

## Minutes of the 28<sup>th</sup> Governing Body meeting

- Date:** Tuesday, 17<sup>th</sup> September 2024
- Time:** 3.30pm – 5.00pm, Tourism & Leisure building boardroom,  
Waterford Campus
- Chairperson:** Professor Patrick Prendergast
- Attendees:** Professor Veronica Campbell  
Mr Jim Bergin  
Ms Sarah Clarke  
Dr David Dempsey  
Mr Mark Dunne  
Ms Louise Grubb  
Mr Richard Lacey  
Mr Kevin Lewis  
Dr Kathleen Moore Walsh  
Professor Marie-Christine Ho Ba Tho
- Apologies:** Ms Eileen Curtis  
Ms Ruth Beadle  
Mr Claus Derenda  
Mr Ray Ryan  
Ms Pauline Oakes  
Mr Corey Shanahan
- In attendance under the Code of Governance:**  
Ms Elaine Sheridan, VP Governance /University Secretary
- In attendance for Agenda Item 4:**  
Dr Richard Hayes, VP Strategy  
Ms Shauna Whyte, VP People, Culture & EDI
- In attendance for Agenda Item 5.1:**  
Mr David Buckley, Estates Manager  
Mr Paul Quirke, Capital Projects Manager
- Secretariat:** Ms Annette Byrne

## Item Title

### Section A

#### 1. Chairperson's Opening:

##### 1.1 Welcome & approval of Agenda

The Chairperson welcomed all back after the summer recess. Confirming the meeting was quorate and with approval of the agenda he commenced the normal business.

##### 1.2 Conflict of Interest

NOTED The Chairperson asked members if they had any conflicts of interest to declare associated with items on the meeting agenda. No members present declared a conflict for this meeting.

##### 1.3 Governing Body Standing Orders

NOTED In referring to the above the Chairperson indicated that some amendments and additions are being proposed to clarify arrangements for electronic approvals and business over the summer months. It was therefore agreed to approve the updated Standing Orders document as provided.

AGREED Publish updated Standing Orders on the Governing Body website

##### 1.4 Approval of minutes: 18<sup>th</sup> June 2024

AGREED To approve the minutes of 18<sup>th</sup> June, subject to a minor amendment and to publish on the website.

##### Approval of minutes: 4<sup>th</sup> July 2024

AGREED To approve the minutes of 4<sup>th</sup> July, subject to a minor amendment and to publish on the website.

##### 1.5 Membership of Governing Body Committees

NOTED Dr Dempsey excused himself from the meeting at 3.15pm. The Chairperson informed the Governing Body that Mr Bergin's term as Chairperson of the Audit & Risk Committee has expired and now proposing to nominate Dr Dempsey to this role. This was agreed by all. The Chairperson thanked Mr Bergin for his contribution and support over the past two years. Dr Dempsey rejoined the meeting at 3.18pm.

##### 1.6 Matters arising (Action Log)

NOTED The Chairperson indicated that matters, as noted on the Action Log, are in hand. The President provided an update regarding the of Carlow College indicating that further updates will be provided in due course.

There were no other matters arising.

#### 2. Report from President:

NOTED The President provided updates to the Governing Body as follows;

##### Strategic & Capital matters:

- Technological Sector Strategic Projects Fund (TSSPF) applications have been submitted to the HEA;
- Planning applications for PPP capital projects have been re- lodged;
- Update on the status of the CPO of the site in Wexford
- Updates regarding refurbishment projects completed during the summer months.

##### Engagement;

- Internal engagement plans include PMSS and Teaching Excellence Awards, ongoing staff webinars and Think Tanks in the coming weeks;

- A number of external engagements have taken place over the summer months including meetings with Ministers and public representatives, a visit by a US delegation and a meeting of South East Oireachtas members at Kildalton College regarding proposed veterinary and pharmacy programmes;
- A number of engagements and events with international partners;
- The President paid tribute to a number of SETU graduates who successfully participated in the Olympic games in Paris during the summer.

**3. President's Workplan for the 2024/25 academic year**

NOTED The President presented her Work Plan for the 2024/25 academic year outlining areas of priority as identified in the Strategic Plan. She outlined the key activities and expected outputs under the following areas; Strategic, Capital, Funding, Staffing, Governance/Chairing, Internal Community and Regional & Global Community as well as other priorities for SETU, noting indicative timelines for Governing Body updates and approvals as required.

NOTED The Chairperson thanked the President acknowledging the substantive workplan presented and opened the floor for comments or advice. There was a discussion regarding delays for the sanction of Senior Vice President roles by DFHERIS/DPER and members expressed their frustrations particularly as the grades now exist in the sector. It was therefore suggested that if there was no further progress on the matter by the October meeting of Governing Body that the Chairperson would write to the Minister, on behalf of the Governing Body, to express disappointment at the lack of a decision regarding these senior roles. The President also indicated that a decision regarding veterinary medicine is expected this week and that she would inform the Governing Body accordingly. The President's workplan was acknowledged and approved by all.

ACTION The Chairperson to write to the Minister regarding Senior Vice President roles should there be no progress on the matter by the October meeting.

**4. Strategic Plan (Progress and Challenges):**

NOTED Dr Hayes and Ms Whyte were welcomed to the meeting. Ms Whyte, recently appointed as VP for People, Culture & EDI, provided a brief self-introduction to all. Dr Hayes then commenced by providing a summary of key achievements and progress of KPI's and actions of the Strategic Plan during 2023/24 noting the following; 12 actions completed, 11 actions in progress, 7 actions in progress but delayed and 2 actions yet to commence. All actions continue to be monitored and attended to where required. He also outlined a number of challenges associated with progressing actions, whilst acknowledging the mitigating actions that are in place to address these challenges. Ms Whyte outlined actions associated with staff recruitment processes and the establishment of a Workforce Planning group. Dr Hayes then presented a number of steps to be taken to assist and support achieving key strategic objectives in the coming year. The Chairperson opened the floor for comments and advice from the Governing Body. There were some queries and a discussion relating to how challenges would be addressed. The Chairperson thanked Dr Hayes and Ms Whyte and they left the meeting.

**5. Corporate Administration:**

**5.1 Safety Statement**

NOTED Mr Buckley and Mr Quirke joined the meeting and provided the Governing Body with an update regarding the annual review of the Safety Statement which has comprised of an extensive review and consultation with staff groups and unions. A number of comments and observations have been put forth and incorporated as appropriate. Mr Buckley informed the Governing Body that the Audit & Risk Committee have reviewed same at their meeting the previous week and based on their recommendation now seek approval by the Governing Body. Following a brief discussion on the matter Mr Quirke and Mr Buckley clarified queries from members of the Governing Body.

AGREED On the recommendation of the Audit and Risk Committee to approve the updated Safety Statement and upload to the website.

5.2	<p><b><u>Nominations – Student Representative</u></b>  NOTED Mr Dunne proposed the nomination of Mr Corey Shanahan as a student member of the Governing Body for the coming academic year. He also indicated that he is hopeful of identifying a final student representative in the coming weeks.</p> <p>AGREED To approve the appointment of Mr Shanahan as outlined above.</p>
5.3	<p><b><u>GB Regulations &amp; Procedures</u></b>  NOTED Ms Sheridan provided details on the following, as recommended by the Nominations Committee; Governing Body regulations have been approved by the Minister during the summer months; in line with the process outlined in the regulations, an expression of interest will be sent to external Governing Body members regarding re-nomination; the Staff Election processes are due to commence in the coming weeks, however a matter just brought to her attention earlier in the day requires that the process is amended to de-couple the election dates for Panels D &amp; E and reassured all that this does not impede the process or regulations.</p> <p>AGREED To approve Governing Body Regulations and process for staff elections as outlined above.</p>
6.	<p><b><u>Academic Council:</u></b></p> <p>NOTED Academic Council Minutes for 18<sup>th</sup> June 2024, as approved by Academic council earlier in the day.</p>
7.	<p><b><u>Minutes of GB Committees:</u></b></p> <p>7.1 NOTED Audit &amp; Risk Committee draft minutes of 6<sup>th</sup> September 2024, to be further reviewed at the next meeting.</p> <p>7.2 NOTED Equality, Diversity &amp; Inclusion Committee draft minutes of 11<sup>th</sup> September 2024.</p> <p>7.3 NOTED Finance &amp; Capital Investment Committee draft minutes of 4<sup>th</sup> July 2024.</p> <p>7.4 NOTED Nominations Committee draft minutes of 5<sup>th</sup> September 2024.</p>
	<p><b><u>SECTION B:</u></b></p> <p>B1. AGREED To approve the recommendations of Eileen Doyle for the post of Head of Faculty of Business and Humanities and Paula Rankin for the post of Head of Faculty of Science.</p> <p>B2. AGREED To approve the EDI Strategy as recommended by the Equality, Diversity &amp; Inclusion Committee.</p> <p>B3. AGREED To approve the Climate Action Roadmap.</p> <p>B4. AGREED To approve use of the University Seal on Lease renewal documents.</p> <p>B5. NOTED Staff Appointments from 1 September 2023 to 31 August 2024.</p> <p>B6. NOTED Governing Body Training Plan.</p> <p>B7. NOTED Cinnte Review Briefing Note.</p> <p>B8. NOTED Conflict of Interest Annual Report.</p> <p>B9. NOTED Draft Minutes SETU Campus Services (Novus) draft minutes 16<sup>th</sup> July 2024.</p>

**8. AOB:**

There being no other business to attend to the Chairperson thanked all and closed the meeting at 5.00pm

A handwritten signature in black ink, appearing to read "M. Henderson", is centered within a white rectangular box.

Signed: \_\_\_\_\_

Date: 22 October 2024