

Minutes of the Governing Body Meeting – 6 April, 2022

- Present:** David Holohan (Chairperson), David Smith (President), Cllr. Kazi Ahmed, Dr Fionnuala Anderson, Cllr. Dr Michael Clark, Turlough Conway, Dr Cormac Deane, Cllr. Anne Ferris, Sinéad Gorby, Eoin Hicks Smyth, Maeve McConnon, Eva Perez, Punitha Sinnapan
- Apologies:** Ben Harper, Caitriona Murphy, Cllr Peter O’Brien, Cllr. Una Power, Rachel Sarsfield Ryan
- 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 8.00 am, and concluded at 9.40 am.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Dr. Fionnuala Anderson

Seconded: Cllr Michael Clark

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 2nd March 2022 (including for Publication)

The Minutes of the Meeting of 2nd March 2022 were approved (including approval for publication) with one addition under Item 8.

Proposed: Chairperson

Seconded: Maeve McConnon

4. Matters Arising

- **Capital Submissions** – the deadline for submissions to the TSSPF and HESIF capital calls has been extended providing additional time to prepare the submissions. The submissions will be made available to the Governing Body following submission to the HEA.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

€7m Treasury notes held with the NTMA which matured on 30 March 2022, have been rolled over for six months to 30 September 2022, at 0% interest.

6.2 Property Rentals

The following Media Cube Licenses were approved:

- Safefacility/Convex Lens

Proposed: Chairperson

Seconded: Eva Perez

6.3 HR Appointments

The Recruitment and Selection Committee of Governing Body will meet on 6th April to review and approve appointments relating to recent recruitment processes. A report from this meeting will be presented to the next meeting of the Governing Body.

7. Governing Body Committees and Academic Council

7.1 Academic Council – Minutes of the Meeting of 7th February 2022

Circulation of the Minutes of the Academic Council meeting of 7th February 2022 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. The following was noted: Additional Antigen test Kits have been purchased with the remaining funds provided by the Department of FHERIS. Continuous Assessment elements of programmes will remain online until the end of the current academic year. IADT staff Dr Tina Kinsella and Dr Linda King have progressed to the next stage of the Irish Research Council Laureate Scheme which is a significant achievement for both. The implementation of the new CRIS system has faced a delay and will progress once a project manager has been recruited to oversee the implementation of the system. IADT is participating in the Healthy Campus initiative launched by Minister Simon Harris TD, Minister for Further and Higher Education, Research, Innovation and Science earlier this year. The Institute's Academic Calendar for 2022/2023 has been approved; however it is expected that there will be a delay in the issue of Leaving Certificate results which will likely impact commencements in September. Work has commenced to prepare for the CINNTE Review – an all-Institute review conducted by an external panel appointed by the QQI. The panel visit will take place in May 2023. The Irish Survey of Student Engagement has been open and promoted internally over the past number of weeks – the importance of the survey to capture the views of students was highlighted.

7.2 Audit and Risk Committee – Minutes of the meeting of 24th November 2021, and Summary Report from the Meeting of 30th March 2022

Circulation of the Minutes of the Audit and Risk Committee meeting of 24th November 2021 was noted by the Governing Body. In addition, a summary report of the Audit and Risk Committee meeting of 30th March 2021 was circulated and an update on matters discussed at the meeting was provided by the Chairperson of the Committee. At its meeting of 30th March, the Audit and Risk Committee considered the report provided by the President regarding a review of processes and management of FOI requests in 2021. The report was considered in detail by the Audit and Risk Committee, which accepted the findings and actions outlined in the report. The Chairperson of the Audit and Risk Committee noted that

having considered the President's report in detail and having had the opportunity to question the President regarding the report, the Audit and Risk Committee considered the matter closed with no need for a wider discussion or dissemination of the report to the Governing Body. In relation to the approval of expenses incurred by the President, the Chairperson of the Audit and Risk Committee noted that as Covid restrictions have now relaxed, he will be meeting with the Secretary/Financial Controller over the Easter break to formally review and approve expenses incurred by the President.

7.3 EDI Committee – Minutes of the Meeting of 24th January 2022, and Summary Report from the Meeting of 28th March 2022

Circulation of the Minutes of the EDI Committee meeting of 24th January 2022 were noted by the Governing Body. In addition, a summary report of the EDI Committee meeting of 28th March 2021 was circulated. The meeting of 28th March 2022 was chaired by Sinead Gorby, who provided an overview of matters discussed at the meeting. As a follow-up to the staff survey undertaken during 2021, a number of consultation sessions – including sessions specifically organised for HPAL staff – took place during January and were well attended. The Committee received an update on preparations of IADT's Athena SWAN Bronze Accreditation application. The EDI Committee has also agreed that IADT would explore the possibility of having a Code of Culture to encourage professional and ethical behaviours at meetings to complement the existing Code of Conduct and the existing and future Mutual Respect Policy. Extensive training on consent has been provided for incoming 1st year students during their induction programme, with training for other year groups being put in place. Training opportunities provided for staff includes Safe Pass and Irish Sign Language training. The significant work undertaken by the EDI Manager was noted and commended by the Governing Body, with EDI being an increasingly high priority for IADT, and in the context of national and European funding proposals.

8. Governing Body Resolutions

8.1 The Governing Body Approves the IADT Financial Statements for the Year Ended 31st August 2021, including the Letter of Representation. (5/2022)

The audit of the Financial Statements to the year ended 31st August 2021 has been completed and clearance has been received from the C&AG to present the Financial Statements to the Governing Body for approval. IADT has received a clean audit in respect of the Financial Statements. In addition the Letter of Representation was circulated to and noted by the Governing Body. The work of IADT's Finance Office in preparing the Financial Statements for audit was commended. Once the Financial Statements and Letter of Representation have been approved by the Governing Body and signed by the Chairperson, it is expected that a fully unqualified Audit Certificate will be issued by the C&AG. A detailed review of the Financial Statements was undertaken by the Audit and Risk Committee.

Further to a query on the format of the Financial Statements, Members of the Governing Body were reminded that IADT is required to include statistics regarding the attendance of Governing Body members within the Financial Statements. It was also noted that for future meetings, members of the Governing Body who are not in attendance and who have not forwarded their apologies in advance of the meeting, will be noted as 'absent without apology'.

Some members of the Governing Body noted difficulties in attending meetings at specific times of the day – the Chairperson re-confirmed his intention to hold one-to-one meetings with members of the Governing Body as part of the ongoing Governing Body Effectiveness

Review at which, issues regarding timing of meetings will be discussed. Resolution 5/2022 was adopted by the Governing Body.

Proposed: Eva Perez
Seconded: Dr Fionnuala Anderson

(Cllr Michael Clark left the meeting at 8.28)

8.2 The Governing Body Approves the Updated Recruitment & Selection Appeals Procedures (6/2022)

In the absence of nationally agreed Recruitment and Selection Procedures having been developed, the Governing Body previously approved procedures developed by IADT. However nationally agreed procedures have now been developed through THEA in consultation with Union representatives and were presented to the Governing Body for approval. It was noted that the nationally agreed procedures are broadly consistent with the procedures previously adopted by the Governing Body. Resolution 6/2022 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Cllr Anne Ferris

(Cllr Kazi Ahmed joined the meeting at 8.39)

(Cllr Anne Ferris left the meeting at 8.44)

9. President's Briefing

9.1 National Strategic Update

Circulation of the President's Briefing to Governing Body was noted and a number of key points from the Briefing were highlighted by the President.

- **National Recovery and Resilience Plan** – Digital Transformation – following the sectoral submission to the National Recovery and Resilience Plan, the HEA has requested the sector to further emphasise the learnings from COVID and their positive impact on teaching and learning within the submission. This is being worked through by the sectoral working group and the proposal will be re-submitted to the HEA for onward submission to the EU for consideration. In relation to future European (and National) Funding initiatives, submissions will increasingly need to address how funding will support and address key priorities such as gender equality, climate change and sustainability and demonstrate a commitment to 'do no significant harm'.
- **Higher Education Capital Call** – extensive work has been undertaken to collate IADT's submission to the two capital calls – TSSPF and HESF. The submissions are being finalised at present and will be made available to the Governing Body for information post submission.
- **National Review of Gender Equality in Higher Education Institutions** – the HEA has initiated its Second National Review of Gender Equality in Irish Higher Education Institutions. Information on the survey and an invitation to participate has been circulated to staff.
- **Leaving Certificate 2022** – it is anticipated that there will be a delay to the issue of Leaving Certificate results again this year, which will have an impact on the commencement date for incoming 1st year students.

- **Atlantic Technological University** – a launch event for the Atlantic Technological University, comprising the merger of Sligo IT, Galway-Mayo IT and Letterkenny IT – took place on Monday 4th April. The President attended the event on behalf of IADT.
- **TUI Conference** – on 11th March last, the President attended the Consultative Conference focusing on Technological Universities organised by the TUI.
- **Supports for Ukraine** – IADT is receiving a number of requests for supports for both staff and students from Ukrainian Higher Education Institutions. At this late stage of the academic year and in the absence of an RPL framework, it is not reasonable to ‘admit’ students to study on IADT’s programmes. However where possible, IADT is providing support for students including allowing student to ‘attend for audit’ and providing access to the Library and other Institute facilities. At national level, an RPL framework is being developed. It is also acknowledged that varying levels of English among Ukrainian students will limit their ability to fully participate in programmes within Irish HEIs. The President noted a fundraising Table Quiz organised by the Head of Faculty and staff from the Faculty of Film, Art and Creative Technologies’ to raise funds to support the Ukraine relief effort.
- **Research Funding Success** – Dr Josephine Browne – Head of Faculty of Enterprise and Humanities, recently led a funding bid and was successful in being awarded €1.44m in funding for EDIFY_EDU by the European Commission. The project will focus on Management Education related to Equality, Diversity and Inclusion, and is the first European-funded project for which IADT is the lead partner.
- **Young Women in Technology** – IADT’s Anne Wright – Faculty of Film, Art and Creative Technologies’, has been successful in securing funding to continue the ‘Young Women in Technology’ series.
- **On-campus Activity** – there has been an increase in the incidence of COVID among both staff and students, with the Faculties working to manage the impacts of this. A focus on maintaining high levels of personal hygiene has been maintained in an effort to prevent the transmission of COVID on campus.
- **College of Sanctuary** – it is the Institutes intention to apply for designation as a College of Sanctuary. In line with this, the Executive has recently approved the establishment of 2 FTE scholarships with applications being invited from those in Direct Provision or members of the Travelling Community.
- **Postgraduate Conferring** – IADT held a conferring ceremony for graduating postgraduate students on 25th March last.
- **New Frontiers** – a successful launch event was held for the New Frontiers programme, run in collaboration with NovaUCD on 22nd March last. The event was well received with Deputy Jennifer Carroll McNeill TD in attendance at the event.
- **Moving Parts** – the Moving Parts animation series was developed in the context of the National Consent Framework and with funding from the HEA. Moving Parts was produced by students and graduates of IADT, in collaboration with NUI Galway’s Active* Consent Programme and UCC’s Bystander Intervention Programme, and were launched by Minister Simon Harris TD, Minister for Further and Higher Education, Research, Innovation and Science.

9.2 Strategy Implementation

- **Management Quarterly Reports** – the next Quarterly Reports from members of the Management Team are due to be forwarded to the President on 8th April.
- **Meeting with the HEA** – the President will meet with the HEA regarding IADT’s strategic development on 26th April next. As yet, there is no indication as to whether funds in support of phase 2 of IADT’s TU/TF project will be allocated by the HEA.

- **Compact** – the final draft of Self Evaluation on progress in implementing actions agreed in the Compact with the HEA, is being reviewed by the Executive at present and will be submitted to the HEA on 11th April next.
- **Dún Laoghaire-Rathdown Spatial and Economic Study** – the President has been in further communication with senior management from Dún Laoghaire-Rathdown County Council, with discussions continuing in relation to the possible use of town-centre premises for IADT. The benefits for both DLRCOCO and IADT for IADT to re-establish a base within the town have been noted.
- **IADT 25th Anniversary** – IADT marked its 25th anniversary on 1st April last, with lunch being provided for staff and students. A number of celebratory events will be held throughout the year to mark this milestone in the Institute’s development.
- **Campus Upgrades** – the upgrade works to the Media Cube, Quadrangle courtyard and other general upgrades to the campus were noted. A tender process is underway for energy efficiency upgrades and essential roof repairs to the Atrium Building. Additional approval will be required for the Department of Public Expenditure and Reform prior to commencing with these works.

9.3 Risk Management

Due to the increase in the incidence of COVID among staff and students, the Executive has agreed to retain the COVID-19 Steering Group for the present. The Group will meet on a monthly basis. The need to ensure that effective communication is maintained in relation to any COVID updates was highlighted. The President also noted that once the work of the COVID-19 Steering Group has been completed and the committee has been wound down, a new Health and Safety Committee will be formed for the Institute.

9.4 IADT: Financial Update

An update regarding IADT’s financial position and budget allocation will be provided at the meeting of 4th May next. The President and Secretary/Financial Controller will meet with the HEA for the annual budget and Accountability meeting on 13th April.

10. Equality, Diversity and Inclusion Implications

- Some members of the Governing Body have expressed difficulties in relation to the start time of meetings – this matter will be discussed further with members of the Governing Body by the Chairperson ahead of the next meeting.
- A comprehensive report on the most recent meeting of the EDI Committee was provided to the Governing Body and included an update on a range of EDI-related activities ongoing at the Institute.
- IADT is preparing to submit for Bronze level Athena SWAN Accreditation, and the submission is now at an advanced draft.
- EDI-related actions and activities will be an increasing priority within national and European funding submissions
- Two new Scholarships have been established by IADT to support access and inclusion pathways to HE.
- The second National Review of Gender Equality in Irish Higher Education Institutions is now underway.
- The increased incidence of COVID illness among staff and students was noted.

The next meeting of the Governing Body will take place on 4th May 2022.

Signed: _____
David Holohan

Date: _____