

Minutes of the Governing Body Meeting – May 4, 2016

Present: Fionnuala Anderson, Celine Blacow, Marie Carroll, Annie Doona, Neil Kavanagh, Maeve McConnon, John McDonnell, Fiona McLoughlin, Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Barry Ward

Apologies: Kieron Connolly, Jade Hogan, Aoife Ruane,

In Attendance: Bernard Mullarkey, Elizabeth Stunell

It was noted that as yet, the Minister for Education and Skills has not appointed a Chairperson of the Governing Body and nominations for a Chairperson for the meeting were requested. It was proposed that Maeve McConnon would Chair the meeting:

Proposed: John McDonnell
Seconded: Sorcha Nic Cormaic

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Marie Carroll
Seconded: Celine Blacow

2. Adoption of Minutes of Meeting of April 6th 2016 (including Internal Publication)

The Minutes of the Meeting of April 6th 2016 were approved (including approval for internal publication).

Proposed: Barry Ward
Seconded: John McDonnell

3. Matters Arising

- **Governing Body Membership** – the Minister for Education and Skills is yet to appoint a Chairperson to the Governing Body. In addition a number of Ordinary members remain to be appointed by the Minister. The Secretary/Financial Controller notified the Governing Body that Barbara O’Grady has resigned from the Governing Body and a further nomination will be sought from Houghton Mifflin Harcourt. It is also understood that one of the Ordinary Members of the Governing Body forwarded to the Minister for Education and Skills for appointment has recently been elected to the Seanad and is therefore no longer eligible to be a member of the Governing Body – a further nomination will need to be made by the Dublin and Dun Laoghaire Education and Training Board to the Minister.

4. Correspondence

Governing Body Membership – correspondence received from Barbara O’Grady tendering her resignation from the Governing Body was noted.

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.

Registrar (Permanent)

Proposed: Sorcha Nic Cormaic

Seconded: Joachim Pietsch

Permanent Head of Faculty

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 above competitions and interviews in advance of consideration by the Governing Body of Selection Board Reports at their next meeting as would be our normal practice.

Proposed: Marie Carroll

Seconded: Barry Ward

All replacements for Job-share, Workshare, Career break and Retirements ending on the 31st August 2016, will be advertised in May.

Recruitment Update – the President noted that Jessica Fuller took up her post as Head of Creative Engagement on April 25th last. Ruth Barry took up her post as Marketing Manager on April 11th last. The Student Experience Manager is expected to take up their post at the end of May.

6. Governing Body Committees and Academic Council

None.

7. Governing Body Resolutions

7.1 The Governing Body Appoints an Audit Committee (6/2016)

Resolution 6/2016 was deferred to the next meeting of the Governing Body.

7.2 The Governing Body approves the Programmes and Budgets Document (7/2016)

The President briefed the Governing Body regarding the preparation of the Programmes and Budgets Document for submission to the HEA. An explanation of the various sections within the document was provided for the Governing Body. IADT's annual Budget and Accountability meeting with the HEA will take place on campus on May 5th at which the content of the

Programmes and Budgets document will be discussed. The budgetary impact of reductions in student numbers was outlined to the Governing Body – the President noted that it is currently difficult for IADT to substantially increase student numbers due to restrictions in IADT’s Employment Control Framework (ECF) allocation and limited facilities resources. The President also outlined that a number of scenarios will be presented to the HEA outlining what would be possible in terms of growth in student numbers were IADT to receive an increased ECF allocation and additional campus facilities. The President will also take the opportunity during the meeting, to outline IADT’s good track record in relation to governance and prudent financial management.

It was noted that the ECF allocation to the public sector and by extension to the Institutes of Technology, has not been increased since 2013. All staff including invigilators and ‘student helpers’ must be counted in calculating IADT’s staffing numbers. In relation to the provision of additional campus infrastructure, it was outlined to the Governing Body that the Institutes of Technology are legally precluded from borrowing – this issue is raised with the HEA on a regular basis.

It was noted that IADT is legally obliged to return a balanced budget each year. The responsibilities of the Governing Body to ensure that IADT fulfils this obligation were also outlined. The mechanism for reflecting planned capital investment (which is met from funds held in reserve) within IADT’s Financial Statements was outlined to the Governing Body.

It was also outlined to the Governing Body that IADT allocates 3% of the payroll budget to support staff training and development needs – an overview of the types of activities supported through this budget was given. An overview of expenditure included in the ‘non-pay’ budget was given – it was noted that a significant proportion of this expenditure is non-discretionary including electricity, water and gas.

Each year IADT’s Financial Statements are audited by the Comptroller & Auditor General (C&AG) or on behalf of the C&AG – this audit may also include the inspection of individual expenditure items.

The President noted the significant amount of work required from Finance Office staff and from the Secretary/Financial Controller in preparing the Programmes and Budgets Document and thanked all involved for their work on this.

Resolution 7/2016 was adopted by the Governing Body.

Proposed: Marie Carroll

Seconded: Sorcha Nic Cormaic

7.3 The Governing Body Approves the Award of IADT Honorary Fellows (8/2016)

The President noted that following a meeting of the IADT Honorary Fellow Nominations Committee, the following have been proposed for the Award of IADT Honorary Fellow at the Conferring Ceremony November 2016:

Resolution 8/2016 was adopted by the Governing Body. Members of the Governing Body were requested to keep the nominations confidential at this

time. The President will now write to the nominees inviting them to accept the award.

Proposed: John McDonnell
Seconded: Celine Blacow

(Aine O'Sullivan jointed the meeting at 10.10 am)

8. **President's Briefing**

- **Cyberpsychology Textbook** – a new textbook "An Introduction to Cyberpsychology" (edited by Dr Irene Connolly, Dr Marion Palmer, Ms Hannah Barton and Dr Grainne Kirwan of the Department of Technology and Psychology, has been published by Routledge. The book was launched on April 28th last at IADT by Dr Linda Kaye (Edge-Hill University).
- **Department of Technology & Psychology Showcase** – the annual Showcase event for graduating students from the Department of Technology and Psychology will take place on May 11th at 8.30. The Showcase will be opened by Mary Carty, Director of the NUIG Blackstone Launchpad.
- **End-of-Year Exhibitions** – 1st, 2nd and 3rd year students from a number of programmes are holding end-of-year exhibitions, show reels and performances.
- **Intel Galileo 3rd Level Technology Competition** – congratulations to IADT computing students Elias Kelly and Julia Faulstich (Erasmus student) who showcased their 'smart fridge' project at the Intel Galileo 3rd level Technology Competition on April 8th last. Unfortunately they didn't win the competition however it was a great achievement for the students to be selected as finalists in this competition
- **Graduate Exhibition** – the Graduate Exhibition for students from the faculty of Film, Art and Creative Technologies will open on Friday June 3rd.
- **Angry Birds Movie** – storyboard artist turned director Fergal Reilly has signed with United Talents Agency (UTA) in the US, ahead of the 'The Angry Birds Movie' being released worldwide next month. Fergal Reilly is an IADT graduate, and co-directed 'The Angry Birds Movie'.
- **2016 IFTA Film and Drama Awards** – at the 2016 IFTA (Film and TV Drama) Award Ceremony held on April 9th last, IADT graduates brought home three awards: Best Feature Documentary: "Mom & Me" – Ken Wardop (Director), Best Feature Documentary: "Mom & Me" – Andrew Freedman (Producer) and Best Sound: "Room" – Ken Galvin. Ken Wardop and Andrew Freedman are both graduates of the Film degree in 2004, while Ken Galvin is a graduate of Radio Broadcasting in 1995.
- **1916 Commemorative Events** – IADT's 1916 commemorations continued with two events held on April 25th and 26th last. 'George's Story' - An Industrial School Resident in the 1900's took place on April 25th, and a Show Reel exploring the role of the Sherwood Foresters in the Events of 1916 was shown on April 26th.
- **Postgraduate Information Session** – a talk was organised for final year students on postgraduate opportunities at IADT – the talk took place on April 20th.
- **Staff Social Club** – the IADT Staff Social Club held a launch garden party event on April 21st last. On the same day, a friendly challenge soccer match for the Arthur O'Brien Memorial Trophy took place with students beating the staff 5-4.
- **Access Office/Department of Technology & Psychology Taster Day** - as part of IADT's ongoing programme of reaching out to local DEIS-designated schools, a 'Taster Day' for transition year students from local link schools took place on April 12th last.

- **Women in Film** – the President briefed the Governing Body regarding work that is being done at the moment to encourage more women to become involved in Film. The President is working with a number of organisations including the Irish Film Board (of which she is currently the Acting Chairperson) and the Young Irish Film Makers.
- **HEA Compact** – the President briefed the Governing Body regarding the formation of Compacts with the HEA. Regular Progress Reports are required by the HEA and the President has initiated a process with IADT’s Management Team to update IADT’s Report to the HEA regarding IADT’s progress in achieving targets agreed for 2015. It is expected that a formal request for this report will issue from the HEA with a submission date of June 2015. In addition it is also expected that a process to develop revised Compacts with the Institutes of Technology will issue in the coming months.

9. IADT: Financial Update

Circulation of the Management Report for March 2016 was noted by the Governing Body. In addition a supporting explanatory document was circulated by the Secretary/Financial Controller at the meeting. A number of key points in relation to budget and expenditure to-date were highlighted by the Secretary/Financial Controller. Concern was expressed regarding industrial action currently being taken by the TUI and the financial impact of the loss of any part of the two additional hours class contact gained through recent National Pay Agreements.

It has been confirmed that the ‘Science without Borders’ initiative has come to an end. A small proportion of the outstanding balance from last year has been received but it is unclear as to whether the balance of the payment due to IADT will be received in the future. It was also outlined to the Governing Body that certain expenditures comes in at different times of the year and that variances currently showing in certain areas within the accounts, will be reduced once invoices relating to those budget items are paid.

10. Presentation: Legal Briefing

A presentation on the legal and governance responsibilities of Governing Body members was given by IADT’s legal advisors.

The next meeting of the Governing Body will take place on June 15th 2016.

Signed: _____
Chairperson

Date: _____