

Minutes of the Governing Body Meeting – 14th April 2021

Present: David Holohan (Chairperson), David Smith (President),
Dr Fionnuala Anderson, Cllr. Michael Clark, Turlough Conway, Dr Cormac Deane, Cllr. Anne Ferris, Sinéad Gorby, Ben Harper, Maeve McConnon, Caitriona Murphy, Peter O’Brien, Eva Perez, Somhairle Quigley Brennan, Rachel Sarsfield Ryan, Punitha Sinnapan

Apologies: Cllr. Kazi Ahmed*, Cllr. Una Power

In Attendance: Bernard Mullarkey, Elizabeth Stunell,

*unable to attend due to technical difficulties beyond Cllr. Ahmed’s control

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. The meeting commenced at 3.00 pm, and concluded at 5.05 pm.

The Chairperson welcomed members to the first meeting of the new Governing Body. The Chairperson noted that his term of office overlaps from the previous Governing Body and will conclude in October. The term of office for Student Representatives on the Governing Body is from July 1st to June 30th annually. Two members of the outgoing Governing Body – Dr Fionnuala Anderson and Maeve McConnon – have been appointed to the Governing Body for a second term.

An issue was raised by IADT staff representative members of the Governing Body regarding difficulties accessing briefing materials prepared to support members of the Governing Body in fulfilling their roles as Governing Body Members. It was requested that this fact be noted on the Minutes of the meeting. The President undertook to have this issue resolved as soon as possible.

1. **Adoption of Agenda**

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: Cllr. Michael Clarke

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 3rd March 2021 (including Internal Publication)**

The Minutes of the Meeting of 3rd March 2021 were approved (including approval for internal publication).

Proposed: Dr Fionnuala Anderson
Seconded: Maeve McConnon

4. **Matters Arising**

- **Student Members of Governing Body** – nominations for Student Members of the Governing Body have been received and have been forwarded to the Dublin and Dún Laoghaire Education and Training Board for onward recommendation for appointment by the Minister for Further and Higher Education, Research, Innovation and Science. It was noted that Rachel Sarsfield Ryan has been nominated by the Student Body for a second term. The Secretary/Financial Controller requested the permission of the Governing Body to invite the newly nominated student member of the Governing Body to attend – as an observer – at the June meeting of the Governing Body – this was agreed.

5. **Correspondence**

- **Appointment of the Governing Body** – correspondence received from the Dublin and Dún Laoghaire Education and Training Board enclosing a copy of correspondence from the Minister for Further and Higher Education, Research, Innovation and Science, appointing members of the Governing Body was acknowledged.

6. **Technical Approvals**

6.1 **Bank Accounts**

No changes to IADT's Bank Accounts.

6.2 **Property Rentals**

The following Media Cube License was approved:

Proposed: Dr Fionnuala Anderson

Seconded: Cllr. Anne Ferris

6.3 **HR Appointments**

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 recently. 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.

Open Competitions:

Director of Research, Development and Innovation

Head of Department of Film and Media (Acting)

Equality, Diversity & Inclusion Administrative Support (Grade IV - 0.5wte)

Access Administrative Support (Grade IV – 0.6 WTE – 12 Month Fixed Term)

Lecturer (Structured) in Film and Media (National Film School) (PWT)

Progression:

The following staff members have applied for Progression from Assistant Lecturer to Lecturer. The Progression Panel has met and approved the progression for the below and the President has approved the outcome. We are now seeking ratification from Governing Body for the staff members making application:

Proposed: Cllr. Michael Clarke

Seconded: Caitriona Murphy

7. Governing Body Committees and Academic Council**7.1 Minutes of the Academic Council Meeting of 8th February 2021**

Circulation of the Minutes of the Academic Council meeting of 8th February 2021 were noted by the Governing Body. An overview of matters discussed at the meeting was given by the President. A brief overview of matters considered by the Academic Council on a regular basis was provided – these include Programme Board Reports, Annual Reports produced by each Sub-Committee of Academic Council and the appointment of External Examiners. The importance of Programme Board Reports and External Examiners in monitoring the Quality of programmes was highlighted by the President. The Minutes of the Academic Council Meeting of 8th February 2021 were noted by the Governing Body.

7.2 Final Update from the Audit and Risk Committee

Circulation of the final report from the outgoing Audit and Risk Committee was noted. Dr Fionnuala Anderson was appointed as Chairperson of the Audit and Risk Committee for the term of the previous Governing Body (2016-2021). Minutes of the Audit and Risk Committee are presented to the Governing Body for noting following their approval by the Audit and Risk Committee. In addition and to ensure that up-to-date briefings on the work of the Committee are provided to the Governing Body in advance of approval of formal minutes, a summary report is produced and circulated to the Governing Body following each meeting of the Audit and Risk Committee.

An overview of the matters discussed at the Audit and Risk Committee meeting of 23rd March 2021 was provided by Dr Fionnuala Anderson. The meeting was organised to consider the audited Financial Statements to the Year Ended 31st August 2020, which have been approved to progress to the next stage in the approval process. The Financial Statements will now be submitted for formal approval to the C&AG, following which, they will be presented for adoption by the Governing Body. It was noted that a copy of the Management Letter received from the C&AG in relation to the audited Financial Statements will be circulated to the Governing Body once received.

The Chairperson acknowledged the work undertaken by Dr Fionnuala Anderson and Maeve McConnon as members of the Audit and Risk Committee. A new Audit and Risk Committee will be appointed at a future meeting of the Governing Body.

The final report of the Audit and Risk Committee of Governing Body relating to the meeting of 23rd March 2021 was noted by the Governing Body.

8. Governing Body Resolutions

8.1 The Governing Body Appoints a Deputy Chairperson of the Governing Body (2/2021)

A proposal to appoint Dr Fionnuala Anderson as Deputy Chairperson of the Governing Body was made by the Chairperson and seconded by Cllr Anne Ferris. The role of the Deputy Chairperson – to conduct meetings in cases where the Chairperson is unavailable – was outlined to the Governing Body.

However a proposal that this resolution be deferred to a future meeting of the Governing Body was made by Dr Cormac Deane and seconded by Eva Perez on the grounds that the Governing Body has not as yet had the opportunity to have formal introductions to other members and for an assessment to be carried out by members of the competencies for the role.

A number of members of the Governing Body noted that they would be supportive of Dr Fionnuala Anderson fulfilling the role as Deputy Chairperson

The Governing Body acceded to the request to defer this item to the next meeting of the Governing Body. In the interim, the profiles provided by members will be collated and circulated to inform discussion.

Resolution 2/2021 was deferred to the next meeting by the Governing Body.

9. President's Briefing

9.1 National Strategic Update

The President welcomed members of the Governing Body to IADT. The President noted that the President's Briefing at each meeting will provide an overview of key strategic, national and high level operational updates for the Governing Body. As an extensive induction presentation is being provided at this meeting, the briefing has been shortened to allow greater time for the presentation.

The most recent meeting of the National Steering Group – comprising representatives from the Department of Further and Higher Education, Research, Innovation and Science (FHERIS), the Technological Higher Education Association (THEA), the Irish Universities Association (IUA) and the representatives of the Social Partners (Unions), was attended by Minister Simon Harris – Minister for FHERIS. The Minister has noted the importance of planning for a return to working and studying on campus for students and staff in September. However no revised guidelines have been issued to guide HEIs in planning for the return of students to campus and it is unclear as to whether existing guidelines will be updated to reflect changes in Public Health guidance. The President outlined that whilst many programmes offered within the sector are suitable for entirely online delivery, the practical, specialist craft and technical nature of a number of IADT's core disciplines, means that these programmes cannot be replicated for delivery through online modes. Planning for a wider return to campus in September has commenced. IADT is in a good position regarding preparations for the coming academic year due to the substantial work that was undertaken in preparation for a resumption of increased levels of teaching on campus last September, prior to reintroduction of national COVID restrictions.

Governing Body Meetings – noting technical difficulties outlined earlier in the meeting, the President noted that in support of the effective running of Governing Body meetings, consideration is being given to implementing a "Board-Portal" platform for Governing Body

members to provide enhanced access to materials and documentation for meetings. It is hoped to evaluate available platforms and implement a solution in the coming months.

9.2 Strategy Implementation

The President outlined that since the development of the current Institute Strategic Plan – 2019-2023, there have been a number of developments within the Higher Education landscape. These include the establishment of a new Government Department – the Department of Further and Higher Education, Research, Innovation and Science, with a dedicated Ministerial position assigned to the sector. In addition, progress in the development of Technological Universities has progressed more quickly than expected. The COVID emergency posed both challenges and opportunities driving changes in many practices. In December 2020, the Executive undertook a mid-term review of the IADT Strategic Plan, with actions articulated within the plan being re-prioritised to meet the changing needs and opportunities for the Institute. In addition, the timeframe for delivery of the Strategic Action Plan has been shortened with a target to deliver all actions by the end of 2022.

9.3 Risk Management

It was noted that Bernard Mullarkey – Secretary/Financial Controller – has been designated as IADT’s Chief Risk Officer. Updates on Risk Management will be provided for the Governing Body on an ongoing basis. It was noted that two Higher Education Institutions have been the subject of ‘ransomware’ attacks in recent weeks. IADT’s ICT team acted quickly to ensure that IADT’s systems are secure – IADT was not subjected to any attacks and thus not affected by any loss of data or compromise to data security on this occasion.

9.4 IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of February 2021 was noted. An overview was given regarding documentation provided to the Governing Body on an ongoing basis in relation to IADT’s financial position. IADT’s 2021 budget allocation has been received from the HEA – IADT has received a 1.3% increase on the 2020 budget allocation. However the average increase for Institutions within the sector was 3%. The Secretary/Financial Controller noted to the Governing Body the relationship between budget allocation and student numbers, and the importance of growing student numbers by at least the average growth within the sector in order to maintain budget share. However in recent years IADT’s student numbers – and more widely in Humanities and in Art & Design – have plateaued and therefore the percentage of budget increase has been reduced. Due to infrastructural limitations, IADT faces difficulties in growing student numbers in a number of areas.

The process of finalising the Institute Budget is underway and will be presented to the Governing Body for approval shortly. A key concern for IADT in relation to finance, is a lack of capacity for self-generated income. At present regular sources of income are unavailable to the Institute for example rentals from the playing pitch/campus facilities. In addition it has been necessary to provide ‘rent holidays’ to a number of Media Cube companies to support them during this difficult time. It is unlikely that all of this income will be returned to the Institute. Once the Institute Budget has been approved by the Governing Body, the President will then allocate budgets internally.

9.5 Presentation

The President and Secretary/Financial Controller gave an extensive overview presentation to the Governing Body, providing an overview of IADT, IADT’s vision, mission and key strategic priorities. An overview of IADT’s history as well as key facts and figures and structures

within the Institute was also provided. The Presentation is available for members of the Governing Body within the Governing Body files repository.

10. Equality, Diversity and Inclusion Implications

No specific Equality, Diversity and Inclusion implications were noted regarding matters discussed at this meeting.

The next meeting of the Governing Body will take place on 5th May 2021.

Signed: _____
David Holohan

Date: _____