

## **Minutes of the Governing Body Meeting – 3<sup>rd</sup> November 2021**

**Present:** David Smith (President), Dr Fionnuala Anderson, Cllr. Michael Clark, Turlough Conway, Sinéad Gorby, Ben Harper, Eoin Hicks Smyth (IADTSU), Maeve McConnon, Peter O’Brien, Eva Perez, Rachel Sarsfield Ryan (IADTSU).

**Apologies:** David Holohan (Chairperson), Cllr. Kazi Ahmed, Dr Cormac Deane, Cllr. Anne Ferris, Caitriona Murphy, Cllr. Una Power, Punitha Sinnapan

**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, and concluded at 3.55 pm.

The meeting was chaired by Dr Fionnuala Anderson, Deputy Chairperson of the Governing Body.

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

The Agenda was adopted as circulated.

Proposed: Rachel Sarsfield Ryan

Seconded: Sinead Gorby

### **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 6<sup>th</sup> October 2021 (including for Publication)**

The Minutes of the Meeting of 6<sup>th</sup> October 2021 were approved (including approval for publication).

Proposed: Eoin Hicks Smyth

Seconded: Ben Harper

### **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**

The following Media Cube Licenses were approved:

New Licenses:

- Education Elephant
- Eating Freely
- VenueSearch

Renewal of Licenses:

- Smart PMO
- Digital Learning Institute
- Ziggytec
- Zendra Health

Proposed: Dr Fionnuala Anderson

Seconded: Maeve McConnon

### **6.3 HR Appointments**

No appointments for approval at this meeting.

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

### **7.1 Minutes of the Academic Council Meeting of 14<sup>th</sup> June 2021**

Circulation of the Minutes of the Academic Council meeting of 14<sup>th</sup> June 2021 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. At the meeting of 14<sup>th</sup> June, the Academic Council gave effect to updates to assessment procedures to ensure that new models of assessment implemented whilst operating under COVID restrictions were approved and in place. These have been implemented successfully and the Academic Council formally ratified the Examination Results for all programmes with the exception of a small number of programmes with significant practice-based assessments. These programmes were granted a submission extension to enable practical work to be undertaken as COVID restrictions eased. Significant discussion took place at Academic Council regarding preparations for the 2021/2022 academic year. The processes and procedures put in place have proven to be effective and remain in place.

*(Eva Perez joined the meeting at 3.10 pm)*

### **7.2 Update from Chairperson of EDI Committee**

A meeting of the EDI Committee of Governing Body took place on 1<sup>st</sup> November 2021. An update on matters discussed by the EDI Committee was given by Sinead Gorby, Member of the EDI Committee. The following points were noted:

- An extensive update on IADT's work in the area of EDI was provided by Claire McGing, EDI Manager.

- The Terms of Reference of the EDI Committee was reviewed and an amendment to the Terms of Reference was suggested by the Committee. This amendment will be presented to the next meeting of the Governing Body for adoption.
- The Framework for Consent has been rolled out within IADT, and training and information on consent is provided for students.
- The Mutual Respect Policy is currently being reviewed and updated at present.
- Training is being rolled out to First Responders receiving disclosures regarding sexual harassment – this training will also be offered to all staff over the course of the year.
- IADT is participating in the sectoral #Unmuteconsent initiative.
- Anti-racism training has been provided for a number of staff members and for the Student Union Officers.
- IADT's policy on the employment of people with disabilities is being updated.
- The first student has been welcomed to study at IADT through the Artist Protection Scheme.
- eLearning modules focusing on EDI in Higher Education have been purchased via THEA and will be rolled out during 2022.
- An update on the recent EDI Staff Survey was provided. A total of 135 staff members (40%) responded to the survey, an increase on the 21% response rate from the 2019 survey. Key themes noted include flexible learning, work-life balance and the culture of the Institute. 12% of respondents declared as having a disability. The EDI Committee reported as being very supportive of the work undertaken in analysing the survey data and the detailed data set that was provided.
- It is intended to submit IADT's Athena SWAN accreditation application in April 2022 and the Governing Body EDI Committee will meet at least twice in advance of this submission.

## 8. **Governing Body Resolutions**

No resolutions for adoption at this meeting.

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

### 9.1 **National Strategic Update**

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.

- **Conferring** – IADT's annual conferring ceremonies took place on 27<sup>th</sup>/28<sup>th</sup> October last. A total of 7 'in person' ceremonies for 680 students from 42 programmes were held. The President put on record his appreciation to staff in the Office of Academic and Student Affairs, the conferring team and to all staff, student ambassadors and invigilators that had helped on the day, for making the event a great success. For a number of students it was the first time they had been on campus in 2 years and for a number of postgraduate graduates, it was their first time on campus. The President noted positive feedback from visitors to the graduation and also noted that a number of HEIs are still using online and pre-recorded ceremonies to confer their graduates.
- **National Working Groups** – the POSITS group continues to meet weekly, while meetings of the National Steering Group have moved to fortnightly. The National Steering Group has started to give consideration to more national issues. In addition, a meeting of the THEA Council has also taken place. Apprenticeships are an area of significant focus for the Technological Sector and much discussion at THEA Council focused on this – IADT does not currently offer apprenticeships. Other issues being considered at national level

include the shortage of student accommodation and sectoral submissions on the reform of the Leaving Certificate.

- **Lecturing Contract** – the OECD is continuing the consultation process in relation to a reform to the Lecturing Contract and will meet with academic managers – Heads of Faculty and Heads of Department – shortly. The OECD remains on target to provide its report on recommendations by December. It is hoped that the new lecturing contract proposed will meet the needs of HEIs and provide the promotional, professional and career development pathways and structures Lecturing Staff expect and deserve.
- **Technological Universities** – Minister Harris – Minister for Further and Higher Education, Research, Innovation and Science, has given permission for Waterford Institute of Technology and Carlow Institute of Technology to move to designation as a Technological University in 2022. In relation to this announcement, a query was raised regarding any potential impact for IADT's student recruitment for the coming academic year, and any potential recruitment or reputational challenges resulting from being the only institution remaining with an Institute of Technology designation. The President noted that many factors affect student recruitment each year including popularity of disciplines at the time, jobs market, attracting applicants to open days (The importance of applicants visiting the campus and interacting with programme staff and students, is highly important in promoting IADT's programmes), and various demographic factors. There are always risks for specialist institutions such as IADT, particularly if a larger institution or traditional University should commence offering programmes in the same discipline areas. However, it was also noted that IADT has always faced competition from Universities e.g. those in easy proximity to IADT – UCD/TCD, and other specialist institutions with similar disciplines to those on offer at IADT. We do not take our hard won reputations for granted but it will be critical that IADT promotes its specialist domains and FilmEU, Creative Futures Academy, the National Film School brand and other projects and activities are all of key importance for this.
- **On-campus Delivery** – IADT is still operating on a 50-60% on-campus attendance model and will remain with this safe operation model of on-campus activities for at least the remainder of this term. It was noted that Government announcements on 22nd October last did not see a full relaxation of COVID restrictions, and therefore current operational models will remain in place for the present. The HR Office continues to work to support staff who are classified as vulnerable/highly vulnerable.
- **Staff Induction** – induction for new staff took place on campus on 26th October and provided an opportunity for new staff to engage with their colleagues.
- **Student Registration** – following the student registration process, the student census has now been finalised. A presentation on IADT's student numbers and profile will be given to the December meeting of the Governing Body.
- **Open Days** – the recruitment process for the 2022/2023 academic year is now commencing with Open Days taking place on 19/20 November.
- **Healthy Campus Initiative** – IADT is participating in the Department of FHERIS Healthy Campus Framework initiative with Mary Anne O'Carroll – Staff Training, Learning and Development Officer – coordinating IADT's participation in this initiative.

- **Student Associate for the National Forum for the Enhancement of Teaching and Learning** – BA(Hons) in New Media Studies student Pearse McKiernan, has been selected as IADT's first Student Associate for the National Forum for the Enhancement of Teaching and Learning.
- **Ministerial Visit** – Minister for State for Business, Employment and Retail Damien English TD, visited Media Cube company Capella recently as part of his schedule of visits to Dún Laoghaire-Rathdown Local Enterprise Office and their client companies. Minister English also met IADT's Director of Research, Development and Innovation Emma Leahy, and Enterprise and Innovation Manager Rachel Gallagher.

## 9.2 Strategy Implementation

The President provided an update on the implementation of the Strategic Action Plan along with other strategy/infrastructure-related activities:

- **Implementation of Strategic Action Plan** – the Executive has updated the progress tracker regarding the delivery of IADT's Strategic Action Plan. The Executive will meet in Mid-November to undertake a detailed review of progress on delivering the Strategic Action Plan. The completion timeline for the Strategic Action Plan has been brought forward from Q4 2023 to Q4 2022. IADT remains on track to deliver the Strategic Action Plan with good progress being made. However a number of actions have been identified where delivery will be delayed or not possible due to factors outside of the control of the Institute.
- **Devolved Grant** – at its Strategy meeting in mid-November, the Executive will consider a range of proposals for funding through the Devolved Grant allocation. The emphasis for projects to be funded through the Devolved Grant, will be to improve campus amenities and support projects that positively impact the wider student experience.
- **Athena SWAN** – work to prepare IADT's application for Bronze Athena SWAN accreditation is progressing well and it is intended to submit this application in April 2022. Following a report on the recent Athena SWAN staff survey presented to the EDI Committee by the EDI Manager, an action plan to address findings from the survey is being put in place. A briefing on the survey outcome will now be presented to the Athena SWAN Self-Assessment Team with a number of staff briefings and workshops being organised shortly.
- **CRIS** – two suppliers for a Current Research Information System have been shortlisted and an evaluation panel put in place. It is expected that a preferred supplier will be identified and presented to the Executive for approval in December.
- **TU/TF Project** – the progress report to the HEA will be finalised during November – IADT was granted a 3-month extension for the completion of the first phase of the project. Daithí Mac Sithigh – Head of Research – is now leading this project for IADT. The President reminded the Governing Body that funding for the first phase of the project was to support research to assess and determine the feasibility and scope for a specialist University of the Creative Arts. The research is evaluated a number of recommendations made in previous reports that focused on Creative Arts provision and capacity (Bamford 2013, Granville, 2018). Changes in the education landscape since these reports were produced were noted. A submission was made to the HEA for funding for a second phase of the project which would provide for capacity building

particularly in the area of research. However the HEA is not in a position to allocate Year 2 funding until the Year 1 Progress Report has been submitted and evaluated.

- **FilmEU** – it was confirmed that SZFE University of Theatre and Film Arts Budapest, Hungary, has moved to withdraw from both strands of the FilmEU Project. The consortium co-ordinator is liaising with the relevant project officers in the Commission to give action to this withdrawal. In relation to delivering the project to establish a European University for the Film and Media Arts, it will now be necessary to ‘scale up’ the project with the addition of further members with the same specialist remit. Diverse representation and broad geographic spread across Europe are important factors in securing future funding to realise the European University project. A number of questions regarding the project and the legal agreements that IADT has entered into in relation to this project, were forwarded to the President in advance of the meeting. Clarifications to these queries were provided within the President’s written briefing to Governing Body.
- **Creative Futures Academy** – the half-year Progress Report is being finalised for submission to the HEA. Six fully-funded pilot programmes were launched during September, the places being available to those working within the Creative and Cultural Sector. The pilot programmes allow for new models of delivery to be tested in support of continuous professional development for those working in the sector.

*(Cllr Michael Clarke joined the meeting at 3.30 pm)*

### **9.3 Risk Management**

**Risk Register Implementation** – IADT’s new and refined Risk Register is being implemented and a new Risk Management System is being sourced and put in place. Agendas for meetings of both the Executive and Management Team have been amended to provide for standing items relating to risk at each meeting.

**Health and Safety Committee** – a query was raised regarding the status of the Institute’s Health and Safety Committee. The President confirmed that at present and as IADT is still operating under emergency COVID measures, the remit of the Health and Safety Committee is being fulfilled by the COVID 19 Steering Group. Once all COVID restrictions have been removed by Government and IADT moves out of emergency operations, an Institute Health and Safety Committee can be re-constituted.

*(Cllr Michael Clarke left the meeting at 3.45 pm)*

### **9.4 IADT: Financial Update**

Circulation of the Management Report and Financial Overview to the end of September 2021 was noted.

**Financial Position** – the overall variance for the Institute remains positive but has been reduced since August. This is however in line with expectations. Earlier in the year the Governing Body approved an overspend of €221k for the year, however at this time it is thought unlikely that this overspend will be required for this year. With the resumption of full teaching for the academic year, the positive variance in the Payroll budget has reduced.

**Digital Media Building** – it is understood that a preferred supplier for the PPP bundle that includes IADT’s Digital Media Building has been identified and negotiations with this supplier have commenced. The building is still on track to open in 2024.

**Self-Generated Income** – arising from restrictions on operations due to COVID, no self-generated income was projected from non-accredited programmes for this year. However substantial work has been undertaken by the Part-time Courses Office and staff delivering on these programmes, and a number of the programmes are now being successfully delivered online.

**COVID Funding** – IADT gratefully received substantial funding c. €1.6m during 2020 to support work to prepare and reconfigure the campus for the safe return to on-campus activity and to offset substantial additional costs directly incurred in managing and maintaining “full service and operations” through the COVID crisis. Following an audit of expenditure against this allocation, a small amount of expenditure c.€40k – was inadmissible for funding. The Institute has lodged a claim for €350k in relation to Covid-19 expenditure in 2021.

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

- A comprehensive report on the meeting of the EDI Committee of Governing Body was provided.
- Preparations are in progress for IADT’s application for Athena SWAN accreditation to be submitted in April 2022.
- The EDI Committee endorsed the plan of action being put in place by the EDI Manager in response to feedback received through the Athena SWAN staff survey.
- The accommodation crisis facing students was noted.
- Proposals for funding through IADT’s Devolved Grant allocation will be considered by the Executive during November. Projects funded through the Devolved Grant will focus on improving the campus amenities for students.

The next meeting of the Governing Body will take place on 8<sup>th</sup> December 2021.

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

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