

## **Minutes of the Governing Body Meeting – December 12, 2018**

**Present:** David Holohan (Chairperson), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Dr Annie Doona, Anthony Dunne, Maeve McConnon, John McDonnell, Cllr Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Chloe Power,

**Apologies:** Kieron Connolly, Fiona McLoughlin, Aoife Ruane, Cllr Barry Saul, Tom Taylor, Cllr Barry Ward

**In Attendance:** Bernard Mullarkey, Elizabeth Stunell

### **1. Adoption of Agenda**

The Agenda was adopted as circulated.

Proposed: Chairperson

Seconded: Dr Fionnuala Anderson

### **2. Adoption of Minutes of Meeting of November 7<sup>th</sup> 2018 (including Internal Publication)**

The Minutes of the Meeting of November 7<sup>th</sup> 2018 were approved (including approval for internal publication).

Proposed: Marie Carroll

Seconded: Maeve McConnon

### **3. Matters Arising**

- **External Review of Governing Body** – the remaining interviews with Governing Body members as part of the External Review being undertaken by PwC, will take place over the coming days. It is hoped that the report will be available in January.

### **4. Correspondence**

None.

### **5. Technical Approvals**

#### **5.1 Bank Accounts**

The Governing Body approved the following changes to IADT’s Bank Accounts:

On 12 November 2018, IADT’s €6 million 9 month deposit matured and was subsequently rolled over for another 9 months at 0.22%.

Proposed: Celine Blacow

Seconded: Sorcha Nic Cormac

## **5.2 Property Rentals**

The Governing Body approved the following Media Cube Licences:

- Thinscale Technology
- CheckVentory
- Score Music Interactive t/a Xhail

Proposed: Chairperson

Seconded: Dr Fionnuala Anderson

## **5.3 HR Appointments**

### **Completed Interview Board Recommendations**

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 in late October/early November 2018, the closing date for these competitions was 5pm on 16<sup>th</sup> November 2018 and interviews took place for these posts below in late November/early December.

**28/18 Athena Swan/EDI Manager, Fixed Term – 1 year**

**26/18 Customer Relations and Information Point, Fixed Term – 2 year**

**25/18 Dublin Learning City Co-ordinator, Fixed Term – 3 years**

### **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 competitions, which were advertised in October 2018. The closing date for all of these competitions was Friday 16<sup>th</sup> November 2018 and interviews to take place in December for the following posts pending the selection of appropriate panels:

<b>Ref No.</b>	<b>Job Title</b>	<b>Status</b>
27/18	Access Officer	Maternity Cover
20/18	Assistant Facilities Manager	Maternity Cover

### **Progression**

The following staff members have applied for Progression from AL to L. The Progression Panel has met and approved the progression for the below and the President has approved the outcome. We are now seeking ratification from Governing Body for the staff members making application:

Proposed: Celine Blacow

Seconded: Joachim Pietsch

## **6. Governing Body Committees and Academic Council**

### **6.1 Minutes of the Academic Council Meeting of 1<sup>st</sup> October 2018**

The Minutes of the Academic Council meeting of 1<sup>st</sup> October 2018 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President.

## **6.2 Annual Report of the Health and Safety Committee 2017/2018**

The Annual Report of the Health & Safety Committee 2017/2018 was noted by the Governing Body. An update regarding key items from the report was given by the Secretary/Financial Controller. The Secretary/Financial Controller noted the increased level of expenditure attributed to Health and Safety-related matters within the Annual Report, and noted that this relates to the inclusion of expenditure items within the Annual Report that were previously not captured in this format. The Governing Body was also reminded regarding the availability of Personal Emergency Evacuation Plans which are established for students needing them.

The Secretary/Financial Controller noted that work to renew cladding on the Media Cube has now been completed and the final legal/financial issues in relation to this are being finalised. It was also confirmed that a number of Fire Drills will be undertaken in January 2019.

## **7. Governing Body Resolutions**

### **7.1 The Governing Body Approves the IADT Annual Report 2016/2017 (19/2018)**

Circulating of IADT's Annual Report for 2016/2017 was noted by the Governing Body. The Secretary/Financial Controller noted that many of the reports included within the Institute Annual Reports are required for governance reasons and must be provided by each Institute of Technology within their Annual Reports. Once approved, the IADT Annual Report 2016/2017 will be laid before the Houses of the Oireachtas and will be published on IADT's Website. Resolution 19/2018 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Aine O'Sullivan

### **7.2 The Governing Body Approves the Treasury Management Policy (20/2018)**

IADT's Treasury Management Policy was presented to the Audit and Risk Committee meeting of December 12<sup>th</sup>. Updates from the previous policy were noted by the Secretary/Financial Controller. Resolution 20/2018 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson  
Seconded: Maeve McConnon

### **7.3 The Governing Body Approves the transfer of €4m from General Reserves to the Capital Development Reserve (21/2018)**

The Secretary/Financial Controller outlined that IADT is making provisions through retaining Reserves in the Capital Development Reserve, for fit-out costs for the Digital Media Building which is currently projected to come on-stream in 2021. Having completed the first draft of IADT's Financial Statements to the Year Ended 31<sup>st</sup> August 2018, it was recommended that the sum of €4m be transferred to the Capital Development Reserve – this matter was also discussed by the Audit and Risk Committee at its meeting of December 12<sup>th</sup> 2018. Resolution 21/2011 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: John McDonnell

## 8. President's Report

### 8.1 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:

- **IDI Design Graduate Awards 2018** – for the 2<sup>nd</sup> year IADT hosted the Institute of Designers Ireland (IDI) Graduate Awards event on 6<sup>th</sup> December last. IADT students won a number of categories including the Grand Prix which went to Shauna Buckley. A list of category winners and those being commended was circulated to the Governing Body.
- **European Satellite Navigation Competition** – Congratulations to Media Cube Company Drone Consultants Ireland, on being announced the winner of the 2018 European Satellite Navigation Competition.
- **Certificate in Teaching and Learning** – congratulations to IADT staff members who recently completed their Certificate in Teaching and Learning and received their certificates at an event on December 10<sup>th</sup> last. The Certificate in Teaching and Learning is one of the courses on offer as part of IADT's commitment to Continuous Professional Development – the need for lecturing staff to be supported and encouraged to keep their teaching skills current was highlighted.
- **Warner Brothers Scholarship** – Warner Brothers Ireland has awarded a scholarship to Sarah Ahern, a student on the MA in Screenwriting. The Scholarship will include financial support and a paid internship at the Warner Brothers Ireland Dublin office.
- **Conferring 2018** – IADT's annual conferring took place on November 9<sup>th</sup> last at the RDS. The Chairperson represented the Governing Body officiating at all events on the day. The ceremony included the conferral of the award of Honorary Fellow of IADT on Sinéad Bourke and Ann O'Dea.
- **FÍS Film Festival** – IADT's annual FÍS Film Festival took place on November 14<sup>th</sup> last and was broadcast live by IADT's MA in Broadcast Production students. The overall winner of the Aileen MacKeogh Film of the Year Award was St. Gerard's Junior School, Bray. The winning students will be invited to spend a day at IADT's National Film School.
- **Certificate in Sports Psychology** – IADT welcomed special guest Ireland's 1956 Melbourne 1500m Olympic Champion Dr Ron (Ronnie) Delany, who presented certificates to graduating students on completion of their Certificate in Sports Psychology. The visit was hosted by Dr Olivia Hurley. The Governing Body also congratulated Olivia on the recent publication of her book Sport Cyberpsychology.
- **Dublin Learning City and 1916 Bursaries** – an event to launch the Dublin Learning City was held on December 4<sup>th</sup> last. The Dublin Learning City is funded through the HEA's Programme for Access to Higher Education (PATH) initiative. At the same event, 1916 Bursaries were awarded to 40 students across HEI's within the Dublin Leinster Pillar I group, including 7 IADT students.
- **Hour of Code** – IADT participated in the Hour of Code initiative once again this year – Transition Year students from a number of local schools were hosted on campus to take part in coding workshops. Minister Mary Mitchell O'Connor TD was also on campus to mark the occasion. The work of staff in the Department

of Technology and Psychology in making this initiative a success at IADT was commended by the Governing Body.

- **IADT Strategic Plan 2019-2023** – Mazars has now completed the consultation phase for IADT's Strategic Plan 2019-2023 and a draft Strategic Plan has been circulated to members of the Executive and Management Team. Consultation processes with the Executive, Management Team, Joint Forum, Staff and Students are underway and will be concluded this week with final feedback to Mazars in early January. It is intended to launch the new Strategic Plan on February 27<sup>th</sup> next.
- **Smoking on Campus** – issues regarding smoking on campus were raised by a member of the Governing Body – the President noted that this matter has been recently discussed by the Executive, and that a consultation process with staff and students will be undertaken in the new year regarding a number of possible options up to and including establishing IADT as a smoke-free campus, and the introduction of fines for smoking outside of designated areas.

## **8.2 IADT: Financial Update**

Circulation of the Management Report for October 2018 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.

## **8.3 Athena SWAN Update**

Dr Andrew Power, Registrar/Vice President for Equality and Diversity was in attendance for this item. It was noted that the Athena SWAN Subgroup of Governing Body met on December 12<sup>th</sup> and received an update from the President regarding IADT's progress in preparing to submit an application for Athena SWAN Bronze Level Accreditation in April 2019. An update regarding Athena SWAN was given to the Governing Body by the Vice President for Equality and Diversity. Key points noted from the briefing include:

- It was outlined that IADT is a member of the Athena SWAN Charter.
- IADT is also represented on the national Athena SWAN working group and the Registrar/Vice President for Equality and Diversity has been appointed as the Chairperson of the group for the coming year.
- The Institutes Athena SWAN Self Assessment Team has been reformed with new membership and is working well – a planning 'away day' for the Self Assessment Team has been organised and will take place on December 13<sup>th</sup>.
- A review of IADT's Policies and Procedures is underway to ensure that the policies are not gender biased and to identify any further policies that may need to be developed, for example in the area of transgender staff and students
- Members of the Athena SWAN Sub-Group of Governing Body have agreed to assist with reading policies and documentation prepared by IADT in preparation for IADT's Athena SWAN Accreditation application.
- Training for staff and Governing Body members who sit on Interview Panels is being organised and will be taking place in the near future.
- The Governing Body has now appointed an Athena SWAN Coordinator to manage IADT's application for Athena SWAN Accreditation – the Athena SWAN Coordinator will be a member of IADT's Management Team.
- A number of IADT staff including the President, Head of Faculty of Enterprise and Humanities and the HR Manager have participated as reviewers or observers on

Athena SWAN Accreditation Panels and have gained valuable insights into the process which will be of benefit to IADT.

- The recent Staff Development Day – October 30<sup>th</sup> 2018 – focused on Equality and Diversity. Further training both workshops and online courses – is being provided for staff over the coming months.

#### **8.4 Student Numbers and Profile – Presentation by the Academic Administration & Student Affairs Manager**

David Doyle – Academic Administration and Student Affairs Manager, and Dr Andrew Power – Registrar/Vice President for Equality and Diversity – were in attendance for this item. A presentation regarding IADT's student numbers and profile for 2018/2019 was provided to the Governing Body. The Academic Administration and Student Affairs Manager emphasised the need for continued awareness and action in relation to a number of issues relating to student numbers.

The next meeting of the Governing Body will take place on January 9<sup>th</sup> 2019.

Signed: \_\_\_\_\_

David Holohan  
Chairperson

Date: \_\_\_\_\_