

Minutes of the 6th Governing Body meeting

Date: Tuesday, 14th June 2022
Time: 4.00pm, T&L Boardroom, SETU Waterford Campus

Chair: Mr Jim Bergin, Deputy Chair

Attendees: Ms Ruth Beadle
 Mr Kevin Lewis

In attendance by invitation of the Governing Body:
 Professor Veronica Campbell (Incoming President)

In attendance by invitation of the Governing Body as Observers:
 Ms Louise Walsh, Academic Staff
 Mr David Kane, Professional Management Support Staff

In attendance under the Code of Governance:
 Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance
 Mr Cormac O'Toole, Vice President for Corporate Affairs

Apologies: Professor Patrick Prendergast
 Ms Rachel McCartney, Student Union President (Waterford)

Secretariat: Ms Annette Byrne

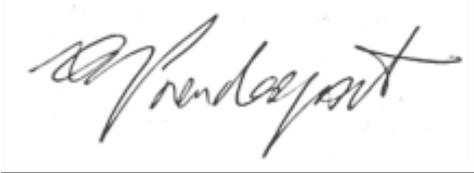
Item Title	
1.	<p>Chairperson's Welcome In the absence and by request of Prof Prendergast, Mr. Bergin accepted the role of Chair for this meeting. He welcomed members to the 6th meeting of the Governing Body of SETU. Confirming the meeting was quorate, he commenced the normal business.</p> <p>Conflicts of Interest NOTED The Chair advised that one perceived conflict has been acknowledged. It was then confirmed that members and observers did not have any particular other conflicts of interests or conflicts of loyalty to report.</p> <p>Approval of Minutes of 31st May 2022 AGREED To approve the minutes of 31st May 2022.</p> <p>Matters arising There were no matters arising.</p>

	<p>Ms Sheridan provided a brief update regarding the situation associated with the observers from PMSS staff that were invited to attend the Governing Body meetings. She confirmed that all relevant parties have been informed that Governing Body have decided that there will not be a deviation from the agreed processes which were put in place. She further confirmed that updates have been provided in relation to the Nominations Committee who are commencing their tasks and that they will consider the possibility of the acceleration of election processes in order to fulfill the composition of the board. It was highlighted that an industrial relations action has arisen in recent days regarding this matter however is being dealt with on an operational level.</p>
<p>2.</p>	<p><u>Policy Approvals</u></p> <p><u>Recruitment & Selection Appeals Procedure</u></p> <p>Mr O Toole provided a brief background to the process of development regarding the above which was progressed nationally through THEA and a subgroup of sectoral HR managers. Ms Hurley joined the meeting at this point and provided further detail in relation to consultation processes with TUI and PMSS representatives, agreement for this procedure has been achieved at national level in April 2022 and distribution of same to union representatives in May 2022. Ms Hurley continued by outlining the purpose of the procedure, timelines applicable to the appeal process, employee rights with regards to an applicant pursuing their complaint externally and obligations regarding the continuation of appointment processes. There was a brief discussion on the matter and in welcoming the process Prof Campbell suggested that it would be helpful to include some examples of the grounds for appeal in relation to processes. It was agreed that this information would be collated. It was also suggested that as this is the first iteration of this particular document it would be beneficial to conduct a review after one year and align the review dates and process with the Recruitment & Selection Policy.</p> <p>AGREED To approve the Recruitment & Selection Appeals Procedures.</p>
<p>3.</p> <p>a.</p> <p>b.</p>	<p><u>Corporate Administration</u></p> <p><u>Terms of Reference (Audit & Risk Committee)</u></p> <p>NOTED Ms Sheridan informed all that suggestions made at the previous meeting have been incorporated into the document; she continued by highlighting the relevant amendments. She indicated that consideration is being given to the establishment of an internal audit function for the organisation and currently exploring structures to accomplish this. Ms Beadle suggested that it would be helpful to outline a more balanced remit regarding responsibilities of the Audit & Risk Committee particularly in relation to disclosures. A brief discussion ensued with clarifications explained indicating that further discussions would be conducted once a suitable committee is in place. The Chair acknowledged the discussion that had taken place and suggested that approval of the Terms of Reference is carried forward to the next meeting.</p> <p>ACTION: Further amendments to be incorporated into the TOR (ES/COT).</p> <p><u>Recruitment</u></p> <p>NOTED Ms. Sheridan referred to documents provided, Staff Requests (For Noting); and Staff appointments (For Approval); informing all that a full review of same has been conducted in advance of the meeting with Prof Campbell. Members discussed the process and expressed the view that recruitment was an operational matter that could be dealt with by the President. It was further suggested that the format of presentation is reviewed and also placed at the end of the agenda. Ms Sheridan continued by reminding all that Governing Body are currently responsible for approving appointments however that delegations could be reviewed and put in in place as appropriate once Prof. Campbell officially takes up her post.</p> <p>AGREED To approve Staff appointments as presented.</p>

<p>4.</p> <p>a.</p>	<p><u>Strategic discussion</u></p> <p><u>Branding</u></p> <p>NOTED Dr Power, Dr O Byrne and Dr Doyle were welcomed to the meeting for the purpose of presenting an update to members regarding the strategic approach for the new SETU branding. Dr Power led the presentation outlining details of brand development from the beginning including the engagement of external Marketing and Branding experts, creative development and testing of identity and brand and ongoing brand rollout. He continued by expanding further on a large body of work carried out over the last two years which includes the following;</p> <ul style="list-style-type: none"> • Brand strategy phases; • Messaging i.e. Brand tone of voice and style guide; • Teaser Campaign including Social media post & Press advert; • CAO, Inspiring Futures & Social media campaigns; • Print Publications; • Collateral Roll-out: ongoing work with academic areas, functions, departments and units to replace branded collateral items; • Brand Toolkit. <p>Further discussion continued and the importance of relating brand understanding and awareness was encouraged in order to strengthen relationships with all audiences and stakeholders. Dr Power informed members that the staff community have embraced the new brand in a positive manner. Dr O Byrne and Dr Doyle commended the work of Dr Power and teams from all university who have worked collaboratively on this matter. Governing body members acknowledged and complimented the good work highlighting the need to continue and maintain momentum to ensure the energy and message of the SETU brand remains at the forefront in all communities. The Chair thanked all for their attendance and presentation wishing them continued success in ongoing and future tasks. Dr Power, Dr O Byrne and Dr Doyle left the meeting at this point.</p> <p>b.</p> <p><u>Rankings</u></p> <p>NOTED Dr. Hayes was welcomed to the meeting. He commenced by providing contextual background regarding the purpose of ranking statistics and that these are applied as a means of validating institutional claims, national and international benchmarks for performance and can be aligned with KPIs for strategic priorities. Dr Hayes informed members that the IoT sector did not place a focus on ranking statistics in the past however both legacy institutes have been ranked in the following; U-Multirank, THE World University Rankings and The <i>Times</i> Good University Guide, clarifying that the latter is a league table derived from data available from other sources. Further discussion on the matter ensued and Dr Hayes outlined some considerations and next steps for SETU in this domain including the establishment of an Institutional Ranking Taskforce, led by the President. He acknowledged a body of work regarding data sets to enable common data reporting that has been ongoing through the Corporate Affairs Domain Group thanking Ms Sheridan and Mr O Toole for their support in this regard. Prof Campbell stressed the importance of steering SETU in the direction of The <i>Times Higher</i> Young University Rankings list. The Chair thanked Dr Hayes for his presentation.</p>
<p>5.</p>	<p><u>Academic Council Minutes</u></p> <p>NOTED SETU Academic Council minutes dated 17 May 2022.</p>
<p>6.</p>	<p><u>AOB</u></p> <p>NOTED Papers provided for information purposes only; Update on IR and HR Matter, Safety Management Overview; Protected Disclosures Annual Report 2021 (WIT & ITC).</p>

NOTED Mr Kane acknowledged the passing of a family member in recent weeks who was also a past employee of WIT. The Chair on behalf of the Governing Body extended condolences to Mr Kane and his family.

There being no other business to attend to the Chair thanked all and closed the meeting at 6.20pm.



Signed: _____

Date: 12 July 2022

Professor Patrick Prendergast