

Minutes of the Governing Body Meeting – 8 September, 2021

Present: David Smith (President), Cllr. Kazi Ahmed
Dr Fionnuala Anderson, Turlough Conway, Dr Cormac Deane, Cllr. Anne Ferris,
Sinéad Gorby, Eoin Hicks Smyth, Maeve McConnon, Caitriona Murphy, Peter
O’Brien, Eva Perez, Cllr. Una Power, Rachel Sarsfield Ryan,

Apologies: Cllr. Michael Clark, Ben Harper, David Holohan (Chairperson), Punitha
Sinnapan

In Attendance: Bernard Mullarkey, Elizabeth Stunell,

This meeting was chaired by Dr Fionnuala Anderson.

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 5.25 pm.

The Chairperson welcomed Eoin Hicks Smith, IADTSU President – incoming student member of the Governing Body – to the meeting. In addition it was noted that Racheal Sarsfield Ryan has commenced her second term as a student member of the Governing Body.

1. Adoption of Agenda

The Agenda was adopted as circulated, however it was agreed that Items 8.3 and 8.4 will be taken with Item 9.5, and Items 8.5, 8.6 and 8.7 will be taken with Item 9.6.

Proposed: Racheal Sarsfield Ryan
Seconded: Cllr. Anne Ferris

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 16th June 2021 (including Internal Publication)

The Minutes of the Meeting of 16th June 2021 were approved (including approval for internal publication), subject to one amendment – removal of the last sentence from the 1st paragraph of Item 9.3a.

Proposed: Turlough Conway
Seconded: Cllr. Anne Ferris

4. Matters Arising

No matters arising.

5. Correspondence

- **Appointment of Student Members of the Governing Body** – correspondence has been received from the Minister for Further and Higher Education, Research, Innovation and Science, appointing Eoin Hicks Smyth and Racheal Sarsfield Ryan as student members of the Governing Body. The Term of office for student members of the Governing Body is from 1st July 2021 to 30th June 2022.
- **Appointment of Chairperson of the Governing Body** – correspondence has been received from the Minister for Further and Higher Education, Research, Innovation and Science, appointing Mr David Holohan as Chairperson of the Governing Body for a term of 5 years.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts. Following approval at the last meeting of the Governing Body, IADT has invested €5 million with the NTMA to mature on 30th September 2021 which will be rolled over for a further 6 months. IADT has also invested €5 million to mature on 31st December 2021, which will also be rolled forward on a six monthly basis. Both are at 0% interest.

6.2 Property Rentals

The following Media Cube License was approved:

- Capella Workplace Solutions

Proposed: Dr. Fionnuala Anderson

Seconded: Maeve McConnon

6.3 HR Appointments

Completed Interview Board Recommendations

Due to the large volume of appointments to be recorded, it was agreed by the Governing Body that the recommendations of Interview Panels would be recorded in the minutes and stand approved. The recommendations from various Interview Panels are as follows:

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.

Ref 13/21 – Lecturer (Structured) in Creative Futures Academy

Ref 16/21 – Faculty Administrator Grade VI

Ref 18/21 – Finance Officer

Ref 19/21 – Caretaker (2 Post)

Ref 22/21 – Assistant Registrar

Ref 24/21 - Enterprise & Development Manager

Ref 25/21 – Access Officer (Maternity Leave Cover)

Ref 26/21 – New Frontiers Project Co-ordinator (Grade VII)

Ref 27/21 – AL in Film Production

Ref 29/21 – AL in Visual Culture

Ref 30/21 – AL in Filmmaking

Ref 31/21 – AL in TV Production

Ref 32/21 – AL in Costume Design

Ref 34/21 – Customer Relations & Info Point Officer

Ref 35/21 – Assistant Staff Officer (Grade IV – 2 roles)

Ref 37/21 – AL in 2D Digital Animation

Ref 38/21 – AL in Digital Marketing & Digital Content Development

Ref 39/21 – INGENIC Research Assistant

Proposed: Cllr. Anne Ferris

Seconded: Rachel Sarsfield Ryan

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:

Proposed: Cllr. Anne Ferris

Seconded: Rachel Sarsfield Ryan

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council Meeting of 19th April 2021

Circulation of the Minutes of the Academic Council meeting of 19th April 2021 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Academic Council noted the achievement of lecturers nominated for Teaching Hero Awards – this recognition is significant as nominations are made by the student body. Academic Council also noted that a nomination to the Governing Body is outstanding, and it was confirmed that the Secretary/Financial Controller is working to secure the final appointment to the Governing Body. The work of the Academic Planning, Coordination and Review Committee of Academic Council is also reflected within the minutes of the Academic Council meeting. Difficulties in developing an Institute Calendar that balances the needs of the student and staff bodies and the associated academic processes was outlined.

8. Governing Body Resolutions

8.1 The Governing Body appoints 2 members to the Audit and Risk Committee (12/2021)

As yet additional members for the Audit and Risk Committee have not been identified. The Secretary/Financial Controller will work with the Chairperson of the Governing Body in relation to this, and a proposal for additional members will be made at the next meeting of the Governing Body.

Resolution 12/2021 was deferred to the next meeting of the Governing Body.

8.2 The Governing Body Appoints the following to be the Chairperson of the Audit and Risk Committee (10/2021)

The appointment of a Chairperson of the Audit and Risk Committee will be discussed at the next meeting of the Committee, and a proposal made to the next meeting of the Governing Body.

Resolution 10/2021 was deferred to the next meeting of the Governing Body.

8.3 The Governing Body appoints 3 members to the Equality, Diversity and Inclusion Committee (13/2021)

With the agreement of the Governing Body, Item 9.5 was taken in advance of consideration of this item. Cllr Anne Ferris, Sinéad Gorby and Cormac Dean put themselves forward to be members of the EDI Committee of Governing Body, and outlined their experience in the area of EDI. Their membership of the EDI Committee was approved by the Governing Body.

Resolution 13/2021 was adopted by the Governing Body.

Proposed: Cllr. Anne Ferris

Seconded: Sinéad Gorby

8.4 The Governing Body appoints a Chair to the EDI Committee (14/2021)

Cllr. Anne Ferris was nominated as Chairperson of the EDI Committee, and Resolution 14/2021 was adopted by the Governing Body.

Proposed: Sinéad Gorby

Seconded: Cormac Dean

8.5 The Governing Body approves the IADT Recruitment and Selection Policy (15/2021)

With the agreement of the Governing Body, Item 9.6 was taken in advance of this item (*refer to further detail in 9.6*). It was confirmed that the Recruitment and Selection Procedures have been developed in line with the THEA Code of Practice which provides for each Higher Education Institute to develop appropriate recruitment and selection procedures. In addition, the Recruitment and Selection Procedures provide for an appeal mechanism for candidates who believe that the recruitment process was unfair. It was further noted that the longer term goal of reducing the number of members of Governing Bodies would place increasing pressure on HEIs if the requirement for all interview panels to be chaired by a member of the Governing Body remained in place. It was confirmed that the

requirement for interview panels to be chaired by a member of the Governing Body will be retained for all posts at levels of APO/SL1 or above.

Resolution 15/2021 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson
Seconded: Eva Perez

8.6 The Governing Body appoints The Chair of the Governing Body, the President and 2 external members of the Governing Body to the Recruitment and Selection Committee (16/2021)

Dr Fionnuala Anderson and Peter O'Brien were proposed and agreed as Governing Body members of the Recruitment and Selection Committee.

Resolution 16/2021 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson
Seconded: Peter O'Brien

8.7 The Governing Body appoints the Secretary/Financial Controller to be the Secretary to the Recruitment and Selection Committee (17/2021)

Resolution 17/2021 was adopted by the Governing Body.

Proposed: Cllr. Anne Ferris
Seconded: Peter O'Brien

9. President's Briefing

9.1 National Strategic Update

The President noted an intention to release a written update to the Governing Body in advance of each meeting. The report is intended for the information of the Governing Body and not for further circulation/publication. Circulation of the written report for September was noted, and a number of key points from the report were outlined:

- **Technological University of the Shannon: Midlands and Midwest** – the Technological University of the Shannon: Midlands and Midwest will be commenced on 1st October next, with Prof Vincent Cunnane (President of LIT) appointed as its first President.
- **Preparations for a Return to Campus** – over the summer and following the announcement by the Minister for Further and Higher Education, Research, Innovation and Science regarding a return to working and studying on campus from September, extensive preparations have been undertaken for the safe return of staff and students to campus.
- **Rapid Antigen Testing** – IADT was the only HEI outside of the University sector to be invited to pilot Rapid Antigen Testing over the summer. The pilot was managed successfully and feedback regarding experience of operating the test is positive. However operating a Rapid Antigen Testing system is resource intensive. A further larger scale pilot may also be undertaken in September and IADT hopes to be part of the extended pilot.
- **COVID National and Local Steering Groups** – it is expected that the National Steering Groups established for national consultation during the COVID emergency, will commence a wind-down over the coming months, as will IADT's COVID Steering Group.

- **Return to Campus** – plans are in place for the safe incremental return of students to studying on campus. Initially plans are for 50% of the campus population to be on campus each day, increasing incrementally over the 1st term to 80% or greater in January 2022. The necessary preparations are also being put in place for canteen facilities. Blended learning models will continue to be supported. The HR Manager is working with staff in vulnerable/highly-vulnerable groups and where possible, staff in these groups will be facilitated to discharge their roles remotely.
- **Registration** – the registration process for returning 2nd, 3rd and 4th year students is progressing well. 1st round CAO offers have been issued to students and acceptances for this round of offers will close on September 13th. 580 offers were made this round. In addition, 400 of those who have received CAO 1st round offers have also registered for their programmes. It is hoped to fill the majority of available places in the first round of offers, however it is likely that some places will be offered in CAO 2nd round.
- **Student Induction** – 1st year students will commence their studies at IADT on 27th September. An extensive induction process – First Year Focus’ is in place.
- **Conferring** – plans are being put in place to hold a number of smaller conferring ceremonies on campus towards the end of October.
- **Research Income** – the successful outcome of the IRC Humanities and AHRC (UK) joint research bid submitted by the Department of Design and Visual Arts (led by Dr Tina Kinsella) and Loughborough University (UK) was noted and welcomed.
- **Showcase of Graduate Films** – a number of films by IADT graduates are being showcased at the 78th Venice Biennale for Film.

9.2 Strategy Implementation

- **Implementation of IADT Strategic Action Plan** – the next formal update on progress on delivering IADT’s Strategic Action Plan will take place in mid-October.
- **Athena SWAN** – a high priority for IADT is achieving Athena SWAN Bronze accreditation – submission of an application for accreditation is being prepared by the Equality, Diversity and Inclusion Manager at present, and will be submitted in April 2022.
- **Strategic Academic Leadership Initiative** – as yet the outcome of applications to the Strategic Academic Leadership Initiative have not been issued.
- **Strategic Dialogue Meeting with the HEA** – a formal report from the Strategic Dialogue meeting with the HEA which took place in June, is awaited

9.3 Risk Management

- **Risk Management** – Substantial work has been undertaken by the Secretary/Financial Controller to review IADT’s Risk Register. Once the updated Risk Register has been approved, a new Risk Management System to support the effective management of risk will be implemented. The current Risk Register was noted as having in excess of 150 risks many of which are operational. Once revised, the Risk Register will focus on ‘strategic’ risks, with ‘operational’ risks being actioned by the relevant functional area Manager.
- **Data Protection Policy** – IADT’s Data Protection Policy has been updated and adopted by the Executive. The Data Protection Policy does not require approval by the Governing Body.
- **Press Reports** – the President noted that as a follow-on from previously dealt with FOI requests, a subsequent FOI request leading to an article regarding bullying and harassment was published in the Sunday Independent on 11th July. The article was noted as damaging, and does not reflect how IADT operates in the present. A briefing was issued to staff, the Chair of the Governing Body, the Department of Further and Higher Education Research, Innovation and Science, and to the HEA in advance of

publication of the article. The President also noted that feedback is currently being collated from the most recent EDI survey of staff undertaken as part of IADT's preparations to apply for Athena SWAN accreditation, and to date the feedback appears to be positive both in terms of the numbers of staff who participated in the survey, and the comments received.

9.4 IADT: Financial Update

Circulation of the Variance Report and Report on Variances to the end of July was noted by the Governing Body. Earlier in the year, a potential over-spend of €221K for 2021 was approved by the Governing Body however currently IADT has an overall positive variance of €591K. A further round of pay restoration is due to be paid to staff in October of this year. Submissions for financial support were invited from higher Education Institutions during 2020 to support necessary campus upgrades and modifications to support the safe return of staff and students to campus following COVID closures. IADT received an allocation of €1.6m through this fund. A successful audit in relation to expenditure against this funding has been carried out by the HEA. Devolved Grant funding was also announced recently with IADT receiving a €150K increase on last year's allocation. The Devolved Grant provides funding for necessary facilities and equipment upgrades that will enhance the student experience on campus. This year's fund also includes for technology supports for students in need of them, similar to the 'Laptops for Students' initiative during 2020.

9.5 Governing Body Induction Presentation – Equality, Diversity and Inclusion

This item was taken in advance of Items 8.3 and 8.4. The Chairperson welcomed Claire McGing – Equality, Diversity and Inclusion Manager – to the meeting. Claire McGing gave a presentation to the Governing Body in relation to work to enhance Equality, Diversity and Inclusion at IADT, and the work of the EDI Committee of Governing Body. The Governing Body thanked Claire for her presentation. Key points noted:

- It was noted that should an issue of gender equality within the workplace be raised, there are legal processes that may be drawn upon to resolve this including adjudication by the Work Place Commission. The Audit and Risk Committee is also appraised on the nature of any complaints received.
- In relation to employees with disabilities, a report is made each year to the HEA regarding the numbers of staff reporting to have disabilities that are employed within the Institute.
- The function of the Equality, Diversity and Inclusion Committee of Governing Body was outlined and will include having oversight of IADT's work and accountability in the areas relating to EDI.
- The President outlined to the Governing Body that EDI Implications identified as part of Institute meetings are collated into a monthly report which is reviewed by the President and the EDI Manager to identify any themes or necessary actions that need to be taken.

9.6 Governing Body Induction Presentation – Recruitment and Selection

This item was taken before Item 8.5. The Chairperson welcomed Niamh Clifford – HR Manager – to the meeting. Niamh Clifford gave a presentation regarding the proposed revisions to the Recruitment and Selection Procedures which have been developed and are being proposed for adoption by the Governing Body. The Governing Body thanked Niamh Clifford for her presentation. During the discussion on the presentation, the following points were raised:

- At present, all interview panels for all staffing grades must be chaired by a member of the Governing Body. This causes difficulties in establishing interview panels, especially when taken with additional factors and requirements such as the need for panels to be gender balanced, and in the context of multiple recruitment competitions which may be in progress simultaneously.
- The work undertaken by the HR Office over the busy summer recruitment period was acknowledged.
- The OECD report regarding recommendations for Academic Contracts is due to be presented to the Department of Further and Higher Education, Research, innovation and Science shortly. It is thought that changes recommended to contracts will provide for a greater level of research activity among lecturing staff.
- Funding awarded to the Institute to undertake or participate in major projects such as the Creative Futures Academy, FilmEU and TU/TF projects, provide funding for a staffing resource to be appointed to undertake the projects. Where possible these opportunities are offered to existing staff in the first instance which may result in a number of further back-fill recruitment processes.
- The level of staff turnover for the Institute was noted as relatively small with most staff choosing to stay within the employment of the Institute for a significant period of time.

10. Equality, Diversity and Inclusion Implications

The following EDI implications were noted:

- The Secretary/Financial Controller is working to secure the outstanding nomination to the Governing Body.
- Reforms to the Recruitment and Selection procedure including potential reductions in the number of members of interview panels and the implementation of an appeals mechanism were noted.
- It is hoped that a potential reduction in the size of Interview Panels for some posts will result in candidates interviewing for these posts feeling less intimidated during their interviews.
- The Governing Body appointed members and a Chairperson to the EDI Committee of Governing Body.
- The Governing Body was notified that EDI Implications identified at Institute meetings are collated on a monthly basis, and are reviewed by the President and EDI Manager to identify potential issues and necessary actions.
- IADT has been awarded funding through the Devolved Grant – projects are currently being identified that will improve the student on-campus experience.

During the course of the meeting, IADT received news of the passing of former President of IADT Jim Devine. The President noted Jim's immense contribution to the growth and development of the Institute during his tenure at IADT. The Governing Body expressed its condolences to the family of Jim Devine.

The next meeting of the Governing Body will take place on 6th October 2021.

Signed: _____
David Holohan

Date: _____