

**Minutes of the meeting of the Governing Body of Munster Technological University held on Friday, 15 January 2021 at 2.30pm via video conference**

**Members:** Mr Bob Savage, Chair  
Prof. Maggie Cusack  
Prof. Sigbritt Karlsson  
Mr Denis Leamy  
Mr Jerry Moloney

**In Attendance:** Mr Barry Coughlan, MTU Cork Campus  
Mr Paul Gallagher, MTU Cork Campus  
Ms Ciara Looney, MTU Kerry Campus  
Ms Geraldine Faherty, Minute Taker

The Chair welcomed all to the meeting of Munster Technological University Governing Body. There were no apologies. Conflicts of Interest and the importance of declaring any conflict or perceived conflict was addressed, no conflicts were declared.

**1. Draft Minutes**

**a. Governing Body Meeting held on Wednesday 6 January 2021**

The minutes of the meeting of the MTU Governing Body held on Wednesday 6 January 2021 were approved subject to the inclusion of the following under agenda item 4 .1 - Prioritisation of other Governing Body Committees to be established:

*The Governing Body agreed that Finance would be dealt with as part of the Audit & Risk Committee meetings until such time as a Finance Committee was established.*

**2. Correspondence**

- a. Email from Vice Presidents (VPs) Corporate to the Department of Further & Higher Education, Research, Innovation & Science (DFHERIS)
- b. Email from HEA in relation to competencies of External Members including TUD External Governing Body Members Candidate Brief

The correspondence circulated related to agenda items 3 and 6 and Governing Body agreed to discuss these items as they arose on the agenda.

**3. Organisational Structure**

The Chair invited the Vice Presidents Corporate to discuss the correspondence.

Mr Gallagher referred to the communication dated 12 January to the Assistant Secretary General of the DFHERIS and discussed the points/queries raised. The VPs Corporate to engage with the DFHERIS on these matters and to update the Governing Body at their next meeting on 22 January.

The Chair confirmed that he will contact the Assistant Secretary General in relation to the process for the Chair of MTU next week. The President asked that the DFHERIS be informed that whilst the closing date for submissions was extended the documentation still refers to the previous date.

**ACTION:** *The VPs Corporate to follow-up on their recent communication to the Assistant Secretary General, DFHERIS.*

#### **4. Governing Body Committees:**

##### **a. Audit & Risk Committee**

- i. Draft advertisement for External Independent Committee member(s)
- ii. Process for the selection of External Independent Committee member(s)

The Chair invited the VPs Corporate to discuss the circulated documentation.

Mr Gallagher outlined the process for the selection of an external independent member of the Audit & Risk Committee and discussed the circulated documentation which included the draft advert, information for those making an expression of interest and the selection process including the timeframe, the criteria and the proposed terms of reference for the Committee.

The VPs Corporate to update the document to include the feedback from Governors and to liaise with the Chair of the Audit & Risk Committee in order to have a final draft for the next Governing Body meeting on 22 January.

The Governing Body agreed to hold the first meeting of the Audit & Risk Committee in early February.

##### **b. Nominations Committee – Draft Terms of Reference**

Ms Looney referred to the Nominations Committee as per the Act and discussed the draft terms of reference as circulated.

The Governing Body approved the draft terms of reference and agreed that no Committee meeting will be held until such time as the documentation relating to the external members has been finalised.

##### **c. Equality, Diversity & Inclusion Committee – Draft Terms of Reference**

Ms Looney discussed the draft terms of reference of the Equality, Diversity & Inclusion Committee, highlighting the responsibilities of the Committee, the composition and membership.

The President gave an overview on Athena Swan for the benefit of Governors.

The Governing Body agreed that along with their feedback today, the President would also provide additional feedback with a view to finalising the terms of reference for the next meeting.

#### **5. Academic Council**

The President briefed the Governing Body on the Academic Council meeting held earlier in the week, confirming that they had agreed to rollover their standing orders and that the student body had been communicated to in relation to the approval of regulations for the rollover of the pre-existing Academic QA Policies and Procedures to the end of this academic year.

#### **6. Membership of Governing Body**

##### **a. Staff Feedback**

##### **b. Union Consultation Update**

The VPs Corporate referred to feedback responses received from staff and confirmed that in relation to section 12(1)(c), a preference for 3 academic staff has been indicated. Engagement with staff unions has commenced and a further update to be given at the next Governing Body meeting.

In terms of membership and to agreeing the regulations/criteria, the Governing Body recognised that MTU is a multi-campus University, they discussed the importance of a united MTU and trust in working together in the best interest and benefit of the whole institution. It was important to find a balanced approach so as to ensure that broad representation is achieved. There must be transparency and it was essential that this be communicated clearly. The MTU Integration Agreement to be circulated to Governors for their information.

A project plan to manage gender balance to be considered and to include the possibility of completing the process for sections 12(1)(c) and (d) ahead of section 12(1)(e).

In relation to the competencies for external members, the VPs Corporate discussed the documentation received from the HEA. Governors welcomed the document and agreed that it must reflect MTU and the expertise required by MTU. They agreed that social, creative and cultural backgrounds including a community dimension was important. They further agreed that a strong communications brand was also required, an opening document to outline what is MTU.

An updated document to be discussed at the next Governing Body meeting on 22 January with a view to having the draft completed and submitted to the HEA ahead of their board meeting on 9 March.

#### **7. Schedule of Meetings**

The Governing Body noted that the next meeting of Governing Body will take place on 22 January at 2.30pm.

#### **8. AOB**

##### **a. Recognition of Staff Unions**

In relation to the recognition of pre-existing staff unions, the Governing Body agreed to the formal recognition of staff unions as recognised by CIT and ITT and to consider requests for further recognition as they may arise.

##### **b. Update on the Students' Union**

The President confirmed that she had a meeting with the President of the Students' Union Cork and reiterated her commitment to assist in the process of the formation of a single students' union. Mr Gallagher informed the Governing Body that a facilitator has been identified to assist with the engagement of the two Unions. The Student Affairs Managers from both institutions will also assist in these discussions.

The Chair closed the meeting by thanking everyone for their participation and contributions.

The meeting closed at 4.20pm.

Signed:   
Chair of MTU Governing Body

Date: 22 January 2021