

## Minutes of the Governing Body Meeting – 8 December 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, Eoin Hicks Smyth, Maeve McConnon, Caitriona Murphy, Peter O'Brien, Eva Perez, 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, and concluded at 5.20 pm

### 1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson  
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 3<sup>rd</sup> November 2021 (including Internal Publication)

The Minutes of the Meeting of 3<sup>rd</sup> November 2021 were approved (including approval for internal publication).

Proposed: Peter O'Brien  
Seconded: Dr Fionnuala Anderson

### 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 License was approved:

- Thin Scale Technology

Proposed: Chairperson

Seconded: Cllr Anne Ferris

## **6.3 HR Appointments**

No HR Appointments.

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

### **7.1 Recruitment and Selection Committee – Minutes of the Meeting of 16<sup>th</sup> November 2021**

Circulation of the Minutes of the Recruitment and Selection Committee meeting of 16<sup>th</sup> November 2021 were noted by the Governing Body. An overview of matters discussed at the meeting was provided by Dr Fionnuala Anderson. The first meeting of the Recruitment and Selection Committee of Governing Body took place on 16<sup>th</sup> November. The Committee reviewed the Terms of Reference for the Committee, and a number of minor updates were recommended which will be presented to the Governing Body for approval shortly. The interview process for 6 recruitment competitions were reviewed by the Committee, with documentation completed by the interview panels being considered. The recommendations of each of the Interview Boards were approved by the Recruitment and Selection Committee.

### **7.2 Academic Council – Minutes of the Meeting of 18<sup>th</sup> October 2021**

Circulation of the Minutes of the Academic Council meeting of 18<sup>th</sup> October 2021 were noted by the Governing Body. An overview of matters discussed by Academic Council during this meeting was given by the President. Updates were provided to Academic Council on a range of areas including preparation for application for Athena SWAN accreditation, and delivery of IADT's research and work packages associated with TU/TF funding. Academic Council was provided with a comprehensive update on new staff within the Directorate of Research, Development and Innovation. The need to establish a Standard Operating Procedure document in relation to processes and procedures for examinations and assessments was recommended as part of a recent Internal Audit, and Academic Council was briefed regarding the development of this document. Funding of approx. €42k has been awarded to the Institute for the provision of additional mental health supports for students.

*(Cllr Kazi Ahmed joined the meeting at 3.10 pm)*

### **7.3 EDI Committee – Minutes of the Meeting of 22<sup>nd</sup> February 2021, and Summary Report of the Meeting 1<sup>st</sup> November 2021**

Circulation of the Minutes of the EDI Committee meeting of 22<sup>nd</sup> February 2021, along with the summary report of the meeting of 1<sup>st</sup> November 2021 were noted by the Governing Body. An extensive briefing regarding matters discussed at the EDI Committee meeting of 1<sup>st</sup> November was provided to the Governing Body on 3<sup>rd</sup> November.

### **7.4 Audit and Risk Committee – Minutes of the Meeting of 22<sup>nd</sup> September 2021, and Summary Report of the Meeting of 24<sup>th</sup> November 2021**

Circulation of the Minutes of the Audit and Risk Committee meeting of 22<sup>nd</sup> September 2021, and the Summary Report from the meeting of 24<sup>th</sup> November were noted. An overview of matters discussed at the Audit and Risk Committee at the meeting of 24<sup>th</sup> November was given by Cllr Michael Clark. Cllr Michael Clark was

nominated by the Audit and Risk Committee as interim Chairperson. In addition, the Audit and Risk Committee welcomed Ben Harper and Punitha Sinnapan as members of the Audit and Risk Committee. The Committee met with the Internal Auditors and was satisfied with the feedback received from the Auditors. In addition, the Audit and Risk Committee met with representatives from the Comptroller and Auditor General's Office and received a positive report regarding IADT's financial audit. One data breach was reported to the Committee which is being dealt with appropriately. The Audit and Risk Committee noted funds held with the National Treasury Management Agency at 0% interest, which will be kept under review. The negative interest policy in operation within the banking sector was again noted to the Governing Body.

## **8. Governing Body Resolutions**

### **8.1 The Governing Body appoints a Chairperson to the Audit and Risk Committee (10/2021)**

The Audit and Risk Committee has nominated Cllr Michael Clark as Chairperson of the Committee. It was however noted that the position of Chair of the Committee may be rotated on a yearly cycle. The Governing Body appointed Cllr Michael Clark as Chairperson of the Audit and Risk Committee.

Resolution 10/2021 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Dr Fionnuala Anderson

### **8.2 The Governing Body Approves the Amendments to the Treasury Management Policy (22/2021)**

A minor amendment has been proposed to the IADT Treasury Management Policy, which makes provision for the inclusion of the National Treasury Management Agency within the policy.

Resolution 22/2021 was adopted by the Governing Body.

Proposed: Cllr Michael Clark  
Seconded: Cllr Anne Ferris

### **8.3 The Governing Body Approves a Transfer to the Restricted Reserve (23/2021)**

It was requested that this Resolution be deferred pending further consideration by the Executive.

Resolution 23/2021 was deferred by the Governing Body.

### **8.4 The Governing Body approves the Terms of Reference of the EDI Committee of Governing Body (24/2021)**

At its meeting of the 1<sup>st</sup> November, the Terms of Reference for the EDI Committee were reviewed and a number of amendments proposed. These were presented to and adopted by the Governing Body.

Resolution 24/2021 was adopted by the Governing Body.

Proposed: Cllr Anne Ferris  
Seconded: Sinead Gorby

## 9. President's Briefing

### 9.1 National Strategic Update

Circulation of a written briefing by the President was noted. The President aims to circulate a written Briefing to the Governing Body in advance of each meeting – the briefing document is confidential to the Governing Body and should not be circulated further. A number of key points from the briefing were noted:

- **On-campus Attendance by Staff** – the President provided an extensive briefing on the national COVID position at the Audit and Risk Committee Meeting of 24<sup>th</sup> November last. On 18<sup>th</sup> November, the Government announced that staff should return to remote working. However, Higher Education remains classified as an essential service and therefore IADT's staff members are not covered by this directive. Front-facing staff have remained in attendance on campus to meet the needs of students, however an increased level of remote working has been facilitated for staff in non-student facing roles.
- **National Steering Group/POSITS** – a meeting of the National Steering Group was convened on 19<sup>th</sup> November with Minister Simon Harris – Minister for FHERIS – in attendance. It was acknowledged at that forum that the protocols implemented under the "Discretionary Framework" have proven to be effective in managing and curtailing the spread of the virus on campuses.
- **Completion of Current Term** – 'teaching' delivery is due to be completed on 10<sup>th</sup> December and IADT is confident that the first term will be completed successfully and in a safe cautious manner. Following the completion of teaching, students will undertake assessments. Due to the significant levels of Continuous Assessment in place within most programmes, IADT will not be subject to concerns regarding in-person examinations that have been flagged nationally.
- **Open Days** – Open Days took place on 19<sup>th</sup> and 20<sup>th</sup> of November. Over 2,400 people registered to attend talks offered as part of Open Days with in excess of 1,000 applicants and parents attending in person. Additional safety protocols were in place and were implemented along with our existing public health measures.
- **Planning for January 2022** – plans for a return to full campus attendance have been put on hold for the present and it is intended to remain at the current 50% of campus population on campus each day. Contingency planning is also in place to move increased delivery to online modes should heightened restrictions be introduced by Government over the Christmas period. The Institute remains committed to increasing on-campus attendance but this must be done in a safe and incremental way. It was also noted that different programmes and different levels within programmes may have different needs in relation to campus access. These will be factored into the delivery model by the Faculties.
- **Antigen Testing** – the announcement of a fund from which Higher Education Institutions can draw supports to provide antigen tests was noted and welcomed. There are indications that the fund will provide for up to 5 antigen tests per student across the sector.
- **Strategic Academic Leadership Initiative** – the outcome of applications to the Strategic Academic Leadership Initiative (SALI) have been announced. IADT was disappointed not to be awarded either of the posts submitted. In addition the Technological Sector did not receive any SALI posts in this round. The need for strong representation on behalf of the sector to be made through THEA was noted.
- **Lecturing Contracts** – the HEI Presidents have received a confidential briefing in relation to the OECD Review of Lecturing Contracts in the Technological Sector. It has been recognised that the substantial teaching load which is a feature of the current contract, makes it difficult for academic staff to actively engage in substantial research projects

and deliver on the wider strategic priorities associated with the “TU transformation project”. In addition currently outside of taking up Management positions, there is limited opportunity for career progression for academic staff. An integral element of any future contract will be the implementation and resourcing of an appropriate career progression framework for academic staff.

- **Media Cube Advisory Board** – a new Media Cube Advisory Board has been put in place which will hold its inaugural meeting on 26th January 2022.
- **UNESCO Learning City Award** – Student Experience Manager Denise McMorrow represented IADT and the Dublin Learning City and the City of Dublin in Korea and received the UNESCO International Learning City Award for Dublin, which was subsequently presented to Lord Mayor Gilliland as part of Dublin City Council’s Inclusion and Integration week.
- **Athena SWAN Network** – IADT’s EDI Manager Claire McGing has been nominated as Vice Chairperson to the Athena SWAN Network for a period of 12 months following which Claire will take up the role of Chairperson of the group.
- A comprehensive update on staff and student successes and awards, institute events and other strategic activity was provided within the President’s written briefing.

## 9.2 Strategy Implementation

- **Strategic Plan Implementation** – the Executive will meet in the coming week to undertake a review of progress in implementing IADT’s Strategic Plan. A number of ‘at risk’ items have been identified by the Executive which will be discussed in greater detail to determine if any additional actions are necessary.
- **CRIS** – a preferred supplier has been identified, and a proposal for investment in a Current Research Information System will be presented to the Executive for approval shortly.
- **TU/TF Project Update** – the draft report (near-completion of Year 1 work packages) of IADT’s TU/TF project, has been completed by Daithí Mac Sithigh – Head of Research. The draft report will be presented to the Executive for comment and approval in the coming days. The President clarified to the Governing Body that the report being submitted does not make any recommendations or propose any change to the strategic direction or designation of the Institute. The Report addresses recommendations made in previous reports relating to creative arts provision and contextualises them in the current higher education landscape.
- **FilmEU** – An additional €55k funding has been awarded to the consortium in support of postgraduate programme development. It has now been confirmed that SZFE University of Theatre and Film Arts Budapest, Hungary, has withdrawn from the FilmEU project, and is no longer a member.
- **Creative Futures Academy** – the funded pilot modules offered have recruited successfully. One of the pilot events “Story Lab” will focus on Animation production and career progression and will be delivered online in the coming days with approx. 100 participants from industry expected to take part.

## 9.3 Risk Management

**PSI Accreditation** – the Psychological Society of Ireland has renewed accreditation for IADT’s BSc (Hons) in Applied Psychology for a one-year period, and identified a number of conditions relating to physical infrastructure and staffing which need to be addressed for future year’s accreditation. Regrettably the conditions do not appear to take cognisance of the ECF framework in operation within the Technological Sector, or the limitations on physical infrastructure. The Head of Faculty of Film, Art and Creative Technologies is working to address the accreditation conditions.

**International Travel** – recent Government restrictions were noted. IADT’s Executive has taken the decision not to discontinue international travel for Institute business at this time, however only essential travel will be authorised with appropriate risk assessment forms completed in advance of approval for travel.

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

Circulation of the Management Report and Financial Overview to the end of October was noted. The financial report shows a positive year-to-date variance of €275 for October 2021. However it is expected that this will reduce further over the coming month in the lead-up to the end of the year. It is expected that IADT will achieve a balanced budget for the year.

*(Cllr Kazi Ahmed left the meeting at 4.00 pm)*

*(Cllr Michael Clark left the meeting at 4.00 pm)*

*(Cormac Dean left the meeting at 4.00 pm)*

#### **9.5 Student Numbers and Profile – Presentation**

The Chairperson welcomed Dr Andrew Power – Registrar, and David Doyle – former Academic Administration and Student Affairs Manager to the meeting. David Doyle gave a presentation regarding IADT’s student numbers and profile to the Governing Body. The Governing Body thanked David Doyle for his presentation. Key points noted during the discussion:

- A student census is undertaken at two points each year – 31<sup>st</sup> October and 1<sup>st</sup> March. The student numbers recorded on these dates are returned to the HEA and form the basis for funding and budget allocations.
- Student census numbers have decreased slightly for this academic year based on figures for 2020/2021 but are broadly in line with the figures for the past number of years. Student numbers recorded are also affected by the ‘rolling enrolment’ in operation for some programmes which results in a number of students not being registered on programmes at the time the census is taken. In addition, IADT benefited from allocations under the Job Stimulus Package for 2020/2021 – this initiative did not operate this year.
- The inclusion of student numbers which have come from the Further Education sector was welcomed. It was requested that if available, a breakdown of which FE Colleges that students came to IADT from could be provided. However it was outlined that this information may be difficult to obtain as many students don’t complete their FE qualification but rather attend an FE course to build a strong portfolio to support their application.
- IADT has a number of MoU agreements in place with local FE Colleges.

*(Punitha Sinnapan left the meeting at 4.25)*

The President thanked members of the Governing Body for their help, support and confidence over the past months. The President also put on record the work and commitment of the IADT community and noted that IADT has shown the best of itself in how the IADT community has responded to the challenges throughout the COVID crisis. On behalf of the Governing Body, the Chairperson put on record the Governing Body’s recognition of the work and commitment of all IADT’s staff and students.

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

- The EDI Committee of Governing Body met on 1<sup>st</sup> November last, and a report on discussions was provided to the Governing Body.

- Additional access routes are provided for applicants through the HEAR and DARE schemes
- IADT's student population has a good level of gender balance
- Increased data regarding age and ethnicity profiles of the student population are now being gathered for further analysis
- The EDI Manager has been nominated as the Vice Chairperson for the Athena SWAN Network, and will take over as Chair of the group after 12 months
- The success of achieving the Dublin Learning City award and its importance in recognising equality of access to learning within Dublin was highlighted

The President thanked members of the Governing Body for their help and support over the past year and wished all well for the Christmas holidays.

*The President, Secretary/Financial Controller and Recording Secretary left the meeting.*

**11. Meeting of the Governing Body in the absence of IADT Executive Members**

The Chairperson conducted a closed session with the respective Governing Body members and held a discussion on board effectiveness and reminded members that they are free to reach out to the Chair during the year, should they wish.

*Any remaining IADT Staff Members of Governing Body and Student Members of Governing Body left the meeting.*

**12. Meeting of the Governing Body in the absence of IADT Staff and Student Members**

The Chairperson conducted a closed session with the respective Governing Body members and held a discussion on board effectiveness and reminded members that they are free to reach out to the Chair during the year, should they wish.

The next meeting of the Governing Body will take place on 12<sup>th</sup> January 2022.

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

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