

Minutes of the Governing Body Meeting – September 9, 2020

- Present:** David Smith (President), Dr Fionnuala Anderson, Marie Carroll, Kieron Connolly, Maeve McConnon, John McDonnell, Sorcha Nic Cormaic, Joachim Pietsch, Tom Taylor
- Apologies:** David Holohan (Chairperson), Celine Blacow, Fiona McLoughlin, Áine O'Sullivan, Jim Pipe, Aoife Ruane, Cllr Barry Saul
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell, Rachel Sarsfield Ryan, Somhairle Quigley Brennan

This meeting took place using the MS Teams Platform – IADT Governing Body Group. Attendance for the meeting was monitored throughout the meeting by the Secretary to the Governing Body and the Recording Secretary to the Governing Body.

Suspension of Standing Orders:

IADT's campus has re-opened, however attendance on campus is restricted due to COVID-19. In light of ongoing physical distancing requirements, a corporeal meeting of the Governing Body is not feasible at this time. It was therefore proposed that the Governing Body suspend Standing Orders for this meeting. This proposal was agreed by the Governing Body:

- Proposed: Sorcha Nic Cormaic
Seconded: Dr Fionnuala Anderson

The Secretary/Financial Controller noted that formal appointment by the Minister for Further and Higher Education, Innovation and Science, of Rachel Sarsfield Ryan and Somhairle Quigley Brennan – incoming Student Representatives to the Governing Body – has not been received by IADT. Therefore Rachel Sarsfield Ryan and Somhairle Quigley Brennan will be in attendance at this meeting.

1. Adoption of Agenda

The Agenda was adopted as circulated.

- Proposed: Sorcha Nic Cormaic
Seconded: Dr Fionnuala Anderson

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 June 17th 2020 (including Internal Publication)

The Minutes of the Meeting of June 17th 2020 were approved (including approval for internal publication).

Proposed: Dr Fionnuala Anderson

Seconded: John McDonnell

4. Matters Arising

- **Governing Body Membership** – the formal appointment of elected Student Representatives to the Governing Body is awaited.
- **Governing Body Effectiveness Review** – during the annual Effectiveness Review of Governing Body which took place on June 17th last, the Governing Body advised its wish to retain a start-time of 8.00 am for any meetings which take place on IADT's campus. However, for the present, where meetings are taking place remotely, the preferences of members will be requested ahead of each meeting. The President noted that due to requirements under Athena SWAN that all meetings should be organised during 'family-friendly' hours, meetings of the incoming Governing Body will need to take place between 10.00 am and 4.00 pm.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

Updates to IADT's Bank Accounts were noted as follows:

Proposed: Sorcha Nic Cormaic

Seconded: Kieron Connolly

6.2 Property Rentals

No property rentals.

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 Friday 21st August 2020. The closing date for all of these competitions on Friday 4th September 2020.

- Senior Technical Officer
- Assistant Lecturer in Critical and Contextual Studies
- Assistant Lecturer in Digital Business
- Head of Department of Film and Media/National Film School

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.

Head of Faculty of Film, Arts and Creative Technologies:

Disability Officer (Grade VI) – Maternity Cover:

ICT Educational Technologist - 1 year Fixed Term

ICT Technician (Maternity Leave Cover)

Retirements – 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:

Resignations

The Following staff have also resigned:

The Governing Body acknowledged the contribution that Dr Mark Riordan had made to IADT during his time at the Institute throughout his various roles as Head of Department.

Proposed: Sorcha Nic Cormaic

Seconded: Kieron Connolly

7. Governing Body Committees and Academic Council

7.1 Minutes of Academic Council meetings of February 10th, March 9th, March 24th and April 8th 2020

Circulation of the Minutes of the Academic Council meetings of February 10th, March 9th, March 24th and April 8th 2020 were noted by the Governing Body. The work of Academic Council during this time was focused on ensuring that the necessary academic processes and procedures were in place to enable students to complete their academic studies remotely and on schedule. The Minutes of the meetings also reflect the temporary delegation of authority from the Academic Council to the Executive to ensure that the necessary examination, assessment and appeals procedures were put in place and delivered to students. The period of delegation of authority to the Executive has now expired. The first Academic Council meeting of the new academic year will take place on September 21st next.

8. Governing Body Resolutions

8.1 The Governing Body Approves the Regulations and Procedures for the Appointment of a new Governing Body (17/2020)

The term of office of the ordinary members of IADT's Governing Body will expire on March 31st 2020. Regulations and Procedures for the appointment of a new Governing Body for IADT were presented to the Governing Body for approval. An overview of the processes for the appointment of a new Governing Body was given by the Secretary/Financial Controller. The process of appointing a Chairperson to the Governing Body is not included within these procedures as it was noted that the Chairperson is a Ministerial appointment operated through the Public Appointments Service. IADT's Academic Council has commenced the process of identifying 5 industry-relevant organisations from which nominations to the Governing Body can be

sought. These will be presented to the Governing Body for ratification at a future meeting. It was requested by the Governing Body, that the 5 organisations recommended by Academic Council, should include an organisation active in the area of Equality, Diversity and Inclusion. The Student Representatives to Governing Body is a yearly appointment from July 1st to June 30th annually, and is not included within the procedures being ratified by Governing Body at this meeting. Resolution 17/2020 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson
Seconded: Maeve McConnon

8.2 The Governing Body Approves amendments to Standing Orders (18/2020)

Circulation of updated Standing Orders for Governing Body was noted. A number of practical minor amendments have been made to the Standing Orders which were outlined by the Secretary/Financial Controller. These include the provision for a Quorum to be recorded without the need for the quorum to be physically present at the meeting. It is hoped that these changes will result in greater flexibility for attendance by Governing Body members. Resolution 18/2020 was approved by the Governing Body.

Proposed: Marie Carroll
Seconded: Sorcha Nic Cormaic

8.3 The Governing Body Approves the IADT Procurement Policy (19/2020)

The Circulation of the updated IADT Procurement Policy was noted by the Governing Body. An outline of updates was provided by the Secretary / Financial Controller. A new section – Section 9 – has been added to the policy and covers aspects of contracts management. Resolution 19/2020 was approved.

Proposed: Joachim Pietsch
Seconded: Maeve McConnon

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 a number of national and strategic issues, as well as the work undertaken by the Institute over the summer period in preparation for a return of staff and students to working and studying on campus for the new academic year. The President also noted regular and ongoing contact with the Chairperson regarding decisions and actions taken during this time.

Institute and National

- **Minister for Higher Education** – the establishment of a new Government Department focusing on the Higher Education Sector has been welcomed, as was the appointment of Simon Harris TD as Minister for Further and Higher Education, Research, Innovation and Science. The strong and positive

engagement with the Minister over the summer period has been welcomed by the sector.

- **Calculated Grades** – the Calculated Grades in lieu of the Leaving Certificate have now been issued. The President noted that the model and algorithms used to calculate grades for students were shared with the Heads of Higher Education Institutions and were considered to be very fair and student focused.
- **CAO Offers** – the models for the first round of CAO offers are being run by the Registrar and the Admissions team at present. IADT expects that recruitment to most programmes will be in line with projections, however an approx. 7-9% under-recruitment is being projected for the year.
- **Additional Places** – a recent Government announcement regarding additional funded Higher Education places was noted. The announcement includes places funded through the Springboard initiative, HCI initiatives and a number of places to be offered through the CAO with key disciplines being prioritised. IADT will receive approx. 10-15 additional funded places, which will be offered through the CAO where there are both the demand for those places, and the resources to enable the additional students to be accommodated.
- **COVID Support Funding and Stimulus Packages** – IADT was delighted to be allocated €101K in funding specifically to fund additional computing facilities for disadvantaged students to enable them to study remotely. In addition, €60K has been received to support mental health initiatives for the coming academic year. A number of submissions have been made to the next round of HCI funding and it is hoped that these submissions will be successful. A further HCI call has been issued for postgraduate programme submissions. Unfortunately, the discipline areas specified in the call are restrictive however representation has been made to have the discipline area codes extended to allow IADT to make submissions to this funding initiative.
- **Transformation Fund** – IADT successfully made a case to be permitted to make a submission to the TU Transformation Fund – a proposal was developed by the Executive and was submitted to the HEA by the President. The outcome is awaited.
- **Digital Media Building** – the appeal to An Bord Pleanála regarding the Digital Media Building has been successful and IADT now has planning permission for this building. It is hoped that the building will be ready for occupation in 2024. Following the COVID emergency, the need for IADT to enter a growth phase in relation to student numbers was highlighted.
- **Carriglea Building** – the Carriglea Building has now been handed back to IADT following use of the building by An Garda Síochána during the summer period to facilitate physical distancing whilst report writing.
- **Energy Efficiency Funding** – IADT has been awarded in excess of €400K to undertake energy efficiency upgrades to the Atrium Building.
- **EU University for the Film & Media Arts** – IADT is a member of a consortium bidding for EU funding to establish an EU University for the Film and Media Arts. If successful, IADT's proportion of the funding would be in excess of €0.5m. The calibre of IADT's EU partners in this bid was noted.

Return to Working and Studying on Campus

- **Start of New Academic Year** – IADT staff members are incrementally returning to working on campus. The Estates and Facilities Manager and her team have worked extensively over the summer to prepare the campus and to introduce the necessary safety measures ahead of the return of staff and students to campus. Staff attendance on campus is rostered with only a small

proportion of staff scheduled to work on campus each day, with the balance of staff roles fulfilled through remote working. Two Lead Worker Representatives have been appointed. Online COVID induction programme have been put in place for staff prior to their return to campus.

- **COVID-19 Steering Committee** – the President put on record the significant and valuable work undertaken by the COVID-19 Steering Committee in providing the guidance and direction needed for IADT to return to a safe operation for the new academic year. A COVID-19 Protocol has been developed and the necessary procedures have been put in place to manage any potential outbreak or suspected outbreak of COVID-19 on campus. In the event of an outbreak of COVID-19 on campus, the directions of both the HSA and NPHEA will be implemented by IADT.
- **Student Return to Campus** – progression year students return to campus on September 14th next. All student attendance on campus will be carefully managed and rostered, with a maximum of 25% of the student population being scheduled on campus on any given day. The President also noted that the MA in Broadcast Production students returned to studying on campus on August 24th last, undertaking a number of workshops and modules. The COVID Protocols put in place were positively received, and worked well for these students.
- **1st Year Students** – IADT's 1st year students will be scheduled to attend campus starting on the week of September 28th. The First Year Matters Induction Programme has been re-developed to offer a substantial part of this programme online – several modules from this programme are already available to students online.
- **Digital Showcase** – following the very regrettable cancellation of the annual Graduate Showcase, an online showcase of work by graduating students has been developed. Ways in which public exhibition of the work of graduating student can be facilitated are being reviewed at present.
- **Conferring** – as a traditional large-scale conferring ceremony will not be possible this year, IADT is making preparations to confer students. It is likely that a single 'in absentia' conferring ceremony will be held (potentially online) to ensure that students are 'graduated'. This matter is a priority for IADT, due to the academic implications of delayed graduation of students. It is hoped to be in a position to organise smaller group events at a later stage in the year.

9.2 IADT: Financial Update

Circulation of the Management Report and Financial Overview to July 2020 was noted by the Governing Body. An overview of key figures from the report was provided by the Secretary / Financial Controller. A number of areas of expenditure have been reduced in comparison to non-COVID years, however additional expenditure has been required particularly in online platforms for portfolio submission, interview processes and exhibition platforms. Expenditure on utility bills – light, heat etc. – has been significantly decreased due to the closure of the campus in March, however costs for security have been increased. Significant costs have been incurred to prepare the campus to re-open safely for staff and students for the coming year – these costs include hygiene products, signage, screens and additional campus cleaning protocols. The additional financial supports that have been allocated to Higher Education Institutions by the HEA were notified to the Governing Body, and will provide significant assistance in maintaining a safe campus for staff and students.

10. Equality, Diversity and Inclusion Implications

Updates to the Standing Orders for Governing Body were noted. Notwithstanding the decision of the current Governing Body that on-campus meetings should commence at 8.00 am, the need for meetings of the incoming Governing Body to fall within 'family-friendly' hours as outlined by Athena SWAN was noted. Funding received from the HEA to provide additional technology for disadvantaged students with technology deficits was welcomed, as was funding to support mental health initiative for students. It was further noted that as far as is possible, arrangements for entirely remote delivery will be put in place for any student identifying that they are in a high/very high risk category. A number of requests have been received from students to date and are being actioned by their Programme Teams.

The next meeting of the Governing Body will take place on October 7th 2020.

Signed: _____

David Holohan

Date: _____