

TUSEI

Steering Group Meeting No. 26

16:00hrs 24th August 2020

Via Zoom

Attendees: Andy Shenstone (Chair), Jim Moore (Chair WIT), John Moore (Chair ITC), Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), David Denieffe (ITC), Richard Hayes (WIT), Helen Murphy (WIT), Cormac O'Toole (ITC).

Secretariat: Anne Phelan

The following documents were circulated in advance of the meeting:

- Minutes of the 25th TUSEI meeting held on the 10th February 2020
- Revised Terms of Reference for TUSEI Steering Group

	<p>The Chairman welcomed all attendees and confirmed that the meeting was quorate.</p> <p>It was noted that, despite the significant difficulties caused by the outbreak of Covid-19, the hiatus arising from a change of government and associate changes to the machinery of government and the fact the terms of both governing bodies had ended, many different meetings had taken place between the last Steering Group meeting in February and this one, including substantial engagement with the Department of Education & Skills. Key actions taken have included establishing a Programme Management Office, the announcement of the appointment of a TUSEI Programme Executive Director by the Minister for Further and Higher Education, Research, Innovation and Science, and a review and agreement to making key changes to the Programme Governance structure including the Terms of Reference of this Steering Group.</p>
(1) Apologies	Elaine Sheridan (WIT)
(2) Minutes of the 25th meeting on the 10th February 2020	The minutes of the 25 th meeting of the Steering Group held on the 10 th February 2020 were circulated to members for review in February. The current draft was taken as agreed and was cleared for publishing on the TUSEI website.

<p>(3) Revised Steering Group Terms of Reference</p>	<p>Following a review of TUSEI activities by Tom Boland (the Programme Executive Director) revised terms of reference for the future functioning of the Steering Group had been prepared by the Chair of the Steering Group. The document, <i>TUSEI Steering Group Terms of Reference and Operational Structure</i> [revised draft dated 12th August 2020] was circulated to members in advance of today’s meeting.</p> <p>Members welcomed the proposal to include staff and students Governing Body representatives in the new Steering Group membership. Following discussion amendments were agreed including clarity regarding the quorum and the nomination of further Governing Body members by the Chairs.</p> <p><u>Action:</u></p> <ul style="list-style-type: none">a) Members to advise the Chair of any further required edits before the end of the week at which time the Chair will finalise the document and recirculate.b) Once recirculated, ITC and WIT Governing Body Chairs to ratify the final document on behalf of the governing bodies of both institutes as they have delegated authority pending the appointment of new Governing Bodies
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