

# TUSE

## Steering Group Meeting 10

Friday, 21<sup>st</sup> September 2018 10 am

WIT: Boardroom, NetLabs, Carriganore Campus

**Attendees:** Andy Shenstone (Chair),  
John Moore Chair ITC, Jim Moore Chair WIT  
Patricia Mulcahy President ITC, Willie Donnelly President WIT,  
Ann Marie Caulfield WIT, Martin Costello WIT, Mary Delaney ITC, David Denieffe ITC,  
Martin Dolan ITC, Richard Hayes WIT, Catherine O'Donnell ITC, Cormac O' Toole ITC,  
John Wells WIT  
Gary Holohan (PwC)

**Recording:** James O'Sullivan WIT

### The following documents were circulated in advance:

- Agenda
- Minutes of meeting 9 – 31<sup>st</sup> August 2018 in Waterford Institute of Technology
- Agenda Item 5: TUSEI Application – TUSEI Application DRAFT Version 3.0

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| <b>(1) Welcome</b>   | Opening the meeting Andy Shenstone welcomed the members of the steering committee to meeting 10.   |
| <b>(2) Apologies</b>   | Ger Frisby IT and Elaine Sheridan WIT.   |
| <b>(3) Minutes of the meeting of 31<sup>st</sup> August 2018</b> | Confirmed in order by all present.   |
| <b>(4) Matters Arising</b>                                       | <p><u>1<sup>st</sup> point: current status of inputs.</u><br/>Appreciation was noted to all colleagues for developing the content for the application.</p> <p>Patricia Mulcahy agreed to contact the E&amp;Y partner regarding the release of their report.</p> <p><u>2<sup>nd</sup> point: HEA discussions.</u><br/>John Moore updated the SG that the Chairs, Presidents and VPs for Corporate Affairs met with the HEA to present the Financial plan. The Chairs will progress matters in tandem.</p> |

Funding from the HEA has been secured having recognised significant progress. It will be considered if further additional funding is required for 2019.

3<sup>rd</sup> point: Governance process for application.

Version 4 of the application will be complete by the end of the weekend. WIT GB meet Tuesday and ITC on Wednesday, further GB meetings will be required over the next 2-3 weeks to close out.

John Moore outlined the governance procedure which the Governing Body GB members had agreed for consideration and approval of the application. This will take about three weeks.

Andy Shenstone noted that the process demanded this level of governance and the 3 week GB consideration should be communicated to the dept. The GBs need to have the same version released – non-sensitive and non-confidential information can be released in electronically/hard copy format while sensitive and confidential information including financials will only be observable by the GBs in data secured rooms.

Patricia Mulcahy noted that this is consistent with the HEA direction that confidential information only be released after meeting the advisory panel.

**Action: Chairs to draft a note for the GBs on the sequencing of events and the process up to the end of October.**

**Action: Chairs to agree approach for release of sensitive/confidential documentation to GBs.**

**(5) Draft submission, status, review and editorial arrangements**

The chair asked for a status update on the Chapters of the application.

Mary Delaney noted Chapter 1 is almost complete and Chapter 2 is in a robust state. Chapter 3 is still being developed as this is mostly tabular content. Referencing and editing are being developed for entire document integrity. A risk register has been developed to highlight areas of risk. The design input has also been factored into the submission and a clean design was provided to the steering group for review.

Richard Hayes noted that the narrative is well developed which brings excitement into the document showing TUSEI as a great place to work. This excitement needs to be conveyed to the GBs.

Mary Delaney said the Executive summary will be developed at the end of drafting. The 'Preface' will now become a 'About this Document' section.

Chapter 1:

Martin Costello raised comments on 1.3.8 and highlighted this section required strengthening to support all local regions. The chairs agreed to have the editors strengthen this Section while noting concerns that this does not commit TUSEI to any future direction and is only a statement of intent.

#### **Update Chapter 2: Context**

David Denieffe stated we should not compare TUSEI to 'new universities' as we are going to be a new type of entity.

This section requires the input from the E&Y report.

Patricia Mulcahy suggested including more on the technology aspect of TUSEI such as distance learning and Willie Donnelly commented to ensure these models are captured in the financial plan.

#### **Update Chapter 3: Vision, Mission and Values**

Richard Hayes recommended a break in the application at this stage to support the reader as the style changes from narrative to tabular. This recommendation was supported.

David Denieffe stated industry programmes needed adding to the current draft.

Prospectus joined the meeting (John Crimmins and Mary Armstrong).

There was a further discussion regarding equivalencies and an approach was agreed for the submission.

John Moore noted a short form CV is all that is required for application. Equivalents should be celebrated in the submission as a distinguishing feature. Trajectory was noted as being of equal importance.

#### **Chapter 4: Meeting Performance Criteria**

Andy Shenstone noted the relative brevity of this section. Mary Delaney addressed this query by stating this is not yet complete and other sections will be threaded through this chapter for consistency of vision.

Richard Hayes stated that the position of non-academic staff also needs to be included to ensure they feel part of the journey. The sub editors will address.

### **Chapter 5: Establishing TUSEI**

Andy Shenstone acknowledged the support on this chapter from PWC. The editors are including a 'risks and mitigation' section which has been received from Prospectus. The registrars will review to validate this section.

### **Update Chapter 6: Financial Plan**

John Moore noted that the Prospectus model was well received. Further detailed analysis is required. The audit subcommittee will review prior to finalising.

### **(6) Financial modelling and mitigation**

Andy Shenstone stated the process will conclude next week and then into the Governance process. There is to be no loss of momentum and a further steering meeting will be scheduled for October 11 or 12<sup>th</sup>.

Jim Moore highlighted the importance of next week for the financial model and governance process.

Willie Donnelly noted that it is important that recognition is given that the application is ready on the 30<sup>th</sup> September.

**Action: Secretariat to arrange meeting date.**

### **(7) AOB**

None