



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

**Minutes of the 32<sup>nd</sup> ATU Governing Body Meeting  
Held on Monday 12<sup>th</sup> May 2025 at 9.30am  
Galway City Wellpark Road Campus and TEAMS**

**Present:**

Maura McNally – online	MMcN
Dr Orla Flynn – in person	OF
Joanne Grehan – online	JG
Dr Brian De Souza – in person	BDS
Dr Martin Robinson – online	MR
Joe Cunningham – in person	JC
John Daffy – online	JD
Julia Boclanowska – online	JBoc
Kevin Sweeney – online	KS
Rachel Ashworth – online	RA
Regina Daly – in person	RD
Sarah Mohan – online	SM
Seamus Hughes – online	SH
Michael Gilvarry – in person	MG
Dr John Bartlett – in person	JB
Kathya Rouse – in person	KR
Naomi Walsh – in person	NW

**In attendance:**

Jim Fennell (Secretary) – in person	JF
Carol Geraghty (Recording Secretary) – in person	CG
Sinead Donnellan – in person – items 6.3 & 6.4	SD
Henry McGarvey – in person – items 6.6, 7.2.1, 7.2.2, 7.2.3 & 7.2.4	HMcG
Eoin Bradley – in person – items 7.2.1, 7.2.2, 7.2.3 & 7.2.4	EB
Michael Hopkins – online – item 6.6	MH
Pat Moffatt – online – item 6.6	PM
Jacqueline McCormack – online – item 7.1	JMcC
Tom Reilly – online – item 7.1	TR
Patrick Tobin – in person – introduction to campus	PT

**Apologies:** Dara Foynes

#### **GB 32.1.1 Appointment of Ministerial Nominees**

The letter received from James Lawless T.D., Minister of Further and Higher Education, Research, Innovation and Science and brief biographies for the Ministerial nominees were provided with the meeting papers.

**Decision:** The appointment of Ministerial nominees Kathya Rouse and Naomi Walsh was approved on the proposal of OF and seconded by JD

**Action:** Send letters of appointment and arrange induction for the Ministerial nominees

KR & NW joined the meeting. MMcN welcomed the Minister's nominees to Governing Body. PT, Head of School of Design and Creative Arts, joined the meeting briefly to welcome Governing Body members to the Galway City Wellpark Road campus and provided information on student numbers, the programmes offered and the creative enterprise HUB on the campus.

#### **GB 32.1.2 Report from External Nominations Committee**

OF presented a report from the meetings of the External Nominations Committee on 14<sup>th</sup> and 28<sup>th</sup> April and a brief biography of the proposed external member, Conor Murphy.

**Decision:** On the proposal of JB, Conor Murphy was approved as an external member of Governing Body and seconded by SH.

**Action:** Send letters of appointment and arrange induction for the new external member.

**Action:** Upload presentation & copies of meeting minutes to GB SharePoint site.

#### **GB 32.02 Declaration of Conflicts of Interests**

No conflicts of interest were declared at the start of the meeting.

In response to a question about the order of the Agenda and whether items deferred from the March meeting should be dealt with at the start of the agenda, the Chair advised that the meeting would follow the order of the agenda as published.

#### **GB 32.3.1 Minutes of 17<sup>th</sup> February 2025**

As requested at the March meeting, members provided details of requested changes in writing. These have been included in the redlined copy of the document circulated prior to the meeting.

**Decision:** The minutes of the 17<sup>th</sup> February Governing Body meeting were approved on the proposal of RD and seconded by MR.

#### **GB 32.3.2 Minutes of 31<sup>st</sup> March 2025**

The following item notified in writing have been included in the redlined copy of the document circulated prior to the meeting - GB 31.03.1 replace "*as a matter of courtesy*" with "*in line with the Terms of Reference*".

**Decision:** Subject to the change detailed above, the minutes of the meeting of 31<sup>st</sup> March 2025 were approved on the proposal of RD and seconded by JD.

#### **GB 32.04 Matters Arising and Correspondence**

##### **GB 32.04.1 Governing Body Log of Actions Items**

JF summarised actions. Members welcomed the list of items to be addressed with HEA / DFHERIS and asked that dates & details of any communication on these items be recorded.

Action 154 – OF informed the meeting that the procurement process for consultants to estimate the value to the region has commenced; valuable data is available from the Northern and Western Regional Assembly (NWRA) which will support the report.

Action 156 – in response to a question, it was clarified that the purpose of requesting members to notify in writing to the Secretary or Chair comments or suggested amendments to papers circulated for Governing Body meetings is to gather and communicate the views of members as much as possible in advance and enable preparation of responses to questions or the provision of further information if requested and that it is not a requirement.

Action 157 – OF advised that following a further discussion at UPT, an update to the Recruitment and Selection Procedures is planned to include a requirement to circulate the full shortlisting report to the interview panel as soon as shortlisting is completed. Members welcomed the proposed change. The revised Recruitment & Selection Procedures will be an agenda item for the next Governing Body meeting.

**Decision:** The meeting agreed to close all items presented as *Propose Closed* on the proposal of MMcN and seconded by RA.

##### **GB 32.04.1.1 & GB 32.04.1.1 Communication re Sligo Leitrim Regional Development Projects DAC**

A letter from DFHERIS and correspondence from the board of the Sligo Leitrim Regional Development Projects DAC were circulated prior to the meeting. JF stated that, in response to a query received by the Board of the Sligo Leitrim Regional Development Projects DAC from Enterprise Ireland, he has written to Enterprise Ireland explaining the reason for the transfer of ownership and confirming the University's commitment to continuing to work with the Sligo Leitrim Regional Development Projects DAC.



## **GB 32.06 Items for Approval**

### **GB32.06.31 Staff Appointments**

The following staff appointments were presented to Governing Body for approval:

Post	Location	Contract Type & Term	Grade	Basis for Appointment	Recommended Candidate
Research Finance and Compliance Manager	Any ATU Campus				
Head of Facilities and Sustainability	Any ATU Campus				
Research Programmes Manager	Any ATU Campus				

**Decision:** These posts were approved on the proposal of JC and seconded by RD.

### **GB32.06.2 Permanent Standing Committee**

MMcN thanked members for their feedback, this was circulated with the meeting papers. Members discussed whether the legislation makes provision for a permanent standing committee and what its remit, lifespan and membership would be.

**Action:** Seek legal opinion on the establishment of a Permanent Standing Committee.

### **GB32.06.3 Remote Working Policy**

SD provided some information about the policy, which was welcomed by members, and confirmed that an appeals process is included in the Procedure.

Suggested change: in Introduction remove "reducing the need to increase building footprint" & include reference to the promotion of climate action.

Requested changes:

- Include reference to "the right to disconnect"
- Section 10.2 update to read *"This policy will be reviewed annually or as required"*.

**Decision:** Subject to the inclusion of the requested changes listed above, the Remote Working Policy was approved on the proposal of MMcN, and seconded by JD

### **GB32.06.3 Dignity at Work Policy**

JF stated that one of the staff representative unions provided a late contribution and further updates to the policy are required before it is ready for Governing Body approval. The Policy was presented to the meeting to ascertain any comments or views of members. SD outlined the purpose of the policy, detailed the review and consultation process for development of the policy, advised that a steering committee will be established to lead the implementation of this Policy and that the provision of support for line management is key to the successful implementation of the policy.

**Action:** Final draft of Dignity at Work policy to be reviewed at June Governing Body meeting.

#### **GB32.06.5 Schedule of Governing Body Meetings 2025-2026**

Meeting dates were agreed, venues for meetings may vary.

**Decision:** Dates for 2026 Governing Body meetings were approved on the proposal of BDS, this was seconded by RD.

**Action:** Send TEAMS invitations to meetings to Governing Body members.

#### **GB32.06.6 Managed Print Service Contract**

MHop, PM & HMcG advised that the new contract will

improved experience for students and staff at all campuses, improved reporting capability and cost savings if printing levels remain at current levels. The meeting was also provided with information about the procurement process which was run by the Office of Government Procurement (OGP). The contract value is estimated at €1.17M (exc VAT) for 4 years, (based on current usage) with an option to extend the contract for 2 x 1-year periods, there is no cost to the University if the contract is not extended after year 4.

**Decision:** On the proposal of BDS, approval was granted to award a contract for managed print services to MJ Flood for 4 years with an option to extend for 2 x 1-year periods, this was seconded by MG.

#### **GB32.05 President's Report**

OF summarised the report circulated prior to the meeting and gave the following updates:

- Senior Leadership Team – interview dates for first three roles scheduled for May & June and expect to have some appointments for approval at the June Governing Body meeting. The first two Dean roles have been advertised and interviews planned for July. The President will submit the business case to DFHERIS for remaining roles as soon as the first role is filled. TUI has referred salary difference between TU Dublin and other TUs to the Labour Court.
- HEA Performance Agreement – the University has received a template from the HEA for their 1<sup>st</sup> report on the performance agreement and the draft report will be shared with GB at the September meeting.
- EU Green – an overview of the alliance and its membership and activities, and advised that the there is a push within the alliance towards the development of a legal entity to represent the alliance.
- In response to a question about THEA, OF advised that the legal entity THEA is being repurposed into a new representative body for the TU sector called the Technological Universities Association (TUA); a project manager is currently being recruited to manage this change, which is being funded by TSAF.

**Action:** Provide a copy of the HEA Performance Agreement to new Governing Body members

#### **GB32.07 Committee & Subcommittee Reports**

##### **GB32.07.1 Report from EDI Subcommittee Meeting of 28th April**

JMcC presented the report from the 28<sup>th</sup> April meeting of the EDI Subcommittee.

##### **GB32.07.1.1 Gender Action Plan**

TR gave a high-level summary of the work done to date to produce the Athena Swan Institutional Bronze Award application and presented the Gender Action Plan (GAP), which is an output from the Athena Swan application. Members were advised that the figures quoted in the Gender Action Plan represent respondents to the survey used to produce one of the data sets (approx. 990).

**Decision:** Approval in principal was given to the Gender Action Plan, on the proposal of MMcN and seconded by JB

##### **GB32.07.1.2 Gender Pay Gap Report 2024**

The Gender Pay Gap Report 2024 was considered by the EDI Subcommittee at their April meeting. JMcC advised that EDI Steering Group, which comprises managers from all functions and representatives from faculties, will be involved in the development of an action plan to support HR Operations to address actions to reduce and eliminate the gender pay gap identified in the report.

##### **GB32.07.1.3 EDI Team Periodic Report to the EDI Subcommittee**

The EDI Team Periodic Report to the EDI Subcommittee was circulated for information.

MMcN thanked everyone involved in EDI for their work.

##### **GB32.07.2 Report from Strategic Development Subcommittee Meeting of 7<sup>th</sup> April**

The report from the Strategic Development Subcommittee meeting of 7<sup>th</sup> April was circulated prior to the meeting.

**Action:** Galway Student Building to be an agenda item for the next Strategic Development Subcommittee meeting.

**Action:** All presentations/proposals to the Governing Body relating to capital projects to include a report showing the project on the list of capital projects & the funding source for the project including the demand on Capital Development Reserves.



#### **GB32.07.2.1 Lease for Apprenticeships, Letterkenny**

HMcG and EB updated the meeting on the Metal fabrication, Refrigeration & Air Conditioning Apprenticeships project. A site has been identified and a 10-year lease agreement has been negotiated. In response to questions raised, the meeting was advised of the funding model for apprenticeship programmes. This Apprenticeship call from HEA provided funding for a 10-year lease. The University would consider plans for an apprenticeship building on campus if a future HEA call includes a development option. These apprenticeship programmes are being run in conjunction with the Donegal Education & Training Board (ETB) who will be liable for 1/3 of the rent and running costs of the building.

**Decision:** The following was approved on the proposal of JC and seconded by SH

- The business case for the lease in accordance with circular 17/2026;
- The head of terms / lease and approval to enter into the lease.

**Action:** Explore the possibility of securing an option to extend the lease or purchase the property.

#### **GB32.07.2.2 Stage gate approvals & approval of the Preliminary Business case for a new Veterinary School, Letterkenny**

HMcG and EB gave an update on work completed to date.

**Decision:** Approval was given for the following on the proposal of MMcN, this was seconded by MR:

- The Preliminary Business Case (Gate 1 approval in Principle) in accordance with the Infrastructure Guidelines and Capital Works Management Framework (project review 1).
- The estimated budget [REDACTED] which includes a funding contribution from the University of up to €8.620m
- Procure and appoint a design team.

#### **GB32.07.2.3 Pre approval – Stage / Gate 3 & Contract Approvals for Apprenticeships, Letterkenny**

HMcG and EB provided information about works required to fit-out the apprenticeship building. The procurement process is expected to conclude in early June & in order to have the building ready for the first student intake in September 2025, Governing Body approval is required before the next Governing Body meeting. The project team requested a mechanism for Governing Body to give their approval for stage/gate 3 of this project & approval to award a contract to the successful tenderer to complete the fit-out. Members discussed approval options.

**Decision:** On the proposal of JB and seconded by MMcN the meeting approved the reactivation of the GB Subcommittee with Delegated Authority for the period 12th May – 22nd June 2025 to give stage/gate 3 approval and approve contracts for the delivery of the apprenticeship programmes in Letterkenny

#### **GB32.07.2.4 Preliminary Business Case – TSSPF Application for Sligo**

HMcG advised that a preliminary business case must be submitted to HEA to start negotiations for this funding. EB gave an overview of the strategic assessment report completed, this included seeking staff and student opinions on the future use of the Sligo (Ash Rd) and St Angelas campuses.

**Decision:** MMcN proposed and JC seconded the approval of the following:

- Preliminary business case (Stage/Gate 1 approval in Principle) in accordance with the Infrastructure Guidelines and Capital Works Management Framework (project review 1) for the TSSPF application for Sligo and St Angelas.
- Approval in principal to proceed with the identified proposal – relocate undergraduate programmes to the Sligo campus & repurpose the St Angelas campus for postgraduate programmes – subject to further discussion with the HEA, staff and students.
- Procure and appoint a design team for Phase 1.

#### **GB32.08 Corporate Governance**

##### **GB32.08.1 Governing Body Training & Induction**

##### **GB32.08.2 Review of Governance Policies**

##### **GB32.08.3 Review of Terms of Reference for Governing Body Committees & Subcommittees**

##### **GB32.08.4 Membership of Governing Body Committee and Subcommittees**

Circulated for information

#### **GB32.08.4 Appointment of Members to Vacant Positions on Committee and Subcommittees**

The following appointments were approved:

**Decision:** Naomi Walsh to fill the external member vacancy on ARC – proposed by JC, seconded by MMcN.

**Decision:** Conor Murphy approved as external member & Chair of the Finance Subcommittee – proposed by MMcN, seconded by BDS.

**Decision:** Kathya Rouse approved as external member of Strategic Development Subcommittee – proposed by JC, seconded by MMcN.

**Decision:** Kathya Rouse and Naomi Walsh to join the External Nominations Committee – proposed by MMcN, seconded by BDS.

**Action:** Write to external member about other subcommittee vacancies.

#### **GB32.09 Report from Academic Council & Registrar**

##### **GB32.09.1 Academic Council Minutes**

Circulated for information



**GB32.09.2 Legal advice on Delegation of Authority by Academic Council**

Circulated for information. Members discussed the legal advice received and the role of Governing Body & Academic Council with respect to the system of quality assurance.

**GB32.09.3 Response from Academic Council on legal advice on Delegation of Authority**

Circulated for information.

**GB32.09.4 Academic Council Standing Orders V6**

**Decision:** Academic Council Standing Orders V6 approved on the proposal of MMcN and seconded by OF.

**Action:** Agenda item requested for June meeting – Governing Body approval of the QA Framework.

**AOB**

Request for agenda item for the next meeting dealing with the responsibility of the GB under the HEA Act for the creation and maintenance of the academic QA system.

The next Governing Body meeting will be on 23<sup>rd</sup> June 2025 at the Donegal – Killybegs campus.

Signed:  
Chairperson

A large, stylized handwritten signature in black ink, appearing to be 'Anna M. McNeill S.C.', written over a horizontal line.

Date:

23/6/25