

Minutes of the Governing Body Meeting – September 7, 2016

Present: Fionnuala Anderson, Marie Carroll, Helen Cullinane, Annie Doona, Alice Hartigan, Neil Kavanagh, John McDonnell, Fiona McLoughlin, Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Barry Saul, Tom Taylor

Apologies: Celine Blacow, Kieron Connolly, Maeve McConnon, Aoife Ruane, Barry Ward

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 however it is understood that an appointment is pending. Nominations for a Chairperson for the meeting were requested. It was proposed that Sorcha Nic Cormaic would Chair the meeting:

Proposed: Fionnuala Anderson

Seconded: Marie Carroll

The chairperson introduced the newly appointed members of the Governing Body and welcomed them to the meeting.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Marie Carroll

Seconded: John McDonnell

2. Adoption of Minutes of Meeting of June 15th 2016 (including Internal Publication)

The Minutes of the Meeting of June 15th 2016 were approved (including approval for internal publication) – one minor correction was noted.

Proposed: Fionnuala Anderson

Seconded: Joachim Pietsch

3. Matters Arising

None.

4. Correspondence

Correspondence was received in June from the Minister for Education and Skills appointing three members to Governing Body vacancies and appointing the Student Representatives.

5. Technical Approvals

5.1 Bank Accounts

The Governing Body approved the following in relation to IADT's bank accounts:

Proposed: Tom Taylor
Seconded: John McDonnell

5.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Media Street
- VoxGolf
- Xhail

Proposed: Fionnuala Anderson
Seconded: Barry Saul

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.

17/16 Head of Department of Film and Media (FACT) (Permanent)

16/16 Head of Department of Psychology and Applied Technology (FACT)
(Permanent)

Lecturer 1 (Structured) in Film & TV Production*

Various Posts

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments following competitions which were advertised in the Irish Times on Friday 13th May 2016. The closing date for all of these competitions was 5pm on Friday 27th May 2016 and interviews took place in June and July 2016

Permanent Posts:

09/16 Lecturer in Critical and Contextual Studies
14/16 Assistant Lecturer in Photography (Practical Studio)
12/16 Pro-Rata Assistant Lecturer in Arts Management

Fixed-Term Posts:

11/16 Pro-Rata Assistant Lecturer in Applied Psychology (1 year fixed Term) – Job Share
15/16 Pro-Rata Assistant Lecturer in Visual Communications (1 year Fixed Term) – Parental Leave

- 07/16 Library Electronic Resources Co-Ordinator (1 year Fixed Term & Part time) – Job share
- 10/16 Print Technician – (Term Time/Part time – 3 year fixed term)
- 08/16 Customer Relations & Information Point Co-ordinator (Term time/Part time, 3 year fixed term)
- Part Time Payroll Officer (Fixed Term) 0.5 WTE

2. Progression

The following staff have applied for Progression from AL to L, Progression Panels will be established and subject to the Presidential approval of the recommendations of the progression panel we will be seeking ratification from Governing Body for the following staff making application:

3. Superannuation Awards.

The award of a Lump Sum and Pension from the relevant dates below is recommended in accordance with the provisions of the Education Sector Superannuation Scheme to:

Proposed: Fiona McLoughlin

Seconded: Joachim Pietsch

(Áine O'Sullivan joined the meeting at 9.20 during Item 5.3)

6. Governing Body Committees and Academic Council

None.

7. Governing Body Resolutions

7.1 The Governing Body Appoints members to the Audit Committee (11/2016)

Resolution 11/2016 was deferred to the next meeting of the Governing Body.

7.1.1 The Governing Body Approves an External Member of the Audit Sub-Committee (12/2016)

Resolution 12/2016 was deferred to the next meeting of the Governing Body.

7.2 The Governing Body Approves the Financial Statements for the Year Ended 31st August 2015 (9/2016)

The Secretary/Financial Controller updated the Governing Body regarding discussions with the Comptroller and Auditor General (C&AG) at sectoral level regarding the recording of pension liabilities within the Financial Statements. Following the June 15th meeting, the Secretary/Financial Controller relayed the views of the Governing Body to the C&AG. Discussions have taken place between the Format of Accounts Group and the C&AG and a modified note for inclusion within the Financial Statements has been agreed. Following consideration the Governing Body accepted the modified note however it was noted that further work is needed with the Department of Public Expenditure in relation to this issue. The Financial Statements to the year ended 31st August 2015 were approved by the Governing Body. Resolution 9/2016 was adopted by the Governing Body.

Proposed: Áine O'Sullivan
Seconded: Fionnuala Anderson

7.2.1 The Governing Body nominates a member of the Governing Body to sign the Financial Statements in the absence of an appointed Chairperson

Sorcha Nic Cormaic was nominated to sign the IADT Financial Statements in the absence of an appointed Chairperson

Proposed: Áine O'Sullivan
Seconded: Fionnuala Anderson

7.3 The Governing Body Approves the IADT Annual Report 2014/2015 (10/2016)

Resolution 10/2016 was adopted by the Governing Body.

Proposed: Marie Carroll
Seconded: John McDonnell

7.3.1 The Governing Body nominates a member of the Governing Body to sign the IADT Annual Report 2014/2015 in the absence of an appointed Chairperson

Sorcha Nic Cormaic was nominated to sign the IADT Annual Report 2014/2015 in the absence of an appointed Chairperson

Proposed: Marie Carroll
Seconded: John McDonnell

7.4 The Governing Body Approves the IADT Governance Statement 2015/2016 (13/2016)

The Secretary/Financial Controller briefed the Governing Body regarding key aspects of the Governance Statements and a number of areas outlined within the Governance Statement were noted and discussed. Resolution 13/2016 was adopted by the Governing Body.

Proposed: Marie Carroll
Seconded: Áine O'Sullivan

7.4.1 The Governing Body nominates a member of the Governing Body to sign the IADT Governance Statement 2015/2016 in the absence of an appointed Chairperson

Sorcha Nic Cormaic was nominated to sign the IADT Governance Statement 2015/2016 in the absence of an appointed Chairperson

Proposed: Marie Carroll
Seconded: Áine O'Sullivan

7.5 The Governing Body Resolves to reverse the decision (14/2013) made on 4th December 2013 to authorise the President to enter into an agreement for the installation of a telecommunications mast on the roof of the Atrium Building on the IADT Campus (3/2016)

The President gave a detailed briefing to the Governing Body regarding the timelines and history to-date regarding Resolution 3/2016. The Governing Body was circulated with supporting documentation in relation to Resolution 3/2016 along with copies of the relevant sections of Minutes of Governing Body meetings at which this matter was discussed.

It was also noted that the appeal submitted to An Bord Pleanála by a number of objectors to the Mast has now been considered and was unsuccessful. One condition was placed on the granting of approval by An Bord Pleanála. Vodafone has issued documentation to Dun Laoghaire-Rathdown County Council in compliance with this. It was again noted that all telecommunications equipment to be installed, complies with all required standards and EU legislation.

Following completion of this appeal process and the decision of An Bord Pleanála, and in accordance with the directions of the Governing Body on 7th March 2016, Resolution 3/016 now falls due for consideration by the Governing Body. As no proposal for the Resolution was made, Resolution 3/2016 could not be considered further.

The planned installation date for the Mast is November 18th. The President also assured the Governing Body that the issues raised in relation to the Mast have not impacted on IADT's desire and work to maintain a good working relationship with the Monkstown Educate Together National School. IADT will receive €10K per year from Vodafone – the President also noted that IADT's Executive has agreed that this income should be allocated to the Student Hardship Fund and therefore will directly benefit students in need.

7.6 The Governing Body Reaffirms the Code of Conduct for Governing Body Members – Resolution 4/2010 – approved on 1st September 2010 (14/2016)

Resolution 14/2016 was adopted by the Governing Body.

Proposed: Sorcha Nic Cormaic
Seconded: Marie Carroll

8. President's Briefing

- **Student and Staff Achievements** – the President circulated a briefing giving an overview of a number of staff and student achievements over the summer and highlighted a number of these to the Governing Body.
- **Postgraduate Diploma in User Experience Design** – the President briefed the Governing Body regarding an approach from the Irish Software Association to develop a Postgraduate Diploma in User Experience Design to meet the needs of industry. This programme has been developed and was launched recently. Interest in and applications for the programme have been very strong. A validation Panel for the Postgraduate Diploma will take place later in the month.
- **Summer Activities on Campus** – the President noted that a number of events and rentals took place on campus over the summer. These include a Workshop run by the Young Irish Film Makers, Jeta Sports football camps, film studio rentals, American Language College and Blackrock Education Centre programmes.

- **New Website** – the new IADT Website was 'soft launched' over the summer – to date features such as the enquiry form have proven valuable tools to facilitate programme enquiries. A small number of issues with the website are being addressed at the moment and it is intended to formally launch the website later this year.
- **New Frontiers** – the application date for the New Frontiers Programme has now passed and applications for this programme – run in conjunction with the DIT Hothouse – are being considered at present.
- **Springboard** – IADT will be offering two programmes funded through the Springboard Initiative this year and applications for both programmes are very positive at present.
- **Student Numbers** – a number of CAO 2nd Round Offers are being made at present. Registration for incoming 1st year students is in progress and a more accurate picture of IADT's 1st year intake will be available later this week. The President noted that most programmes have filled well with some programmes meeting and exceeding 1st year intake targets and two programmes achieving a 100% offer acceptance rate. However work is needed in relation to a small number of programmes which have fallen short of target. IADT continues to work to increase the number of Advanced Entry applications into 2nd and 3rd years of programmes which will also positively impact on student numbers. Application numbers for IADT's suite of postgraduate programmes and Special Purpose Awards are the highest they have been in a number of years and the increased focus on marketing with the appointment of IADT's Marketing Manager was highlighted as key to achieving this.
- **International Students** – IADT welcomed a group of Erasmus students from a number of countries who will spend a year undertaking programmes at IADT on Erasmus exchanges. In addition, the Head of Creative Engagement has commenced work on updating IADT's International Strategy with a view to increasing the number of international students coming to IADT.
- **Employment Control Framework** – the HEA has advised of the intention to move from individually allocated Employment Control Framework Quotas issued to each Institute, to a "Delegated Sanction Agreement (DSA)" for 2016 to 2019. However this DSA would be subject to a number of strict criteria that HEI's would be required to adhere to in order to avail of the DSA including maintenance of a balanced budget, future pension planning for recruited staff, workforce planning, grade and gender balances.
- **Technological Universities** – there have been no new developments in relation to the re-introduction of the Technological Universities Bill in the Dáil. However it is understood that discussions are continuing at local level among a number of Institutes of Technology in relation to the formation of Technological Universities.
- **Compact and Strategic Dialogue** – the Executive will meet with the HEA in relation to IADT's Progress Report on meeting Compact Targets on September 14th next. IADT achieved a Category A status last year which meant that IADT did not receive any financial penalties in relation to meeting Compact Targets. In consideration of the financial penalties for failing to meet agreed Compact targets, the importance of retaining Category A status was again highlighted to the Governing Body. However difficulties being experienced in meeting targets at Regional Cluster level and the HEA's wish to increase targets in areas where IADT has successfully met agreed targets are a cause for concern for IADT in relation to this.

- **HEA Review of the Creative Arts and Design Institutions in the Dublin Area** – the President noted that Dr Garry Granville (formally of NCAD) has been tasked by the HEA to complete the Review of the Creative Arts and provide recommendations on the future provision for the Creative Arts and Design Institutions in the Dublin area. The President will meet with Dr Garry Granville on September 7th to discuss this in relation to IADT.

9. IADT: Financial Update

Circulation of the Management Report and supporting explanatory note for July 2016 were noted by the Governing Body. IADT remains on target to return a balanced budget for 2016. However the Secretary/Financial Controller noted a number of factors which will impact on the 2017 budget. Tender processes have been undertaken in relation to Student Learning Support and Disability Services and in both cases, the cost of providing these services to students will increase substantially in the coming years. The Secretary/Financial Controller again outlined to the Governing Body the link between student numbers and budget allocation – the need to continue to grow student numbers by at least the average student numbers growth within the sector to maintain budget share was highlighted.

10. HEA Report and Recommendations on Gender Equality

The President circulated a copy of the Executive Summary from the HEA Report and Recommendations on Gender Equality. The President noted that each Higher Education Institution will be required to develop an action plan to address issues of Gender Equality within their Institution. The President also noted that women are well represented at every level within the Institute with IADT's Executive Team being equal in terms of male and female representation. IADT's figures reported within the document compare very favourable among Higher Education Institutions. A link to the HEA Report will be circulated to the Governing Body and members of the Governing Body were requested to become familiar with the Report prior to the next meeting of the Governing Body at which the Report and Recommendations will be discussed in more details.

11. Briefing on Recruitment Procedures by the HR Manager

This item was deferred to a future meeting of the Governing Body.

The next meeting of the Governing Body will take place on October 5th 2016.

Signed: _____
Chairperson

Date: _____