

Minutes of the Governing Body Meeting – October 7, 2020

Present: David Holohan (Chairperson), David Smith (President), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Maeve McConnon, John McDonnell, Fiona McLoughlin, Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Somhairle Quigley Brennan, Rachel Sarsfield Ryan

Apologies: Kieron Connolly, Aoife Ruane, Cllr Barry Saul, Tom Taylor

In Attendance: Bernard Mullarkey, Elizabeth Stunell,

This meeting took place using the MS Teams Platform – IADT Governing Body Group in accordance with the provisions of Standing Orders. Attendance for the meeting was monitored throughout the meeting by the Secretary to the Governing Body and the Recording Secretary to the Governing Body.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson

Seconded: Maeve McConnon

2. Conflicts of Interest

No conflicts of interest were reported regarding items for discussion on the agenda for this meeting.

3. Adoption of Minutes of the Meeting of September 9th 2020 (including Internal Publication)

The Minutes of the Meeting of September 9th 2020 were approved (including approval for internal publication).

Proposed: Dr Fionnuala Anderson

Seconded: Sorcha Nic Cormaic

4. Matters Arising

- **Governing Body Membership** – Rachel Sarsfield Ryan and Somhairle Quigley Brennan have now been formally appointed as student members of the Governing Body by the Minister for Education and Skills.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts.

The Governing Body was informed that notification is now being received from banks regarding negative interest rates that will be applied to funds held on deposit. A present IADT has secured a 0% interest rate however the maximum term for funds to be held in this account is due to expire shortly. This is a sectoral issue and IADT has referred this matter to the NTMA.

6.2 Property Rentals

The following Media Cube Licenses were approved:

- FlexLabs Ltd
- Thinscale Technology – new licence for existing client.
- Ziggytec
- ClearStory International
- Irish Whiskey Magazine
- Zendra Healthcare
- Score Music Interactive t/a Xhail
- Smart PMO
- Vitropics

Proposed: Celine Blacow

Seconded: Maeve McConnon

The Media Cube is delighted to announce that two of its companies are finalists of the Intertrade Ireland Seedcorn 2020 competition.

- Zendra Health, currently based at the Media Cube.
- Equine MediRecord, a Media Cube Alumni client is now based in Kildare.

The Governing Body was informed that many of the Media Cube companies extended the facility of a 'Rent Holiday' earlier this year, are still resident within the Media Cube, and are in the process of making the missing rent payments to IADT. This was welcomed by the Governing Body. The role fulfilled by the Innovation, Commercialisation and Development Manager Ann Marie Phelan in managing the Media Cube through this period was noted to the Governing Body.

6.3 HR Appointments

External Competitions

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 following external competitions, which were advertised in the Irish Times and on various external websites on the 11th September 2020. The closing date for all of these competitions was 25th September 2020 with an expectation that interviews will be held week beginning 19th October 2020.

- Head of Department of Film and Media/National Film School
- Assistant Lecturer in Critical and Contextual Studies
- Assistant Lecturer in Visual Communication Design
- Head of Research

Completed Interview Board Recommendations

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 competitions, which were advertised during the summer.

Senior Technical Officer

Proposed: Celine Blacow
Seconded: Maeve McConnon

7. Governing Body Committees and Academic Council

7.1 Health and Safety Committee Annual Report 2019/2020

Circulation of the Health and Safety Committee Annual Report 2019/2020 was noted by the Governing Body. The Health and Safety Committee Annual Report is circulated to the Governing Body annually to provide the Governing Body with an oversight of the work undertaken by IADT in the areas of Health and Safety. The work of the Health and Safety Committee over the past year included necessary updates to the IADT Safety Statement. The inspection by the Health and Safety Authority in June 2020 and two reportable accidents were also noted.

7.2 Minutes of the Audit and Risk Committee Meeting of May 21st 2020

Circulation of the Minutes of the Audit and Risk Committee meeting of May 21st 2020 were noted by the Governing Body. An overview of matters discussed at the Audit and Risk Committee meeting of September 29th 2020 and the Minutes of the Meeting of May 21st 2020 was given by the Chair and members of the Committee. A review of the annual Governance Statement was undertaken by the Audit and Risk Committee. In addition, the Audit and Risk Committee met with the Internal Auditors to establish an Audit Plan for internal audits to be carried out over the coming three-year period. A review of the Contracts Control Register was also undertaken.

8. Governing Body Resolutions

8.1 The Governing Body Approves the Annual Report of the Audit and Risk Committee 2019/2020 (20/2020)

The Annual Report of the Audit and Risk Committee 2019/2020 was reviewed by the Governing Body. Resolution 20/2020 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Jim Pipe

8.2 The Governing Body is satisfied that there is an adequate System of Internal Controls (21/2020)

Following extensive reviews of IADT's processes undertaken by the Audit and Risk Committee on behalf of the Governing Body, the Governing Body was satisfied regarding the adequacy of the system of internal controls in operation at IADT. Resolution 21/2020 was approved by the Governing Body.

Proposed: Chairperson
Seconded: Jim Pipe

8.3 The Governing Body approves the Institute's Annual Governance Statement 2019/2020 (22/2020)

Circulation of the IADT Annual Governance Statement for 2019/2020 was noted by the Governing Body. The formulaic nature of the Governance Statement was noted and the items for inclusion within the Governance Statement is set out by the HEA. In relation to each item within the Governance Statement, the Institute is required to indicate if it is compliant, partially compliant or not compliant. A requirement for buildings on campus to be fully compliant with the Disability Act was noted. IADT's buildings, with the exception of the Quadrangle Building, are compliant, although work is ongoing to continue to improve disability access within these buildings. Compliance issues in relation to the Quadrangle Building are outside of the control of IADT without funding for a substantial upgrade to the building. Resolution 21/2020 was approved.

Proposed: Dr Fionnuala Anderson
Seconded: Sorcha Nic Cormaic

8.4 The Governing Body approves the Academic Council's 5 nominees to Governing Body (23/2020)

The term of office for the current Governing Body will expire on March 31st 2021. Following approval of the procedures for the appointment of a new Governing Body for IADT, the processes have been commenced. The nomination of five external organisations reflective of the work and disciplines at IADT, was discussed by Academic Council at its meeting of September 21st last. The Executive also discussed the organisations that could be nominated and made recommendations to the Academic Council. Nominating organisations reflective of equality and diversity was considered as important by both the Executive and Academic Council. The organisations nominated by Academic Council were notified to the Governing Body as:

- IDA Ireland
- Sandyford Bid District
- Irish Refugee Council
- Animation Ireland
- Intel

Resolution 23/2020 was approved by the Governing Body.

Proposed: Chairperson
Seconded: Rachel Sarsfield Ryan

The Secretary/Financial Controller will now contact each of the nominated organisations and invite them to propose gender balanced nominations which will be forwarded to the Dublin and Dún Laoghaire Education and Training Board for onward recommendation to the Minister for Further and Higher Education, Research, Innovation and Science for appointment to the Governing Body. In the event that any of the nominated organisations should decline the invitation, alternative organisations have also been nominated and will be approached.

8.5 The Governing Body approves the IADT General Complaints Policy (24/2020)

Circulation of the General Complaints Policy was noted by the Governing Body. It was noted that the General Complaints Policy is a separate policy than the policy used specifically to process complaints from Students – Student Complaints Policy.

Resolution 24/2020 was approved.

Proposed: Maeve McConnon

Seconded: Jim Pipe

8.6 The Governing Body approves the IADT Programmatic Review Policy (25/2020)

Circulation of the IADT Programmatic Review Policy was noted by the Governing Body. Resolution 25/2020 was approved.

Proposed: Maeve McConnon

Seconded: Jim Pipe

9. President's Briefing

9.1 President's Briefing

President's Briefing – Update on COVID-19 and Contingency Plans in place at IADT

The President updated the Governing Body regarding national and strategic issues, and the operation of the campus following the return of staff and students to working and studying on campus.

- **Return to Campus** – students have been studying on campus since August 24th last. Progression year student recommenced their studies on campus on September 14th last, and IADT welcomed new 1st year students on September 28th. Stringent protocols and processes have been put in place which appear to be working well with students adhering well to the guidelines and requirements that have been put in place. IADT's guidelines were developed during the summer period, on the basis of guidelines issued by NPHET. In general, only 5% to 15% of the student population are scheduled to be on campus on any given day, with IADT having committed to a maximum of 25%.
- **COVID Level 3** – it was noted that the Government has placed Dublin at Level 3 on the Living with COVID Roadmap, which has resulted in further restrictions for the general population. However, the President outlined that the protocols and procedures implemented by IADT over the summer period, have been mapped to the Government Living with COVID Roadmap. It has been determined that the precautions in place at IADT are appropriate up to and including Level 4 of the Government's Living with COVID Roadmap. Therefore, as a result of the re-designation of Dublin to Level 3, it was not necessary for IADT to implement further measures. Following the announcement however, the President along with the Heads of Higher Education Institutions were required to provide assurances to the Minister and the Department of Further and Higher Education, Research, Innovation and Science, regarding the measures in place. As much programme delivery as is possible, is being delivered through online platforms. However, due to the specialist nature of IADT's programmes, and as permitted under the Level 3 restrictions, necessary technical and craft workshops that cannot be undertaken remotely, are continuing to be delivered on campus. The number of students involved is very small, and student attendance is being managed carefully to ensure that necessary delivery on campus is done in a safe way.

- **COVID Transmissions** – the President was pleased to report to the Governing Body, that to date, there have been no incidents of COVID transmission on campus. It is hoped that the combination of the low levels of activity on campus and the extensive measures that have been put in place, will help to prevent transmission of COVID on campus.
- **HCI Pillar 3** – the President noted to the Governing Body that a consortium led by NCAD, with IADT and the School of English and Drama at UCD, have been awarded €10m in funding through the HCI Pillar 3 initiative to establish a Creative Futures Academy. This is among the largest funding amounts awarded through this initiative, and is the only submission in the area of the creative arts to be awarded funding.
- **TU Transformation Fund 1** – IADT will be involved in a THEA-led cross-sectoral project working in the area of transformation of education provision including RPL (Recognition of Prior Learning) which has been awarded funding through the HEA Transformation Fund.
- **TU Transformation Fund 2** – following representation by the President and through THEA to both the HEA and the Department of Further and Higher Education, Research, Innovation and Science, IADT was permitted to make a submission to independently of TU Consortia to the TU Transformation Fund. The Governing Body was notified that IADT's submission was successful in being awarded a proportion of the funding requested, to assess existing recommendations on the formation of a University of the Creative Arts within Ireland, and scope out future opportunities for the same within the context of IADT's existing Strategic Plan, the broader National Strategy for Higher Education and the TURN Report.
- **Technology Supports for Students** – following student technology support initiatives by both the HEA (€101K funding allocated to IADT) and DELL, 80 laptop and desktop machines have been made available to support disadvantaged students with technology deficits. A process is in place and applications for laptops/desktops through the scheme are being received from students.
- **Mental Health Supports for Students** – in addition to funding received through recurrent grant, an additional €23K of funding has been allocated by the HEA to provide additional mental health supports for students. Among the supports that will be provided by this fund will be the provision of additional clinical hours for students and a small proportion of this fund will support the rollout of the National Consent Framework.
- **CAO Round 4** – at present 590 students have accepted places in 1st year of IADT programmes through the CAO, and a large proportion of these have also now completed the registration process. IADT's new programmes have not recruited well, however due to the sudden onset of the COVID emergency, only a limited marketing campaign was possible for these programmes. The error in the Calculated Grades algorithm resulted in three additional places being offered at IADT, with only 105 places offered throughout the IoT sector and 424 across all HEIs.
- **Conferring** – a 'traditional' conferring ceremony will not be possible this year. However, plans are well advanced in preparing for an online event to be hosted at the National Film School on November 6th – the scheduled date. The importance of avoiding delays in graduating students was outlined to the Governing Body.
- **National Film School** – the President was delighted to notify the Governing Body that IADT's National Film School has been named among Variety's Top Film Schools for 2020. This was also noted as important in the context of recent successful funding proposals – national and international – and IADT's future status.

The Governing Body acknowledged the work of all involved in preparing the campus for the return of staff and students to working and studying on campus, and congratulated all on successfully navigating the first month of student activity on campus. It was requested that this message from the Governing Body is conveyed to staff.

9.2 IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of August 2020 was noted by the Governing Body. An overview of key figures from the report was provided by the Secretary/Financial Controller. IADT's pre-COVID budget had been

developed with a planned overspend in the region of €200K. However, with the implications of COVID, IADT's expenditure to date is showing a positive variance. The Secretary/Financial Controller did however note that substantial expenditure has been incurred as a result of the measures necessary to prepare the campus for a return of staff and students to working and studying on campus, and invoices are now being received for work undertaken over the summer. Funding of approx. €20m has been set aside by the HEA to assist Higher Education Institutions in the expenditure incurred in preparing for the return of on-campus activity. HEIs will need to prepare a submission to this fund, outlining their incurred expenditure. Projected levels of earned income from campus rentals were not realised this year – particularly over the summer period. However, in relation to the Media Cube, the level of expected losses was also not fully realised and many of the Media Cube companies are now repaying their rent holidays. In addition, a number of sports clubs are now renting the playing pitch. The Governing Body was assured that safety procedures have been implemented by all clubs renting the pitch.

10. Equality, Diversity and Inclusion Implications

The 'Laptops for Students' scheme was welcomed and an application process is in place for disadvantaged students to apply for laptop/desktop machines that are available through this scheme. Following a commitment made to students earlier this year by the President, training has been organised for all members of the IADT Management Team in the area of Race and Equality. The importance of equality and diversity to IADT was reflected in selection of the organisations to be invited to nominate members to the next Governing Body. An additional €23K funding has been allocated to IADT by the HEA in support of additional mental health supports for students.

The next meeting of the Governing Body will take place on November 4th 2020.

Signed: _____
David Holohan

Date: _____