

Minutes of the Governing Body Meeting – October 2, 2019

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

1. Adoption of Agenda

A revised Agenda was circulated to the Governing Body, which includes the addition of Item 8.5 – Resolution 15/2019. The revised Agenda was adopted by the Governing Body.

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 September 4th 2019 (including Internal Publication)

The Minutes of the Meeting of September 4th 2019 were approved (including approval for internal publication).

Proposed: Maeve McConnon
Seconded: John McDonnell

4. Matters Arising

No matters arising.

5. Correspondence

Two items of correspondence were noted in relation to the appointment of the next President of IADT. Details regarding this correspondence will be outlined by the Chairperson under Item 11.

6. Technical Approvals **6.1 Bank Accounts**

No updates.

6.2 Property Rentals

No updates.

6.3 HR Appointments

No updates.

(Eimear Boyd joined the meeting at 8.10)

7. Governing Body Committees and Academic Council

7.1 Minutes of the Audit and Risk Committee Meeting of 29th May 2019

The Minutes of the Audit & Risk Committee meeting of 29th May 2019 were noted by the Governing Body. A briefing regarding matters discussed by the Audit and Risk Committee during this period was given by members of the Committee. It was noted that Sam Dunwoody has become the external member of the Audit and Risk Committee and attended the meeting of September 4th 2019.

It was also noted that training for Audit and Risk Committee members was provided by PwC on September 4th last. Arising from the training received, updates were made to the Terms of Reference for the Audit and Risk Committee and these updates will be proposed to the Governing Body for adoption – Item 8.2. Changes to the layout of the Audit and Risk Committee Annual Report have also been recommended by the Audit and Risk Committee following this training, and these have been implemented into the Annual Report of the Committee for consideration at Item 8.1.

(Cllr Barry Ward and Joachim Pietsch joined the meeting at 8.15)

8. Governing Body Resolutions

8.1 The Governing Body Approves the Annual Report of the Audit and Risk Committee 2018/2019 (11/2019)

Circulation of the Audit and Risk Committee Annual Report 2018/2019 was noted by the Governing Body. The Secretary/Financial Controller noted a number of formatting changes to the Annual Report which will make a number of items more detailed within the report. The Annual Report will also explicitly identify areas of both compliance and non-compliance.

Resolution 11/2019 was adopted by the Governing Body.

Proposed: Marie Carroll

Seconded: Chairperson

8.2 The Governing Body approves the Terms of Reference of the Audit and Risk Committee 2019 (12/2019)

Following training for Audit and Risk Committee members on September 4th last, the Terms of Reference for the Audit and Risk Committee were updated and presented to the Governing Body for approval.

Resolution 12/2019 was adopted by the Governing Body.

Proposed: Marie Carroll

Seconded: Chairperson

8.3 The Governing Body is satisfied that there is an adequate system of Internal Controls (13/2019)

The mechanisms through which the Governing Body can monitor IADT's system of internal controls was outlined to the Governing Body. The detailed oversight maintained on IADT's financial activities by the Audit and Risk Committee was also outlined. It was further outlined that the Audit and Risk Committee meets with auditors (independently of IADT Executive members) to hold detailed discussions regarding IADT's performance as identified through internal and external audits. The Governing Body noted that IADT's Risk Register is due to be updated and it was agreed that a review of the Risk Register by the Management Team would be carried out shortly.

Resolution 13/2019 was adopted by the Governing Body.

Proposed: Marie Carroll

Seconded: Chairperson

8.4 The Governing Body approves the IADT Financial Statements for the Year Ended 31st August 2018 (14/2019)

The audit of IADT's Financial Statements has been outsourced to external auditors by the C&AG rather than being carried out by the C&AG directly – this was noted as positive for IADT. The Secretary/Financial Controller outlined the work of the IoT Format of Accounts Group which works with the HEA to determine the layout of Financial Statements to achieve consistency across the sector.

Resolution 14/2019 was adopted by the Governing Body.

Proposed: Chairperson

Seconded: Cllr. Barry Ward

(Fiona McLoughlin joined the meeting at 8.25)

8.5 The Governing Body approves the IADT Gender Action Plan (15/2019)

This item was taken after Item 9.3. The Chairperson welcomed Niamh Clifford – Acting HR Manager – to the meeting. Circulation of the draft Gender Action Plan was noted by the Governing Body, as was the Senior Academic Leadership Initiative (SALI) launched by Government recently. The SALI initiative will make up to 45 additional and above ECF posts available to Higher Education Institutions over the next 3 years, to recruit senior academic leaders in posts targeting under-representative groups.

In order to be eligible to apply, an agreed Gender Action Plan must be submitted with the application for SALI posts – the closing date for the first round of SALI posts is October 18th next. IADT will make a submission for two of these posts. Higher Education Institutions may apply for up to three additional posts through this initiative. An outline of the actions identified in the Gender Action Plan was given by the HR Manager.

Resolution 15/2019 was adopted by the Governing Body.

Proposed: Marie Carroll

Seconded: Chairperson

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:

- **DLR First Frames** – IADT graduates Ciarán Hickey and Bjorn Mac Giolla recently screened their film 'Lighthouse' which was funded through the DLR First Frames initiative. A call for applications to this year's DLR First Frames scheme has been launched – this year's scheme will be funded by Dún Laoghaire-Rathdown County Council Arts Office and DLR Local Enterprise Office, and managed by IADT. Additional equipment and facilities support will be provided by the National Film School.
- **Undergraduate Awards** – congratulations to Psychology graduate Marie Sander on being Highly Commended in the Global Undergraduate Awards for her essay based on her final year psychology project.
- **Conferring** – IADT's Conferring Ceremony will take place on Friday November 8th. It was also noted that a 2nd annual conferring ceremony will be introduced in March 2020 for students completing postgraduate programmes in January 2020.
- **Culture Night 20th September 2019** – IADT students and graduates exhibited work as part of Culture Night which took place on September 20th. Graduates Ali Kemal Ali and Eimear Boyd exhibited at the DLR Lexicon with pieces marking the 50th anniversary of the first human to walk on the moon. Students from IADT's BA (Hons) in Art exhibited at the Irish Aviation Authority commissioned exhibition at the new Air Traffic Control Tower, the only occasion on which the tower will be opened to the public before it becomes operational in 2020.
- **Design and Destroy** – BA (Hons) in Design for Stage and Screen (2014) graduate Katie Davenport, is one of the designers featured as part of the 'Design and Destroy' VR exhibition at the Project Arts Centre – as part of Dublin Theatre Festival. The exhibition features Katie Davenport's design "eye" for The Tales of Hoffmann by Irish National Opera.
- **First Year Matters** – the First Year Matters induction programme is into its third week. The programme consists of both fun and key information sessions provided for students over the first four weeks of their college life. This year's First Year Matters programme also included a number of workshops on Consent.
- **Monkstown International Puppet Festival** – the Monkstown International Puppet Festival took place on 21st September and featured work by students from the BA (Hons) in Design for Stage and Screen and BA (Hons) in Model-making.
- **St Kieran's School** – IADT hosted students from St. Kieran's School Bray at the National Film School during September, as part of their hands-on film making workshop with IADT and UCD's Access to Lifelong Learning. Working with our National Film School, students were helped to make their own film.
- **Employment Control Framework** – a revised Employment Control Framework Allocation based on 2014 staffing numbers has been received from the HEA. IADT's allocation has been increased to 216 FTE posts. Although this is good news and is welcomed by IADT, a number of further factors need to be taken into account including changes to contact hours made through the Cush report. The HR Manager is working through the allocation in relation to contract changes – it is expected that the available flexibility in terms of staff numbers will be in the region of 2 additional FTE Posts.

- **Compact** – a template for updates on the progress on delivering agreed Compact targets has been received from the HEA – updates must be returned to the HEA no later than October 14th next. In addition, members of IADT's Executive have returned progress reports in the achieving KPIs agreed to deliver IADT's Strategic Plan 2019-2023 – these KPI progress reports are being collated at present.
- **Part-time Courses** – IADT's part-time/weekend portfolio courses are recruiting at present. IADT offers a number of Portfolio Preparation Courses in different discipline areas with both evening and weekend course options. It is hoped to add a portfolio course for Film and TV early next year.

9.2 IADT: Financial Update

Circulation of the Management Report for August 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 remains on course to return a balanced budget to the HEA in respect of 2019. A number of factors contributing to this were noted by the Secretary/Financial Controller – these factors include delays between post holders leaving/retiring from IADT and the new appointee taking up their position. In relation to the increased ECF allocation, the Secretary/Financial Controller reminded the Governing Body that additional staffing allocation does not generally result in an increased budget to pay for the additional staff resource.

9.3 Athena SWAN Update

This item was taken before Item 8.5. The President gave an update regarding IADT's application for Athena SWAN Bronze level accreditation. IADT submitted an application for accreditation at Bronze level in April of this year. IADT's application for accreditation was not successful on this occasion. However the President noted that extensive feedback was received from the Equality Challenge Unit regarding the application, which contained a lot of positive commendations and acknowledged IADT's commitment to gender equality and diversity. A number of IADT's initiatives including the Young Women in Film initiative were commended by the accreditation panel. However extensive feedback was received regarding the presentation of data included within the application, and the need to provide further detail and analysis of this data was also highlighted within the feedback.

The Registrar and the HR Manager are reviewing the feedback received to determine the timescale needed to address all of the recommendations – IADT will re-submit an accreditation application as soon as it is possible to do so. A briefing was given regarding the outcome of IADT's application to the IADT Athena SWAN Self Assessment Team. A copy of the full report will be circulated to the Self Assessment Team and to the Athena SWAN Sub-Committee of Governing Body. A summary outlining the key points will be prepared and circulated to the Governing Body and the President will brief staff at the next all-staff meeting.

The level of staff resources required to prepare a detailed application of this nature was noted by the Governing Body – the President noted that a post of EDI Manager has been established within IADT's Management Team, and that this post will be re-advertised shortly. In addition, prior to the submission of IADT's next accreditation application, the services of an external reviewer will be engaged to review the draft

application and to provide advice and identify any areas of weakness in the application document.

10. Equality, Diversity and Inclusion Implications

The Governing Body approved the Gender Action Plan at its meeting of October 2nd 2019.

11. Meeting without Members of the Executive

The President, Secretary/Financial Controller and Recording Secretary were not in attendance for this item.

The next meeting of the Governing Body will take place on November 6th 2019.

Signed: _____

David Holohan
Chairperson

Date: _____