

Minutes of the Governing Body Meeting – May 6, 2015

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

Apologies: Pat Hand, Jade Hogan, Tom Taylor

In Attendance: Bernard Mullarkey, Elizabeth Stunell

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Barry Dignam

Seconded: Jane Dillon Byrne

2. Adoption of Minutes of Meeting of April 1st 2015 (including Internal Publication)

The Minutes of the Meeting of April 1st 2015 were approved (including approval for internal publication).

Proposed: Sorcha Nic Cormaic

Seconded: Tim Jackson

3. Matters Arising

- **Boundary Issue** – the Secretary/Financial Controller updated the Governing Body regarding the ongoing boundary issue. The Secretary/Financial Controller has met with the neighbour concerned regarding the boundary. Work continues to resolve the issue.
- **Pearse Connolly** – it was noted that Pearse Connolly has resigned from the Governing Body. The Governing Body expressed its thanks and appreciation to Pearse for his contribution to the Governing body and IADT over the past number of years. The Secretary/Financial Controller will now write to ICTU seeking a nomination to the Governing Body.
- **Governing Body Membership** – it is understood that the nomination from the Irish Film Board to the Governing Body has been forwarded to the Minister for Education and Skills for appointment. The Secretary/Financial Controller noted that following a request to Enterprise Ireland for a nomination to the Governing Body, Enterprise Ireland has indicated that it will not be in a position to nominate a member of the Governing Body at present due to internal restructuring. The Secretary/Financial Controller has therefore requested the Registrar to request the Academic Council to nominate an alternative organisation from which a nomination to the Governing Body should be sought.

4. Correspondence

None.

5. Technical Approvals

5.1 Bank Accounts

None.

5.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Sentrio Technologies trading as OnePosting Ltd
- Farlex International
- Bgate
- CheckVentory
- Sool Nua
- Atlas Risk Advisory Ltd

Proposed: Paul Downes

Seconded: Derek Larkin

5.2 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.

1.15 Human Resource Manager (Acting)

Internal Confined Acting Human Resource Officer (Grade VI)

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: Barry Dignam

Seconded: Díóg O'Connell

6. Governing Body Committees and Academic Council

6.1 Minutes of the Audit Sub-committee of Governing Body – 10th December 2014

The Minutes of the meeting of the Audit Sub-Committee of Governing Body – 10th December 2014 – were noted. An update regarding matters considered by the Audit Sub-committee of Governing Body during this time was given by the Chairman of the Audit Sub-Committee.

7. Governing Body Resolutions

7.1 The Governing Body Approves the Programmes and Budgets 2015 (9/2015)

Circulation of the finalised Programmes and Budgets document was noted by the Governing Body. A number of items within the Programmes and Budgets document were highlighted including a number of additional paragraphs added by the HEA to the process. The President noted the requirement from the HEA in relation to programme development, that Institutions seeking to develop programmes firstly raise their intention with members of their Regional Cluster and potential Technological University Partners to ensure that programme duplication is avoided. This is a matter of concern for Higher Education Institutions. A further requirement that programmes being developed, take account of the Government's position on the Transitions agenda. A number of programmes being developed at postgraduate level were notified to the Governing Body – an outline of the programme development process was given by the President. Resolution 9/2015 was adopted by the Governing Body.

Proposed: Cormac Shaw

Seconded: Clíodhna Shaffrey

7.2 The Governing Body Approves the Award of Honorary Fellows (10/2015)

Resolution 10/2015 was adopted by the Governing Body.

Proposed: Barry Dignam

Seconded: Chairman

The President will now write to the three nominees inviting them to accept the award. It was requested that the Governing Body keep the names of the nominees confidential at this time.

(Sorcha Nic Cormaic left the meeting at 9.30)

8. President's Briefing

- **Sad News** – the President informed the Governing Body of the sad death of student Connor Monaghan, 1st year Psychology. The Governing Body expressed its condolences to Connor's family and friends.
- **Admissions Update** – Application numbers remain a cause for concern for IADT however, there has been an improvement in application numbers for a number of programmes. An extensive marketing campaign is being implemented in the lead up to the CAO 'Change of Mind' deadline. On a positive note, there has been an increase in the number of 'Direct Entry' applications to IADT – the President noted the contribution of programme staff in achieving this increase.
- **Student Retention** – IADT's student numbers return for March 2015 has been forwarded to the HEA. There has been a reduction in student numbers of 40 since the October 2015 report. However the President noted that this reduction is in line with reductions of previous years, and that IADT's retention rates remain strong – approx. 85% for Level 8 programmes and 70% for Level 7 programmes. These figures are favourable within the sector.
- **Further Education** – on April 17th last, the President hosted a meeting with a number of Principals of Further Education colleges in the Region. The President noted that the meeting was very productive and that a number of actions have been identified from the meeting.

- **Budget Meeting with the HEA** – the President, Secretary/Financial Controller and Finance Manager attended the annual 'Budget and Accountability' meeting with the HEA on April 22nd last. The President updated the Governing Body regarding the meeting.
- **IFTA Awards** – 8 graduates from IADT have been nominated across a number of categories at the upcoming IFTA (Film and Drama) Awards. The Governing Body wished them well for the awards which take place later in the year. It was noted that the IFTA Awards now comprise two separate awards events, one in the area of Film and Drama, and the second in Television to take place later this year.
- **MoU with Sound Training College** – an event to mark the official signing of the Memorandum of Understanding with the Sound Training College for the BA in Music Production programme was held on April 20th last. Very positive student feedback has been received in relation to the programme and there has been an increase in the number of CAO applications for the programme. Retention rates for the programme were also reported as being very high.
- **Annual Student Showcase** – the annual Student Showcase for students graduating from the Department of Technology and Psychology will take place on May 13th next. The event will be officially opened by Anne O'Leary – CEO, Vodafone Ireland.
- **Graduate Showcase** – the Graduate Exhibition for the Faculty of Film, Art and Creative Technologies will be opened on June 5th next by Karen Hennessy, CEO of the Design and Crafts Council of Ireland.

9. **IADT: Financial Update**

Circulation of the Management Report and supporting information for March 2015 was noted by the Governing Body. The Secretary/Financial Controller updated the Governing Body regarding IADT's financial position. To date, budgets are remaining within expected limits, however the Secretary/Financial Controller noted that strict management of expenditure needs to be maintained to ensure that IADT returns a balanced budget. The Secretary/Financial Controller noted the commitment of staff to minimising expenditure to meet the budget allocation reduction and thanked them for their continued support in this regard.

No information regarding the Employment Control Framework allocation for 2015 has been received as yet, however it is anticipated that the ECF will be replaced with a budget-based management of staffing levels within the Institute rather than a 'numbers allocation' model.

Work is continuing in relation to finalising a submission to the HEA to request the weightings classifications for a number of programmes in the Film and Visual Communications areas to be raised from 1.3 to 1.7. This submission will be made to the HEA shortly.

10. **Student Report**

None.

11. **Programmatic Review – Update**

The President updated the Governing Body regarding the Programmatic Review process which is underway in both Faculties at present. The Programmatic Review Panel Visit for the Faculty of Enterprise and Humanities took place on April 27th and 28th last. Feedback from the Panel was very positive and the contributions made by

staff, students and industry stakeholders were noted by the Panel. The Panel Report is expected over the coming weeks, and is expected to contain a number of recommendations. The Programmatic Review Panel visit for the Faculty of Film, Art and Creative Technologies, will take place on May 7th and 8th next.

The next meeting of the Governing Body will take place on June 17th next.

Signed: _____

Rónán O'Muirthile
Chairperson

Date: _____