

Minutes of the Governing Body Meeting – November 2, 2016

- Present:** David Holohan (Chairperson), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Dr Annie Doona, Maeve McConnon, John McDonnell, Fiona McLoughlin, Joachim Pietsch, Aoife Ruane, Tom Taylor, Cllr Barry Ward
- Apologies:** Kieron Connolly, Helen Cullinane, Alice Hartigan, Neil Kavanagh, Cllr Sorcha Nic Cormaic, Áine O'Sullivan, Cllr Barry Saul,
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell

The President introduced David Holohan, CIO of Merion Capital, who has been appointed as the Chairperson to the Governing Body. Members of the Governing Body introduced themselves to David and welcomed him to the Governing Body.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Barry Ward
Seconded: Maeve McConnon

2. Adoption of Minutes of Meeting of October 5th 2016 (including Internal Publication)

The Minutes of the Meeting of October 5th 2016 were approved (including approval for internal publication).

Proposed: Marie Carroll
Seconded: Barry Ward

3. Matters Arising

None.

4. Correspondence

Correspondence received from the Minister for Education and Skills appointing David Holohan as Chairman of 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.

HR Manager (Permanent)

Access and Community Engagement Officer (Permanent)

Proposed: Barry Ward

Seconded: Maeve McConnon

6. Governing Body Committees and Academic Council

6.1 Minutes of the Academic Council Meeting of 12th September 2016

The Minutes of the Academic Council meeting of 12th September 2016 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. The President also noted the successful outcome in relation to two Programme Validation Panels for Postgraduate programmes. The President also noted that the Technological Universities Bill has not as yet been reintroduced to the Oireachtas and it is unclear as to when this will happen.

6.2 Minutes of the Audit Committee of Governing Body Meeting of 24th February 2016

The Minutes of the Audit Committee of Governing Body meeting of 24th February 2016 were noted by the Governing Body. An update regarding matters discussed at the meeting was given by the Secretary/Financial Controller. It was also noted that due to the changeover in the Audit Committee, the draft minutes of the meeting of 24th February 2016 were circulated to the members of the Audit Committee and were accepted by the Audit Committee prior to the end of their term of office.

7. Governing Body Resolutions

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

The Secretary/Financial Controller noted to the Governing Body that two additional members of the Audit Committee were required – the Chairman requested two additional members of the Governing Body to agree to become members of the Audit Committee and will discuss this with members of the Governing Body prior to the next meeting. Resolution 11/2016 was deferred to the next meeting of the Governing Body.

7.2 The Governing Body Approves the Annual Report of the Audit Committee 2015/2016 (15/2016)

The Governing Body noted circulation of the Annual Report of the Audit Committee for 2015/2016. The Secretary/Financial Controller briefed the

Governing Body regarding key points within the report. Resolution 15/2016 was adopted by the Governing Body.

Proposed: Fiona McLoughlin
Seconded: Marie Carroll

7.3 The Governing Body is satisfied that there is an adequate system of Internal Controls (16/2016)

The Governing Body considered the Annual Report of the Audit Committee and the outcome of their review. The Governing Body considered the recommendation of the Audit Committee regarding Internal Controls in the Institute. Resolution 16/2016 was adopted by the Governing Body.

Proposed: Fiona McLoughlin
Seconded: Marie Carroll

8. President's Briefing

The President informed the Governing Body of the sad death of staff member Barry McIntyre, who died suddenly on October 15th last. He will be sadly missed at IADT. The President also informed the Governing Body of the tragic death of Creative Music Production student Leo Carolan who died in tragic circumstances on October 4th last. The President will write to the families of both Barry McIntyre and Leo Carolan on behalf of the Governing Body.

Circulation of a briefing by the President was noted by the Governing Body. The President highlighted a number of achievements within the briefing as follows:

- **School Visits/Careers Fairs** – IADT staff are participating in an increased number of School Visits and Careers Fairs in the run up to the CAO 1st February deadline. In addition a recent Careers Fair in Belfast was noted. A number of issues for recruitment of UK students including the lack of accommodation were noted. Discussions are continuing with Government to develop an appropriate procurement process which would allow Institutes of Technology to engage with private providers who are willing to provide student accommodation on Institute Campuses.
- **Open Days** – IADT will hold open days on November 25th and 26th next.
- **Painting the Nation** – IADT graduate Sinead Lawless was announced the winner of the RTÉ series Painting the Nation.
- **Dublin Animation Film Festival** – the Dublin Animation Film Festival took place on October 22nd with a number of IADT graduates winning awards at the Festival.
- **Higher Education Awards** – two of IADT's postgraduate programmes – the MSc in User Experience Design and the Postgraduate Diploma in UX Design, have been nominated for awards in the upcoming Higher Education Postgraduate Awards 2016. The President congratulated the Programme Teams on this achievement.
- **Taster Days** – a number of 'Taster Day' workshops for prospective applicants will take place on November 2nd aimed to give participants a first-hand experience of IADT programmes. Workshops in Entrepreneurship and Management, English Media and Cultural Studies, Photography, Creative Media Technologies, Creative Computing, Applied Psychology and new Media Studies will be offered.

- **Conferring** – IADT’s Conferring Ceremony will take place on Friday November 18th next and will include the conferral of the Award of IADT Honorary Fellow on two recipients. Cllr. Sorcha Nic Cormaic and Cllr Barry Ward have agreed to represent the Governing Body at the ceremonies.
- **Energy Awareness Day** – IADT Energy Awareness Campaign was officially launched by An Cathaoirleach of Dun Laoghaire-Rathdown County Council Cllr. Cormac Devlin on October 27th. The President thanked An Cathaoirleach for his attendance and participation in the event.
- **Conferences and Exhibitions** – a number of ongoing and upcoming Conferences and Exhibitions in which IADT staff and graduates are participating were noted including the Zeminar Fair, RDS Visual Arts Awards, UXDX - Accelerating Product Success event, ‘The Space Between’, ‘A Root that Turns as the Sun Turns’ and ‘In the Making’.
- **Articulation Agreement with George Brown College (GBC)** – an event to mark the signing of an Articulation Agreement between IADT and George Brown College Canada, will take place on November 7th. IADT is the first Irish Institute of Technology under the Colleges Ontario Agreement, to sign an Articulation Agreement with one of the associate colleges. The validation for a new Masters of Arts in Interdisciplinary Design Strategies is nearing completion. The agreement is a culmination of two years of engagement with GBC and project partnerships.
- **Memorandum of Understanding with the French Embassy** – an event to mark the signing of a Memorandum of Understanding between IADT and the French Embassy to Ireland will take place on November 8th. The MoU will aim to establish new collaborations between IADT and the French Embassy to Ireland, including specific projects in the fields of Art and Design, Visual Arts, Film and Media, Technology, Humanities and Arts Management.
- **Young Women in Film Event for Transition Year Students** – the President briefed the Governing Body regarding an event organised for Transition Year students focussing on Young Women in Film. The event will take place on campus from November 10th to 12th inclusive.

9. **IADT: Financial Update**

Circulation of the Management Report for September 2016 was noted by the Governing Body. The Secretary/Financial Controller updated the Governing Body regarding IADT’s financial position. Currently IADT has a positive variance for 2016 and is on target to return a balanced budget for 2016. However a number of timing issues regarding expenditure were noted and the positive variance currently being report will be reduced in the coming months. A number of factors contributing to the current positive variance in the pay budget were noted.

Increased resources used for marketing during the year were noted as was the positive return on this investment in terms of postgraduate and overall student numbers. It is understood that a Devolved Grant will be paid to the Institute later in the year and a number of projects to be costed against this Devolved Grant have been identified. Increased summer campus rentals were achieved during summer 2016 which have contributed to earned income for the Institute – work is ongoing to maximise rental income where possible. The Secretary/Financial Controller also outlined a number of student service costs in the area of Learning and Disability Supports which will increase significantly over the coming year. Confirmation of the 2017 budget allocation is awaited from the HEA.

A report to be published in the Irish Times in the coming days on the HEA evaluation of the financial position of the Sector was also noted. It is understood that a number of Institutes of Technology are in significant financial difficulties and have no financial reserves remaining. In addition it is understood that a number of Institutes of Technology are beginning to experience financial difficulty and are expected to have to rely on financial reserves to meet expenditure in the short term. A small number of Institutes of Technology – including IADT – have managed to operate within balanced budgets, however it was noted that in the case of IADT, this has been extremely difficult to achieve and is placing a major strain on services and infrastructure. It will be necessary in the short term to refurbish and upgrade a number of IADT's computer lab teaching facilities. In addition there has been no capital investment in Institutes of Technology by the Government for a number of years.

10. HEA Report and Recommendations on Gender Equality

The HEA Report and Recommendations on Gender Equality were noted by the Governing Body. The President updated the Governing Body in relation to IADT's statistics as outlined within the Report – IADT scores well in relation to Gender Equality statistics reported. The report has been endorsed by Government and it is expected that metrics to achieve the recommendations contained within the Report will be included within the new Compacts to be developed with Institutes of Technology. The President noted that one of the recommendations contained within the report is that each Institute of Technology establish a Vice President post to work specifically to develop Gender Equality. IADT is not in a position to dedicate a post to this due to our size and staffing numbers restrictions. However the President outlined plans to be discussed with the Executive, to offer members of the Executive the opportunity to take on additional duties in this area and it is intended to run an 'application processes for the additional job title designation of 'Vice President'. The Governing Body expressed support for this proposal, on the basis that any designation as 'Vice President' would be for a specified duration.

The next meeting of the Governing Body will take place on December 14th 2016 at 11am.

Signed: _____

David Holohan
Chairperson

Date: _____