

## **Minutes of the Governing Body Meeting – 8 May, 2024**

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

**Apologies:** David Holohan (Chairperson), Siobhan Lynch, Brian Mulligan

**Absent without Apology:**

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

\*Attendance via MS Teams

The Governing Body noted with great sadness the death of IADT student Greta Price Martin, who died tragically on Wednesday 24th April. The Governing Body expressed its sincere condolences to Greta's family, and to the staff and students who knew and worked with Greta. The supports provided to staff and students by the Student Union and Student Experience Team were commended by the Governing Body.

The meeting was chaired by Cllr. Anne Ferris. 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 1.05 pm.

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

The Agenda was adopted as circulated.

Proposed: Bernadette Costello

Seconded: Ruth Barry

### **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 12th March 2024 (including for Publication)**

The Minutes of the Meeting of 12th March 2024 were approved (including approval for publication).

Proposed: President|

Seconded: Turlough Conway

#### 4. Matters Arising

- **Ministerial Nominees to the Governing Body** – it was noted that as yet, IADT has not been advised of the three Ministerial Nominees to the Governing Body. The Secretary/Financial Controller is maintaining regular contact with the Department of FHERIS in relation to this matter. The Governing Body highlighted the need for the three Ministerial Nominees to be advised to IADT for appointment to the Governing Body as a priority, and also put on record that the delays in appointing the Ministerial Nominees is impacting on the efficient and effective operation of a number of sub-committees of the Governing Body. This matter has also been brought to the attention of the Department of FHERIS. It will also be necessary to defer Item 7.1 of the Agenda pending notification of the Ministerial Nominees.

#### 5. Correspondence

- **Universities of Sanctuary** – the President noted receipt of correspondence from the Executive Committee of the National Universities of Sanctuary Steering Group, requesting that the Governing Body *'adopt a policy to categorise students in refugee-like situations as non-international (EU) students for the purposes of fees assessments'*. The correspondence was noted by the Governing Body. It was also outlined to the Governing Body that in September 2018, the Governing Body approved the awarding of two Scholarships to two Undergraduate Applicants under Places of Sanctuary. These scholarships are available annually. In addition a number of scholarships are available through other scholarship schemes including the 1916 Bursaries, in addition to an annual Sports Scholarship funded by the Dún Laoghaire-Rathdown County Council. The marketing Manager agreed to ensure that information on the range of scholarship opportunities available to applicants is more prominently promoted on IADT's website.

#### 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:

- 7 Yellow
- The Convex Lens

Proposed: Cllr Anne Ferris

Seconded: Ruth Barry

##### 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)**

Regrettably IADT has not as yet received confirmation of the three Ministerial Nominees to the Governing Body, and therefore 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)**

As agreed at the previous meeting, a Standing Orders Working Group was formed, with a membership of Ruth Barry, Turlough Conway, Cllr Anne Ferris and Cllr Peter O'Brien. The Working Group has met and has agreed a number of updates to the Governing Body Standing Orders. The revised Standing Orders was circulated to and adopted by the Governing Body. The President thanked members of the Standing Orders Working Group for their work in bringing this item to a conclusion.

Resolution 21/2023 was adopted by the Governing Body.

Proposed: Cllr Peter O'Brien

Seconded: Cllr Anne Ferris

## **7.3 The Governing Body Approves the Programmes and Budgets Submission 2024 (3/2024)**

Circulation of the IADT Programmes and Budgets Submission 2024 was noted by the Governing Body. It was noted that this is a formulaic document using a prescribed template. The Programs and Budgets submission has been considered in detail and approved by the Audit and Risk Committee of Governing Body, and has been submitted to the HEA. IADT is projecting a €402K deficit for 2024. Although approved, the Audit and Risk Committee has expressed concern regarding projected deficits, and has expressed the need for IADT to operate sustainably and within the available budget envelope. IADT's annual Budget and Accountability Meeting with the HEA took place on 18th April last, at which the Programmes and Budgets document and budget deficit forecast was discussed. The meeting was attended by the President, Secretary/Financial Controller and Finance Manager on behalf of IADT. The HEA did not express concerns regarding IADT's financial position, however the need for IADT to return to operating within budget was highlighted.

The Governing Body was briefed on the recent National Pay Agreement providing pay increases to staff. The budget allocation that has been made to HEIs in respect of the statutory pay increases due to staff under the National Pay Agreement does not meet the full costs of these and therefore it has been necessary to include the full additional costs within the IADT Programmes and Budgets projection. It is however anticipated that an additional budget allocation will be made to the Institute later in the year in respect of the pay increases to staff, which will reduce the projected deficit. The Governing Body noted the need for IADT to increase undergraduate student numbers in order to increase budget share within the sector. IADT has also given commitments in relation to increased student numbers to the HEA as part of the agreement for the new Digital Media Building.

Increasing student numbers on postgraduate programmes in addition to other sources of self-generated income will also be needed. A number of new programmes at both undergraduate and postgraduate level are being developed at present. An effective Institute-level marketing and corporate communications strategy will also need to be implemented to stimulate student numbers growth. Recent work to broaden the access pathways to the Institute were noted with the success of the Tertiary Project and recent funding award to develop a programme offer specifically for students with intellectual disabilities being highlighted as success stories in this area. A significant marketing campaign ahead of the CAO

Change of Mind deadline of 1st July will be undertaken. The President also noted a renewed focus on student retention. A recent review of student retention has highlighted a fall in retention for students in the later years of their programmes, and strategies to address this will need to be put in place.

The new Digital Media Building will provide valuable additional capacity to grow student numbers in areas where there is demand. However the Governing Body was notified that it is likely that the costs of fit out for the building to ensure it meets the required standards will be greater than had been projected.

The need for a number of key additional roles in areas including Risk and Compliance Management were noted and are flagged on a regular basis to the HEA. However these roles cannot currently be put in place due to IADT's ECF allocation. It is hoped however to be able to put key roles in place once an allocation has been made to the Institute through the Technological Sector Advancement Fund (TSAF).

Resolution 3/2024 was adopted by the Governing Body.

Proposed: Cllr Anne Ferris  
Seconded: Eva Perez

**7.4 The Governing Body Approves the IADT Financial Statements to the Year Ended 31st August 2023, including the Letter of Representation (4/2024)**

Circulation of IADT's Financial Statements to the Year Ended 31st August 2023 and the Summary of Adjustments to the Financial Statements were noted. An audit of IADT's draft Financial Statements has been completed and clearance has been received from the Comptroller and Auditor General to present the Financial Statements to the Year End 31st August 2023 to the Governing Body for approval. IADT has received a 'clean audit' of the Institutes Financial Statements.

Resolution 4/2024 was approved by the Governing Body.

Proposed: Bernadette Costello  
Seconded: Cllr Peter O'Brien

**7.5 The Governing Body Approves the Terms of Reference for the Audit and Risk Committee (5/2024)**

Circulation of the updated Terms of Reference for the Audit and Risk Committee of Governing Body was noted. A number of amendments were made to the previously circulated Terms of Reference with the changes being highlighted to the Governing Body.

Resolution 5/2024 was adopted by the Governing Body.

Proposed: Bernadette Costello  
Seconded: Colm O'Callaghan

## 8. Governing Body Committees and Academic Council

### 8.1 Academic Council – Minutes of the Meetings of 12th February 2024 and 11th March 2024

Circulation of the Minutes of the Academic Council meetings of 12th February 2024 and 11th March 2024 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. IADT has secured funding from the HEA to develop a programme specially designed for delivery to students with intellectual disabilities, providing additional pathways to Higher Education for these students. Work to develop a programme is underway with Down Syndrome Ireland. A new organisation – Taidhe Éireann/Research Ireland – which will be formed from the amalgamation of Science Foundation Ireland and the Irish Research Council – will be established later this year. Prof Philip Nolan – CEO designate of Taighde Éireann – will visit IADT on 31st May next to meet with the Executive and research-active staff ahead of the formation of the new organisation. Work is ongoing to develop a Memorandum of Agreement with Maynooth University to establish Level 10 Pathways for IADT research students. Annual reports from Programme Teams have been presented to Academic Council for noting and review, with a number of the Programme Board Reports being returned to Heads of Department to be reviewed by External Examiners appointed to the programme.

### 8.2 Recruitment & Selection Committee – Minutes of the Meetings of 28th August 2023 and 1st December 2023, and Summary Report of the Meeting of 26th March 2024

Circulation of the Minutes of the Recruitment & Selection Committee Meetings of 28th August 2023 and 1st December 2023, and Summary Report of the Meeting of 26th March 2024, were noted by the Governing Body. Work is in progress to ensure consistent and effective reporting of the outcome of recruitment processes. However a small number of errors in the transcription of gender-related statistics were noted and will be reviewed and corrected.

## 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 HEA has committed funding through the Technological Sector Advancement Fund (TSAF), to support the establishment of a new Technological Sector Advocacy Body. Work to scope and establish Terms of Reference for the new body is being undertaken at sectoral level (led by SETU).
- **ELEVATE** – a number of staff information sessions on the 'ELEVATE' project has been organised by the Vice President for RDI, and the necessary recruitment processes for staff resources to deliver Elevate are underway.
- **Academic Activity** - teaching delivery has now concluded on programmes for the current academic year, with students undertaking their assessments and a small number of written examinations.
- **Graduate Exhibition** – the 2024 Graduate Exhibition 'On Show' will open on 30th May next, and will showcase work by this year's graduating students. Invitations to the event will be issued in the coming weeks.

- **Springboard** – IADT’s application to the Springboard initiative has been successful with an allocation of in excess of €400k being made for 5 programmes over the next number of years.
- **IBEC Award** – following an external evaluation, IADT has been placed in *Ireland’s Leading in Wellbeing Top 100 Index*. The IBEC Wellbeing Index recognises the policies and supports put in place by employers to support staff providing a good place to work for staff personal wellbeing. The President commended the HR Office for their significant contribution to IADT’s achievement in being included in the Top 100 Index.
- **EDIFY\_EDU** – the Faculty of Enterprise and Humanities is currently organising an EDI Colloquium which will take place on 7th June to showcase work undertaken as part of the project
- **Industry Partnerships** – IADT has recently signed MoUs with both Sandyford Business District and Dublin South FM, providing a number of placement and internship opportunities for IADT students.
- **Level 10 Pathways** – a Memorandum of Agreement is currently being developed with Maynooth University to provide Level 10 pathways for IADT research students. The agreement will also provide for IADT lecturing staff to gain experience as co-supervisors for Level 10. The Memorandum of Agreement is close to being finalised, and it is hoped to sign and have the agreement in place in time for the new academic year.
- **Carnegie Hub** – the final renovations to the former Carnegie Library Building are nearing completion, and the necessary Fire Certificate is being put in place. A finalised rental for the space is being agreed by the Dún Laoghaire-Rathdown County Council, and a programme of events and activities will be developed for the Carnegie Hub once IADT has taken occupancy of the space. In addition, a feature on the Carnegie Hub has been filmed for RTÉ Television’s Nationwide programme and will air in the coming weeks.

## 9.2 Strategy Implementation

- **Launch of New Strategic Plan** – the President has extended an invitation to new Minister for FHERIS Patrick O’Donovan TD, to launch IADT’s *Strategic Plan 2024-2028*. A pre-launch copy of the Strategic Plan has been circulated to staff, with the public launch of the Strategic Plan to take place later in May. The approved Strategic Plan has also been forwarded to both the HEA and Department of FHERIS and has been positively received.

## 9.3 Risk Management

- **Climate Leadership** – in response to the *Public Sector Climate Action Mandate (Climate Action Plan 2023)*, the President, Head of Faculty of Film, Art and Creative Technologies and the Director of Strategic Projects have completed the *Postgraduate Professional Certificate in Climate Action & Sustainability Reporting* at the Institute of Public Administration (IPA). The remaining members of the Executive and Senior Management Team are obliged to complete the IPA programme or the NTUTORR funded Climate Leadership Programme for Senior Leaders before the end of 2024.
- **Strategic and Operational Risk Management** – the President and Secretary/Financial Controller have been working towards implementing a new and revised Corporate Risk Register, which aligns with IADT’s new Strategic Plan. Work is also progressing towards the implementation of an Enterprise Risk Management System to support work in the area of Risk Management. The Corporate Risk Register will also be presented to the Audit and Risk Committee for approval.

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

A financial update was provided to the Governing Body within the President's Briefing and as part of Items 7.3 and 7.4.

#### **10. Meeting Schedule 2024/2025**

Circulation of the proposed schedule of meetings of the Governing Body for the 2024/2025 academic year was noted and the schedule was approved.

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

- IADT has received funding to develop a programme specifically for delivery to students with intellectual disabilities, increasing the pathways to higher education for these students.
- IADT has received a multi-annual funding allocation from the HEA in respect of programmes to be offered through the Springboard funding initiative.
- Work to deliver the EDIFY\_EDU EDI-focused EU funded project is nearing completion and a colloquium to showcase the project will take place on 7th June next
- A number of IADT's staff were active participants in the recent HEA National Equality, Diversity and Inclusion Conference, which took place from 9th to 10th April. EDI Manager Claire McGing was in attendance and chaired one of the Committee sessions, whilst a poster on the 'Menopause Project' was presented by Dr Therese Moylan – head of Department of Entrepreneurship, and Dr Sharon McGreevy – lecturer, Faculty of Enterprise and Humanities.
- Correspondence received for the Universities of Sanctuary was noted, as were the range of scholarship opportunities currently in place at IADT for students.
- The Institute Calendar for the 2024/2025 has been approved and has taken account of family-friendly concerns raised by academic staff in relation to the timing of the Term 2 study period.

The next meeting of the Governing Body will take place on 12th June 2024.

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

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