

Minutes of the Governing Body Meeting – June 12, 2019

- Present:** David Holohan (Chairperson), Dr Fionnuala Anderson, Marie Carroll, Kieron Connolly, Dr Annie Doona, Anthony Dunne, Maeve McConnon (attendance by phone), John McDonnell, Fiona McLoughlin, Joachim Pietsch, Jim Pipe, Chloe Power, Tom Taylor, Cllr Barry Ward (Attendance by phone)
- Apologies:** Celine Blacow, Sorcha Nic Cormaic, Áine O’Sullivan, Aoife Ruane, Cllr Barry Saul,
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell, Eimear Boyd

The Governing Body noted that the term of office for Chloe Power concludes on June 30th next. The Governing Body welcomed Eimear Boyd (attending as an observer) to the meeting.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: Marie Carroll

2. Conflicts of Interest

No conflicts of interest were reported regarding items for discussion on the agenda for this meeting.

3. Adoption of Minutes of Meeting of May 1st 2019 (including Internal Publication)

The Minutes of the Meeting of May 1st 2019 were approved (including approval for internal publication).

Proposed: Chairperson
Seconded: Marie Carroll

4. Matters Arising

No updates

5. Correspondence

No Correspondence.

6. Technical Approvals

6.1 Bank Accounts

No update.

6.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Irish Whiskey Magazine
- KastFast
- The Convex Lens

Proposed: Tom Taylor
Seconded: Kieron Connolly

6.3 HR Appointments

Internal Competitions

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the following internal competitions which were advertised internally on Thursday 6th June 2019. The closing date for these competitions is 12pm on Thursday 13th June 2019. Interviews are expected to take place in late June/early July.

06/19 Senior Library Assistant (Grade V), Permanent Whole Time
09/19 Student Recruitment & Schools Liaison Officer, 2 Year Fixed Term Part-Time

External Competitions

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the following external competitions, which were advertised in the Irish Times and on various external websites on Friday 7th June 2019. The closing date for all of these competitions will be 12pm on Friday 21st June 2019. Interviews are expected to take place in early July.

04/19 Careers Officer, Permanent Whole Time
05/19 Librarian, Permanent Whole Time
07/19 ICT E-Learning & Educational Technologist, Permanent Whole Time
08/19 ICT Technician, 1 Year Fixed Purpose (Backfill for 1 year career break)

A number of Academic posts are due to be advertised in late June through open competition and expressions of interest for staff retiring and those taking up the option for career break. It was noted that it will be necessary to seek permission from Governing Body for the filling of these posts during the summer months, and with the consent of the Governing Body, this permission will be sought electronically.

Progression

The following staff members have applied for Progression from AL to L. Approval is subject to the Progression Panel meeting and approving the progression and subject to a recommendation from the President on the outcome. We are now seeking ratification from Governing Body for the following staff members making their application:

Retirements

Staff Retirements are as follows:

Proposed: Chairperson
Seconded: Anthony Dunne

7. Governing Body Committees and Academic Council

7.1 Minutes of the Audit and Risk Committee Meeting of 28th March 2019

The Minutes of the Audit and Risk Committee Meeting of 28th March 2019 were noted by the Governing Body. An update regarding matters considered by the Audit and Risk Committee during this period was given by members of the Committee. It was noted that the Audit Report on Compliance has been considered by the Audit and Risk Committee – the report contained a small number of recommendations which are being implemented at present. In addition, a resolution will be put to the Governing Body at the June 12th meeting to address the outstanding issue relating to the appointment of an external member to the Audit and Risk Committee. Training has been organised for members of the Audit and Risk Committee and will take place on September 4th next – this training is also open to any members of the Governing Body who wish to attend.

7.2 Minutes of the Academic Council Meeting of 11th March 2019

The Minutes of the Academic Council meeting of 11th March 2019 were noted by the Governing Body. A briefing regarding matters discussed by the Academic Council during this period was given by the President. A number of Programme Validation Panels will be taking place over the coming weeks regarding new programmes that have been developed – these include an MA in Animation which has been developed with Sheridan College, Canada, and a Certificate in Animation which has been developed and awarded funding to be offered through the Springboard initiative. Work to develop a handbook for academic staff in relation to assessing student learning outcomes undertaken by Dr Kevin Wallace – Head of Department of Humanities and Arts Management and Chair of the IADT Quality Enhancement Committee – was also noted

8. Governing Body Resolutions

8.1 The Governing Body Approves the appointment of Sam Dunwoody as an External Member of the Audit and Risk Committee (9/2019)

The Secretary/Financial Controller noted recent discussions with Sam Dunwoody regarding his membership of IADT's Audit and Risk Committee, and outlined his qualifications to the Governing Body. Resolution 9/2019 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Marie Carroll

9. President's Briefing

9.1 President's Briefing

Circulation of a briefing by the President was noted by the Governing Body – a number of key events and achievements from within the briefing were highlighted:

- **RCSI and IADT Youth Mental Health Animation Series** – IADT and the Royal College of Surgeons Ireland have collaborated to develop a series of mental health animations aimed at young people. The animations are based on research conducted by the RCSI with the animations being created by 3rd year animation students at IADT. The series has been launched and promoted in collaboration with the Health Service Executive and SpunOut.ie. Topics covered in the series include depression, anxiety, bullying and loneliness.
- **On Show – Graduate Exhibition 2019** – IADT's Graduate Showcase for graduating students from the Faculty of Film, Art and Creative Technologies was

launched by Trish Long of Disney Ireland on May 30th last. The Exhibition concluded on June 8th. A number of students sold work during the exhibition with organisations including the Office of Public Works and Dun Laoghaire-Rathdown County Council purchasing works by IADT students to add to their collections. A number of local schools also organised tours for their students to the Exhibition. A number of private tours of the exhibition were also organised, and a lunchtime industry event organised for key stakeholders by the Directorate of Creativity, Innovation and Research and the Faculty of Film, Art and Creative Technologies was well received.

- **Young Women in Technology** – a summer school for Young Women in Technology will take place at IADT from June 17th to 19th next. The Summer School will aim to encourage young women to become more involved in Technology and will provide hands-on workshops in a number of areas including Digital Storytelling and Games Development.
- **FÍS Film Festival Winners visit IADT** – as part of their prize, the FÍS 2018 Aileen MacKeogh prize winners from St Gerard's School, Bray visited the National Film School at IADT on May 9th last. The students took part in a number of film-related activities and workshops on the day and had a guided tour of programmes including Model-making Make-up and Costume Design.
- **Open Evening** – an open evening focusing on Postgraduate and Certificate programmes will take place on June 13th, from 6-8 pm.
- **Creative Arts Summer School** – following the success of last year's event, the Creative Arts Summer School 2019 will take place from June 24th to 29th next. Participants will spend one day in each of the Leinster Pillar I colleges – IADT, UCD, TCD, NCAD and MIE, where they will take part in a number of workshops of offer at each HEI. The Summer School is funded by the Department of Education and Skills Progression for Access to Higher Education (PATH) fund.
- **Memorandum of Agreement with Dundrum College of Further Education** - A formal Memorandum of Understanding has been developed with Dundrum College of Further Education. An event to mark the signing of this agreement will be held on June 12th and will be witnessed by Cllr. Cormac Devlin.
- **Senior Academic Leadership Initiative (SALI)** – It is expected that Minister Mary Mitchell O'Connor – Minister of State at the Department of Education and Skills – will launch the Senior Academic Leadership Initiative (SALI) shortly – the initiative will make available a number of Professor/SLIII level posts targeted and designated for under-represented groups in senior roles within the Universities and Institutes of Technology Sectors. There will be a limited number of posts and each Higher Education Institution will need to apply to be allocated a number of these posts.
- **Technological Universities** – it is understood that the Panel Visit to assess the application by Cork Institute of Technology and Institute of Technology Tralee to become a Technological University has taken place. The outcome of the panel visit is as yet unknown. An update on work by other Institutes of Technology towards becoming Technological Universities was given by the President.
- **Campus Rentals over the Summer** – the President noted that a number of IADT's rooms and general facilities have been rented out over the Summer – the bookings include a number of Language Schools and sports camps, as well as IADT's own portfolio courses.

(Fiona McLoughlin joined the meeting at 8.35)

9.2 IADT: Financial Update

Circulation of the Management Report for April 2019 along with the supporting briefing from the Secretary/Financial Controller was noted by the Governing Body. A briefing regarding a number of key figures within the report was also given by the Secretary/Financial Controller.

IADT's annual Budget and Accountability meeting with the HEA took place on May 21st last. An update on the meeting was given by both the President and the Secretary/Financial Controller. A formal response from the HEA to IADT's budget submission including the projected budget deficit of €294K is awaited however it is expected that IADT's budget submission will be accepted by the HEA.

It was noted that there is currently a small positive variance in IADT's pay budget however a number of posts have been or are about to be advertised to be filled over the summer. Income from campus rentals was also noted, as was the longer-term value of bringing young people onto campus and giving them a positive experience of IADT whilst they participate in their summer-camps and courses.

9.3 Athena SWAN Update

IADT's application for Athena SWAN Bronze-level Accreditation has been submitted – the outcome of the application will be known in November. In the interim, work on the action plan identified during the preparation of IADT's submission has commenced. The President acknowledged the work of all who participated in the preparation of the application and thanked them for their contribution. The Chairperson and members of the Governing Body also put on record their thanks to the team involved in collating IADT's application.

(John McDonnell joined the meeting at 8.50)

(Cllr Barry Ward left the meeting at 9.15)

10. Presentation – Digital Media Building

The Chairperson welcomed Grace Weldon – Estates and Facilities Manager – to the meeting. Grace Weldon gave a presentation regarding the proposed Digital Media Building to the Governing Body. It is hoped that a planning application for this building will be submitted to the Dun Laoghaire-Rathdown County Council before the end of the month. The Chairperson thanked Grace Weldon for her presentation. During the presentation, the following points were noted:

- IADT's Digital Media Building is one of 6 building projects included in the PPP bundle. The potential issue with this is that any delays in relation to planning permission for any of the buildings, means that the other buildings within the bundle cannot proceed to delivery.
- The Secretary/Financial Controller and Estates and Facilities Manager have provided briefings for the Blackrock Education Centre, Monkstown Educate Together National School and local Residents Associations ahead of the submission of the planning application. It is hoped that the briefing has allayed any potential concerns that local Residents may have which may have had.
- The original delivery estimate for the building of September 2021, has now been extended to September 2022.
- No staff offices have been included within the new building design. Office space for any additional staff members will have to be created within existing buildings.

11. Equality, Diversity and Inclusion Implications

It was noted that the design of the Digital Media Building has taken into account universal access requirements.

12. Governing Body – Annual Effectiveness Review

A survey was circulated to members of the Governing Body during May 2019 to gather their input regarding a review of the Effectiveness of the Governing Body. Feedback received from the survey was circulated to the Governing Body and a discussion regarding the survey outcome took place. Members of IADT's Executive were not present during this discussion.

The Governing Body was satisfied with the output of the survey and agreed with the findings, which support the current effectiveness of the Governing Body. It was agreed that the survey will continue to be completed on an annual basis.

The Governing Body considered the start time of meetings, in the context of facilitating family friendly policies. The Governing Body determined that the 8 a.m. commencement time should remain for the coming year.

The next meeting of the Governing Body will take place on September 4th 2019.

Signed: _____
David Holohan
Chairperson

Date: _____