

MINUTES

Meeting: TUSEI Leadership Group
Date: 21st December 2020
Chairperson: Tom Boland
Attendees: Brian Foley, David Denieffe, David Dowling, Cormac O’Toole, David Ryan, Declan Doyle, Ellen Hazelkorn, Eimear Radley, Frances Hardiman, Helen Murphy, Joseph Collins, John Wells, Karen Hennessy, Maresa Fitzhenry, Marie Esmonde, Richard Hayes, Rita Dalton, Samantha O’Connor, Suzanne Denieffe, Yvonne Hoare

Focused Discussion Attendees: John Trehy, Bill O Gorman, Ken Thomas.

Apologies: Annette Byrne, Derek Byrne, Elaine Sheridan, John Fortune, Mark White, Maebh Maher, Orla Foley, Peter McLoughlin, Thomas Drury

No.	Item
1.	Agenda <ul style="list-style-type: none">• Minutes of meeting of 7th December – any matters arising• Update from Project Office.• Discussion on timetable – document circulated• Workstream Progress Reports – Research and Innovation, Students Union, Engagement and Multi Campus• Focused discussion on the opportunities and challenges of a multi campus TU• AOB
2.	Minutes of meeting of 7th December 2020 <p>There were no matters arising.</p>
3.	Project Office Updates <p>The Chairperson provided the meeting with the following updates from the Project Office:</p> <ul style="list-style-type: none">• Internal PO Meetings with WS Chairs: Met with 5 out of 8 so far.• Guidance Paper on Expectations regarding Outcomes: Paper recently distributed was widely welcomed.• General PO Advice: Attendees were advised not to engage external consultants too soon. The primary focus needs to be on the WGs teasing out the issues and completing the work themselves. WGs should also avoid excessive fragmentation into sub-groups but, where this adds value, the sub-groups should meet collectively on a regular basis.• Joint Executive Steering Group: Met on 15th December.

	<ul style="list-style-type: none">• Engagement: Manager will be recruited early 2021.• Engagement Advisory Group: Terms of Reference and Letters being sent during the week. To be sent to WS Leads also.• National Development Plan: The project Office will work with the relevant personnel in the Institutes to draw together a combined submission to the HEA.• Application Document: Sent to chairs as well as leads. Circulation is on a confidential basis.• Pre-Audit: Tenders to be selected for pre audit to begin mid-late Jan.• Resource Request Template: To be approved by Finance before Holidays.
4	Timetable up to application The attached document was shared on screen, detailing the timeline up to 28 th April 2021, deadline date of submission to HEA.
5	Workstream Progress Reports <ul style="list-style-type: none">• The following WS briefed the meeting on progress against their project plans - Research and Innovation, Students Union, Engagement and Multi Campus.
6	Focused Discussion on Multicampus The multi-campus nature of TUSEI can create opportunities and challenges for the two Institutes. Lessons can be learned from other mergers. Issues that arose in the discussion included – <ul style="list-style-type: none">• What defines and what will link campuses.• Governance/Leadership/Management, Community Culture, Engagement, Knowledge Management, Quality/Equity.• International experience from college mergers in NS Wales & SE Norway have been examined.• Lessons learned from best practice include the importance of identity, belief, incentives, trust, support, community affiliation, resources, the strengthening of regional development, the need for buy-in at all levels of the institutes, commitment, long term sustainability and communication.• A key focus must be on opportunities, added value and vision.• The multi-campus concept should be stress tested against TUSEI objectives.• Language and narrative used will be important.• Smaller campuses should not be at any disadvantage within the new larger TU.
7.	AOB No other business
8.	Next Meeting Monday 11 th January, 2021, 11:00 am (by Zoom)

Timetable for Initial Revision/Addendum of Submission Report & Prep Panel

DATE	ACTIVITY	RESPONSIBILITY
Thursday 17 December 2020	Circulation of TUSEI application submission to Leadership Group and working group chairs for review	TUSEI Project Office (PO)
Monday 11 January 2021	Provide to PO List of proposed additions & amendments to submission	Leadership Group
	Draw up a list of evidence gathering required & status	TUSE Project Office
January 11 – 5 February 2021	Develop Ideas & write up proposed additions & amendments	Leadership Group
Friday 5 February 2021 4pm	Submit proposed additions & amendments to PO	
Monday 8 February 2021	Discussion of proposed additions & amendments	Leadership Group + Presidents
08 - 22 February 2021	Finish drafting proposed additions & amendments	Leadership Group + Project Office
Monday 22 February 2021 4pm	Submit proposed additions & amendments to PO	
23-26 February 2021	Final editing of draft submission	Leadership Group + Presidents
Friday 26 February	Sign-off	Leadership Group + Presidents
01 March 2021	Draft submission + addendum(s), links to evidence files etc. sent to Preparatory Panel	TUSEI Project Office
08-12 March 2021	Preparatory Panel meets	

15 March 2021	Reflect on feedback from Preparatory Panel	Leadership Group + Presidents
22 March – 2 April 2021	Re-Write as required; additional evidence collected	Leadership Group + Presidents
5-14 April 2021	Final editing	Leadership Group + Presidents, TUSEI Project Office
14-21 April 2021	Submission sent to GB Steering Group for Sign-off	GB Steering Group
21 April 2021	Consideration by the GB Steering Group	GB Steering Group
22-26 April 2021	Any further edits and sign off by governing bodies	TUSEI Project Office

Meeting reference: TULEADERSHIP (by ZOOM)

Wednesday 28 April 2021	Submission to the Minister for Further & Higher Education	Presidents/Chairs of GB
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