

## **Minutes of the Governing Body Meeting – 5<sup>th</sup> May, 2021**

**Present:** David Holohan (Chairperson), David Smith (President), Cllr. Kazi Ahmed, 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. Una Power

**In Attendance:** Bernard Mullarkey, Elizabeth Stunell,

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 in private session in the absence of the Secretary and Recording Secretary. The minuted meeting commenced at 3.15 pm, and concluded at 5.15 pm.

### **1. Adoption of Agenda**

The Agenda was adopted as circulated.

Proposed: Dr Fionnuala Anderson  
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 14<sup>th</sup> April 2021 (including Internal Publication)**

The Minutes of the Meeting of 14<sup>th</sup> April 2021 were approved (including approval for internal publication).

Proposed: Caitriona Murphy  
Seconded: Cllr Anne Ferris

### **4. Matters Arising**

No matters arising.

### **5. Correspondence**

No correspondence.

## **6. Technical Approvals**

### **6.1 Bank Accounts**

No changes to IADT's Bank Accounts.

### **6.2 Property Rentals**

No approvals for this meeting.

### **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**

##### **Educational Technologist – Creative Futures Academy**

##### **Customer and Information point Co-Coordinator**

##### **Pro Rata Assistant Lecturer in Critical and Contextual Studies – Visual Culture (Perm. Part Time) – Ref: 11/21**

#### **Confined Competition**

##### **Head of Teaching and Learning (with Responsibility for National RPL framework at IADT) (Fixed Term) – Ref: 04/21**

#### **Expression of Interest**

##### **Creative Futures Work Packages – Academic Lead (3 x 0.5 WTE Posts)**

Proposed: Chairperson

Seconded: Cllr. Anne Ferris

## **7. Governing Body Committees and Academic Council**

### **7.1 Minutes of the Academic Council Meeting of 8<sup>th</sup> March 2021**

Circulation of the Minutes of the Academic Council meeting of 8<sup>th</sup> March 2021 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Among the items discussed at Academic Council were the dedicated resource which has been allocated to build on IADT's work and expertise in Teaching and Learning. Outstanding Programme Board Reports were noted by Academic Council – a number of Programme Board Reports had been returned to the Programme Teams earlier in the year due to the need to capture a greater level of student feedback within the report. At the height of the COVID emergency during the 2019/2020 academic year, IADT committed to granting deferrals to students without academic penalty. This facility was again available to students during the current academic year, which it is hoped will alleviate anxieties felt by students experiencing difficulties in completing their studies this year. In

relation to planning for a return to campus in September, the President noted that there have been developments at national level since the position recorded within the minutes of Academic Council – an update on this will be provided as part of the President’s Briefing on national and strategic matters. The events organised to mark International Women’s Day were noted and the Governing Body commended IADT’s HR and EDI Managers on their work in organising these events.

## **8. Governing Body Resolutions**

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

Circulation of Governing Body member profiles was noted. It was again noted that the role of Deputy Chairperson was to chair meetings in the event that the Chairperson is unavailable to attend a meeting. Dr Fionnuala Anderson was proposed as Deputy Chairperson of the Governing Body and confirmed her acceptance of the nomination as Deputy Chairperson. Resolution 2/2021 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Cormac Dean

### **8.2 The Governing Body Approves the IADT Code of Business Conduct for Governing Body Members (3/2021)**

Circulation of the IADT Code of Business Conduct for Governing Body Members was noted. It was outlined that the IADT Code of Business Conduct for Governing Body Members, as derived from the Code of Governance of Irish Institutes of Technology 2018, sets out the responsibilities of members of the Governing Body of the Institute. The Code as approved by previous Governing Bodies, has been updated to reflect the wording outlined in the 2018 Code of Governance for Irish Institutes of Technology. The Governing Body is required to have an approved Code of Business Conduct for Governing Body members in place. The Code of Business Conduct presented, has been negotiated on behalf of the Institutes of Technology/TUs at national level by THEA. Resolution 3/2021 was adopted by the Governing Body.

Proposed: Turlough Conway  
Seconded: Rachel Sarsfield Ryan

### **8.3 The Governing Body Approves the IADT Code of Conduct for Staff Members (4/2021)**

Circulation of the Code of Conduct for Staff Members was noted. The overarching Code of Conduct for Staff Members is developed at national level and tailored to each HEI for adoption. Resolution 4/2021 was adopted by the Governing Body.

Proposed: Turlough Conway  
Seconded: Rachel Sarsfield Ryan

### **8.4 The Governing Body Approves the IADT Financial Statements for the Year Ended 31<sup>st</sup> August 2020 (5/2021)**

Circulation of the Financial Statements to the Year Ended 31<sup>st</sup> August 2020 was noted. In addition, a report from the Audit and Risk Committee setting out the adjustments made to the Financial Statements between the approval

of the Draft Financial Statements by the Audit and Risk Committee for submission to the Comptroller and Auditor General (C&AG), and their subsequent presentation for approval by the Governing Body following the completion of the Audit. The audit 'field work' on the Financial Statements was undertaken by representatives of the C&AG in February 2021. The resulting draft Financial Statements were considered and approved for presentation to the Governing Body by the Audit and Risk Committee at its meeting of 23<sup>rd</sup> March 2021. Commentary had been included in the Financial Statements putting on record concerns that necessary expenditure was growing at a rate in excess of income, and that the cost of providing the necessary education and facilities, was increasing at a faster rate than the funding being received. However following discussion with the C&AG, an amendment to the original wording was agreed.

A further clarification within the Financial statements has been included to outline that high levels of internal financial controls remain consistent and in place in the context of both remote and on-campus working. A number of further adjustments were noted. Significant and ongoing investment is needed in facilities and the infrastructure and technologies to support student learning.

A query was raised regarding the variances in income levels between financial years. The Secretary/Financial Controller outlined to the Governing Body the mechanism by which budget allocations are made. It was outlined that as the budget allocation from the HEA is based on student numbers, there is a need to increase student numbers year-on-year by at least the same average student numbers increases of other HEIs in the sector. As IADT's student numbers have remained consistent rather than 'growing' over the past two years, the level of budget share has reduced. However the increase in student numbers achieved in the current academic year is expected to impact positively on budget allocation in the coming year.

Allocations to the Staff Training and Development Budget were noted. The President outlined work previously undertaken in relation to the Staff Training and Development Budget which it is intended to return to in September of this year. A substantial proportion of the Staff Training and Development Budget remains held centrally to cover statutory and Governance-based training for staff. It is intended however to make a greater proportion of the Central Staff Training and Development Fund accessible to support staff continuous professional development needs.

A query was raised in relation to variances in expenditure levels attributed to Marketing and Communications. It was noted that the IADT Website recently underwent a significant update which is reflected in expenditure within this budget area.

Resolution 5/2021 was adopted by the Governing Body.

Proposed: Chairman  
Seconded: Cllr. Michael Clarke

## **8.5 The Governing Body resolves to open a Central Treasury Note Account with the National Treasury Management Agency (6/2021)**

The Secretary/Financial Controller noted to the Governing Body that at present, banks are charging negative interest rates to institutions that have large sums on deposit. In order to achieve a 0% interest rate, negotiations have been undertaken with the National Treasury Management Agency (NTMA) to purchase bonds which will be held for a 6 month period at 0% interest. The approval of the Governing Body via Resolution is required in order to proceed, and a proposal was put to the Governing Body that IADT would retain approx. €2m in cash deposit within bank accounts and would purchase bonds with the NTMA for the remainder. The level of risk involved with this was noted. The decision of the Governing Body was recorded as follows:

At the meeting of the Governing Body of Dun Laoghaire Institute of Art Design & Technology, Kill Avenue, Dun Laoghaire, Co Dublin held on 5<sup>th</sup> May 2021, it is confirmed that the mandate to open the Central Treasury Note account with the National Treasury Management Agency was approved.

Resolution 6/2021 was adopted by the Governing Body.

Proposed: Cllr. Anne Ferris  
Seconded: Dr Fionnuala Anderson

## **9. President's Briefing**

### **9.1 National Strategic Update**

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

- **Technological University** – the President noted that the application made by Limerick Institute of Technology (LIT) and Athlone Institute of Technology (AIT) to be designated as a Technological University has been successful. The Governing Body extended its congratulations to both institutions. A date for the dissolution of LIT and AIT and establishment of the Technological University has not as yet been announced.
- **Return to Campus in September** – positive announcements from An Taoiseach and the Minister for Further and Higher Education, Research, Innovation and Science (FHERIS) regarding plans for a return to study on campus for students in the new academic year was widely welcomed. The inclusion of Higher Education within recent announcements was welcomed.
- **National Steering Group** – the work of the National Steering Group in negotiating the management of the COVID crisis within Higher Education was outlined to the Governing Body. With planning now commencing for a return to campus in September, the focus of the National Steering Group has now changed to planning for the coming academic year – a revised Terms of Reference for the group is now being finalised.
- **IADT's Preparations for the Coming Academic Year** – IADT's Executive Management Team, COVID-19 Steering Group and Working Groups established to plan for on-campus delivery in 2020/2021 are now actively working towards on-campus delivery for students in September. No guidelines have as yet been

issued to guide HEIs in their planning for a return to campus, for example no guidelines regarding whether physical distancing will be a requirement and if so, at what level. IADT's planning is therefore being undertaken in the absence of guidelines and using a number of different models. Extensive planning and a detailed protocol had been developed for the 2020/2021 academic year, resulting in IADT being well positioned in relation to planning for September 2021. It is anticipated that funding will be made available to support HEIs in putting necessary facilities and processes in place for the coming academic year.

- **On-campus Activity** – a small level of time-critical on-campus activity is being facilitated for students at present with numbers well below 5% of campus population.
- **Graduate Exhibition and Showcase** – regrettably the 2020 Graduate Exhibition and Showcase had to be cancelled – an online Exhibition was held over the summer. The importance of the Graduate Exhibition as a celebration of the work of IADT students in creative disciplines was highlighted to the Governing Body. Preparations are in progress for an online exhibition of work by this year's graduating students and the opportunities that can be provided by online exhibitions will be fully explored.
- **Conferring** – it was not possible to hold a traditional Conferring ceremony for graduating students in November of last year – an online ceremony was organised in its place. It is unclear as to whether a traditional conferring will be possible in November. The Executive is mindful of the importance of the conferring event for students and is currently exploring options to hold a greater number of smaller events should they be permitted by COVID guidelines at that time.
- **Strategic Projects** – the FilmEU and Creative Arts Academy Projects are progressing well, with staff being recruited to undertake work on these projects.
- **TU/TF** – following representation by the President, IADT was permitted to make an application to the Technological Universities Transformation Fund (TU/TF) during 2020. IADT was successful in securing €100k Seed Funding to research the viability of a University of the Creative Arts for Ireland. IADT has subsequently been invited to submit an application for continued funding into a second year for the project – this funding will focus on necessary capacity building in the area of research. A query was raised regarding the legislation under which such an entity could be conceived. It was noted that various legislative options – including legislation unique to such an entity, were possibilities. The lack of recognition given by the TURN Report to smaller specialist institutions with unique mandates was outlined. Regular updates on IADT's TU/TF-funded project are provided to the HEA, with ongoing dialogue taking place regarding future options for IADT resulting from this project.
- **Student Achievement Awards Ireland 2021** – IADT's Student Union was successful in winning two awards – the An Gradam Éacht ar son na Gaeilge Award and Equality Campaign of the Year Award at the recent Student Achievement Awards Ireland. The Governing Body congratulated the IADT Student Union on their success.
- **Stories from Isolation** – a number of IADT students from the BA (Hons) in Film and BA (Hons) in New Media Studies, were successful in the recent Stories from Isolation competition. The competition was run in collaboration between IADT and Dún Laoghaire-Rathdown County Council with 22 films being shortlisted.
- **Teaching Hero Awards** – a number of IADT staff have been recognised at the Teaching Hero Awards – this recognition is particularly important as Teaching

Heroes are nominated by their students. The staff recognised as Teaching Heroes were commended by the Governing Body.

- **Staff Awarded PhDs** – three staff have recently been awarded their PhDs – Dr Sharon McGreevy, Dr Selina Guinness and Dr Deirdre O’Toole.
- **Facilities Management Awards 2021** – IADT’s Estates and Facilities Office and Marketing Team were placed third in the COVID-19 Category at the recent Facilities Management Awards.
- **Future of Media Conference** – the ‘Future of Media Conference’ organised by the Royal Irish Academy in association with IADT and FileU will take place on 6<sup>th</sup> May.
- **Equipment Donation from Virgin Media** – the President noted that Virgin Media have donated a substantial piece of studio equipment to the National Film School which IADT was delighted to receive. The equipment (with a value in the region of €25k) is already in use with students and will be of great benefit to ensuring students are well versed in up-to-date equipment standards. The President noted IADT’s appreciation for this donation by Virgin Media to the Governing Body. It is also hoped that IADT’s students will be able to avail of placements within Virgin Media into the future.

## **9.2 Strategy Implementation**

The Executive has now completed a review of KPIs which underpin the delivery of IADT’s Strategic Plan and have mapped these to the accelerated delivery timeline.

## **9.3 Risk Management**

No specific risk management matters were reported at this meeting.

## **9.4 IADT: Financial Update**

Circulation of the Management Report and Financial Overview to the end of March 2021 was noted by the Governing Body.

**Annual Budget and Accountability Meeting with the HEA** – IADT’s annual Budget and Accountability meeting with the HEA took place on April 29<sup>th</sup> last. The President, Secretary/Financial Controller and Finance Manager attended on behalf of IADT. Although such meetings do not generally result in additional budget allocation, it was reported that IADT was positively received by the HEA.

## **9.5 Governing Body Induction Presentation – Governance and Legal**

The Chairperson welcomed Seamus Given – Arthur Cox Solicitors – to the meeting. As part of the induction information for Governing Body members, Seamus Given gave a presentation to the Governing Body outlining key Governance and Legal information of importance to Governing Body members. The Governing Body thanked Seamus Given for his presentation. The following points were raised:

- It was requested that the role of the Secretary to the Governing Body be outlined for members. A briefing regarding the function and scope of the role of the Secretary to the Governing Body and to the Audit and Risk Committee was provided.
- The Governing Body will meet on a number of occasions each year in the absence of the President, Secretary and Recording Secretary, to enable the Governing Body to discuss matters in the absence of officers of IADT.

**10. Equality, Diversity and Inclusion Implications**

IADT remains mindful of the need to support students as they return to campus in September.

The next meeting of the Governing Body will take place on 16<sup>th</sup> June 2021.

Signed: \_\_\_\_\_  
David Holohan

Date: \_\_\_\_\_