plaza area in front of the nursing building, midlands campus and expansion of the food service provision and seating in the

Millennium Theatre in Moylish. Longer term expansion will be facilitated when new buildings are developed.

Masterplan (Athlone Campus) - green spaces – it is the intention to include green spaces on all campuses and this is provided for in the masterplan., New building location on the Athlone campus masterplan will impact the existing green space to the front (south) of the campus. The masterplan consultation phases is now complete and BKD architects are finalising the draft masterplan for presentation and approval by Governing Body in September 24.

Apprenticeship Capacity in Thurles – this will apply to Phase 4 and 6 provision (teaching and practical space).

Capital Equipment Funding) – it was noted that there is an issue re the shortfall of funding for equipment renewal and replacement. . It was noted the new science buildings in Athlone (phase 1) and Moylish (phase 2) both funded under PPP do not include funding for equipment. This will be recorded on the Risk Register. The FPDC will review this matter at a future meeting.

The VP Campus Services & Capital Development and the Head of the Capital Development Unit were thanked for the presentation and the Masterplan update.

13.2 Annual Student Fee Schedule 2024/2025

In response to a query raised regarding the changes in the Annual Fee Schedule 24/25, the President outlined the minor changes in the Fee Schedule which are particularly applicable at Masters Level and are determined on market competition and aligned to inflation. The 23/24 Fee Schedule will be circulated to members who requested same for comparison reasons. The President advised that individual items on the Fee Schedule 24/25 can be re-visited and that he is available for further discussion if required.

On the recommendation of FPDC the Annual Fee Schedule 24/25 was approved by Governing Body.

Proposed by C. Collins and seconded by C. Ryan

Action	By whom	By when
CC Annual Fee Schedule 23/24 to members who requested same	Secretariat	Immediate effect

13.3 Work Plan Noted.

Section C: Items for Information / noting

14. HR Matter

Governing Body were appraised of an ongoing confidential HR matter in which High Court proceedings have been issued. The Chair will meet with the Chairs of ARC and FPDC to

discuss this issue further. The President will raise the matter with the DFHERIS at a meeting scheduled to take place later today.

15. Staff Appointments

Noted

Section D.

17. AOB

The 'Strategy Away Day' will be scheduled to take place on Monday 16th September '24. The meeting will incorporate normal Governing Body business as well as strategic issues. Members were encouraged to "save the date" into their diaries as it is important to have as many members as possible in person at this event.

16. Photo for all GB members

Individual photos of members were taken after the meeting.

The meeting concluded 1:40pm.

The next meeting will take place on at 10:00am on 27th May 2024 on the Midlands Campus.

Signed:



Chair of TUS Governing Body

Date:

27-5-24

