

# Technological University Dublin Governing Body MINUTES

- MEETING 40:** Wednesday 21<sup>st</sup> June 2023 (10.00 – 13.00)
- PRESENT:** Dr C Larkin (Chair), Professor D FitzPatrick (President), Dr N Burns, Dr M Carr, Ms E Carroll, Dr C Duffy, Mr J Grant, Mr B Jordan, Ms L Kavanagh, Ms P Kelly, Mr C O'Donovan, Dr S O'Shaughnessy, Ms A O'Toole, Ms J Perez
- Electronic Attendance:**  
Dr E Maher, Ms C Clune-Mulvaney,
- APOLOGIES:** Full attendance
- IN ATTENDANCE:** Ms B Elliott (University Secretary and Head of Governance and Compliance)  
Dr M Meaney (Registrar and Deputy President) [Agenda Item 40.A.07]  
Professor T Collins (Chair - Humanitarian Student Foundation) [Agenda Item 40.A.07]  
Ms M Whelan (Head of Strategy and Planning) [Agenda Items 40.A.08 and 40.B.02]  
Mr D Murphy (Chief Operations Officer), [Agenda Items 40.A.09/10, 40.B.03/04/05, 40.C.07/08 and 40.E.04]  
Mr C Whelan (Head of Finance), [Agenda Items 40.A.09/10 and 40.B.03/04/05]
- SECRETARIAT:** Ms Y Cooke, Ms S Donovan
- DOCUMENTATION:** **Circulated prior to meeting**
- [40.A.02] Draft Agenda Governing Body Meeting 40 (21<sup>st</sup> June 2023)
  - [40.A.04] Draft Minutes - Governing Body Meeting 39 (10<sup>th</sup> May 2023)
  - [40.A.05] Governing Body Action Log (21<sup>st</sup> June 2023)
  - [40.A.06] Re-Appointment of Governing Body Members (HEA Act 2022)
  - [40.A.07] Humanitarian Medical School Briefing Paper
  - [40.A.08] Draft TU Dublin Annual Report 2022
  - [40.A.09] TU Dublin Technological Sector Strategic Projects Fund (TSSPF) Application (Ref: FPC)
  - [40.A.10] University Bank Mandate
  - [40.A.11] Select Committee Terms of Reference Update (External Members Quorum)
  - [40.A.12] Appointment of Students Union Nominees to Governing Body
  - [40.A.13] HEA Correspondence: TU Dublin CFO Post (08.05.2023)
  - [40.A.14] HEA Correspondence: Funding the Future 2023 Allocation (16.06.2023)
  - [40.A.15] DFHERIS Correspondence: Select Committee Quorum (23.05.2023)
  - [40.A.17] Regulatory and Sector Updates: HEA Bulletin No 2 (May 2023)
  - [40.B.01] University Executive Report(21<sup>st</sup> June 2023)
  - [40.B.02] Draft Strategic Plan 2024 HEA Correspondence: TU Dublin CFO Post (08.05.2023)
  - [40.B.03] Financial Update (includes Financial Statement Adjustment)
  - [40.B.04] Financial Management Report (September 2022-2023)
  - [40.B.06] Chief Risk Officer Update
  - [40.C.01] Draft University Risk Register
  - [40.C.02] Draft University Risk Appetite Statement
  - [40.C.03] Draft University Safety, Health and Welfare Training Policy
  - [40.C.04] Updated University Protected Disclosure Policy and Procedures
  - [40.C.05] Updated University Data Protection Policy
  - [40.B.06] Anti-Racism Principles for Higher Education Institutions
  - [40.B.07] Draft University Temporary Posts at a Higher Grade Policy
  - [40.B.08] Draft University Secondment Policy
  - [40.D.01] University Seal Register Report

- 29. Appendix [40.A.06] Re-Appointment of Governing Body Members (HEA Act 2022)
- 30. Appendix [40.A.07] Humanitarian Medical School Briefing Paper
- 31. Appendix [40.A.08] Draft TU Dublin Annual Report 2022
- 32. Appendix [40.A.09] TU Dublin Technological Sector Strategic Projects Fund (TSSPF)
- 33. Appendix [40.A.10] University Bank Mandate
- 34. Appendix [40.A.11] Select Committee Terms of Reference Update (External Members Quorum)
- 35. Appendix [40.A.12] Appointment of Students Union Nominees to Governing Body
- 36. Appendix [40.A.13] HEA Correspondence: TU Dublin CFO Post (08.05.2023)
- 37. Appendix [40.A.14] HEA Correspondence: Funding the Future 2023 Allocation (16.06.2023)
- 38. Appendix [40.A.15] DFHERIS Correspondence: Select Committee Quorum (23.05.2023)
- 39. Appendix [40.B.01] University Executive Report(21<sup>st</sup> June 2023)
- 40. Appendix [40.B.02] Draft Strategic Plan 2024 HEA Correspondence: TU Dublin CFO Post (08.05.2023)
- 41. Appendix [40.B.04] Financial Management Report (September 2022-2023)
- 42. Appendix [40.B.06] Chief Risk Officer Update
- 43. Appendix [40.C.01] Draft University Risk Register
- 44. Appendix [40.C.02] Draft University Risk Appetite Statement
- 45. Appendix [40.C.03] Draft University Safety, Health and Welfare Training Policy
- 46. Appendix [40.C.04] Updated University Protected Disclosure Policy and Procedures
- 47. Appendix [40.C.05] Updated University Data Protection Policy
- 48. Appendix [40.B.06] Anti-Racism Principles for Higher Education Institutions
- 49. Appendix [40.B.07] Draft University Temporary Posts at a Higher Grade Policy
- 50. Appendix [40.B.08] Draft University Secondment Policy
- 51. Appendix [40.E.01] AC Report – Meeting 21 (26<sup>th</sup> April 2023)
- 52. Appendix [40.E.02] ARC Report – Meeting 31 (31<sup>st</sup> May 2023)
- 53. Appendix [40.E.03] EDIC Report – Meeting 17 (23<sup>rd</sup> May 2023)
- 54. Appendix [40.E.04] FPC Report – Meeting 20 (30<sup>th</sup> May 2023)
- 55. Appendix [40.E.06] AC Minutes – Meeting 20 (21<sup>st</sup> February 2023)
- 56. Appendix [40.E.07] ARC Minutes – Meeting 30 (8<sup>th</sup> March 2023)
- 57. Appendix [40.E.08] EDIC Minutes – Meeting 16 (19<sup>th</sup> April 2023)
- 58. Appendix [40.E.09] FPC Minutes – Meeting 18 (20<sup>th</sup> March 2023)
- 59. Appendix [40.E.10] FPC Minutes – Meeting 19 (27<sup>th</sup> March 2023)
- 60. Appendix [40.E.11] SCC Minutes – Meeting 1 (10<sup>th</sup> May 2023)

**DOCUMENTATION:** No documents circulated at the meeting

REF	ITEM	DECISION
<b>Section A – Standard Items</b>		
40.A.01	<b>WELCOME, ATTENDANCE AND APOLOGIES</b> The Chair welcomed everyone and noted full attendance for this meeting.	<b>NOTED</b>
40.A.02	<b>MEETING AGENDA</b> The revised Agenda for the meeting, as had been circulated, was approved and adopted.	<b>APPROVED</b> Proposed: P Kelly Seconded: N Burns
40.A.03	<b>DECLARATION OF CONFLICTS OF INTEREST</b> The Chair noted there were no conflicts of interest declared by members present.	<b>NOTED</b>
40.A.04	<b>APPROVAL OF MINUTES</b> The draft Minutes of the thirty-ninth meeting of the Governing Body held on 10 <sup>th</sup> May 2023, as had been circulated were approved.	<b>APPROVED</b> Proposed: E Carroll Seconded: A O’Toole
40.A.05	<b>MATTERS ARISING</b> <b>Governing Body Action Log</b> Governing Body noted Action Log items on track, delayed and for closure.	<b>NOTED</b>

REF	ITEM	DECISION
<b>Section A – Standard Items</b>		
40.A.06	<p><b>Re-appointment of Governing Body Members (HEA Act 2022)</b>                      Governing Body noted the Approval Cover Sheet, ‘Updated List of Governing Body Members Seeking Re-Appointment under the HEA Act 2022, (9<sup>th</sup> June 2023)’ and supporting documentation contained in the accompanying Appendix, ‘List of Governing Body Members seeking re-appointment under the HEA Act 2022’, as circulated to members.</p> <p>Governing Body also noted the Governing Body Select Committee is satisfied that the eight nominees possess the knowledge and experience to enable them to continue to make a substantial contribution to the effective and efficient performance of the functions of the Technological University Dublin and their performance to date on the Governing Body has been satisfactory.</p> <p>Governing Body approved the re-appointment of the eight Governing Body members as detailed in the accompanying Appendix ‘List of Governing Body Members seeking re-appointment under the HEA Act 2022’, for the remainder of their unexpired terms of office.</p>	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">APPROVED                      Proposed: J Grant                      Seconded: E Carroll</p>
40.A.07	<p><b>Humanitarian Medical School – Governing Body Briefing Paper</b>                      Governing Body noted the Cover Sheet ‘Humanitarian Medical School (19<sup>th</sup> June 2023)’; and supporting documentation contained in the accompanying Appendix, ‘Humanitarian Medical School Governing Body Briefing Paper’ as circulated to members.</p> <p>The Chair welcomed Professor Tom Collins, Chair of the Humanitarian Student Foundation, (<i>not currently registered with the Charities Regulator</i>), and Dr Mary Meaney, University Registrar &amp; Deputy President who joined the meeting to provide Governing Body with background on the development of a TU Dublin Humanitarian Medical School that the Executive is currently exploring.</p> <ol style="list-style-type: none"> <li>a) The Executive is currently researching the feasibility of collaborating with the Humanitarian Student Foundation on the development of a Humanitarian Medical School.</li> <li>b) The medical school would primarily support international students from low and middle income backgrounds who wish to work in humanitarian medicine. It is intended to open discussions with the Higher Education Authority (HEA) and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) regarding opportunities for Irish students who wish to pursue humanitarian medicine and traditionally have not had access to medical education.</li> <li>c) Academic training would take place in TU Dublin, through a programme designed to address the characteristics of humanitarian medicine. For clinical placement, students would be trained in hospitals in low and middle income countries, who are intended to benefit from the expertise of graduates.</li> <li>d) The Executive considers that this potential initiative aligns well with the strategic direction of TU Dublin as articulated in its Strategy Statement 2030.</li> <li>e) Presently, the Executive is seeking to inform the Governing Body of progress and welcomes any initial feedback. When the Executive has the relevant information that would be required for the appropriate TU Dublin governance approvals, detailed documentation will be submitted for consideration.</li> </ol> <p>Following discussion members noted that while Governing Body was supportive and positive towards the proposed programme, a number of clarifications, questions, and concerns were raised by members to be addressed by the provision of a follow-up paper in due course. This paper would include information on the following:</p> <ol style="list-style-type: none"> <li>i) Potential conflicts of interest.</li> <li>ii) Resourcing requirements in terms of scoping programme.</li> <li>iii) Details on the proposed programme (logistics/finance/curriculum).</li> <li>v) Ethical considerations</li> <li>vi) Confirmation that there is no religious order connection to the organisation and curricular development relating to this proposal.</li> </ol>	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED                      PRESIDENT/REGISTRAR</p>

REF	ITEM	DECISION
<b>Section A – Standard Items</b>		
40.A.08	<p><b>MATTERS FOR URGENT APPROVAL</b>  <b>Draft TU Dublin Annual Report 2022</b>            Governing Body noted the Approval Cover Sheet <i>'TU Dublin Draft Annual Report 2022 - Final Draft (2<sup>nd</sup> June 2023)'</i> and accompanying <i>'TU Dublin Draft Annual Report 2022'</i> as circulated to members for their consideration, review and approval in order that the University meet its statutory obligation under Section 23 of the Technological Act 2018, and be submitted to the Minister and the HEA no later than 30<sup>th</sup> June 2022. The Chair welcomed Ms Margaret Whelan (Head of Strategy and Planning) who joined the meeting to brief members on this item. Following discussion Governing Body noted:</p> <p>Governing Body noted the final designed version of the draft Annual Report 2022 will be circulated to members for information after submission to the Minister and the HEA.</p> <p>Governing Body approved the draft Annual Report 2022.</p>	<p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>NOTED/SECRETARIAT</b></p> <p style="text-align: center;"><b>APPROVED</b>            Proposed: C Duffy            Seconded: A O'Toole</p>
40.A.09	<p><b>FPC Item– TU Dublin Technological Sector Strategic Projects Fund (TSSPF) Application</b>            Governing Body noted the Approval Cover Sheet <i>'Design &amp; Construct Sustainable Building Centre Application to HEA, (21<sup>st</sup> June 2023)'</i> and supporting documentation contained in the accompanying Appendix as circulated to members.</p> <p>Governing Body approved TU Dublin to submit an application to the HEA in respect to the Technological Sector Strategic Project Fund (TSSPF) Ref 503104800 by 14<sup>th</sup> August 2023.</p>	<p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>APPROVED</b>            Proposed: J Grant            Seconded: P Kelly</p>
40.A.10	<p><b>University Bank Mandate</b>            Governing Body noted the Approval Cover Sheet <i>'Approval of Updated Bank Mandates (31<sup>st</sup> May 2023)'</i> and supporting documentation contained in the accompanying Appendix as circulated to members.</p> <p>Governing Body approved TU Dublin updated bank mandates.</p>	<p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>APPROVED</b>            Proposed: J Grant            Seconded: M Carr</p>
40.A.11A	<p><b>Select Committee Terms of Reference Update (External Members Quorum)</b>            Governing Body noted the Approval Cover Sheet <i>'Revised Select Committee Terms of Reference, (9<sup>th</sup> June 2023)'</i> and supporting documentation contained in the accompanying Appendix as circulated to members.</p> <p>Governing Body approved the revised TU Dublin Select Committee Terms of Reference (External Members Quorum).</p>	<p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>APPROVED</b>            Proposed: N Burns            Seconded: C Duffy</p>
40.A.11B	<p><b>Extension of Two Governing Body External Members Term of Office</b>            Governing Body approved the University Secretary's request to extend the term of office for the following two Governing Body External Members until the work on the Select Committee is complete in Autumn 2023.</p> <ul style="list-style-type: none"> <li>• Mr. Jerry Grant (Governing Body External Member and Chair of the Select Committee)</li> <li>• Ms Evelyn Carroll (Governing Body External Member and Member of the Select Committee)</li> </ul>	<p style="text-align: center;"><b>APPROVED</b>            Proposed: N Burns            Seconded: P Kelly</p>
40.A.12	<p><b>Appointment of Students Union (SU) Nominees to Governing Body</b>            Governing Body noted the Approval Cover Sheet <i>'Appointments of Students Union Nominees (9<sup>th</sup> June 2023)'</i> and supporting documentation contained in the accompanying Appendix as circulated to members.</p> <p>Governing Body approved the appointment of the following three Students Union nominees for the term of office for one year effective 1<sup>st</sup> July 2023 until 30<sup>th</sup> June 2024.</p> <ul style="list-style-type: none"> <li>• Brian Jordan – Undergraduate Student Member (SU President)</li> <li>• Louise Kavanagh – Undergraduate Student Member (SU VP for Communications &amp; Media)</li> <li>• Nekesa Khisa Nancy – Postgraduate Student Member (SU VP for Welfare and Equality)</li> </ul>	<p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>APPROVED</b>            Proposed: J Perrez            Seconded: S O'Shaughnessy</p>










REF	ITEM	DECISION
<b>Section C – Items For Approval</b>		
40.C.04	<p><b>UPDATED UNIVERSITY PROTECTED DISCLOSURE POLICY AND PROCEDURES</b>            Governing Body noted the Approval Cover Sheet '<i>Updated TU Dublin Protected Disclosure Policy and Procedures (7<sup>th</sup> June 2023)</i>', and the supporting documentation contained in the accompanying Appendix, as circulated to members.</p> <p>Governing Body approved the Updated TU Dublin Protected Disclosure Policy and Procedures.</p>	<p><b>NOTED</b></p> <p><b>APPROVED</b>            Proposed: N Burns            Seconded: E Carroll</p>
40.C.05	<p><b>UPDATED UNIVERSITY DATA PROTECTION POLICY</b>            Governing Body noted that this item would be deferred until circulation of this policy to the social partners for noting took place in accordance with the Policy for Policy and Procedure development. Following this process an electronic approval request will be circulated to Governing Body members.</p>	<p><b>NOTED</b>  <b>UNIVERSITY SECRETARY</b></p>
40.C.06	<p><b>ANTI RACISM PRINCIPLES FOR HIGHER EDUCATION INSTITUTIONS</b>            Governing Body noted the Approval Cover Sheet '<i>Anti Racism Principles for Higher Education Institutions (1<sup>st</sup> June 2023)</i>', and the supporting documentation contained in the accompanying Appendix, as circulated to members.</p> <p>Governing Body approved the Anti Racism Principles for Higher Education Institutions.</p>	<p><b>NOTED</b></p> <p><b>APPROVED</b>            Proposed: E Carroll            Seconded: L Kavanagh</p>
40.C.07	<p><b>DRAFT UNIVERSITY TEMPORARY POSTS AT HIGHER GRADES POLICY</b>            Governing Body noted the Approval Cover Sheet '<i>Draft University Temporary Posts At Higher Grades Policy (7<sup>th</sup> June 2023)</i>', and the supporting documentation contained in the accompanying Appendix, as circulated to members.</p> <p>Governing Body approved the Draft University Temporary Posts At Higher Grades Policy.</p>	<p><b>NOTED</b></p> <p><b>APPROVED</b>            Proposed: L Kavanagh            Seconded: C O'Donovan</p>
40.C.08	<p><b>DRAFT UNIVERSITY SECONDMENT POLICY</b>            Governing Body noted the Approval Cover Sheet '<i>Draft University Secondment Policy (7<sup>th</sup> June 2023)</i>', and the supporting documentation contained in the accompanying Appendix, as circulated to members.</p> <p>Governing Body approved the Draft University Secondment Policy.</p>	<p><b>NOTED</b></p> <p><b>APPROVED</b>            Proposed: A O'Toole            Seconded: C Duffy</p>
<b>Section D – Items For Noting</b>		
40.D.01	<p><b>UNIVERSITY SEAL REGISTER REPORT</b>            Governing Body noted the University Seal Register Report (24<sup>th</sup> April 2023) from the University Legal Counsel confirming documents to which the seal of TU Dublin had been applied during the period 25<sup>th</sup> April to 23<sup>rd</sup> May 2023.</p>	<p><b>NOTED</b></p>
<b>Section E – Chair And Committee Reports</b>		
40.E.01	<p><b>ACADEMIC COUNCIL (AC) MEETING REPORT</b>            Governing Body noted the Academic Council Report for Meeting (21) on 26<sup>th</sup> April 2023 as circulated to members.</p>	<p><b>NOTED</b></p>
40.E.02	<p><b>AUDIT AND RISK COMMITTEE (ARC) REPORT</b>            Governing Body noted the Audit and Risk Committee Report for Meeting (31) as circulated to members and that a number of items had been addressed under Items [40.A.13, 40.B.03 and 40.B.06],</p>	<p><b>NOTED</b></p>
40.E.03	<p><b>EQUALITY, DIVERSITY AND INCLUSION COMMITTEE (EDIC) MEETING REPORT</b>            Governing Body noted the EDIC Report for Meeting (17) on 23<sup>rd</sup> May 2023 as circulated to members.</p>	<p><b>NOTED</b></p>



REF	ITEM	DECISION
<b>Section E – Chair And Committee Reports</b>		
40.E.04	<p><b>FINANCE AND PROPERTY COMMITTEE (FPC) MEETING REPORT</b> Governing Body noted the FPC Report for Meeting (20) on 30<sup>th</sup> May 2023 as circulated to members. The FPC Chair updated members on a number of items including:</p> <ul style="list-style-type: none"> <li>• [REDACTED]</li> <li>• [REDACTED]</li> <li>• [REDACTED]</li> <li>• Engagement with staff and students when work commences on University masterplan</li> <li>• Retirement of FPC members and competencies required for FPC membership</li> </ul>	NOTED
40.E.05	<p><b>SELECT COMMITTEE (SC) MEETING REPORT</b> The Select Committee Chair updated Governing Body on a number of items from its second meeting held on 9<sup>th</sup> June 2023 including:</p> <ul style="list-style-type: none"> <li>• SC Meetings held on 10<sup>th</sup> May and 9<sup>th</sup> June 2023</li> <li>• Recruitment campaign will run from 26<sup>th</sup> June until 31<sup>st</sup> July 2023 (five weeks) and include:               <ul style="list-style-type: none"> <li>○ Advertising on the State Boards</li> <li>○ National newspapers (Irish Times and Sunday Business Post)</li> <li>○ Linked in campaign will run from Monday 3<sup>rd</sup> July</li> </ul> </li> <li>• A communication will be circulated to Governing Body and Committee members with links to the TU Dublin and State Boards webpages to access the recruitment documentation.</li> </ul> <p>Governing Body noted that a number of Universities will be running similar recruitment campaigns at the same time and members were reminded to make potential candidates aware of these positions.</p>	NOTED
	<p><b>COMMITTEE MINUTES</b> Governing Body noted the following approved Committee Minutes as circulated to members.</p>	NOTED
40.E.06	AC Minutes – Meeting (20) held on 21 <sup>st</sup> February 2023.	
40.E.07	ARC Minutes – Meeting (30) held on 8 <sup>th</sup> March 2023.	
40.E.08	EDIC Minutes – Meeting (16) held on 19 <sup>th</sup> April 2023.	
40.E.09	FPC Minutes – Meeting (18) held on 19 <sup>th</sup> March 2023.	
40.E.10	FPC Minutes – Meeting (19) held on 27 <sup>th</sup> March 2023.	
40.E.11	SC Minutes – Meeting (1) held on 10 <sup>th</sup> May 2023.	
<b>Section F – Standard Items</b>		
40.F.01	<p><b>ANY OTHER BUSINESS</b> <b>Mazars External Governing Body Review Update 2022/23</b> Governing Body noted that Mazars have commenced the qualitative stage of this process and will interview a representative from each of the Governing Body cohorts, including students, staff, Committee Chairs, President, Chair of Governing Body and the University Secretary.</p>	UNIVERSITY SECRETARY NOTED
40.F.02	<p><b>Next Governing Body Meeting</b> Members noted that the next Governing Body meeting is scheduled to take place on Wednesday 23<sup>rd</sup> August 2023 between 10.00-13.00 on the Tallaght Campus.  The Chair thanked members for their attendance and participation.</p> <div style="text-align: center; margin-top: 20px;">  </div> <p style="text-align: center;">SIGNED _____ DATE: 11<sup>th</sup> October 2023. Charles Larkin, Chair.</p>	NOTED  NOTED