

MINUTES OF THE ONE HUNDRED AND TWENTY FIRST MEETING OF THE MANAGEMENT COMMITTEE OF ARMAGH OBSERVATORY AND PLANETARIUM HELD ON 28 MARCH 2022 AT 11.00 AM IN THE PLANETARIUM BOARDROOM

Present: Mr J Briggs (Chair), Mr S Brown, Mr G Cox, Professor L Harra, Professor C Jackman, Mr P Kennedy, Professor M Mathioudakis, Mr P McGurgan and Mr E Rooney

In Attendance: Professor M Burton (Director), Mrs C Corvan (Head of Corporate Services), Mr L Knox (Head of Finance), Dr M Sarzi (Head of Research), Mr J Murray (Boardroom Apprentice), Mr Colin McCrossan, (SIB, Project Director) and Mrs L Brown (Corporate Manager)

Apologies: Rev Canon W M Adair, Professor M Darnley, Dr K Lemon and Mr R Wilson

1. OPENING REMARKS

1.1 At the outset the Chair welcomed everyone to the meeting. In particular, he welcomed Mr Colin McCrossan, SIB, Project Director and advised that Mr Murray, Boardroom Apprentice would join the meeting following consideration of Agenda Item 1.

2. APOLOGIES

2.1 Apologies were received as outlined above.

3. DECLARATIONS OF INTEREST

3.1 The Chair reminded members and officers of the need to declare any actual, potential or perceived conflict of interest associated with any item on the Agenda, either now or at the relevant point during the meeting. No conflicts of interest were declared at this point.

4. CONFIDENTIAL ITEM REMOVED

Mr Murray joined the meeting at 11.25 am.

5. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 6 DECEMBER 2021

5.1 On the proposal of Mr Kennedy, seconded by Mr Rooney, the minutes of the meeting of 6 December 2021 were approved as a true and accurate record of the meeting, to be signed by the Chair.

6. MATTERS ARISING FROM THE MINUTES

6.1 There were 6 matters arising from previous meetings. It was proposed to close 3 of these.

6.2 There were no further matters arising.

7. CHAIR'S BUSINESS

- 7.1 The Chair advised that the draft report on the Management Committee Review of Effectiveness and the proposed Action Plan had previously been circulated. It was intended to focus on the latter.
- 7.2 One of the issues identified was the need to improve remote/hybrid facilities and, attending the meeting in progress remotely, Mrs Corvan acknowledged and recognised that the Boardroom technology set-up was not satisfactory. The Chair, who was also joining remotely, concurred with her. Mrs Corvan explained that they had attempted a number of things to improve this and would continue to explore further how this could be addressed.
- 7.3 The Chair briefly elaborated on the suggestions for discussion outlined in the Action Plan, which included restructuring the Agenda and holding a two-day meeting once a year in an attempt to get the balance between operation reporting and strategic focus. Mrs Corvan responded to a number of queries from Mr Rooney, during which she advised that she had developed the Action Plan to bring together the issues arising from the Review of Effectiveness report, discussion on the day and since, and internal discussions, as suggestions for consideration.
- 7.4 Mr Brown pointed out that as a public body they needed to have robust governance which worked against being strategic, open-minded and creative. In his own experience you could not merge those into one meeting and so he felt they should be kept separate. He felt that once a year was probably too little. He therefore endorsed the suggestion of separate strategy meetings.
- 7.5 The Chair suggested that they continue to consider the matter, evaluate how the 2-day meeting in June went and return to the matter in September, with a further report on how to take the matter forward. Prompted by a query from Mrs Corvan as to whether Management Committee members could commit to the proposed 2-day meeting in June, Mr McGurgan pointed out the difficulties for those with working commitments. In light of the comments, it was agreed to check out the suitability of the June dates.
- 7.6 Mr Kennedy referred to issues arising from the staff survey relating to a disconnect between the Management Committee and staff and supported the suggestion of receiving updates from staff members on various activities. Mr Brown endorsed Mr Kennedy's comment.
- 7.7 With regard to the number of papers going to the Management Committee, Mr Rooney said that he felt there needed to be a filter. He considered that all of the papers from ARAC and SPRC going to the Management Committee was a feature of the meetings taking place on the same morning and that the role of the ARAC and SPRC should be to present the key papers and to inform and seek the views of the Management Committee. He felt there could for example be summary papers from ARAC and SPRC to the Management Committee on the recommendations and would be worth looking at before June.
- 7.8 Mrs Corvan pointed out that the current situation derived from there being no delegation of responsibilities and therefore all recommendations had to be approved by the Management Committee. The legislation allowed for the Management Committee to delegate some decision making, however as outlined in the paper, to bring this forward required Management Committee consideration of the items it could delegate and Board of Governor approval to amend the Terms of Reference. She undertook to prepare a paper for the Board of Governors on 26 April, for prior consideration by the Management Committee. **Action MC 28/03/22-02 Paper to be brought to Board of Governors regarding Management Committee delegation to Sub-Committees and amendments to Terms of Reference.**

- 7.9 The Management Committee accepted and endorsed the Action Points contained within the Action Plan, noting that there would be an opportunity to further discuss this at June's extended meeting. **Action MC 28/3/22-03 Further discussion of the Action Plan and implementation of the action points to be considered in June.**
- 7.10 The Chair advised that the draft Partnership Agreement, which had previously been issued, would replace the existing MSFM. Professor Burton explained that the document was well advanced, however, he had a small number of queries that were yet to be resolved, particularly in relation to his role. Mrs Corvan proposed a course of action for the Management Committee to take and accordingly the Management Committee recommended approval of the draft Partnership Agreement to the Board of Governors, subject to minor amendments to be approved by Professor Burton. Professor Burton pointed out that DfC had reduced the frequency of Accountability Meetings with AOP from once every quarter to every four months and suggested that this might be relevant when considering AOP's own meeting needs. **Action MC 28/3/22-04 Approval of the Partnership Agreement to be recommended to the Board of Governors, subject to final changes, to be approved by Professor Burton.**
- 7.11 With regard to the paper on the proposed arrangements for June, the Committee noted that in light of earlier discussion a poll would be carried out via email to determine availability. **Action MC 28/3/22-05 Availability for proposed June meeting arrangements to be determined via email.**
- 7.12 The Committee noted the Boardroom Apprentice document 'The Story So Far' which gave a reflection of the impacts, outcomes and achievements of Boardroom Apprentice since its inception in 2017 and that AOP had registered as a Host Board for the next cohort.

8. REPORT FROM DIRECTOR

- 8.1 Professor Burton took the Committee through his report, elaborating briefly on key matters contained within it. The report included an update on AOP activities and operations; Head of Research Report and updates on 2021/22 Resource Budget and 2022/23 Budget.
- 8.2 In terms of AOP activities and operations, the Committee noted:
- highlights relating to Planetarium operations:
 - non-school visitors numbers were well up, but schools hadn't yet returned to the same level;
 - there was an increase in dwell time which had a negative impact on car park availability;
 - the summer programme was Brickosaurs;
 - a new Weather Ambassador Programme had been developed;
 - there had been a number of visits of note;
 - there were digistar enhancements by way of two new digistar shows and a suite of control panels had been produced to enable a return to the delivery of modules to secondary school audiences;
 - updates on a number of History and Heritage activities:
 - the success and opportunities arising from the International Astronomical Union's Commission for World Heritage study tour of Dunsink, Birr and Armagh;
 - the Museum Accreditation application had been submitted;
 - Matthew McMahon had been awarded a PhD position with Queen's University Belfast, funded by the Northern Bridge;
 - resource and budget pressures for 2022/23.
- 8.3 Dr Sarzi guided Members through his Research Report, which had been embedded within the Director's Report, and provided updates in respect of research activities. The Committee noted:
- that both of the North South Research Programme proposals had been unsuccessful;

- the STFC Doctoral Training Centre application had also been unsuccessful;
- the positive response to the PhD recruitment campaign;
- an update on end of year funding proposals for telescope projects and that Dr Gavin Ramsay would be providing an update on the BlackGEM project.

8.4 Discussion ensued following a query from Mr Cox as to how the Management Committee could help AOP attract more funding for science, during which Dr Sarzi considered that funding for PhD Scholarships was one area. He pointed out that Queen's University received its funding from the Department for the Economy, whereas AOP was largely self-sufficient in this regard. Professor Burton expressed particular disappointment in relation to the North South Research Programme, reporting that not one single proposal in respect of basic sciences received funding. Dr Sarzi briefly commented on the merits of North South collaboration noting that the proposal was explicitly tailored to touch on four of the five key principles of the call, emphasising economic benefits a) of training PhD students in handling big data and building N/S capacity around this, b) of capitalising on prior governmental capital investment in research infrastructure and c) of developing through the proposed public-engagement component of the project also the capacity to promote the uptake of STEM subjects and the value of Ireland's science heritage. Mr Cox reiterated that, for the next meeting, if there were any areas where help was required, then from his perspective, he was open to try and secure as much funding as they could.

8.5 With regard to Professor Burton's comment regarding applied applications, Mr Cox referred to the Strategic Plan and considered that so much of what AOP did had an applied element if expressed in the correct manner. In response, Dr Sarzi advised that the proposal included applied elements and he briefly outlined one example relating to the Data Visualisation Laboratory. He explained that the application sought to capitalise on the investment in the DVL in a number of ways, including bringing in someone who could use the DVL to teach the PhD students; use in the public sector; developing the capacity to use DVL to explain science better to the public – making better use of the Planetarium and of putting PhD students at the centre of a programme to re-utilise public engagement north and south, with the appointment of an Education Fellow and bringing more tourism.

8.6 Professor Mathioudakis felt that the North South initiative had been a good proposal, however he was not surprised by the outcome as the initial description of the call had health and social sciences and improving the quality of people explicitly mentioned and so he felt it would be difficult to see how the proposal submitted would fit in. In terms of the STFC Doctoral Training Centre he advised that a lot of work had been involved in the proposal and there were 24 industrial partners also involved, something that was often lacking. The industrial partners were prepared to take a student for 6 months, thereby improving the non-academic impact. He felt that this was something that they should not let pass and that they should try to find other avenues of funding, potentially from local government, because it was a Northern Ireland initiative, with Small and Medium Northern Ireland enterprises involved. Dr Sarzi thanked Professor Mathioudakis for this comments and added that working on the application process had brought Queen's and AOP closer together.

8.7 The Chair thanked Professor Burton and Dr Sarzi for their reports and the Committee approved the Director's report.

9. UPDATE FROM THE AUDIT AND RISK ASSURANCE COMMITTEE (ARAC)

9.1 Mr Brown informed the Committee that ARAC had noted the UKRI Funding Assurance Report. The report which provided Moderate Assurance, had been verbally reported at the December meeting.

9.2 The Committee considered four papers from Internal Audit. In terms of the Audit Report on ICT Management, which provided Limited Assurance, Mr Brown advised that there had been discussion around this at the last meeting and further discussions since that and a way forward had emerged. It

was proposed to hold a workshop to consider the issues surrounding ICT and cyber security to bring forward a formal strategy.

- 9.3 In terms of the Internal Audit Follow Up 2021/22 there was one outstanding recommendation, which had been partially implemented and five from the in-year ICT Management Audit.
- 9.4 The Committee noted that the Annual Internal Audit Report 2021/22 provided satisfactory annual assurance and considered the draft Annual Internal Audit Plan 2022/23 which included the areas of Education and Community Outreach; HR including performance management; Purchasing and Procurement, along with a follow-up review of previous audit recommendations to be undertaken during the next financial year. ARAC recommended the Annual Internal Audit Plan to the Management Committee for approval.
- 9.5 Mr Brown reported that ARAC noted a draft ICT Risk Assessment, Business Impact Analysis and BYOD paper and as previously mentioned, agreed to hold a separate workshop to consider these in detail.
- 9.6 ARAC had considered the updated Risk Register which identified 9 risks across 5 risk categories. Once treated, of the 9 risks, 4 were assessed as high and 5 as moderate. There had been no change for 5 risks, 2 had reduced and 2 increased.
- 9.7 Mr Brown advised that ARAC was content that the Bi-Annual Assurance Statement (October 2021-March 2022) and the Board Annual Assurance Statement provided a fair representation and therefore recommended these for approval.
- 9.8 The Committee considered and:
- noted the Draft Governance Statement 2021/22;
 - noted the NIAO 2021/22 Audit Strategy;
 - approved the draft ARAC Annual Report 2021/22.
- 9.9 ARAC had considered a paper on the review of policies undertaken and recommended Management Committee approval of:
- Financial Policy and Procedures – amended in relation to Credit Card procedures and subsistence allowances;
 - ICT Asset Management Policy;
 - Disaster Recovery and Business Continuity Plan.
- 9.10 The Chair thanked Mr Brown for his report and the Management Committee approved the Annual Internal Audit Plan 2022/23; Risk Register as at 14 March 2022; draft Bi-Annual Assurance Statement (Oct 21-March 22); draft Annual Board Assurance Statement; amendments to the Financial Policies and Procedures; IT Asset Management Policy and Disaster Recovery and Business Continuity Plan.

Dr Gavin Ramsay joined the meeting at 12.14 pm.

10. PRESENTATION ON BLACKGEM

- 10.1 By way of introduction and background Professor Burton advised that AOP had recently significantly invested in a new project called BlackGEM. This was an international project associated with telescopes in Chile which paralleled some of the work AOP was already involved with in other projects such as GOTO and Dr Gavin Ramsay was the project lead for GOTO.

- 10.2 With the aid of PowerPoint and screen share, Dr Ramsay gave a brief overview of the BlackGEM project sited at the European Southern Observatory, La Silla, Chile. Dr Ramsay explained that in his opinion one of the greatest achievements of humankind, and the equivalent of measuring the distance to the nearest star to within the thickness of a human hair, had been the first direct detection of Gravitational Waves in 2017. The challenge with Gravitational Waves was detecting in the sky where the merging event took place, by identifying the optical counterpart they could learn so much more about the event and the physics taking place.
- 10.3 Dr Ramsay advised that AOP was a founding member of Gravitational-wave Optical Transient Observer (GOTO), led by the University of Warwick. GOTO provided two domes on La Palma, Canaries with one mount on each and 8 telescopes on each mount, each covering 40 sq deg of sky. The original concept to have a site in the southern hemisphere, in Siding Spring Observatory, had been delayed but it was due to commence laying the concrete foundations in the coming weeks.
- 10.4 BlackGEM had a different concept to GOTO, with individual telescopes set on raised platforms. It would be doing data reduction and storage in the cloud, providing useful experience for future computing needs at AOP. Commissioning of the third telescope had also been delayed and routine operations were expected to start in the summer.
- 10.5 Dr Ramsay briefly explained how GOTO and BlackGem compared and advised that AOP now had access to data from two world class transient surveys thanks to investments made by DfC.
- 10.6 Dr Ramsay responded to a number of specific queries from Members during which it was noted this was a new form of astronomy, a new way of seeing the universe; the number of events that could be detected could range between 1 and 100; they hoped to detect the optical counterparts for quite a few of them; it was neutron star mergers that were predicted to give optical counterparts; AOP was not intending to get involved in gravitational-wave astronomy but was going to move into the way of transients and interested in black-hole binaries in our own galaxy and other out-bursting events.
- 10.7 In response to a query from Mr Rooney, Mrs Corvan advised that AOP had made a one-off capital investment into the project.

Having been thanked for his presentation, Dr Gavin Ramsay retired from the meeting at 12.25 pm.

11. UPDATE FROM THE STAFFING POLICY AND REMUNERATION COMMITTEE (SPRC)

11.1 Mr Rooney advised that SPRC had received an update on skills gaps and noted the recruitment of two Education Officers, one Tours and Outreach Officer and an ICT officer were under way. It also noted that Colin McCrossan would be working as Project Director on the capital development project.

11.2 SPRC had:

- noted that the Project Juno Committee met monthly with a view to making application for Champion Status in April 2023;
- noted that work was under way to make an application for the Diversity Mark Bronze Award for the July round of applications. The draft application would be brought to the June meeting;
- received an update on preparing for the end of covid restrictions, which included the removal of the requirement to wear masks at AOP, and to request than an employee remain at home if the employee tested positive. These measures would be included in an addendum to the Health and Safety Policy and communicated to staff;
- reviewed and was content with the HR Strategy 2022-26 and Action Plan 2022/23;

- noted progress and fed into the Working from Home policy which was under development.

11.3 The Committee had considered and was content to recommend the Special Bonus Scheme and Employer's Pensions Discretions Policies for approval by the Management Committee.

11.4 The Management Committee approved the Special Bonus Scheme and Employer's Pensions Discretions Policies.

11.5 In conclusion, Mr Rooney referred to the SPRC Annual Effectiveness Review and reported that a short questionnaire had been issued, the results of which indicated the consensus that the Committee was operating effectively as against its Terms of Reference. One issue raised related to the scheduled duration of an hour for meetings. It was considered that if the agenda items required additional SPRC consideration an additional alternative date for the meeting might be required so that the Management Committee was fully informed on an issue, or that the meeting resume on Zoom at a later point to complete an agenda item.

11.6 The Chair thanked Mr Rooney for the update.

12. UPDATE FROM THE RESEARCH AND EDUCATION ADVISORY COMMITTEE (REAC)

12.1 Professor Harra reported that the REAC had met on 16 March. It had considered a draft Policy on Academic Integrity in Research: Code of Practice and Procedures, a requirement of many funding bodies. The Committee was content to recommend approval of the policy and also recommended that training be provided for staff around the description of academic misconduct. Training was already available to students.

12.2 The Committee had received an update from Education Officers and had discussed the issues of staff shortages; the REF and proposals and the Working from Home policy and exchanged experiences from different organisations and what the future office would look like long-term.

12.3 The Management Committee approved the Policy on Academic Integrity in Research: Code of Practice and Procedures.

12.4 The Chair thanked Professor Harra for her report.

13. PERFORMANCE AGAINST BUSINESS PLAN – Corporate Plan Objectives and KPIs and Finance

13.1 Mrs Corvan explained that the Corporate Plan Objectives paper provided an update on the non-KPI objectives for 2021-22 as set out in the Business Plan and these had been updated for Q4, being almost at the end of the quarter. She felt that quite significant progress had been made throughout the year and drew particular attention to the target of planting 5 trees whereas 41 trees had been planted.

13.2 In terms of the progress against KPIs, Professor Burton pointed that these had been set during COVID and some of the targets were based upon what they thought they might be able to achieve. It was noted that it had been a challenging year and some of the targets weren't achievable, in particular there had been less progress on targets that required input from others.

13.3 Thinking about the difference between being strategic and operational, Mr Cox commented that it might be appropriate when they met in June to look at the measures for the 5 year Strategy.

13.4 In response to a query from Mr Brown regarding the costs associated with the KPI relating to Urban Night Sky accreditation, it was confirmed that a costing had been received for this work and, as it was

a strategic priority for the organisation, it was being progressed through the maintenance budget at present however it was hoped to be able to secure funding for the project at a later date. An application for DfE Energy Spend to Save funding was being submitted for internal lighting replacement.

- 13.5 The Finance paper set out results until the end of January 2022. With reference to the forecast for the end of the financial year, Mr Knox reported that he was confident that they had managed the costs within budget, with the help of extra income from the Planetarium admissions, which were substantially above what had been anticipated and had allowed additional costs incurred to be absorbed.
- 13.6 The Head of Finance expressed concern about the 2022-23 budget, with no Executive and no formal budget, AOP was being asked to manage within its core budget, which hadn't increased in four years, against increased energy and staffing costs.
- 13.7 In response to a query from Mr Brown, the Committee noted that admission fees were increasing from 1 April 2022.
- 13.8 The Committee approved the performance against the Business Plan as outlined in the Corporate Plan Objectives; KPIs Q4 2021-22 and Finance – Period 10 papers.

14. DRAFT BUSINESS PLAN 2022-23

- 14.1 Mrs Corvan advised that the draft Business Plan 2022-23 was based on the new Strategy and the year one objectives had been set out under each of the core areas of that Strategy. DfC had reviewed the document and was content with the direction of travel. She drew attention to the deficit of £334,068 and advised that two bids had been submitted to the Department, reporting briefly on each.
- 14.2 Professor Burton pointed out that the draft Business Plan attempted to address the point previously raised by Mr Cox in terms of progressing objectives in the 'how we will do it' and 'what success will look like' sections. Mrs Corvan added that each quarter an update would be provided against the objectives set.
- 14.3 In response to a challenge from Mr Cox, that AOP should be striving to surpass Birr's 100,000 annual visitors, Mrs Corvan explained that AOP was performing well within its existing capacity. She advised that dome occupancy was currently capped at 80% due to a combination of car park capacity and increased dwell time. The demand would positively contribute to the Business Plan for the new development, as to increase annual visitor numbers would require a bigger Planetarium. Professor Burton pointed out that Birr had started out with 7,000 annual visitors 10 years previously and now had a target to reach 200,000. Mrs Corvan added that AOP had put ABC Council's Tourism personnel in contact with Birr to encourage mutual visitors. Ultimately, AOP needed bigger premises to grow.
- 14.4 Mr Rooney queried if the Business Plan had been written with assumptions about getting resources and therefore when assessing KPIs in a year's time some might not be achieved because the budget wasn't there and queried if the Management Committee was content to approve a Business Plan that was written to a higher level of resources than allocated at present. In response, Mrs Corvan confirmed this to be the case and explained that one year AOP had been asked to split the KPIs between what was achievable with the funding provided and what was achievable with the additional resources. This had been a very bureaucratic exercise for little output. It was anticipated that come the middle of the year there would be money available because decisions hadn't been made up front also, if there was no Assembly up and running pressure bids were easier to approve than new projects.

14.5 Officers responded to a number of specific queries from Mr Rooney regarding the KPI targets relating to visitor numbers and customer satisfaction KPI. He also queried if all the objectives aligned to the correct theme within the Corporate Strategy and undertook to send a note directly to officers on this. He pointed out that there was no reference to the AOP application for Diversity Mark within the Business Plan.

15. POLICY

15.1 The Committee approved the Display Policy, which related to the Museum Accreditation.

16. AOB

16.1 The Committee noted the:

- date of the next meeting was Monday 20 June, however as previously discussed this would be reviewed;
- dates of remaining meetings in 2022 - Monday 3 October and Monday 19 December;
- availability of training as outlined in the report;
- REAC Minutes for November 2021 and ARAC and SPRC Minutes for December 2021;
- PR Coverage Report;
- Minutes of Mullinure Collaborative Forum March 2022.

16.2 The Chair thanked all those involved in the recent IAU Study Tour. He acknowledged that a lot of people had expended a lot of time and effort to ensure that AOP impressed and making the important relationships and partnerships with Birr and Dunsink. A paper would be brought forward in due course as to how this matter could be taken forward. He said it had been a very successful visit and he was very confident there would be a good outcome as a result of it.

16.3 Professor Burton advised that he had just received correspondence from the Department advising that the process for applications was open and so there was approximately two months to submit an expression of interest. He also concurred with the Chair that the IAU Study Tour had been a very positive set of meetings.

16.4 Should the next Management Committee meeting proceed, 21 June was the Summer Solstice and Professor Burton advised that the Armagh Rhymers would provide a performance at the Stone Circle at the exact time of the Solstice.

The Chair thanked Members for their attendance and participation.

The meeting concluded at 12.52 pm.

Signed as a true record of the meeting

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(Chair)

Dated:

Updated Actions as at 13 June 2022

Reference	Action	Owner	Progress
28 March 2022			
28/03/22-01	Confirm Project Board Membership	HoCS / Chair	Propose to close 1 April 2022: membership confirmed via email.
28/03/22-02	Paper to be brought to Board of Governors regarding Management Committee delegation to Sub-Committees and amendments to Terms of Reference.	HoCS	Ongoing 20 June 2022: MC to consider and agree detail. 26 April 2022: delegation from Management Committee to Sub-Committees approved at Board of Governors meeting.
28/03/22-03	Further discussion of the Action Plan and implementation of the action points relating to Management Committee Review of Effectiveness.	HoCS	Ongoing 20 June 2022 further discussion required to agree and record actions
28/03/22-04	Approval of the Partnership Agreement to be recommended to the Board of Governors, subject to final changes, to be approved by Professor Burton	HoCS / Corporate Manager	Propose to close 26 April 2022: Partnership Agreement approved at Board of Governors meeting and now with DfC for approval.
28/03/22-05	Availability for proposed June meeting arrangements to be determined via email	Corporate Manager	Propose to close 29 April 2022: confirmation of arrangements issued.
20 September 2021			
20/09/21-01	Officers to put in place the necessary arrangements for the role of Charity Trustee to be transferred from the Board of Governors to the Management Committee	HoCS	Ongoing 13 June 2022: application submitted to Charity Commission 26 April 2022: proposal to transfer role of Charity Trustee from Board of Governors to Management Committee approved at Board of Governors meeting. December 2021: being progressed to align with 2022 Board of Governors Annual Visitation.
Sp 5 May 2021			
SpMC5/05/21-01	Records of all meetings and discussions associated with the ALV	Corporate Manager	Ongoing June 2022: propose to close as now established first item on agenda for as long as required.

	to be marked as confidential and redacted from publishes minutes		March 2022: move to first item on Management Committee Agenda September 2021: moving forward this matter will be last item on Management Committee meeting Agenda
30 March 2020			
MC30/3/20-02	Explore inclusion of Observatory in Armagh Conservation Area and report back to a future meeting	SMT	Ongoing June 2022: ongoing but no further update at present March 2022: ongoing but no further update at present September 2021: ongoing but no further update at present June 2021: ongoing but no further update at present 15 March 2021: ongoing but no further update at present June 2020: update included in Director's Report