Technological University Dublin Governing Body
MINUTES

MEETING 42: Wednesday 11th October 2023 (10.00 – 13.00)

PRESENT: Dr C Larkin (Chair), Professor D FitzPatrick (President), Dr M Carr, Ms M Cooke, Mr M Gately, Mr W Johnston, Mr B Jordan, Ms L Kavanagh, Ms N Khisa, Dr E Maher, Ms C Clune-Mulvaney, Mr E O'Shea, Ms A O'Toole, Ms S A Sherry

Electronic Attendance:
Dr N Burns, Mr C O'Donovan

APOLOGIES: Ms P Kelly

IN ATTENDANCE: Ms B Elliott (University Secretary and Head of Governance and Compliance)
Dr M Meaney (University Registrar & Deputy President)
Mr D Murphy (Chief Operations Officer)
Ms J Boyer (Vice-President for Sustainability), [Agenda Item 42.B.01]
Mr B Robinson (Director, BDO), [Agenda Item 42.B.07]
Dr M Henry (Head, Communications & Marketing), [Agenda Items 42.C.04/05/06]

SECRETARIAT: Ms Y Cooke, Ms S Donovan

DOCUMENTATION: **Circulated prior to meeting**
1. [42.A.02] Draft Agenda Governing Body Meeting 42 (11th October 2023)
2. [42.A.04] Amended Draft Minutes - Governing Body Meeting 40 (21st June 2023)
3. [42.A.05] Draft Minutes - Governing Body Meeting 41 (23rd August 2023)
4. [42.A.07] Governing Body Action Log (11th October 2023)
5. [42.A.08(1)] Correspondence: IUA Investing in Skills, Talent & Capacity of Universities to Support Core National priorities
6. [42.A.08(2)] Correspondence: HEA re: AGS 2021/2022 (01.09.2023) and University Response (14.09.23)
7. [42.A.08(3)] Parliamentary Question: PQ41778/23
8. [42.A.08(4)] FOI Correspondence: No: 023-41, No: 023-46 and No: 023-46
9. [42.A.08(5)] Geospatial Surveying Programme update re correspondence received by the Chair
10. [42.A.10] Code of Governance Update
11. [42.B.01] Strategic Plan Update (Planet) – Climate Action Plan & Sustainability Education
12. [42.B.02] Appointment of Governing Body Committee Chairs (ARC, EDIC and FPC)
13. [42.B.03] Appointment of Governing Body Committee Independent Members (ARC, EDIC, FPC)
14. [42.B.04] Appointment of Governing Body Memberships (ARC, EDIC, FPC)
15. [42.B.05] Appointment of Students Union Nominees to Academic Council
16. [42.B.06] Draft Internship Policy
17. [42.B.07] HEA Section 142 Update BDO Report
18. [42.B.08] Draft IT Identity Management Policy
19. [42.B.09] Updated draft IT Acceptable Usage Policy
20. [42.B.10] Draft IT Information Security Policy
21. [42.C.01] University Executive Report
22. [42.C.02] Strategic Plan Report (included in University Executive Report)
23. [42.C.03] Strategic Plan (People) – University Education Model Update
24. [42.C.04] Strategic Plan (Partnerships) TU Dublin Brand Strategy Update
25. [42.C.05] TU Dublin Issues Management and Crisis Communications Plan
26. [42.C.06] TU Dublin Governing Body Communications Protocol Guidelines
27. [42.C.08] Chief Risk Officer Update (included in ARC Meeting Report)
28. [42.D.01] University Seal Register Report
29. [42.F.01] Students Report (August 2023)

DOCUMENTATION: Documentation presented at the meeting
                        1.   Appendix [42.C.03] University Education Model – Engaging Workshops
                        2.   Appendix [42.C.04] TU Dublin Brand Strategy – TV Advert

REF	ITEM	DECISION
	Section A – Standard Items	
42.A.01	**INTRODUCTION, ATTENDANCE AND APOLOGIES** The Chair welcomed everyone and noted apologies for this meeting. The Chair introduced Ms Mary Cooke, Mr Michael Gately, Mr William Johnston, Mr Eoin O'Shea and Ms Sally Ann Sherry, recently appointed Governing Body External Members and attending their first meeting. The Chair also welcomed Dr Mary Meaney (University Registrar & Deputy President and Mr Denis Murphy (Chief Operations Officer) invited to attend the full meeting.	**NOTED** **NOTED**
42.A.02	**MEETING AGENDA** The Agenda for the meeting, as had been circulated, was approved and adopted subject to taking Item [42.B.07] in advance of Item [42.A.06].	**APPROVED** Proposed: E Maher Seconded: L Kavanagh
42.A.03	**DECLARATION OF CONFLICTS OF INTEREST** The Chair noted there were no conflicts of interest declared by members present.	**NOTED**
42.A.04	**APPROVAL OF MINUTES** The draft amended Minutes of the fortieth meeting of Governing Body held on 21st June 2023 as had been circulated were approved.	**APPROVED** Proposed: L Kavanagh Seconded: A O'Toole
42.A.05	**APPROVAL OF MINUTES** The draft Minutes of the forty-first meeting of Governing Body held on 23rd August 2023 as had been circulated were approved subject to including Dr E Maher as present, and replacing 'Aileen Ryan' with 'Aileen O'Toole' under Minute Item [41.B.01].	**APPROVED** Proposed: N Khisa Seconded: C Clune-Mulvaney
42.A.06 42.A.06.1	**MATTERS ARISING** **Condolences** The President regretfully informed members of the recent passing of Mr Nicholas Coffey, spouse of Dr Susan O'Shaughnessy, former Governing Body staff member, who had recently retired from Governing Body. The Chair and members expressed their deepest sympathy to Dr O'Shaughnessy on her loss, and proposed a note of condolence be sent to Susan on behalf of Governing Body.	**NOTED** **SECRETARIAT**

REF	ITEM	DECISION
	Section A – Standard Items	
42.A.06.2	**MATTERS ARISING** *(cont/d...)* **External Members Meeting (23rd August 2023)** The Chair briefed Governing Body on concerns raised by External Members on a number of key issues at their meeting on 23rd August 2023. Governing Body noted the following recommendations from the External Members only meeting would also be addressed separately under a number of the Governing Body Agenda meeting items. 1. <u>Chief Financial Officer Role</u> This proposed new role forms part of a wider review of the finance function in the University and the BDO Report provides a pathway forward to improve the overall performance and leadership of the finance function. This recommendation is updated under Item [42.C.07] 2. <u>University Crisis Communication Team</u> Proposal to implement a crisis communication team to support Governing Body preparation for potential Public Account Committee communications or appearance. This recommendation is addressed under Item [42.C.05] 3. <u>Timeliness of Reporting of Statement of Accounts</u> The pathway proposed by the COO to improve the performance of the finance unit and its integration to the student numbers unit will address the issue of skills and timeliness of reporting to key internal and external stakeholders. 4. <u>Information Flow</u> Improvements to information flow to Governing Body in respect of governance and risk performance. This recommendation is updated under Item [42.E.01] The Chair informed Governing Body that following review of the BDO Report together with assurances provided by the Chief Operations Officer that the related concerns raised at the External Members meeting are in the process of being remedied	NOTED NOTED
42.A.07	**Governing Body Action Log** Governing Body noted the following in relation to the Action Log: • *Item (20)* referenced the agreed headcount student figure with the HEA in June 2023 to be circulated to Governing Body. The headcount FTE student figure will be shared with Governing Body when agreed with the HEA in November 2023. Members noted this item remained open until discussion in November. Governing Body noted the remaining Action Log items on track, delayed and for closure.	NOTED NOTED **UNIVERSITY REGISTRAR & DP** NOTED
42.A.08	**CORRESPONDENCE RELEVANT TO GOVERNING BODY** 1. <u>IUA re: Investing in Skills, Talent & Capacity of Universities to Support Core National Priorities</u> Governing Body noted that this correspondence formed part of a campaign on behalf of the IUA relating to urgent core funding required from the Government critical for the ongoing and future needs of the higher education sector in advance of the Government Budget 2024. 2. <u>HEA re: Annual Governance Statement 2021/22 (01.09.23) and University Response (14.09.23)</u> Governing Body noted the Annual Governance Statement (AGS), a requirement under the State Code of Practice, is for submission to the HEA by end of February each year. Governing Body noted the University response to the HEA queries for the AGS 2021/2022 and also noted the University had received the AGS template for 2022/23 for completion by February 2024.	NOTED NOTED NOTED

REF	ITEM	DECISION
	Section A — Standard Items	
42.A.08	**CORRESPONDENCE RELEVANT TO GOVERNING BODY** *(cont/d...)*	
	3. <u>Parliamentary Question (PQ) and Response: PQ41778/233</u>	
	Governing Body noted that the PQ related to a ransomware attack that specifically impacted the University IT infrastructure on its Tallaght Campus in April 2021. Governing Body noted that the University has implemented several enhancements and improvements to further bolster the security of its systems. ███████████████████████ ████████████████████████	**NOTED**
	4. <u>FOI Correspondence: Nos. 023-41, 023-45 and 023-46</u>	
	Governing Body noted three FOI requests received and an update by the University Secretary on their current status.	**NOTED**
	5. <u>Correspondence re: Geospatial Surveying Programme Update</u>	
	The University Registrar briefed Governing Body on the background to the recent decision taken to pause CAO entry to TU834 (Geospatial Surveying) for the next CAO cycle in 2024. Following discussion Governing Body noted:	**NOTED**
	i) A review of TU Dublin offerings for the 2024 student intake which included 150 plus CAO programmes, confirmed a considerable number of continuous low intake programmes existed. These had single figure student entries for 3-4 year programmes in 2023. This creates a situation where the later years of a four year programme have very small numbers of students registered. This situation neither delivers on industry skills requirements, or an appropriate student experience while being very costly to deliver.	
	ii) A decision was taken to pause twenty continuous low intake programmes commencing in 2024 of which the Geospatial Programme was among this group. The 2023 student intake for this programme comprises ten students, seven wholetime students, three part-time students and no applicants for the Masters Programme.	
	iii) The University is fully aware of industry needs for this discipline but has not been successful in recruiting students to this programme through the CAO over a number of years. The part-time version of this programme was developed to assist industry in meeting their skills needs but unfortunately has not succeeded in attracting more than a handful of applicants in recent years.	
	iv) The University will reallocate resources aligned to this group of low intake programmes to examine alternative options to attract students. Recent trends supported by the University brand research, suggest that students are opting for more common entry routes which allow later specialisation and the University wishes to investigate how Geospatial Surveying might be delivered in such a manner. It is in this context that the CAO intake for the next academic year has been paused.	
	v) Governing Body recognised the challenges for the University in relation to low entry programmes and acknowledged concerns raised in respect of the timing of the pause for this programme, urgency in developing a common entry route, and the impact on industry needs while this programme or similar is not running. Governing Body also noted that it takes a minimum of the duration of a course to completely shut it down.	
	vi) Governing Body noted the University is fully committed to delivering the Geospatial skills required by industry but can only achieve this by attracting students to the discipline.	
	vii) The University will continue to engage with internal and external stakeholders to plan and develop a solution that meets the needs of the potential students, industry and the university as soon as possible.	
	Governing Body requested further information be presented to a future meeting on the paused programmes and an update on student progression rates.	**NOTED** **UNIVERSITY REGISTRAR**
42.A.09	**Media Coverage** This item was included under Item [42.C.05]	**NOTED**

REF	ITEM	DECISION
	Section A – Standard Items	
42.A.10	**REGULATORY AND SECTOR UPDATES** **Code of Governance Update** The Chair updated Governing Body on the current status of the draft Code of Governance and noted that the Institute of Public Administration (IPA) had provided the first draft to the five TU Chairs and Presidents for their review. The Chair informed members that following review and comparison with the gap analysis exercise submitted to the HEA from the Irish Universities Association (IUA), a draft of this document would be available for circulation to members before the next Governing Body meeting on 29th November 2023.	**NOTED** **CHAIR GOVERNING BODY**
	Section B – Standard Items	
42.B.01	**STRATEGIC PLAN UPDATE (Planet)** **Climate Action Roadmap & Sustainability Education** Governing Body noted the Approval Request Cover Sheet '*TU Dublin Climate Action Roadmap Version 2 and the Progress Report Submission September 2023*', and the supporting documentation contained in the accompanying Appendix as circulated to members.	**NOTED**
	Governing Body noted that under the Public Sector Climate Action Mandate TU Dublin is required to submit its second iteration of our Climate Action Roadmap (V2) to the Sustainable Energy Authority Ireland (SEAI) and Higher Education Authority (HEA) by 30th September 2023. This item had been reviewed, considered and recommended for approval by the UET on 13th September 2023 and the SEAI and HEA had been notified that this document would be presented to Governing Body for approval on 11th October 2023.	**NOTED**
	The Chair welcomed Ms Jennifer Boyer, *(Vice President for Sustainability)*, to the meeting who briefed members on this item. Following discussion Governing Body noted the following:	**NOTED**
	• All Higher Education Institutions are required to respond through Climate Action Roadmap reporting their progress on implementing the Climate & Low Carbon Development Act 2021. • Since first published, efforts have focused on bringing TU Dublin's Climate Action activities into compliance with the minimum requirements. • The Progress Report from TU Dublin's first Climate Action Roadmap (CAR) published in March 2023 with the minimum requirement compliance risks indicated. • One million Euro in Performance Funding has been awarded to Technological University Dublin in recognition of the University's major decarbonisation initiative. • A '*Level of Accountability Model*' is currently being developed to support governance structures and internal controls and will be included in the next progress report The Energy Performance Officer reporting will play a key role in operational governance. • The sustainability specialists/experts capacity gap nationally is challenging and impacts adding value, assistance and expert knowledge to governance structures and sustainability audits. The ARC Chair advised this will be a key consideration going forward in relation to audit planning. • Funding, prioritizing and delivery of the sustainable transport and mobility plan which includes a number of key sustainability travel projects and initiatives. • Level of Government investment required to meet the strategic plan for climate action goals for 2030. • The level of Government investment required to meet the strategic plan for climate action goals for 2030 is significant with approximately ▓▓▓▓ required for infrastructure funding. In the absence of funding there is still a great deal within the University's control including procurement, promoting behavior change around commuting and travel with the biggest overall impact through the Education Model. Spending and prioritisation of current funding is key to further funding as it depends on providing good evidence of spending the funding you have received.	
	Governing Body approved the TU Dublin Climate Action Roadmap V2 (September 2023)	**APPROVED** Proposed: E Maher Seconded: L Kavanagh
	The Chair thanked Ms Boyer for her briefing.	**NOTED**

REF	ITEM	DECISION
	Section B — Standard Items	

REF	ITEM	DECISION
42.B.02	**APPOINTMENT OF GOVERNING BODY COMMITTEE CHAIRS (ARC, EDIC and FPC)** Governing Body noted the Approval Cover Sheet *'Governing Body Committee Chairs Appointment Report – Three Governing Body Committee Chair Nominees (11th October 2023)'*, and supporting documentation contained in the accompanying Appendix as circulated to members. Following a briefing by the University Secretary, Governing Body approved the following recommendations. 1) Appointment of Mr Eoin O'Shea as Chair of the Governing Body Audit and Risk Committee. 2) Appointment of Ms Mary Cooke as Chair of the Governing Body Equality, Diversity and Inclusion Committee. 3) Appointment of Mr William Johnston as Chair of the Governing Body Finance and Property Committee. 4) These three appointments effective from 11th October 2023 for a period of up to four years.	**NOTED** **APPROVED** Proposed: M Carr Seconded: N Khisa
42.B.03	**APPOINTMENT OF GOVERNING BODY COMMITTEE INDEPENDENT MEMBERS (ARC, EDIC and FPC)** Governing Body noted the Approval Cover Sheet *'Governing Body Committee Membership Appointment Report – Four Governing Body Independent Committee Member Nominees (11th October 2023)'*, and supporting documentation contained in the accompanying Appendix as circulated to members. Following a briefing by the University Secretary, Governing Body approved the following recommendations. 1) Appointment of Mr Kevin Byrne as an Independent Committee Member to the Governing Body Audit and Risk Committee. 2) Appointment of Mr John Scott as an Independent Committee Member to the Governing Body Audit and Risk Committee. 3) Appointment of Mr Stewart Agnew as an Independent Committee Member to the Governing Body Finance and Property Committee. 4) Appointment of Mr Niall Connors as an Independent Committee Member to the Governing Body Finance and Property Committee. 5) These four appointments effective from 11th October 2023 for a period of up to four years.	**NOTED** **APPROVED** Proposed: M Carr Seconded: N Khisa
42.B.04	**APPOINTMENT OF GOVERNING BODY COMMITTEE MEMBERSHIPS (ARC, EDIC and FPC)** Governing Body noted the Approval Cover Sheet *'Memberships of Governing Body Appointment Report (11th October 2023)'*, and supporting documentation contained in the accompanying Appendix as circulated to members. Following a briefing by the University Secretary, Governing Body approved the following recommendations: 1) Memberships for the Governing Body Committees (ARC, EDIC and FPC) as detailed below:	**NOTED** **APPROVED** Proposed: M Carr Seconded: N Khisa

GOVERNING BODY AUDIT & RISK COMMITTEE		
NAME	**CATEGORY**	**GENDER**
Eoin O'Shea	GB External Member (Chair)	M
Catherine Clune Mulvaney	GB External Member	F
Aileen O'Toole	GB External Member	F
Eamon Russell	Independent Member	M
Mirenda Donovan	Independent Member	F
Kevin Byrne	Independent Member	M
John Scott	Independent Member	M

REF	ITEM	DECISION
	Section B – Standard Items	

| 42.B.04 | APPOINTMENT OF GOVERNING BODY COMMITTEE MEMBERSHIPS *cont'd*..... | |

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<tr><th colspan="3">GOVERNING BODY FINANCE & PROPERTY COMMITTEE</th></tr>
<tr><th>NAME</th><th>CATEGORY</th><th>GENDER</th></tr>
<tr><td>William Johnston</td><td>GB External Member (Chair)</td><td>M</td></tr>
<tr><td>Sally Anne Sherry</td><td>GB External Member</td><td>F</td></tr>
<tr><td>Conor Donovan</td><td>GB External Member</td><td>M</td></tr>
<tr><td>Niall Connors</td><td>Independent Member</td><td>M</td></tr>
<tr><td>Stewart Agnew</td><td>Independent Member</td><td>M</td></tr>
<tr><td>Pamela Kelly</td><td>GB Staff Member</td><td>F</td></tr>
<tr><td>Louise Kavanagh</td><td>GB Student Member</td><td>F</td></tr>
<tr><td>David FitzPatrick (Ex-Officio)</td><td>President</td><td>M</td></tr>
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<table>
<tr><th colspan="3">GOVERNING BODY EQUALITY, DIVERSITY & INCLUSION COMMITTEE</th></tr>
<tr><th>NAME</th><th>CATEGORY</th><th>GENDER</th></tr>
<tr><td>Mary Cooke</td><td>GB External Member (Chair)</td><td>F</td></tr>
<tr><td>Michael Gately</td><td>GB External Member</td><td>M</td></tr>
<tr><td>Norah Burns</td><td>GB External Member</td><td>F</td></tr>
<tr><td>Gerald Craddock</td><td>Independent Member</td><td>M</td></tr>
<tr><td>Talita Hozier</td><td>Independent Member</td><td>F</td></tr>
<tr><td>Noelle Burke</td><td>Independent Member</td><td>F</td></tr>
<tr><td>Michael Carr</td><td>GB Staff Member</td><td>M</td></tr>
<tr><td>Brian Jordan</td><td>GB Student Member</td><td>M</td></tr>
<tr><td>Yvonne Galligan</td><td>President's Nominee</td><td>F</td></tr>
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2)   These Committee memberships effective from 11th October 2023 for a period of up to four years.

APPROVED
Proposed: M Carr
Seconded: N Khisa

| 42.B.05 | APPOINTMENT OF STUDENTS UNION NOMINEEES TO ACADEMIC COUNCIL | |

Governing Body noted the Approval Cover Sheet *'Students' Union Nominees for Membership of Academic Council Appointment Report, (11th October 2023)'*, and supporting documentation contained in the accompanying Appendix as circulated to members.

Following a briefing by the University Registrar, Governing Body approved the following six Students' Union nominees for membership of Academic Council as detailed below in accordance with the Terms of Reference for Academic Council.

NOTED

APPROVED
Proposed: B Jordan
Seconded: E Maher

NAME	STUDENTS' UNION POSITION
Brian Jordan	President
Shauna O'Toole	Vice-President Academic Affairs
Peter McCAnn	Vice-President City Campus
Sheran Badhadir	Vice-President Tallaght Campus
Liam Cosgrave	Education Executive
Mary Scally	General Manager TU Dublin SU

| 42.B.06 | DRAFT INTERNSHIP POLICY | |

Governing Body noted the Approval Cover Sheet *'TU Dublin Draft Internship Policy (25th September 2023)'*, and the supporting documentation contained in the accompanying Appendix, as circulated to members.

Governing Body approved the Draft Internship Policy.

NOTED

APPROVED
Proposed: L Kavanagh
Seconded: N Khisa

REF	ITEM	DECISION
	Section B – Standard Items	
42.B.07	**HEA SECTION 142 – BDO REPORT** Governing Body noted the Cover Sheet Report *'HEA Section 142 – BDO Review (11th October 2023),* and supporting documentation contained in the accompanying Appendix as circulated to members. The COO briefed members on a number of recent updates and requests from the HEA in relation to the BDO Report i) HEA Board endorsed the BDO Report at its meeting on 10th October 2023. ii) HEA Executive to liaise with TU Dublin Executive on the implementation of the BDO Report. iii) HEA sent the BDO Report to DFHERIS on 10th October 2023. iv) HEA to send the BDO Report to the Comptroller and Auditor General on 12th October 2023 ▉ ▉▉▉▉▉▉▉▉▉▉▉▉▉▉ ▉▉▉▉▉▉▉▉▉▉▉▉▉▉ ▉ ▉▉▉▉▉▉▉▉▉▉▉▉▉ The Chair welcomed ▉▉▉▉▉▉ (BDO Director) who joined the meeting to give members a broad overview of the two issues reviewed in this report in respect of TU Dublin's Recurrent Grant Income and the Tuition Fee Income Reporting and Forecasting. ▉▉▉▉▉ informed members that a final BDO Report will issue subject to it being endorsed by Governing Body today with consideration given to comments received from Governing Body. ▉▉▉▉▉ wished to thank and acknowledge the full cooperation of the TU Dublin staff who assisted BDO in this review. Governing Body noted the following observations, comments and queries raised by the members: a) Amongst the factors contributing to the issues arising were the existence of three separate finance systems until September 2021, human error and campus assignment of Recurrent Grant amounts. b) Controls on opening and closing balances have been enhanced further and the unified system now has checks on opening and closing balances. In addition, for all types of accruals and estimates a complete working file of the calculations is available and should avoid any future errors. c) Process has commenced to ensure more up to date and more detailed student data should be available and incorporated into future financial projections. This will ensure that the link between student numbers and income figures will initially be based on the October census to inform the University fee income. There will be three separate times during the year when the finance team will update the forecasting and reporting based on the student numbers. This work will be done on a co-ordinated basis between the relevant departments. d) The University is still operating three student data bases which is a current gap in the unified systems but is working towards a unified system being in place for Academic Year 2025/26. e) The University has moved its budget year internally from a calendar year to an academic year (September to August) which matches the University's financial year and aligns better with our operational, planning and reporting. f) Organisation Design has delivered one finance function with individuals responsible for key areas across the across the University. g) A full review of outstanding debtors is underway and it is expected that an update on these debtors will be available as the August 2023 Financial Statements are prepared. h) Recommend that a wider review of the finance function as described in the full initial Terms of Reference takes place.	**NOTED** **NOTED** **NOTED**

REF	ITEM	DECISION
	Section B — Standard Items	
	Governing Body approved the following proposals by the Governing Body Chair: 1) Governing Body endorsed the BDO Report, the recommendations and implementation plan contained therein. 2) Governing Body expressed their support of the TU Dublin Executive in the implementation of these recommendations, and to engage with the HEA Executive to complete this work. 3) Formal communication to the HEA, DFHERIS and BDO confirming endorsement by Governing Body. The Chair thanked ▮▮▮▮ for his briefing. The COO also wished to acknowledge and thank ▮▮▮▮ for the professional manner in which he carried out a sensitive piece of work.	**APPROVED** Proposed: E O'Shea Seconded: A O'Toole **UNIVERSITY SECRETARY NOTED** **NOTED**
42.B.08	**DRAFT IT IDENTITY MANAGEMENT POLICY** Governing Body noted the Approval Cover Sheet *'Draft IT Identity Management Policy (26th September 2023)'*, and the supporting documentation contained in the accompanying Appendix, as circulated to members. Governing Body approved the Draft IT Identity Management Policy	**NOTED** **APPROVED** Proposed: S A Sherry Seconded: C Clune Mulvaney
42.B.09	**UPDATED DRAFT IT ACCEPTABLE USAGE POLICY** Governing Body noted the Approval Cover Sheet *'Updated Draft IT Acceptable Usage Policy (26th September 2023)'*, and the supporting documentation contained in the accompanying Appendix, as circulated to members. Governing Body approved the Updated Draft IT Acceptable Usage Policy.	**NOTED** **APPROVED** Proposed: S A Sherry Seconded: C Clune Mulvaney
42.B.10	**DRAFT IT INFORMATION SECURITY POLICY** Governing Body noted the Approval Cover Sheet *'Draft Information Security Policy (26th September 2023)'*, and the supporting documentation contained in the accompanying Appendix, as circulated to members. Governing Body approved the Draft IT Information Security Policy.	**NOTED** **APPROVED** Proposed: S A Sherry Seconded: C Clune Mulvaney
	Section C — Executive Reports	
42.C.01	**UNIVERSITY EXECUTIVE REPORT** Governing Body noted the *'University Executive Report (11th October 2023)'*, and supporting documentation contained in the accompanying Appendix as circulated to members. Following discussion Governing Body noted: 1) Challenges in respect of demand for social spaces due to increased activity post-covid19 until the academic hub is completed. 2) Ongoing staff recruitment challenges within the public sector 3) Update on readiness of Financial Statements 2023 to C&AG in November 2023	**NOTED**
42.C.02	**STRATEGIC PLAN REPORT** This item was included in the University Executive Report, Item [42.C.01]	**NOTED**

REF	ITEM	DECISION
	Section C – Executive Reports	
42.C.03	**STRATEGIC PLAN (PEOPLE)** **University Education Model Update** Governing Body noted the *'TU Dublin University Education Model Report (11th October 2023)'*, and as circulated to members and the University Education Model – Engaging Workshops tabled at the meeting. The Chair invited Dr Meaney to brief members on this item and following discussion Governing Body noted: 1) The University Education Model (UEM) team is funded under the Technological University Transformation Fund (TUTF) and will be a technology enabled activity with support on the ground. 2) This is the capstone change for the University 3) The model has been benchmarked internationally and is based on the Australian model which will allow a balance of uniqueness, practical skills and choice while linking it back to the student experience. 4) Application to the HEA Technological Sector Advancement Fund (TSAF) which will support the funding for the enabling technology. 5) Potential pilots relating to the resource allocation model and partnership teaching. 6) Link between student numbers, funding, resources and recruitment The Chair thanked Dr Meaney for her briefing.	NOTED NOTED
42.C.04	**STRATEGIC PLAN (PARTNERSHIPS)** **TU Dublin Brand Strategy Update** Governing Body noted the *'TU Dublin Brand Strategy Update (11th October 2023)'*, as circulated to members. The Chair welcomed Dr Mark Henry, *(Head of Communications and Marketing)*, to the meeting who briefed members on this item. Following discussion Governing Body noted: 1) KPI's to 2028 - brand strategy to grow general awareness which will support recruitment, influencing, course choices, University business partnerships 2) Team resourcing and activity update – building and accessing the skill sets required 3) Brand campaign development – multi media campaign 4) Media investment 2023/2024 5) Draft future investment roadmap	NOTED NOTED
42.C.05	**TU DUBLIN ISSUES MANAGEMENT AND CRISIS COMMUNICATIONS PLAN** Governing Body noted the Cover Sheet Report *'TU Dublin – Issues Management and Crisis Communications Plan (4th October 2023)*, and supporting documentation contained in the accompanying Appendix as circulated to members. Dr Henry briefed members on this item and following discussion Governing Body noted: 1) The status of the tender process to procure external communications support for the University with a particular focus on crisis management 2) The successful external communications advisor will work with the Head of Communications and Marketing to develop and implement a University Issues Management Framework to monitor areas of communication risk, internally and externally. The advisor will also assist with the finalisation of the Crisis Communications Plan to be deployed in the event of a critical incident or if an issue develops into a crisis. 3) The Head of Communications and Marketing and senior members of the UET including the President, Deputy President and COO have proactive and regular engagement to identify, respond and manage communication issues. 4) Clarification on the proposed external communications budget	NOTED

REF	ITEM	DECISION
	Section C — Executive Reports	
42.C.06	**TU DUBLIN GOVERNING BODY COMMUNICATIONS PROTOCOL GUIDELINES** Governing Body noted the Cover Sheet Report *'Draft Governing Body Communications Protocol Guidelines (18th September 2023),* and supporting documentation contained in the accompanying Appendix as circulated to members. Dr Henry briefed members on this item and following discussion Governing Body noted: 1) This was the first iteration of a protocol document designed to guide Governing Body members on the appropriate processes for communicating internally and externally during the course of their work 2) A similar protocol document is being developed to guide the UET in relation to the appropriate processes for the dissemination of communications both internally and externally. The Chair thanked Dr Henry for his briefings.	NOTED NOTED
42.C.07	**CHIEF FINANCIAL OFFICER (CFO) UPDATE** The President briefed Governing Body on the current status of this position. Governing Body noted that the business case is well developed but technicalities on the grade and reporting for this role have to be clarified with DFHERIS before this position will be sanctioned. Governing Body noted that the Terms of Reference originally outlined by the HEA for the S142 review included a second phase which included a review of the University finance function and that this would feed into the scope and structure of the new CFO role. The Chair requested that the COO keep the ARC and FPC up-to date on any further developments from the HEA in relation to this second phase.	NOTED NOTED
42.C.08	**CHIEF RISK OFFICER UPDATE** This item was included in Item 42.E.01	NOTED
	Section D — Items For Noting	
42.D.01	**UNIVERSITY SEAL REGISTER REPORT** Governing Body noted the University Seal Register Report (6th September 2023) from the University Legal Counsel confirming documents to which the seal of TU Dublin had been applied during the period 27th July to 6th September 2023.	NOTED
	Section E — Chair, Committee, Council Minutes & Reports	
42.E.01	**COMMITTEE MEETING REPORTS** **Audit and Risk Committee (ARC) Meeting Report** Governing Body noted the ARC Meeting Report (32) held on 19th September 2023 as circulated to members. The ARC Chair updated members on the status of the Chief Risk Officer (CRO) role. Governing Body noted ARC's preference for option two from the four options for this role outlined in the IPA Report being the appointment of a Chief Risk and Assurance Officer. Governing Body noted that the Executive were in the process of completing a candidate brief for this role to be presented at the next ARC meeting. The ARC Chair also conveyed disappointment in relation to the progress in completing some of the management actions attached to a number of internal audits.	NOTED
42.E.02	**COMMITTEE MINUTES** **Audit and Risk Committee (ARC) Minutes** Governing Body noted the Audit and Risk Committee Minutes for Meeting 31 held on 31st May 2023 as circulated to members.	NOTED
42.E.03	**Select Committee (SC) Minutes** Governing Body noted the Select Committee Minutes for Meetings (2-6) held on (9th June, 4th, 10th, 22nd August and 11th September 2023) as circulated to members.	NOTED

Section F – Standard Items

42.F.01	**ANY OTHER BUSINESS** **Student's Union Update** Governing Body noted the Cover Sheet *'Students' Union Update (18th August 2023)',* as circulated to members. Mr Brian Jordan (Students Union President) briefed members on a number of items including a number of operational items, student accommodation, student supports, budgets and transport. Governing Body also noted a suggestion that the University could lobby for a more efficient process in the issuing of PPS numbers to international students arriving from outside the State.	**NOTED**
42.F.02	**GOVERNING BODY MEETING** **Next Governing Body Meeting** Members noted that the next Governing Body meeting is scheduled to take place on Wednesday 29th November 2023 between 10.00-13.00 on the Grangegorman Campus.	**NOTED**
	The Chair thanked members for their attendance and participation.	**NOTED**

SIGNED _____   DATE: 29TH November 2023.

Charles Larkin,
Chair.