

## **Minutes of the Governing Body Meeting – 13 March, 2024**

**Present:** David Holohan\* (Chairperson), David Smith (President), Ruth Barry, Turlough Conway, Bernadette Costello, Dr Cormac Deane, Cllr. Anne Ferris\*, Lavender Jane Gartlan, Sean Kelly, Siobhan Lynch\*, Crow Mullen, Brian Mulligan, Peter O'Brien, Colm O'Callaghan, Eva Perez

**Apologies:** Dr Gráinne Kirwan,

**Absent without Apology:**

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

\*Attendance via MS Teams

This meeting took place in the Boardroom, Roisin Hogan House, IADT, with remote attendance being facilitated via 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 12.00 pm, and concluded at 1.55 pm.

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

The Agenda was adopted as circulated. However subsequent approval was sought and agreed by the Governing Body to add Item 7.3 to the Agenda.

Proposed: Brian Mulligan  
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 the Minutes of the Meetings of 13th December 2023, and 9th February 2024 (incl. for Publication)**

The Minutes of the Meeting of 13th December 2023 were approved (including approval for publication).

Proposed: Ruth Barry  
Seconded: Dr Cormac Deane

The Minutes of the Meeting of 9th February 2024 were approved (including approval for publication).

Proposed: Chairperson  
Seconded: President

#### **4. Matters Arising**

No matters arising to report.

#### **5. Correspondence**

No correspondence for noting.

#### **6. Technical Approvals**

##### **6.1 Bank Accounts**

A new deposit account with Bank of Ireland to be opened to avail of a 1.5% 6 month fixed term deposit rate (achieving a greater return than the 1% we are receiving on NTMA treasury notes)

Proposed: Chairperson

Seconded: Bernadette Costello

##### **6.2 Property Rentals**

The following Media Cube Licenses were approved:

- Capella Workplace Solutions:
- Flex Labs t/a The Digital Learning Institute
- Drone Space Ltd
- Thinscale Technology
- Glocal Advertising Cloud t/a GladCloud
- Digibar t/a Skippio
- Cassette Vision

Proposed: Chairperson

Seconded: Bernadette Costello

##### **6.3 HR Appointments**

No appointments to note.

#### **7. Governing Body Resolutions**

##### **7.1 The Governing Body appoints <Names to be provided at the meeting> to be members of the Governing Body for the following Term of Office on the nomination of the Minister for FHERIS. (20/2023)**

The Chairperson has been in contact with the Office of the Minister for Further and Higher Education, Research, Innovation and Science, regarding the three Ministerial Nominees to the Governing Body. It is understood that Ministerial Nominees are close to being confirmed, and it is anticipated that IADT will be notified of the Ministerial Nominees in the near future. Once the Ministerial Nominees have been confirmed, a short bio for each of the nominees will be circulated to the Governing Body.

Resolution 20/2023 was deferred to the next meeting of the Governing Body.

##### **7.2 The Governing Body Approves the Standing Orders for the Governing Body (21/2023)**

Circulation of the Standing Orders for Governing Body (tracked changes version) was noted. A number of further queries were raised in relation to the Standing Orders and it was agreed

that a working group comprising a number of members of the Governing Body would meet to address the issues raised. A finalised Standing Orders will be agreed by the working group and will be presented to the next meeting of the Governing Body for adoption. The Chairperson noted that the approval of Standing Orders for the new Governing Body has been an agenda item for a number of meetings, and that the item needs to be brought to a conclusion at the May meeting of the Governing Body.

Resolution 21/2023 was deferred to the May meeting of the Governing Body.

### **7.3 The Governing Body authorises the President to take up the role of Chairperson of EduCampus DAC (2/2024)**

A request was made to the Governing Body to include the following Resolution to the agenda:

*'The Governing Body authorises the President to take up the role of Chairperson of EduCampus DAC'*

Over the past week, the President has been nominated to fulfil the role of Chairperson of EduCampus DAC. The President gave a brief outline of the role of EduCampus within the sector and his nomination has been welcomed by both the HEA and Department of FHERIS. The Governing Body congratulated the President on his nomination.

Resolution 2/2024 was approved by the Governing Body

Proposed: Crow Mullen  
Seconded: Turlough Conway

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

### **8.1 Academic Council – Minutes of the Meetings of 18th November 2023, 11th December 2023 and 15th January 2024**

Circulation of the Minutes of the Academic Council Meetings of 18th November 2023, 11th December 2023 and 15th January 2024 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Key matters discussed by Academic Council included the introduction of a semesterised model of programme delivery at IADT, Level 10 pathways for postgraduate students, the noting of Programme Board Reports and discussion on any issues identified within the reports. Academic Council also received a briefing on the NTUTORR Project. Academic Council has also held in-depth discussions on Academic Integrity and AI with the potential benefits and issues of AI being considered. New European legislation and any potential impacts for IADT in relation to this area will need to be discussed once the legislation has been introduced and reviewed. In response to a query in relation to the implementation of a semesterised model of programme delivery, the President noted that discussions are in progress with academic staff representatives in relation to the timing of non-teaching periods in Semester 2.

### **8.2 EDI Committee – Minutes of the Meeting of 14th June 2023**

Circulation of the EDI Committee Minutes of the meeting of 14th June 2023 and Summary Report of the Meeting of 19th February 2024 were noted by the Governing Body. An overview of matters discussed at the EDI Committee was given by the Chairperson of the Committee. Changes in the membership (non-Governing Body members) of the EDI Committee was noted and the updated membership has been approved by the EDI

Committee. A briefing on the findings of the most recent Gender Pay Gap Report was provided to the EDI Committee by the HR Manager, who also briefed the EDI Committee on progress in updating IADT's Dignity and Respect Policy. In addition, a briefing on progress in delivering the Athena Swan Implementation Plan was provided by the EDI Manager.

## 9. President's Briefing

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.

### 9.1 National Strategic Update

- **Sectoral Advocacy Group** – the President updated the Governing Body on work being led by the HEA to establish an advocacy group to represent all HEIs within the Technological Higher Education Sector.
- **Tertiary Project** – the positive comments received from students undertaking the BA (Hons) in Immersive Media were welcomed. Additional funding has been received for the appointment of a Tertiary Coordinator for the Institute which will assist in progressing work to deepen links with the FE sector. 50% of students currently participating on the BA (Hons) in Immersive Media do not have a Leaving Certificate Qualification. Programmes offered through the Tertiary model greatly increase the pathways available to students within the FE Sector.
- **ELEVATE** – following the award of €3.6m funding through the TU Rise initiative, a submission finalising the work packages to deliver IADT's TU Rise project 'ELEVATE' is being prepared for submission to, and agreement with, the HEA.
- **HEA Anti-Racism Pledge** – on 4th March last, the President signed IADT's Anti-Racism Pledge with the HEA. The signing of the Pledge took place at a small event held on campus, and marks IADT's commitment to diversity within the organisation.
- **You Belong in IADT** – IADT has been successful in being awarded funding (c. €600K) to develop a programme for delivery to students with intellectual disabilities. The initiative was announced by Minister Simon Harris TD, Minister for FHERIS.
- **Digital Media Building** – good progress continues to be made in the construction of the Digital Media Building – it is hoped that IADT will be able to occupy the building by the end of the calendar year.
- **Student Accommodation** – work is being undertaken by the HEA and Department of FHERIS, to seek a solution to the ongoing and serious difficulties being experienced by students in securing suitable and affordable accommodation to attend programmes in HEIs. HEIs have been invited to make a submission to the HEA regarding potential accommodation options, and IADT's submission is being prepared at present.
- **HEA Retention and Progression Conference** – the President and Registrar recently attended a conference organised by the HEA focussing on Retention and progression. A number of key findings were presented at the conference including a preference for students to complete their studies on their primary degrees over a three-year period rather than the traditional four-year programmes. The importance of life-long learning was also highlighted.

### 9.2 Strategy Implementation

- **IADT Strategic Plan 2024-2028** – following approval of the IADT Strategic Plan 2024-2028 by the Governing Body, the President has formally invited Minister Simon Harris TD, Minister for FHERIS to launch the Strategic Plan. The President is liaising with the Minister's Diary and Private Secretaries to identify a date for the launch. The

development of a formal Implementation Plan with actions and KPIs to measure progress is now getting underway.

- **Technological Sector Transformation Fund (TSAF)** – the President has formally notified the HEA and Department of FHERIS that IADT's Strategic Plan 2024-2028 has been approved by the Governing Body. It is anticipated that an allocation of funding through the TSAF will be made to IADT in the short term.
- **Strategic Performance Framework/Compact** – following feedback received from the HEA, the Executive has updated and approved the Strategic Performance Framework/Compact document which will be submitted to the HEA as per the deadline of 13th March. The approved Compacts for each HEI under the remit of the HEA will be published on its website in June of this year.
- **Business Process Review** – as part of the TU/TF Project, a number of IADT's Business Processes have been identified for review. PwC have been engaged to undertake this review.
- **Carnegie Hub** – an event to mark IADT's Carnegie Hub within the town of Dún Laoghaire will be organised and held by Dún Laoghaire-Rathdown County Council on 4th April next.

### 9.3 Risk Management

- **Space utilisation Survey** – the second week-long Space Utilisation Survey has been carried out by the HEA on three weeks commencing 19th February. The findings of the survey have highlighted issues in relation to under-utilisation of rooms, and have the potential to negatively impact on future capital submissions for additional campus infrastructure. Issues with the current room booking system have been highlighted and are being further looked into at present. Student Clubs and Societies have reported some issues in finding rooms and spaces suitable for their activities. The importance of students having good social spaces and spaces to support Clubs and Societies activities was highlighted.

### 9.4 IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of December 2023 was noted, and a briefing on the reports was provided by the Secretary/Financial Controller.

**Budget Allocation 2024** – IADT has received notice of the Institute's budget allocation for 2024. IADT has received an uplift in the region of €700K on the 2023 allocation with an additional €800K from the Funding the Future 'top-slice'. However while the increases are welcome, IADT's student numbers have remained relatively static, resulting in IADT not increasing the % budget share within the sector. A substantial proportion of the increased budget will likely be absorbed by increases in non-discretionary costs and staff pay increases as part of the recent National Pay Agreement. The critical need for IADT to increase student numbers on programmes where there is demand and/or capacity in order to increase budget share was highlighted. IADT's CAO application numbers have remained relatively static with a small increase in the level of 1st/2nd preferences, however there has been a slight overall decline in CAO applications nationally. Approx. 80% of applications to IADT are from applicants in the Leinster region. The ongoing difficulties experienced by students in finding suitable and affordable accommodation was highlighted.

Budget submissions have been received from each Functional Area of the Institute, and are being collated at present. A budget allocation to each Institute Budget Holder based on the submissions received and available budget, will be made in the near future.

Budget allocations to HEIs are based on student numbers returned to the HEA each year. In order to maintain and increase budget share within the sector, IADT will need to increase student numbers by above the average student numbers increases achieved by other HEIs. However IADT's ability to increase student numbers by any significant margin, has been curtailed by the available capital infrastructure and staffing headcount available to the Institute via the ECF.

Following a request by members of the Governing Body, the Secretary/financial Controller gave a presentation in relation to IADT's bank accounts and levels of reserves. Key points noted include:

- Following the return to positive interest rates within banks, funds held within the NTMA account are being moved over to interest-earning bank accounts to generate income for the institute.
- In relation to reserves, the HEA guidelines require the Institute to maintain the equivalent of 90-days operating costs in reserve at all times.
- In addition the Institute is permitted to designate funds as a 'restricted reserve' for a specific project, typically a capital project. IADT currently has a restricted reserve maintained to fund the fit-out of the Digital Media Building.

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

- In relation to the implementation of a fully-semesterised model of programme delivery, potential childcare difficulties may arise for parents in relation to the timing of the Semester 2 non-teaching weeks.
- A presentation on the findings of the most recent Gender Pay Gap Report was provided to the EDI Committee by the HR Manager.
- The minutes of the EDI Committee Meeting of 14th June 2023 along with the Summary Report of the EDI Committee meeting of 7th February 2024 were noted by the Governing Body.
- Pathways to HE provided to students within the FE sector through their participation on programmes delivered through the Tertiary model were noted and welcomed. Programmes offered through the Tertiary model greatly increase the pathways available to students within the FE Sector.
- On 4th March last, the President signed IADT's Anti-Racism Pledge at a small event held on campus.
- IADT has been awarded funding to support the development of a programme to be offered to students with intellectual disabilities.
- Finding suitable and affordable accommodation remains an issue for many students.
- The importance of providing venues and amenities to support student clubs and societies activities was highlighted.

The next meeting of the Governing Body will take place on 8th May 2024.

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

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