

Minutes of the Governing Body Meeting – January 7, 2015

Present: Pearse Connolly, Barry Dignam, Jane Dillon Byrne, Annie Doona, Paul Downes, Pat Hand, Jade Hogan, Tim Jackson, Derek Larkin, Sorcha Nic Cormaic, Díóg O’Connell, Donal O’Mahony, Rónán Ó Muirthile, Eleanor Roche, Clíodhna Shaffrey, Cormac Shaw, Clodagh Whelan

Apologies: Tom Taylor

In Attendance: Bernard Mullarkey, Elizabeth Stunell

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Pearse Connolly

Seconded: Derek Larkin

2. Adoption of Minutes of Meeting of December 10th 2014 (including Internal Publication)

The Minutes of the Meeting of December 10th 2014 were approved with one typographical correction (including approval for internal publication).

Proposed: Barry Dignam

Seconded: Chairman

3. Matters Arising

- **Financial Statements** – IADT has received the Audit Certificate in relation to the Financial Statements to the year ended 31st August 2013 – a copy of IADT’s Financial Statements has been sent to the Minister for Education and Skills and to the HEA.
- **Annual Report 2012/2013** – the IADT Annual Report 2012/2013 has been submitted to be laid before the Houses of the Oireachtas.
- **Dublin Leinster Pillar 1 Regional Cluster** – the President hosted a meeting of the Dublin Leinster Pillar 1 Regional Cluster at IADT on December 22nd last. The meeting of the Regional Cluster with the HEA has now been confirmed for February 11th next – the President will update the Governing Body following the meeting.
- **Technological Universities** – recent media coverage regarding Technological Universities was noted. It is unlikely that legislation regarding Technological Universities will be published in the near future.
- **Boundary Issue** – work is ongoing in preparation for the legal case regarding the boundary issue. It is expected that the Defence case submission will be forwarded to IADT shortly.

(Clíodhna Shaffrey joined the meeting at 9.15)

4. Correspondence

- **Governing Body Membership** – Correspondence has been received from Siobhan Bourke indicating that due to pressure of work, she has decided to resign as a member of the Governing Body with immediate effect. The Governing Body extended their thanks to Siobhan for her contribution to the Governing Body and to IADT over the last number of years. The Secretary / Financial Controller will now write to the Irish Film Board to seek a nominee to the Governing Body.
- **Standards in Public Office Commission** – correspondence from the Standards in Public Office Commission was noted – members of the Governing Body were reminded that their Disclosure of Interest forms must be completed and returned to the Standards in Public Office (and copied to IADT). For the convenience of members, the Secretary/Financial Controller will copy and forward the originals of any forms returned to IADT before the required date – January 31st 2015.

5. Technical Approvals

5.1 Bank Accounts

None.

5.2 Property Rentals

None.

5.3 HR Appointments

1. Completed Interview Board Recommendations

The President has received the following recommendations. Subject to the satisfactory completion of the verification processes the President is prepared to recommend the appointment from the panel of the nominated candidate with effect from the date of their taking up duty in the particular post. Such sanction to appoint is conditional on the President being satisfied, following review, that the necessary funding arrangements and compliance with Employment Control Ceilings are in place to support appointments on a case by case basis.

Temporary Pensions Officer

Proposed: Díóg O'Connell

Seconded: Paul Downes

6. Governing Body Committees and Academic Council

6.1 Audit Sub-Committee of Governing Body – Minutes of the Meeting of 19th September 2014

The minutes of the meeting of the Audit Sub-Committee of Governing Body of 19th September 2014 were noted by the Governing Body.

7. Governing Body Resolutions

7.1 The Governing Body Appoints a member of the Audit Committee (5/2014)

Resolution 5/2014 was deferred. A Resolution for the appointment of an additional member of the Audit Sub-Committee will be placed before the Governing Body on February 4th next.

(Jane Dillon Byrne arrived at 9.25, during discussion on Item 7.2)

7.2 The Governing Body Adopts the IADT Travel and Subsistence Policy and Procedures (1/2015)

The IADT Travel and Subsistence Policy was discussed by the Governing Body. It was clearly outlined to the Governing Body that IADT does not pay any expenses relating to partners/family members who accompany staff members whilst away on Institute business. Whilst accompanying family members are not generally permitted, it was noted however, that there may be circumstances where it is necessary for partners/family members to accompany staff members (strictly at their own expense), and that permission for this to occur must be sought from the President in advance. It was agreed that clarity regarding the wording of this section of the policy was needed and an amendment to the wording was agreed.

Resolution 1/2015 was adopted by the Governing Body subject to the agreed wording amendment.

Proposed: Derek Larkin

Seconded: Tim Jackson

7.3 The Governing Body Adopts the IADT Prevention and Detection of Fraud Policy (2/2015)

The IADT Prevention and Detection of Fraud policy was discussed by the Governing Body. IADT has been advised by auditors and the C&AG to develop a specific policy in relation to the prevention and detection of fraud. It was noted that measures to combat and prevent fraud are also contained within a number of other policies for example the IADT Procurement Policy. It was agreed that a clearer definition of fraud should be given within the policy along with some additional examples. A refinement of the wording will be made. It was agreed that falsification of research and plagiarism should also be included.

Resolution 1/2015 was adopted by the Governing Body, subject to the agreed amendments.

Proposed: Paul Downes

Seconded: Tim Jackson

8. IADT: Financial Update

Circulation of the Management Report for November 2014 along with the supporting explanatory note was noted by the Governing Body. It is expected that IADT will report a balanced budget to the HEA for 2014. The budget allocation for 2015 has not as yet been notified, however a decrease in allocation is expected. Following previous requests from the Governing Body, the format of the monthly Management Report for 2015 is being reviewed at present to improve the layout of the information provided.

The Secretary/Financial Controller noted that IADT has received an allocation of €472,000 as a devolved grant for 2014. These funds were notified to IADT on December 22nd and information regarding projects undertaken prior to December 31st 2014 to be funded through this grant must be returned to the HEA. It was noted that the supplier which has up until earlier this year provided access to the range of online journals available in IADT's Library, has now gone into liquidation. The Librarian is working with journal providers to ensure that all necessary journals remain available to students.

The process of budget planning for 2015 is well underway and a budget projection for 2015 will be presented to the Governing Body in the near future.

9. **President's Briefing**

- **Key Priorities and Developments 2015** – the President outlined to the Governing Body, key priorities and developments for IADT over the coming year. These include:
 - **Strategic Dialogue meetings and targets** – the Strategic Dialogue process with the HEA will continue in 2015. IADT Executive will meet with the HEA on February 11th next.
 - **Strategic Plan KPI's and implementation** – the President has asked Dr. Mark Riordan – Head of Department of Strategic and Postgraduate Development – to assist in the process of mapping KPI's to achieve targets agreed with the HEA in IADT's Compact, and the strategic goals outlined in IADT's Strategic Plan 2014-2018. A draft of the KPI's will be presented to the Executive for discussion on January 12th next, with a meeting of the Management Team to discuss same called for January 16th. A full briefing will be given to the Governing Body in the coming months.
 - **Regional Cluster developments** – the President hosted a meeting of the Dublin Leinster Pillar 1 Regional Cluster at IADT on December 22nd last – the Regional Cluster group will meet with the HEA on February 11th next and is required to make a presentation on progress to date.
 - **Programmatic Review** – IADT is preparing for Programmatic Review – as part of this preparation, a large number of policies and procedures are being reviewed at present. In addition a number of programme re-validation panels have taken place over the last year all with successful and positive outcomes. International panels to undertake the Programmatic Review are being formed at present and it is intended that Programmatic Review for both Faculties will take place at the end of April. It is expected that the Programmatic Review Panel Report will be presented to the Governing Body in June.
 - **CAO/Student Numbers/Further Education Partnerships** – concern remains regarding CAO application numbers for a number of programmes. It was again highlighted that failure to increase student numbers by at least the average student numbers increase across the sector, will have a significant negative effect on IADT's budget, and will also impact on IADT's ability to meet student numbers targets agreed with the HEA in IADT's Compact. IADT is also actively recruiting students for advanced entry into years 2 and 3 of programmes, and work is ongoing in relation to building new and improved links with the Further Education sector.
 - **Marketing drive** – a strong marketing campaign is underway making particular use of social media. It is hoped that this will attract more applicants to IADT programmes.
 - **International recruitment** – work is ongoing to further develop articulation arrangements with higher education colleges in Canada, whilst the number of students participating in the 'Science without Borders' initiative which is funded by the Brazilian Government continues to grow.
- **New Programme Developments** – the President noted the development of a number of new programmes:
 - **Masters Programmes** – work is underway to develop a new joint Masters programme with UCD in the area of Screen Finance. In addition a multi-institution international Masters programme in the area of cinematography is also being considered.
 - **Creative Music Production** – the Creative Music Production programme in partnership with the Sound Training College will enter its 2nd year. Feedback so far in relation to this programme has been very positive.

- **Programme Developments** – to take account of CAO trends and applicant preferences to apply for Level 8 programmes, the following programme developments have taken place: the BSc (Honours) in Creative Media Technologies has been developed and replaces the DL702 BEng Audio Visual Media Technology (AVMT) and DL802 BSc (Hons) in Digital Media Systems programmes. While the BSc (Hons) in Creative Computing will replace the DL824 BSc (Hons) in Computing in Multimedia Systems/Web Engineering.
- **Campus Upgrades/Developments** – an update regarding campus upgrades and developments was given by the President:
 - **New website and publications** – tender process is underway to appoint a supplier to provide IADT's suite of printed publications and to develop a new website for IADT is underway. It is hoped to appoint a supplier by March of this year.
 - **ECF/Staffing/Budgets** – IADT is awaiting confirmation of the budget allocation for 2015 – a decrease in allocation is forecast. In addition confirmation of the ECF allocation for 2015 has not as yet been notified to IADT. The President acknowledged the efforts of the Secretary/Financial Controller and all staff in ensuring that IADT remains within budget and noted the importance of maintaining this position for IADT.
 - **Physical Campus Upgrades** – the President has commenced a consultation process in relation to physical upgrades to the IADT Campus. Further consultation sessions are planned. Early indications from the consultation process seem to identify upgrading existing facilities as a preferred option. However in order to complete such works, it will be necessary to vacate sections of the Quadrangle Building. Once the consolidation process has been completed the President will present the findings to the Governing Body.

(Clodagh Whelan left the meeting at 10.15)

- **Events** – the President noted a number of upcoming events:
 - **Annual Opera** – Minister for Education and Skills Jan O'Sullivan and the President will attend the annual RIAM/IADT/LIR (TCD) Opera production on January 14th, which this year is Cavalli's Ormindo.
 - **Open Evening** – IADT will host an open evening aimed at CAO applicants on January 14th next.
 - **Year of Design** – IADT submitted two project funding proposals to the Dublin Year of Design initiative – funding was awarded for both projects however, one submission was only partly funded. As an outcome of this, a conference in the area of Production Design will be organised – the dates for the conference are understood to be March 11th to 13th.

10. Student Report

None.

The next meeting of the Governing Body will take place on February 4th 2015.

Signed: _____

Rónán O'Muirthile
Chairperson

Date: _____