



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Minutes of the fourth ATU Governing Body Meeting Held on Monday 13th June AT 11AM ATU Mayo Campus and MS Teams

Present:

Maura McNally (Chairperson) - via MS Teams	MMcN
Dr Orla Flynn- in person	OF
Felim McNeela- in person	FMN
Oonagh Monahan – via MS Teams	OM
Anne McHugh – via MS Teams	AMcH

In attendance:

Jim Fennell (ATU Secretary)– in person	JF
Fiona Faherty (Recording Secretary)– in person	FF
Ursula Cox (Forsa)– in person	UC
Dr Brian McCann – via MS Teams	BMcC
Gareth Roe – in person	GR
Michael Geoghegan – in person	MG
Dr Martin Robinson – in person	MR

Observers:

Colin Kearney – SU Galway-Mayo – in person	CK
Jamie Byrne – SU Galway-Mayo – in person	JB
Dr Rick Officer – in person – Agenda item 6 and 9.2	RO
John Andy Bonar – in person – Agenda item 6	DJAB
Dr Chris O'Malley – via MS Teams – Agenda item 6	COM

GB 004.01 Appointment of Staff Members to the Governing Body

The following staff members were approved unanimously as members of the Governing Body, following recent staff elections, effective from 13th June 2022: -

- Ursula Cox – Non-Academic staff representative
- Michael Geoghegan – All staff representative
- Gareth Roe – Academic staff representative ATU Galway – Mayo
- Brian McCann – Academic staff representative ATU Sligo
- Martin Robinson – Academic staff representative ATU Donegal

The staff members then joined the meeting.

GB 004.02 Conflicts of Interest

There were no conflicts of interest declared at this meeting.

GB 004.03 Minutes of the meeting of 9th May 2022

The minutes of the meeting of the 9th May were reviewed by the members.

The following amendment was agreed to agenda Item 003.10 Establishment of Academic Council
"The President proposed that an initial Academic Council be formed which would comprise the three..."

Decision: The minutes were approved, subject to the above amendment. Proposed by OM and seconded FMN.

GB 004.04 Matters arising

JF and OF informed the meeting of an update on the following items as referred to in the minutes of meeting 9th May 22. The relevant documents are available on SharePoint and will be the subject of further consideration at Governing Body meetings in the next few months while the integration process is ongoing.

- STACS – ATU Letter from Chairs to DFHERIS – item 003.09.1
- Summary of Key Milestones for STACS Incorporation – item 003.09.1
- Linked Provider: STACS to ATU – item 003.09.2

GB 004.04.1 Publication of Governing Body Minutes

The following amendment was agreed to the proposed publication of Governing Body Minutes: -

The Governing Body was asked to consider a proposal from the ATU Information Compliance office and Audit and Risk Committee regarding the publication of approved and redacted minutes of the Governing Body meetings as part of the ATU Publication Scheme and also to provide approved unredacted minutes to the Audit and Risk Committee via the Audit and Risk Committee SharePoint.

Decision: The proposed publication of approved redacted Governing Body Minutes after each meeting, as part of the ATU Publication Scheme, was unanimously approved.

The Governing Body also approved the provision of approved unredacted minutes to the ARC via the ARC SharePoint.

GB 004.05 President's Report

The President presented on previously communicated key internal and external focus areas for the next 6 months. Strategic Planning is underway with a strategic planning day organised for senior staff on 21st June. The composition of the University Planning Team (UPT) for the first term has been agreed while work continues on faculty formation to enable cross university collaboration during this interim period. Ongoing consultation continues on the formation of the Academic Council. Other key areas of focus are IR engagement, communications, and Academic Quality Assurance.

Areas of focus externally include strengthening research capacity, internationalisation, alumni and ETB engagement. The President will attend the BCCIE Conference in Canada, a meeting with Donegal ETB will take place in June and participation in an American Chamber of Commerce event are some of the areas of engagement planned with a focus on internationalisation, alumni and continued engagement with key bodies.

The President clarified that ideally the new ATU Academic Council will be established by November. It is intended to have further updates for Governors in July with the composition and regulations for membership to be approved in September followed by election of members in October.

It was requested by the members that the ATU External Newsletter be circulated to the Board.

The question was raised as to the University's management of post COVID issues. The President advised that this issue was discussed at the last UPT meeting, and a report will be issued following completion of the examination cycle. It was agreed to put the impact of COVID-19 on the agenda for a future meeting.

GB 004.06 Functional Presentation from VPs for Research, Innovation and Engagement (VPRIE)

The meeting was joined by the three VPRIEs – Dr Rick Officer, Galway-Mayo, Mr John Andy Bonar, Donegal and Dr Chris O'Malley, Sligo. They gave a presentation detailing the activities across the University covered by their function. The presentation also covered a potential roadmap for research transformation in ATU over the next 10 years.

A discussion took place following the presentation which included the following topics:

The monitoring of research funding and grants to ensure sufficient allocation of funds to the most needed areas across all TU regions. RO advised that the Regional Technological Cluster Programmes, of which there are 4 programmes across the TU, are all very much regionally focused programmes.

Capacity building requirements were raised as an issue to be addressed. CoM advised that a suite of KPI's and metrics are being developed which will assist in capturing the necessary requirements. RO added that as research remains self-funding it is therefore very reliant on funding grants. The President thanked the research departments across the TU, welcomed the presentation on an integrated ATU research and innovation function and expressed a view as to the need for continued support of the University and Governing Body. The Chair also reassured the research and innovation team of the Governing Body support.

FMN added that a pro-active approach to business collaboration and opportunities in the local regions is important as opposed to being re-active in this space.

GB 004.07 Minutes of the Governing Body meetings of IT Sligo, GMIT & LYIT

The minutes of the final meetings of the Governing Bodies of IT Sligo, GMIT and LYIT were circulated to the meeting and noted.

GB 004.08 Approval of ATU Code of Governance

The ATU Code of Governance was reviewed by the members and the following amendment was agreed: -

- Page 32 – Additional Disclosure of Interests by Governing Body Members, Code Provisions
“5.8 Disclosure of Interests by Governing Body Members i) Periodic Disclosure of Interests:
On appointment and annually thereafter, each member of the Governing Body should furnish to the Secretary of the Governing Body or other nominated person a statement in writing....”

Decision: The meeting agreed to amend section 5.8 as follows: -

“5.8 Disclosure of Interests by Governing Body Members i) Periodic Disclosure of Interests:
On appointment and annually thereafter, each member of the Governing Body should furnish to the office of the Secretary of the Governing Body a statement in writing”

It was agreed that the Office of the Secretary of the Governing Body would issue an explanatory note to the Governing Body members which will outline their requirements for the submission of a declaration of interest form.

JF advised the meeting that the ATU Code of Governance is now approved by THEA, the document will be amended to reflect this. The document should be considered as an Interim Code of Governance pending approval by the HEA. Approval by the HEA is expected after the HEA Bill has been enacted.

Decision: ATU Code of Governance was approved subject to the amendments outlined above.

GB 004.09 Adoption of ATU Policies

GB 004.09.1 Treasury & Cash Management Policy

Decision: Treasury & Cash Management Policy was approved.

GB 004.09.2 Intellectual Property (IP) Policy

RO provided a background to the IP Policy which had been approved by the UPT on 24th May. BMcC noted that in the past, in IT Sligo, the policy would normally be reviewed by Academic Council. The President said that the Academic Council, when established, could review the policy, but responsibility for developing the IP policy lay primarily with the R&I function of the University, as is practice elsewhere in the sector. The Chair clarified that the policies being approved by the Governing Body at present can be reviewed at a later date if required but the ATU requires a policy to be in place.

Decision: Intellectual Property (IP) Policy was approved.

GB 004.10 Audit & Risk Committee

GB 004.10.1 Report from the Audit and Risk Committee (ARC)

AMcH, Chair of ARC, provided an update to the meeting from the ARC. She outlined the ARC schedule of meetings and workplan for 2022/2023. A review of the legacy ARC minutes, annual reports of ARC to Institute Governing Bodies and final risk registers has been carried out. It is expected that the ARC will have the 2020/21 financial statements from all 3 Institutes of Technology for review at their next meeting in June and this will then be an Agenda item for Governing Body at its July meeting. A review of the skill sets matrix for ARC is underway which may identify the need for some additional members to join the committee, an update will be provided to the Governing Body at its next meeting.

GB 004.10.2 Amendment to Terms of Reference (TOR)

AMcH highlighted the amendment to the ARC TOR, under section 4.11 re meetings with OCAG

Changed from –

4.11. The Audit and Risk Committee should meet with or otherwise engage with the Comptroller and Auditor General at least once a year without executive Governing Body members present to ensure there are no unresolved issues of concern and to make the Comptroller and Auditor General aware of emerging risks or governance issues.

Changed to –

4.11 The Audit and Risk Committee will meet with the External Auditors (C&AG) as appropriately and at least once a year hold a private meeting with the External Auditors as required by the Code.

Appendix 1

The members also agreed to recommend to Governing Body an amendment to the Assessment Criteria for the Appointment of the Audit & Risk Committee Chair and Committee Members at Appendix 1 of the TOR to include Legal and Capital (public sector procurement and contract management process) as sub-criteria to broaden the base of experience amongst the members.

Decision: Amendments to the ARC Terms of Reference were approved.

GB 004.10.3 Approval of Internal Audit Activity Charter

The Internal Audit Activity Charter was reviewed by the ARC and recommended to the Governing Body for approval.

Decision: Internal Audit Activity Charter was approved.

GB 004.11 Procedure for Appointment of External Members to the Governing Body

GB 004.11.1 Briefing Note for Governing Body Members

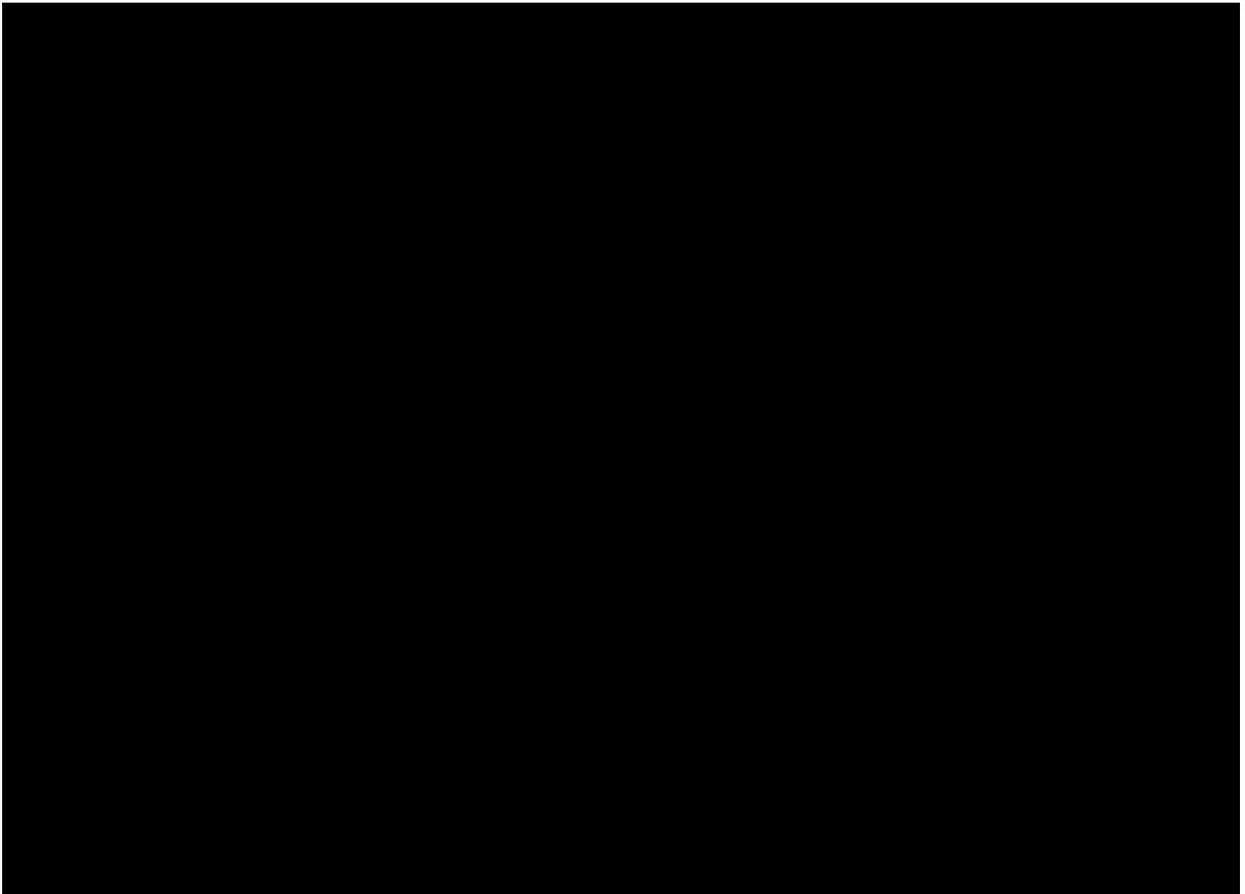
A briefing note was circulated in advance to the members. JF advised that members would be issued with ATU laptops for the duration of the term of office of the Governing Body. Training for Governing Body and ARC members is being planned for September.

GB 004.11.2 Nominations Subcommittee Terms of Reference

The nominations Subcommittee Terms of Reference was circulated for approval.

Decision: Nominations Subcommittee Terms of Reference was approved.

GB 004.12 Senior Management Appointments



It was agreed to discuss at the next meeting the information to be provided to the Governing Body in respect of the process for staff appointments.

GB 004.13 Approval of Higher Education Energy Efficiency and Decarbonisation and Pathfinder Programme Galway-Mayo (EEDPP)

A request was submitted for approval to proceed with the EEDPP Project for ATU Galway City, Wellpark Campus, formerly, CCAM Campus, at a total estimated cost of €3.26m, which will be funded from HEA €2.5m and University resources in the amount of €0.76m.

Decision: The EEDPP project and funding request was approved.

GB 004.14 National Treasury Management Agency (NTMA) Bank A/c and Mandate

A request for Governing Body approval to facilitate the opening of a Bank account with the NTMA to facilitate investment of surplus funds in Central Treasury Notes as required.

The request includes authority to sign the mandate on behalf of the ATU be assigned to the President, Dr Orla Flynn and Secretary to ATU Governing Body, Jim Fennell.

Proposed Mandate - Written instruction from any two of the following:

Name:

Elizabeth McCabe – VP of Finance & Corp Services

Louise Kinane – Finance Manager

Brid Prendergast – Finance Manager

Edel O'Connor – Finance Manager

Paul McEldowney – Finance Manager

Decision: The proposal as outlined above was approved.

GB 004.15 Schedule of Agenda Items

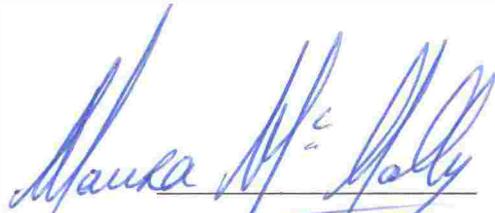
This item was deferred to the July meeting.

GB 004.16 Date and Time of Next Meeting

Decision: It was agreed to hold the next meeting on 4th July, venue to be decided.

GB 003.17 AOB

There was no further business.


Chairperson
26/9/22

Date