

**Minutes of the Governing Body Meeting – 8 am, October 4, 2017**

**Present:** David Holohan (Chairperson), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Dr Annie Doona, Maeve McConnon, John McDonnell, Cllr Sorcha Nic Cormaic, Joachim Pietsch, Tom Taylor, Cllr Barry Ward

**Apologies:** Kieron Connolly, , Helen Cullinane, Andrew Martin, Fiona McLoughlin, Helen Moynihan, Áine O'Sullivan, Aoife Ruane, Cllr Barry Saul,

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

**1. Adoption of Agenda**

The Agenda was adopted as circulated.

Proposed: Fionnuala Anderson

Seconded: Marie Carroll

**2. Adoption of Minutes of Meeting of September 6<sup>th</sup> 2017 (including Internal Publication)**

The Minutes of the Meeting of September 6<sup>th</sup> 2017 were approved (including approval for internal publication).

Proposed: Barry Ward

Seconded: Chairperson

**3. Matters Arising**

- **Creative Arts Review** – it is understood that the HEA Board will consider the report into the Creative Arts Provision within the Dublin Region at its meeting in November, and that the outcome of considerations will be advised by the end of the year.

**4. Correspondence**

None.

**5. Technical Approvals**

**5.1 Bank Accounts**

None.

**5.2 Property Rentals**

The Governing Body approved the following Media Cube Licences:

- DealDoc Technology t/a MyDealDoc
- Thinscale Technology
- Score Music Interactive t/a Xhail
- CheckVentory
- GladCloud

Proposed: Chairperson

Seconded: Maeve McConnon

## 5.3 HR Appointments

### 1. Various Posts

Permission is sought from Governing Body for the President, subject to satisfactory completion of the verification processes, to offer appointments on foot of the competitions, which were advertised in the Irish Times on Friday September 1<sup>st</sup> 2017. The closing date for all of these competitions was Friday 15<sup>th</sup> September and interviews will take place for all the posts before the end of October 2017.

Ref.	Job Title	Permanent/Fixed Term etc
22/17	Part-time ASSO in Directorate of Creativity, Innovation and Research	Permanent Part-time
26/17	Part-time ASSO – Academic and Student Affairs Office	1 Year Fixed Term
27/17	Part-time ASSO – Faculty of Film Art and Creative Technologies	3 Year Fixed Term
29/17	Research Programmes Officer	1 year fixed term

Permission is sought from Governing Body for the President, subject to satisfactory completion of the verification processes, to offer appointments on foot of the competitions, which were advertised in the Irish times Friday 22<sup>nd</sup> September. The closing date for all of these competitions is Friday 6<sup>th</sup> October and interviews will take place for all the posts during October/November 2017.

Ref.	Job Title	Permanent/Fixed Term etc
30/17	Student Experience Part-time Administrator	1 year Fixed Term
31/17	Access Officer	Permanent Whole-time
32/17	Customer Relations and Information Point Co-Ordinator	Fixed Purpose (Maternity Substitution)

### Progression

The following staff member has applied for Progression from AL to L. The Progression Panel has met and approved the progression for the below candidate and the President has approved the outcome. Ratification is now sought from Governing Body for the staff member making application:

Proposed: Celine Blacow  
Seconded: Marie Carroll

## 6. Governing Body Committees and Academic Council

### 6.1 Minutes of the Audit & Risk Committee – 24<sup>th</sup> May 2017

The Minutes of the Audit & Risk Committee – 24<sup>th</sup> May 2017 were noted by the Governing Body. An update regarding matters considered by the Audit & Risk Committee during this period was given by the Chairperson of the Committee. It was noted that the Audit Committee of Governing Body has been re-named as the Audit and Risk Committee to reflect the greater level of oversight that the Committee now maintains over risk management within IADT. In addition it was reported that the Audit and Risk Committee has met with both IADT's Internal Auditors and members from the Comptroller and Auditor General's Office (with no IADT staff/Executive Member present), with positive feedback in relation to IADT's activities being reported to the Audit and Risk Committee by both.

## **7. Governing Body Resolutions**

### **7.1 The Governing Body Approves the Annual Report of the Audit & Risk Committee 2016/2017 (13/2017)**

Circulation of the Audit and Risk Committee Annual report 2016/2017 was noted by the Governing Body, and a number of key points within the report were noted. The Report has been discussed and agreed by the Audit and Risk Committee. Resolution 13/2017 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Sorcha Nic Cormaic

### **7.2 The Governing Body is satisfied that there is an adequate system of Internal Controls (14/2017)**

The Audit and Risk Committee has reviewed IADT's system of Internal Controls and reported that it was satisfied with same. However the President reported to the Governing Body, that a weakness in relation to the use of one of the business credit cards held by a staff member at IADT has been identified. This matter is being investigated at present and the findings of the investigation are being considered by the President who will determine if any further action is required. The President has informed the Chairpersons of both the Governing Body and the Audit and Risk Committee, as well as the Comptroller and Auditor General and the HEA regarding the matter. The President will update the Governing Body on this matter at the next meeting. Resolution 14/2017 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Marie Carroll

### **7.3 The Governing Body Approves the IADT Governance Statement 2016/2017 (15/2017)**

Circulation of the Governance Statement 2016/2017 was noted by the Governing Body. It is understood that some changes to the format of the Governance Statements are being made at national level. The Governance Statement 2016/2017 has been reviewed by the Audit and Risk Committee. One item of non-compliance was noted relating to the Code of Governance which cannot be adopted by the Governing Body at this stage as it has not as yet been finalised. IADT is compliant in respect of all other items within the Governance Statement, other than as identified in Item 7.2. Resolution 15/2017 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Maeve McConnon

### **7.4 The Governing Body Approves the Internal Audit Charter (16/2017)**

The Code of Practice for Governance of State Bodies has outlined that an Internal Audit Charter should be developed by each organisation. An Internal Audit Charter has been developed for IADT, and was considered and approved by the Audit and Risk Committee. The Internal Audit Charter was presented to the Governing Body for approval. Resolution 16/2017 was adopted by the Governing Body.

Proposed: Fionnuala Anderson  
Seconded: Sorcha Nic Cormaic

## 7.5 The Governing Body approves the 2017 Corporate Procurement Plan (17/2017)

Institutes of Technology are now required to develop and publish procurement plans – IADT's Procurement Plan was presented to the Governing Body for approval. Resolution 17/2017 was adopted by the Governing Body.

Proposed: John McDonnell

Seconded: Barry Ward

## 8. President's Briefing

- **Strategic Dialogue** – the Executive met with the HEA's international panel to review IADT's submission on progress against 2016 Compact targets. The President updated the Governing Body regarding the discussions. The outcome of the review will be advised shortly. The process to develop a new Compact will be outlined by the HEA and will be carried out in 2018.
- **HEA Board Meeting** – IADT hosted a meeting of the Board of the HEA on September 28<sup>th</sup> last. The President was given an opportunity to make a presentation to the HEA Board – the presentation included contributions presented by Helen Moynihan – President, IADT Student Union – the President complemented Helen Moynihan on her contribution to the Presentation, a copy of which will be circulated to the Governing Body. The HEA Board also took the opportunity to tour the campus and met with a number of students during their tour.
- **MA in Interdisciplinary Design Strategies** – the first of two cohorts of students from Canada are on campus to undertake the MA in Interdisciplinary Design Strategies, a postgraduate programme developed in collaboration with George Brown College, Canada. As part of the programme, a number of Charrettes were held involving more than 20 staff, and more than 250 students from all disciplines within the Institute working in groups with the students from Canada. The Charrettes were noted as being a great success.
- **Viewfinder** – the first cohort of students undertaking the tri-lateral international Masters programme MA in Cinematography were on campus last week to commence their programme. The students will undertake parts of the programme in Ireland, Estonia and Hungary, before choosing where to undertake their final project.
- **Media Cube** – a recent incident in which a cladding panel was dislodged from the Media Cube, was reported to the Governing Body. The necessary works to ensure that the panels are securely fixed to the building has been undertaken and some further works may be necessary in the near future. In addition following the tragic Grenfell Tower fire, an additional review of the Media Cube cladding will be carried out.
- **President's Engagements** – the President has been asked to be part of a visit to Canada to present at a conference to mark the 50<sup>th</sup> anniversary of the Colleges Ontario. The visit is scheduled for late November. The President has also been asked to participate in a Department of Education and Skills led visit to Portugal which also takes place in November.
- **Strategic Plan** – IADT's Strategic Plan 2014-2018 will be in its last year in 2018. The consultation process to develop the next IADT Strategic Plan will commence early in 2018. The necessary tender process for consultancy services to assist in the development of the new Strategic Plan is being put in place at present.
- **Student Numbers** – the President updated the Governing Body regarding student recruitment for the 2017/2018 academic year. IADT has recruited well through the CAO and it is anticipated that targets set for 1<sup>st</sup> year student

recruitment through the CAO will be largely met. In addition there has been a substantial increase in the number of postgraduate students enrolled this year. The high pressure that increased student numbers is placing on staff within current available infrastructure and resources is recognised by the Institute. A full presentation regarding student numbers and associated statistics will be given to the Governing Body in December.

- **Athena Swan** – the President briefed the Governing Body regarding the Athena Swan accreditation process. Achieving Athena Swan accreditation is set to become a requirement for the award of research funding. In addition the HEA has indicated that all Higher Education Institutions under their remit should achieve at least bronze level Athena Swan accreditation by the end of 2019. The necessary preparations are being put in place within IADT and members of the Executive are attending briefings regarding the process. The in-depth process to be completed ahead of submitting an application for accreditation was outlined by the President. A full briefing on Athena Swan will be given by the Registrar / Vice President for Equality and Diversity at the next meeting of the Governing Body.

**9. IADT Financial Update**

Circulation of the Management Report and supporting information for August 2017 was noted. The Secretary/Financial Controller updated the Governing Body in relation to a number of key expenditure items. At present IADT's financial projections remain on target.

**10. Code of Practice for the Governance of Institutes of Technology 2018 – Briefing and Consultation**

A presentation in relation to the Code of Practice for the Governance of Institutes of Technology – which is being finalised at present – was given by the Secretary / Financial Controller. A number of key changes within the updated Code of Practice were highlighted. The increased emphasis on Governing Bodies conducting their own Effectiveness Reviews on an annual basis was noted – this was completed by IADT's Governing Body during September.

Meeting Start Time – a suggestion was made that future Governing Body meetings should start at the earlier time of 8.00 – a proposal will be put to members regarding this.

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

David Holohan  
Chairperson

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