Minutes of the Governing Body Meeting – 12 June, 2024

Present:	David Holohan (Chairperson), David Smith (President), Ruth Barry, Turlough Conway, Bernadette Costello, Anne Ferris*, Sean Kelly, Dr Gráinne Kirwan*, Siobhan Lynch, Crow Mullen, Brian Mulligan, Eva Perez
Apologies:	Dr Cormac Deane, Lavender Jane Gartlan, Peter O'Brien, Colm O'Callaghan
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 11.00 am, and concluded at 12.25 pm.

1. **Adoption of Agenda**
    The Agenda was adopted as circulated. However subsequent approval was sought and agreed by the Governing Body to add Item 7.4 to the Agenda.

    Proposed: Chairperson
    Seconded: Crow Mullen

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 8th May 2024 (including for Publication)**
    The Minutes of the Meeting of 8th May 2024 were approved (including approval for publication).

    Proposed: Bernadette Costello
    Seconded: Ruth Barry

4. **Matters Arising**
    *   **Programmes and Budgets** – following the approval of IADT's Programmes and Budgets by the Governing Body, the President has written to the HEA advising of the Governing Body's approval of the projected deficit for 2024. The President's correspondence has been received and acknowledged by the HEA.

- **Financial Statements to the Year End 31st August 2023** – IADT has received the Audit Certificate in relation to the Financial Statements for the year ended 31st August 2023. The Audit Certificate has been forwarded to the HEA for noting.

5. Correspondence
No correspondence.

6. Technical Approvals
6.1 Bank Accounts
There have been no changes to IADT's Bank Accounts.

Information Request for Trustees – the Secretary/Financial Controller noted that a request has been received from the Bank of Ireland, requesting both the dates of birth and PPS numbers of all Trustees. The Secretary/Financial Controller will shortly write to the Governing Body requesting permission to provide this information to the Bank of Ireland.

6.2 Property Rentals
The following Media Cube Licenses were approved:

- Maria Fenlon Interiors
- Zendra Healthcare
- ZiggyTec
- Smart PMO

Proposed: Chairperson
Seconded: Crow Mullen

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 confirmation of the Ministerial Nominees to the Governing Body remains outstanding. Regular contact is being maintained with the Office of the Minister for FHERIS, and the concerns raised by the Governing Body regarding the impact of the delays in filling these memberships is being raised regularly with the Department of FHERIS.

Resolution 20/2023 was deferred by the Governing Body.

7.2 The Governing Body Appoints the Student Members to the Governing Body for a period of twelve months from 1st July 2024 (6/2024)
The Students Union has proposed the following Student Nominees to the Governing Body for a term of office from 1st July 2024-30th June 2025:

- Lavender Jane Gartlan
- Simone James
- Diana Moldovean

It was noted that the three nominees received from the Student Union are all female. The gender profile of the members of Governing Body has been reviewed and it was confirmed that the Governing Body will remain compliant with the statutory gender profile following these appointments.

Resolution 6/2024 was adopted by the Governing Body.

Proposed: Crow Mullen
Seconded: Sean Kelly

7.3   The Governing Body approves the IADT Annual Report 2022/2023 (7/2024)
Circulation of the IADT Annual Report 2022/2023 was noted. The Governing Body requested that a further breakdown be provided in future Annual Reports in relation to the numbers of individual staff comprising the Whole-Time Equivalent staffing numbers recorded within the report. A brief overview of the staffing profile was provided by the President, with a more detailed breakdown of full-time/part-time/hourly-paid staffing numbers to be provided to the next meeting of the Governing Body.

Resolution 7/2024 was adopted by the Governing Body.

Proposed: Turlough Conway
Seconded: Chairperson

7.4   The Governing Body approves the signing of a Memorandum of Agreement between IADT and Maynooth University ("the Parties") to advance Level 10 collaboration (8/2024)
The President requested the Governing Body to add Resolution 8/2024 to the agenda. The consent of the Governing Body was received. The President provided an overview of the process to develop a Memorandum of Agreement with Maynooth University, for the provision of Level 10 Pathways for IADT postgraduate students and staff. It was confirmed that the Memorandum of Agreement has been approved by the Executive of Maynooth University, and if approved by the Governing Body, an event to mark the signing of the Memorandum of Agreement by the Presidents of IADT and Maynooth University will be organised in the coming week to ensure that the Memorandum of Agreement is in place in time for the 2024/2025 academic year. The importance of the Memorandum of Agreement to research-active staff and students, and to support the strategic development of the Institute was highlighted. The President commended the input and contributions made to the development of the Memorandum of Agreement by the Registrar, Head of Research, Vice President for RDI and Dr Selena Guinness who has undertaken a leadership role in the development of Level 10 Pathways with Maynooth University over the past number of months. In addition research-active staff from both IADT and Maynooth University have positively engaged and a number of colloquia have now taken place between IADT and MU to identify research collaborations and have built the foundation for the MoA.

Resolution 8/2024 was adopted by the Governing Body.

Proposed: Crow Mullen
Seconded: Anne Ferris

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

8.1 Academic Council – Minutes of the Meeting of 15th April 2024

Circulation of the Minutes of the Academic Council meeting of 15th April 2024 was noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Work packages to be delivered as part of IADT's TU Rise-funded project Elevate have now been finalised and agreed with the HEA, and recruitment processes for the posts necessary to deliver the project are now underway. Academic Council has commended Dr Selina Guinness for her contribution in developing the Level 10 pathways with Maynooth University. The Student Union has implemented an online platform to assist both students looking for accommodation, and landlords with student accommodation to offer. The significant amount of work undertaken by the Student Union to implement this platform was commended. IADT has been successful in being awarded funding to offer a number of programmes through the Springboard Labour Market Activation Initiative.

As part of IADT's Quality Assurance processes, the Marks and Standards is currently being reviewed to reflect the implementation of a semesterised model of delivery, and the impact of evolving assessment methodologies. In relation to the implementation of new bus routes within the local area, a review of the bus services and transport options available to students has been carried out. It was noted that a number of busses come onto Kill Avenue, whilst a wide range of bus route services are available within walking distance of the Institute. The available bus services will be promoted to prospective applicants to allay anxieties regarding getting to IADT.

The President noted an intention to establish a sub-committee of IADT's Teaching and Learning Committee, to discuss the potential opportunities/benefits and the issues that may arise by the rise in the use of Artificial Intelligence. Work in deepening knowledge on AI is currently being provided through NTUTORR, and a briefing on the NTUTORR Project was provided to the Academic Council.

8.2 Audit and Risk Committee – Minutes of the Meeting of 8th May 2024, and Summary Report of the meeting of 28th May 2024

Circulation of the Minutes of the Audit and Risk Committee meeting of 8th May 2024, and Summary Report of the meeting of 28th May 2024 were noted by the Governing Body. An overview of matters discussed at the Audit and Risk Committee was given by the Chairperson of the Committee. IADT's Management Accounts were presented to and considered by the Audit and Risk Committee, with the Committee reporting satisfaction with IADT's financial position reported as at the end of April. The updated Internal Audit Tracker was also reviewed in detail with the Audit and Risk Committee receiving an update on cyber security measures in place within the Institute. The ongoing impact of delays in receiving notification of the three Ministerial Nominees to the Governing Body was again highlighted and it is hoped that the additional members of the Governing Body will be appointed in the near future. Following the appointment of the Ministerial Nominees, a resolution to propose the appointment of a further member to the Audit and Risk Committee will be proposed for appointment by the Governing Body. The Governing Body noted the risks posed to HEIs by cyber security attacks, and was briefed on the work undertaken by the Institute to mitigate such attacks and maintaining high levels of cyber security.

8.3 EDI Committee – Minutes of the Meeting of 19th February 2024

Circulation of the Minutes of the EDI Committee meeting of 19th February 2024 were noted by the Governing Body. The Minutes of the EDI Committee Meeting of 19th February 2024

were approved by the EDI Committee at its meeting of 10th June 2024. An overview of matters discussed at the EDI Committee was given by the Chairperson of the Committee. New members will need to be appointed to the EDI Committee following the conclusion of the term of office of the current Student Union Officers. A number of IADT's key EDI-related policies are currently being updated. A report on progress in delivering the Athena Swan Implementation Plan was provided to the EDI Committee. The positive collaboration with Dún Laoghaire-Rathdown County Council in delivering workshops supporting women in starting their own business were welcomed. Training in relation to unconscious bias is being provided for members of interview panels. EDI is also being incorporated as core threads within funding submissions to initiatives including TU Rise. A briefing on the findings of IADT's Gender Pay Gap report was provided to the EDI Committee. A number of key student mental health support initiatives have also been implemented over the past year and were noted by the EDI Committee. In the region of 30 students from DEIS schools recently took part in portfolio preparation courses to support them in developing their portfolio for application to creative programmes for which a portfolio is a key application requirement.

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

   - **Technological Higher Education Sector Advocacy Group** – there have been no further developments in relation to the establishment of an Advocacy Group for the sector, however it is anticipated that an allocation of funding will be proposed for approval to the Board of the HEA in the near future.
   - **Science Foundation Ireland Consultation Visit** – the visit by senior staff from Science Foundation Ireland scheduled for 30th May last has been postponed and it is hoped that the visit will be rescheduled in September.
   - **ELEVATE** – a number of staff briefings in relation to IADT's ELEVATE Project have taken place, and recruitment processes for posts necessary to deliver the project are now underway.
   - **Executive Management Team** – the President updated the Governing Body regarding a number of staffing changes within the Executive Management Team. Regrettably Emma Leahy has resigned from her position as Vice President for RDI to take up a role at University of Limerick. The immense contribution made by Emma Leahy to advancing research, development and innovation at IADT during her time in the role was commended by the President. In addition, Dr Josephine Browne – Head of Faculty of Enterprise and Humanities, will retire from IADT at the end of the current academic year. The President noted the immense contribution that Dr Browne has made to IADT having been with the Institute since shortly after its inception. The Executive Management Team has noted that IADT will be undergoing significant transformation in the short term, and it has been agreed that recruitment processes for these posts will be deferred in the short term, with members of the Executive providing leadership roles for the Directorate of RDI and Faculty of Enterprise and Humanities in the interim.
   - **Financial Update** – The President has advised the HEA of the approval of the projected deficit for 2024, which has been approved by the Governing Body. A significant proportion of the projected deficit relates to the National Pay Agreement for salary increases for staff agreed earlier this year. It is expected that the HEA will make an additional budget allocation to HEIs towards the end of 2024, which will offset a significant proportion of the projected deficit. The audit of IADT's Financial Statements

to the year ended 31st August 2023 has now been completed and the Management Letter has been received from the Comptroller and Auditor General.

- **Academic Delivery** – the summer Examinations and Assessment processes for 2024 are nearing completion and the summer Appeals Processes will also shortly be concluded.
- **Industry Event** – IADT hosted the now annual Industry Day event on 30th May last which was a great success with approximately 100 leaders from industry being on campus. The event included a number of presentations by research staff from IADT.
- **Digital Media Building** – members of the Executive Management Team were provided with a tour of the new Digital Media Building which is currently at 'first fix' stage. Good progress is being made on completion of the building and it is anticipated that building work on the Digital Media Building will be completed in October/November 2024, a number of months ahead of schedule. It is anticipated that classes will be scheduled into the building from early 2025.
- **Quadrangle Building** – IADT has received confirmation that the proposal for the upgrade and transformation works to the Quadrangle Building has progressed to the next 'decision gate'. The Secretary/Financial Controller and the Capital Developments Manager will meet with the HEA to receive feedback on the initial submission for the project, and to discuss the next steps in the process which will include development of a "full economic assessment" of the scheme to be considered by the Department of Public Expenditure and Reform. The future design schemes for buildings will be to provide maximum flexibility for different activities within the same spaces.
- **Multi-Faith Room** – a suggestion was made that IADT should identify a room to serve as a 'multi-faith' facility for students. This will be considered once the Digital Media Building comes on-stream providing the opportunity to consider rooms within the Quadrangle Building which would be suitable for this purpose.
- **EDIFY EDU** – the Faculty of Enterprise and Humanities hosted an EDI-themed conference on 7th June on Educating for Gender Equality in the Workplace. The conference included a showcase of the findings from EDIFY EDU – IADT's EU-funded project (in association with a number of partners including the Dún Laoghaire-Rathdown County Council) focused on enhancing management education skills in equality, diversity, and inclusion. The quality of the research showcased at the event was noted by the President.
- **Alumni** – a number of Alumni celebration events took place recently marking milestones in IADT's Entrepreneurship and Psychology programmes. The range of career paths and significant accomplishments and successes of graduates were highlighted at the events.
- **FilmEU**- the President attended the FilmEU Rectors Meeting recently. Work is nearing completion on the establishment of a European Degree Framework and Standards, which will be offered by the FilmEU Partner institutions.
- **Creative Futures Academy** – an update on the Creative Futures Academy Boardroom collaboration was provided within the President's Briefing to Governing Body.
- **Level 10 Pathways** – the MoU between IADT and Maynooth University for the establishment of Level 10 Pathways for IADT research students has been formally agreed and is in the process of being signed by the Presidents of IADT and Maynooth University.
- **NTUTOR**R – a submission is being prepared to continue the NTUTORR Project into a further phase which will focus on systems integration.

9.2 Strategy Implementation

- **Launch of New Strategic Plan** – Minister Patrick O'Donovan TD, Minister for FHERIS will officially launch IADT's new Strategic Plan at an event to take place on 12th June. In addition it is hoped that Minister O'Donovan will formally announce an allocation to IADT through the TSAF.

- **Meeting with Secretary General of the Department of FHERIS** – IADT's Executive Management Team recently met with Colm O'Reardon – Secretary General from the Department of FHERIS on campus. The President briefed the Governing Body on the meeting noting the very positive engagement with Secretary General Colm O'Reardon and the feedback provided to the Executive Team during the visit.
- **Strategic Performance Framework/Compact** – a number of further final revisions to the Compact are being made at present for return to the HEA. It is expected that the Compacts for all HEIs under the remit of the HEA will be published in July. The Executive will meet later in the summer to develop a set of coordinated actions and KPIs for the delivery of the Action Plans for both the Strategic Plan and Compact.
- **Climate Action** – members of the Executive and Senior Management Team who have not as yet completed programmes on Climate Leadership, will be obliged to complete an approved programme in this area before the end of 2024. A programme in the area of Climate Action and Reporting is currently being developed for offer throughout the sector through NTUTORR.

9.3   Risk Management

- **Risk Management System** – funding has been included within the TSAF allocation for the procurement and implementation of a Corporate Risk Management System. The TSAF application has also included funding for a post as Governance Lead within a new Governance Unit which is being established under the Institutional transformation in preparation for a change in designation for IADT.
- **Protected Disclosure Policy** – a query was raised noting a delay in presenting the updated IADT Protected Disclosure Policy to the Governing Body for consideration and approval. This item is currently overdue. The President noted that timelines in relation to the update and approval of the Protected Disclosure Policy have drifted and agreed to action this item as a priority for presentation to the Governing Body early in the new academic year.

10.   Equality, Diversity and Inclusion Implications

- The appointment of new Student Members of the Governing Body was noted.
- New members will need to be appointed to the EDI Sub-Committee of Governing Body.
- A suggestion was made and supported that a 'multi-faith' room should be made available to IADT's students.
- The success of the recent EDIFY EDU Conference and the quality of research showcased at the event were noted and commended.
- Due to the resignation of Emma Leahy – Vice President of RDI, and the upcoming retirement of Dr Josephine Browne – Head of Faculty of Enterprise and Humanities, there will be a gender imbalance among the Executive Team in the short-term pending the recruitment of these posts. IADT will work to restore the gender balance within the Executive Management Team as soon as it is practicable.
- The nomination of three female nominees from the Student Union to be members of the Governing Body for the coming academic year was noted. However the overall gender balance within the Governing Body has been maintained

The Governing Body noted that this is the last meeting for outgoing Student Union Officers Crow Mullen and Sean Kelly as they conclude their term of office on 30th June next. The Governing Body put on record its appreciation to both Crow and Sean for their work and contribution to the Governing Body and wished them every success in their futures.

The next meeting of the Governing Body will take place on 11th September 2024.

Signed: _____   Date: _____
       David Holohan