

Minutes of the meeting of the Governing Body of Munster Technological University held on Friday, 9 April 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. Conflict of Interest and the importance of declaring any conflict or perceived conflict was addressed, no conflicts were declared.

The Chair informed Governors that there would be two presentations at the meeting and Governors agreed to the proposal that agenda item 7, Consortium Agreement – Atlantic Flight Training Academy be discussed ahead of item 6, Programmes and Budgets 2021/22 – 2024/25.

1. Draft Minutes

a. Governing Body Meeting held on Friday 26 March 2021

The minutes of the meeting of the MTU Governing Body held on Friday 26 March 2021 were approved for signature.

2. Correspondence

a. Feedback from the HEA Board re: External Members Competencies

The Governing Body noted the feedback from the HEA Board. The Chair confirmed that the Nominations Committee have agreed to the proposal that Risk Management be a ‘standalone’ individual requirement.

b. Letters from the Students’ Unions

Governors noted the letters received by the Chair and the President from the Presidents of the Students’ Unions at Cork and Kerry. The President referred to an upcoming meeting which will take place the following week and involve herself and the Chair and the two Presidents. She discussed their proposed approach to a way forward.

c. Email dated 1 April 2021 re: IUA Membership

The President referred to the correspondence from the IUA which included the criteria for membership of the IUA. The Governing Body agreed to the President’s intention/approach in terms of a response to the IUA.

3. Academic Council

The Chair invited the President to discuss this item.

The President referred to the plan for communications as set out by the Vice President for Campus Integration and Senior Registrar at the Academic Council Meeting on 26 March and confirmed that there will be a meeting of the SL2/SL3 Group the following week on this matter.

4. President's Report

The Chair invited the President to discuss her circulated report.

The President highlighted the following strategic issues/activities since the last meeting of the Governing Body:

- The President referred to the wide range of activities in innovation and entrepreneurship that took place across the university during Innovation and Enterprise month and highlighted how three of the student entrepreneur teams have been shortlisted to the top 10 of "The Ireland Funds Business Plan Competition".
- The President discussed the fairly significant and important commissioning of a two-phase review of contracts including lecturing contract by the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) to be undertaken by the OECD.

Governors thanked the President for her report and the update on the activity taking place across the university.

5. Risk Register

The Vice Presidents (VPs) Corporate referred the circulated documentation, highlighting a total of 15 risks on the register; 5 deemed to be high risk, 4 medium to high risk and 6 at medium to low risk. The documentation was presented at the Audit & Risk Committee on 23 March and the Governing Body noted that this was included in the updates from this meeting.

The Governing Body discussed the live document and noted that the controls, mitigating actions and contingency actions in place for all levels of risk. They welcomed the excellent work done and approved the Risk Register as presented.

Agenda item 7 discussed before agenda item 6.

7. Consortium Agreement – Atlantic Flight Training Academy

The Chair welcomed Dr Pio Fenton, Head of Department of Marketing & International Business to present the Consortium Agreement as circulated.

Dr Fenton discussed the Consortium Agreement between Atlantic Flight Training Academy (AFTA) and the University. He referred to the background to the agreement and how MTU have been working with AFTA since 2017 on the development of the Bachelor of Arts (Honours) in International Business with Aviation Studies and highlighted the success of this programme. He discussed the development of the proposed new offering of the Bachelor of Science (Honours) in Global Business and Pilot Studies and how this programme will offer a new avenue to reach learners by building upon the existing relationship which has been a key vehicle for the development of an emerging area of activity for the University. Validation of the programme has been approved by Academic Council and there was an expectation of 20 – 30 enrolments per year within a year of its launch.

The Governing Body welcomed the positive collaboration and agreed to the approval of it. They noted possible future opportunities under the new apprenticeship programme and HCI funding. They thanked Dr Fenton for his informative presentation and Dr Fenton left the meeting at 3.25pm.

6. Programmes and Budgets 2021/22 – 2024/25

The Chair welcomed Mr Niall Cremin, Ms Joanne Gallagher and Mr John Fox to the meeting to meeting to present the Programmes and Budgets 2021/22 – 2024/25.

The Vice Presidents (VPs) Corporate introduced Mr Cremin and Ms Gallagher (Cork Campus) and Mr Fox (Kerry Campus). They referred to the annual programmes and budgets process which commences in December, the engagement in producing the documentation, the different outcomes for the two campuses and highlighted the importance of the engagement with the HEA particularly in relation to funding and going forward in this regard. They conveyed their thanks to Mr Cremin, Ms Gallagher and Mr Fox and to all colleagues for all their work on finalising the document. They also acknowledged the huge body of work done on merging the finance systems in January and they conveyed their thanks to all involved.

In presenting the Programmes & Budgets 2021/22 – 2024/25, Mr Cremin, Ms Gallagher and Mr Fox discussed the following:

- the current financial position
- the budget process, assumptions and drivers
- the financial summary
- 2020/21 forecast and 2021/22 budget
- Covid-19 funding and costs
- TUTF funding and costs
- the budget overview including KPIs and risks

Governing Body thanked Mr Cremin, Ms Gallagher and Mr Fox for their excellent presentation as well as acknowledging the amount of work involved in producing the final document for approval. They approved the Programmes & Budgets as presented and noted that there will be a concentration/focus on Finances ahead of the Budget Meeting with the HEA at the end of the month. The presentation to be circulated to Governors for their information. Mr Cremin, Ms Gallagher and Mr Fox left the meeting at 4.30pm.

8. Students' Union

a. Meeting on 14 April

This item was discussed under item 2(b).

9. Governing Body Committees:

a. Audit & Risk Committee Meeting

The Chair invited Mr Moloney as Chair of the Audit & Risk Committee to discuss the circulated documentation.

Mr Moloney gave an overview of the Audit & Risk Committee meeting held on 23 March, referring to the risk register, the internal controls framework, the internal audit function for the coming year, the external independent member, the C&AG management letter for IT Tralee and the comprehensive outline given in relation to programmes and budgets as the main elements discussed at the meeting.

The Governing Body thanked Mr Moloney for his overview and noted that the VPs Corporate will follow-up with the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) in relation to progress regarding the proposed payment to an external independent member.

b. Draft Minutes of the Nominations Committee Meeting

The Governing Body noted the draft minutes of the Nominations Committee meeting held on 19 March.

The Chair confirmed that the Committee had completed their work in terms of the finalising the documentation ahead of the advertising and social media campaign which will begin next week. He thanked the VPs Corporate and Mr Coughlan for their assistance and hard work.

The Governing Body noted the finalised candidate brief and timelines and thanked the Committee for the work completed to date.

10. Membership of Governing Body:

a. Staff Nomination & Election Process Update

The VPs Corporate confirmed that the process had commenced and that the closing date for the receipt of nominations and for staff to check if they were listed on the register of electors was 16 April. The online ballot will be open for staff to cast their votes from 27 to 29 April and the announcement of the successful candidates will take place on 30 April. Panel E will run subsequently and it is expected that this process will be completed by the end of May.

b. External Members

i. Candidate Brief

ii. Advert

iii. Timelines

The Governing Body noted the finalised candidate brief, the advert and updated timelines and conveyed their thanks to the VPs Corporate and Mr Coughlan for the volume of work completed.

11. Policies & Procedures

- a. Procurement Policy
- b. Purchasing Procedures
- c. Staff Consultancy & Buyout Policy
- d. Protected Disclosures Policy
- e. Fraud Policy
- f. Risk Management Policy
- g. Anti-Bribery and Anti-Corruption Policy

Mr Gallagher confirmed that the MTU policies were an alignment of pre-existing policies. He drew Governors attention to the business case template attached to the procurement policy and the process for committing of resources across the university. He also highlighted the new anti-bribery/anti-corruption policy arising from the Code of Governance.

The Governing Body agreed to the approval of the policies and procedures (a) to (g) as presented.

12. Use of the University Seal

Mr Coughlan referred to the use of the University seal on the renewal of the Licence to Occupy, and a related Deed of Renunciation, in relation the Data Centre Room at the Melbourne Building, Bishopstown Campus by TYCO Ireland Ltd (Johnson Controls).

The Governing Body approved the use of the MTU seal in this regard and the authorised the signatories of Mr Savage and Ms Faherty for that purpose.

13. Staff Appointments

The Governing Body noted that there were no appointments presented for approval at today's meeting.

As there were no further items for discussion under AOB, Governing Body agreed that the VPs Corporate and Mr Coughlan would absent themselves from the meeting for agenda item 14. The Chair thanked the team for all their work and the great progress made to date. The VPs Corporate and Mr Coughlan left the meeting at 5pm.

14. Engagement with DFHERIS

The President gave an update on the progress to date in relation to the engagement with the DFHERIS and conveyed her thanks to Governors for their views and their support.

15. AOB

Not further items were discussed.

The Chair thanked Governors for their participation and the work being done at the meeting this afternoon. The meeting closed at 5.10pm.

Signed: 
Chair of MTU Governing Body

Date: 23 April 2021
