

## **Minutes of the Governing Body Meeting – January 6, 2016**

- Present:** Kieron Connolly, Barry Dignam, Jane Dillon Byrne, Annie Doona, Tim Jackson, Neil Kavanagh, Teresa McGrane, Sorcha Nic Cormaic, Díóg O’Connell, Eleanor Roche, Clíodhna Shaffrey, Cormac Shaw,
- Apologies:** Pat Hand, Jade Hogan, Derek Larkin, Maeve McConnon, Tom Taylor
- In Attendance:** Bernard Mullarkey, Dr Andrew Power (Item 7.1), Elizabeth Stunell

Members of the Governing Body noted the recent death of Kevin Browne, HR Manager, and expressed their condolences to Kevin’s family on their sad loss. Kevin will be sorely missed at IADT.

Members of the Governing Body noted the death of Derek Larkin’s brother and expressed their condolences to him and to the Larkin family.

Members were informed of the death of Miguel Seabra who had done significant work on the ‘School in a Box’ project in Mozambique. The President will pass the condolences of the Institute on to his family.

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

The Agenda was adopted as circulated.

Proposed: Díóg O’Connell  
Seconded: Barry Dignam

### **2. Adoption of Minutes of Meeting of December 9<sup>th</sup> 2015 (including Internal Publication)**

The Minutes of the Meeting of December 9<sup>th</sup> 2015 were approved (including approval for internal publication).

Proposed: Sorcha Nic Cormaic,  
Seconded: Clíodhna Shaffrey

### **3. Matters Arising**

- **Governing Body Membership** – A number of nominations have now been received in relation to membership of the IADT Governing Body. In addition election processes have now been completed for the election of staff members of the Governing Body with Fiona McLoughlin and Joachim Pietsch being nominated

as Academic staff representatives, and Celine Blacow being the only nominee in relation to the Staff Member (other than the Academic Staff) and was therefore deemed to be elected. The Secretary/Financial Controller will forward all nominees to the Dublin and Dún Laoghaire Education and Training Board for nomination and forwarding to the Minister for Education and Skills.

- **Boundary Issue** – by agreement, IADT will be in Court in the coming week to close off the boundary issue with a local neighbouring resident. Following completion of this process, the Secretary/Financial Controller will write to IADT's neighbouring residents along the boundary in question to confirm the position of the boundary.
- **Policy for the Protection of Children and Vulnerable Adults** – training for staff regarding the Policy for the Protection of Children and Vulnerable Adults took place during December. Further training will be organised for those unable to attend December's training. A number of queries and clarifications were raised during the training and a number of necessary updates to the Policy will be made to take account of these. A query was raised regarding the reporting relationships in relation to disclosed abuse which apply to IADT's employed and contracted medical professionals. The Secretary/Financial Controller noted that in all cases, all disclosures of abuse must in the first instance, be reported to IADT's Designated Liaison Person. It was also outlined to the Governing Body, that whilst professional reporting relationships may exist for medical professionals, the roles and responsibilities of all medical professionals – Doctor, Nurse and Student Counsellor – employed by and/or contracted to IADT, are within and to the Institute, and that any disclosed abuse must in the first instance be reported to IADT's Designated Liaison Person (or if not available to the Deputy Designated Liaison Person). It was also outlined that the Designated Liaison Person has legal and mandatory reporting responsibilities in relation to disclosed abuse that are set out in legislation. The necessary updates will be made to the Policy for the Protection of Children and Vulnerable Adults and the updated policy will be presented to the next meeting of the Governing Body.

#### 4. **Correspondence**

- **IADT Open Days** – the President noted a very complimentary e-mail received from the parent of a prospective student in relation to IADT's Open Days in November 2015, and shared an extract from this e-mail with the Governing Body.

#### 5. **Technical Approvals**

##### 5.1 **Bank Accounts**

None.

##### 5.2 **Property Rentals**

The Governing Body approved the following Media Cube Licence:

- Baily Labs

Proposed: Barry Dignam

Seconded: Cormac Shaw

### **5.3 HR Appointments**

#### **1. Death in Service – Kevin Browne**

#### **2. Recruitment**

Ongoing 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 competition listed below and interviews in advance of consideration by the Governing Body of Selection Board Reports at their next meeting as would be our normal practice. Interviews for the below posts will take place in February:

- 24/15 Head of Creative Engagement
- 25/15 Student Experience Manager
- 23/15 Marketing Manager

Proposed: Barry Dignam  
Seconded: Díóg O'Connell

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

#### **6.1 Minutes of the Academic Council Meeting of 2<sup>nd</sup> November 2015**

The Minutes of the Academic Council meeting of 2<sup>nd</sup> November 2015 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 Minutes of the Audit Sub-Committee of Governing Body Meeting of 16<sup>th</sup> September 2015**

The Minutes of the Audit-Sub-Committee Meeting of 16<sup>th</sup> November 2015 were noted by the Governing Body. An update regarding matters considered by the Audit-Sub-Committee was given by the Chair of the Sub-Committee.

*(Neil Kavanagh joined the meeting at 9.20)*

### **7. Governing Body Resolutions**

#### **7.1 The Governing Body Approves the IADT Fitness to Study Policy (1/2016)**

Dr Andrew Power – Registrar – was in attendance for item 7.1. The Acting Chairperson welcomed Dr Power to the meeting. The Registrar briefed the Governing Body regarding the development of the Fitness to Study Policy and the key points within the Policy. Following a number of queries regarding the application of the Policy, the Governing Body noted that the development of this policy is seen in a positive light. It was noted that a very small number of students have in the past been excluded from IADT due to behavioural issues which have caused significant distress and disruption to their fellow students. The Fitness to Study Policy provides a mechanism through which such students could be re-admitted following successful treatment, who may otherwise have remained excluded. Resolution 1/2016 was adopted by the Governing Body.

Proposed: Sorcha Nic Cormaic  
Seconded: Barry Dignam

*(Jane Dillon Byrne joined the meeting at 9.30 during Item 7.1)*

## 8. **President's Briefing**

- **Sundance Film Festival** – Graduate Jack O'Shea's animated film 'A Coat Made Dark' which was produced by IADT lecturer Damien Byrne, has been selected for the upcoming Sundance Film Festival, where it will receive its US première. Sundance which takes place in Utah from January 21-31, is one of the leading events in the world to debut independent movies. More than 8,000 films were submitted to the 2016 short film programme, from which only 72 were selected, including just 12 animated shorts. All creative input for 'A Coat Made Dark' has come from graduates or staff members from The National Film School including Animation graduates Jack O'Shea (writer/director), and animators Paul Rutledge, Joe Loftus, and Thomas Young. Original music was composed by Film graduate, Neil O'Connor, the sound was mixed by another film graduate, Rob Flynn, and the film was produced by Animation lecturer, Damien Byrne. We wish them every success at Sundance.
- **Master Class by Sports Stars** – the Faculty of Film, Art and Creative Technologies welcomed two sports stars Davy Russell (Irish Champion Jump Jockey) and Richie Sadlier (former Professional Soccer player, now journalist and TV soccer analyst) to IADT on 2<sup>nd</sup> December 2015 last. This event was coordinated by IADT's Sport Psychology Lecturer Dr Olivia Hurley. The evening included a Questions and Answers session with the two guests.
- **Employment Control Framework** – No information regarding the 2015 Employment Control Framework allocation issued from the HEA during 2015 – the HEA is awaiting confirmation of provisions regarding staffing from the Department of Education and Skills. It is unclear as to when this information will issue. In the interim, IADT is operating on the basis of there being no change from the 2014 allocation.
- **Technological Universities Bill** – the Technological Universities Bill has been debated in the Dail during which some incorrect and unhelpful comments regarding IADT were made by Deputy Richard Boyd Barrett. The President is in the process of writing to Deputy Boyd Barrett in relation to these. The President will once again invite Deputy Boyd Barrett to meet her at IADT to enable him to gain a greater knowledge and understanding of the work of IADT's staff and students. The President also updated the Governing Body regarding the discussions between Institutes of Technology which have expressed an interest in applying for designation as Technological Universities.
- **Gender Equality** – the President is working with the HR Office to ensure that the requested return regarding Gender breakdown within the IoTs is completed and returned. Dr Josephine Brown – Head of Faculty of Enterprise and Humanities – will attend a briefing regarding the Gender Equality agenda on behalf of the President.
- **Regional Clusters** – the President is drafting a response on behalf of IADT to the HEA consultation paper on Regional Clusters. No date has as yet been agreed for the Dublin Regional Cluster meeting.
- **General HE Updates** – it was noted that Garry Granville has been appointed as Interim Director of NCAD for a period of 6 months. The Governing Body wished him well in his new role. The President noted that Maria Hinfelaar has announced her resignation as President of Limerick IT to take up a position as Head of Glyndwr University in Wales. The Governing Body wished Maria well in her new role. A number of Director/President posts will be advertised in 2016 including Dundalk IT, Limerick IT, NCAD and the University of Limerick.
- **Higher Education Finances** – the President noted recent press coverage in relation to financial difficulties facing a number of Higher Education Institutions.

The President noted that IADT is not among this list and acknowledged the work of IADT staff and budget holders for their role in keeping IADT's financial position strong in the face of budgetary cuts imposed in recent years, and thanked them for their support in this regard.

*(Díóg O'Connell left the meeting at 9.55)*

**9. IADT: Financial Update**

Circulation of the Management Report along with the Explanatory Note for November 2015 was noted. A number of key items of expenditure and income were noted by the Secretary/Financial Controller. IADT will return a balanced budget to the HEA in respect of 2015 that is within +/- 0.5% of the 2015 allocation, and thereby meeting the legal financial obligation to do so.

The Department of Education and Skills allocated in excess of €500K to IADT in late December in respect of a Devolved Grant for minor capital works. This allocation came with a requirement to have this grant spent by December 31<sup>st</sup> – the Devolved Grant allocation has been allocated to a number of capital projects undertaken by IADT during 2015.

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

Eleanor Roche  
Deputy Chairperson

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