Minutes of the Governing Body Meeting – 11 September, 2024

Present:	David Holohan (Chairperson), David Smith (President), Ruth Barry, Turlough Conway, Bernadette Costello*, Dr Eimear Cotter, Dr Cormac Deane, Anne Ferris*, Lavender Jane Gartlan, Dr Gráinne Kirwan*, Owen Laverty, Diana Moldovean, Prof Paul Moore, Brian Mulligan, Peter O'Brien*, Colm O'Callaghan, Eva Perez,
Apologies:	Simone James, Siobhan Lynch
Absent without Apology:	
In Attendance:	Bernard Mullarkey, Daithi Mac Sithigh (Item 7.10), 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 2.00 pm.

The Chairperson welcomed members of the Governing Body to the meeting, and in addition welcomed the three Ministerial Nominees – Dr Eimear Cotter, Prof. Paul Moore and Owen Laverty – to the meeting, and invited members to introduce themselves.

1. **Adoption of Agenda**
   The Agenda was adopted as circulated.

   Proposed: Chairperson
   Seconded: Lavender Jane Gartlan

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 Meeting of 12th June 2024 and the 27th August 2024 (Incl. for Publication**

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

   Proposed: Ruth Barry
   Seconded: Anne Ferris

The Minutes of the Meeting of 27th August 2024 were approved (including approval for publication).

Proposed: Chairperson
Seconded: Anne Ferris

4.   Matters Arising

- **Level 10 Pathways** – an event to mark the signing of the Memorandum of Agreement (MoA) with Maynooth University to establish Level 10 Pathways for IADT Research Students, will take place at Maynooth University on 12th September. In addition, IADT is delighted to welcome the first 2 students to register for Level 10 awards under the MoA.

5.   Correspondence

- **Ministerial Nominations to the Governing Body** – the Governing Body noted receipt of the letter from the Minister for FHERIS nominating Dr Eimear Cotter, Owen Laverty and Prof Paul Moore to the Governing Body.

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:

- Zendra Healthcare
- Smart PMO
- Education Elephant
- VenueSearch
- Capella

Proposed: Ruth Barry
Seconded: Dr Grainne Kirwan

6.3   HR Appointments

Completed Interview Board Recommendations
Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the competitions, which were advertised recently. Such sanction to appoint is conditional on the President being satisfied, following review, that the necessary funding arrangements and compliance with Employment Control Ceilings are in place to support appointments on a case by case basis.

Open Competitions
Head of Department of Film and Media
Redacted

Head of Department of Entrepreneurship
Redacted

Head of Teaching and Learning
Redacted

Proposed: Chairperson
Seconded: President

7. **Governing Body Resolutions**

   7.1   **The Governing Body approves the IADT Protected Disclosures Policy 2024 (9/2024)**
Circulation of the Updated IADT Protected Disclosures Policy was noted and an outline of the updates made to the Policy was provided to the Governing Body. Feedback received from the Governing Body in relation to the last version of the Protected Disclosures Policy has been incorporated into the Policy presented for approval. It was noted that the two confidential e-mail addresses provided for submission of protected disclosures are held by Bernadette Costello in her capacity as Chairperson of the Audit and Risk Committee, and by Sam Dunwoody as the external member appointed to the Audit and Risk Committee. The updates made to the policy were welcomed by the Governing Body and the Policy was approved by the Governing Body.

Resolution 9/2024 was adopted by the Governing Body.

Proposed: Turlough Conway
Seconded: Colm O'Callaghan

   7.2   **The Governing Body approves the IADT Media Cube Rentals Policy 2024 (10/2024)**
A revised Media Cube Rentals Policy was presented to the Governing Body for approval, and an update to the changes made to the Policy was provided by the Secretary/Financial Controller. The updated Media Cube Rentals Policy provides for more efficient procedures to put Licence Agreements in place for companies to rent space within the Media Cube. In addition, the range of companies that can avail of these facilities has also been extended to companies that are not designated as HPSUs. The Governing Body was briefed regarding the financial viability review that is undertaken in relation to each company seeking to rent space within the Media Cube, and an outline of the processes from application to granting of a license to a company was provided.

Resolution 10/2024 was adopted by the Governing Body.

Proposed: Owen Laverty
Seconded: Dr Cormac Deane

   7.3   **The Governing Body appoints Dr Eimear Cotter and Professor Paul Moore as members of the Audit and Risk Committee of Governing Body (11/2024)**
Dr Eimear Cotter and Professor Paul Moore were nominated to be members of the Audit and Risk Committee, and Dr Eimear Cotter and Professor Paul Moore accepted their nominations.

Resolution 11/2024 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Colm O'Callaghan

7.4 **The Governing Body appoints Dr Eimear Cotter as a member of the Recruitment and Selection Committee of Governing Body (12/2024)**
Dr Eimear Cotter was nominated as a member of the Recruitment and Selection Committee of Governing Body, and Dr Cotter accepted her nomination.

Resolution 12/2024 was adopted by the Governing Body.

Proposed: Anne Ferris
Seconded: Peter O'Brien

7.5 **The Governing Body appoints Bernadette Costello and Owen Laverty as members of the Governing Body Nominations Committee (13/2024)**
Bernadette Costello and Owen Laverty were nominated to be members of the Governing Body nominations Committee, and Bernadette Costello and Owen Laverty accepted their nominations.

Resolution 13/2024 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Dr Cormac Deane

7.6 **The Governing Body appoints <members to be agreed at the meeting> to be members of the EDI Committee of Governing Body (14/2024)**
It was noted that Crow Mullen has completed their term of office on 30th June last, and it is now necessary for the Governing Body to appoint a member to the EDI Committee. Lavender Jane Gartlan expressed her interest in becoming a member of the EDI Committee of Governing Body and her nomination as member of the EDI Committee was approved by the Governing Body.

Resolution 14/2024 was adopted by the Governing Body.

Proposed: President
Seconded: Dr Grainne Kirwan

7.7 **The Governing Body appoints Sandra King as an External Member of the EDI Committee of Governing Body (15/2024)**
The Governing Body was notified of the need to appoint an external member to the EDI Committee of Governing Body. IADT's EDI Manager (a member of the EDI Committee) has proposed that Sandra King be appointed as external member to the EDI Committee which has been approved by the Committee. The Governing Body approved the appointment of Sandra King as an external member of the EDI Committee and Resolution 15/2024 was adopted by the Governing Body.

Proposed: Anne Ferris
Seconded: Chairperson

7.8 **The Governing Body approves the updated Terms of Reference for the Recruitment and Selection Committee of Governing Body (16/2024)**
Circulation of a revised Terms of Reference for the Recruitment and Selection Committee of Governing Body was noted. The Governing Body was notified that at present there is gender imbalance within the Recruitment and Selection Committee. A revised Terms of Reference for the Recruitment and Selection Committee was presented to the Governing Body, allowing for an additional member to be

appointed to the Committee with a view to addressing the gender imbalance within the Recruitment and Selection Committee.

Resolution 16/2024 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Prof Paul Moore

7.9   The Governing Body approves the updated Terms of Reference for the EDI Committee of Governing Body (17/2024)
Circulation of a revised Terms of Reference for the EDI Committee of Governing Body was noted by the Governing Body. The Terms of Reference for the EDI Committee have been updated to allow for the EDI Committee to undertake an annual Effectiveness Review of the Committee, and to appoint the External Member of the Committee for a 4-year term of office bringing this appointment in line with the terms of office of external members appointed to other Committees of the Governing Body.

Resolution 17/2024 was adopted by the Governing Body.

Proposed: Anne Ferris
Seconded: Lavender Jane Gartlan

7.10   The Governing Body authorises the Chairperson to sign the Performance Agreement with the HEA on behalf of the Institute (18/2024)
Dr Daithí Mac Sithigh – Director of Strategic Projects – was in attendance for this item. Dr Mac Sithigh gave a presentation providing a background and overview in relation to the development of IADT's Strategic Performance Framework Agreement (the Performance Agreement) in consultation with the HEA. It was noted that the development and agreement of Performance Agreements with the HEA has been set out in legislation through the HEA Act. Circulation of a number of supporting documents in relation to this item was noted by the Governing Body.

The HEA's formal review of the performance of each HEI under its remit, has been put onto a formal cyclic schedule commencing this year. The development and agreement of IADT's Performance Agreement with the HEA has been ongoing over the past number of months with the HEA having now authorised the President to present the Performance Agreement to the Governing Body for signature by the Chairperson. Through the development of the Performance Agreement, a number of Performance Objectives have been identified and agreed between IADT and the HEA. Progress reports on the impact of these Performance Objectives will be reported on with evidence-based data through a prescribed template to allow the HEA to achieve consistency in relation to delivering key national pillars across the sector. A number of benchmarks are also being agreed with the HEA against which IADT's performance in delivering the agreed objectives can be measured. A query was raised in relation to the potential financial impact of failure to meet any of the Performance Objectives. The HEA Act put in place significant monitoring and reporting powers for the HEA for any institution under its remit where there are issues of governance, financial issues or under-reporting, and allows the HEA to impose financial penalties on underperforming HEIs.

The Governing Body welcomed the inclusion of Sustainability as a core pillar within the Performance Agreement. In relation to climate action and sustainability reporting, IADT has effective methods of calculating and reporting on energy usage.

However it will be necessary to report across a wide range of climate action and sustainability metrics into the future, and it is intended to put the necessary systems in place – with support from TSAF funding – to assist the Institute in meeting its action and reporting commitments in this area. A tender process is underway for an on-campus canteen services provider; provisions in relation to waste management have been included within the tender brief.

The Performance Agreements for all HEIs under the remit of the HEA will be published by the HEA and publicly available. In relation to the EDI Pillar within the Performance Agreement, the role of the Athena Swan Charter in guiding institutional activity in relation to EDI was highlighted. In relation to Access, IADT engages closely with DEIS-designated school local to the Institute, to encourage more students to consider participating in third-level programmes. Regular updates will be provided by the President on progress in achieving actions outlined within the Performance Agreement. Research-related metrics in relation to numbers of research-active staff have been included in the Performance Agreement, with the President noting that the Head of Research has processes in place to ensure that all of IADT's research-active staff are included within these metrics.

Resolution 18/2024 was adopted by the Governing Body.

Proposed: Owen Laverty
Seconded: Dr Eimear Cotter

7.11   The Governing Body Approves *<Name(s) Redacted>* to be made an Honorary Fellow of IADT (19/2024)
Following a call for nominations issued to staff earlier in the year, nominations to be considered for the award of Honorary Fellow of IADT were received. A meeting of the Honorary Fellow Nominations Committee was held on 9th September at which a recommendation that an Honorary Fellow of IADT should be conferred on two individuals, was made to the Governing Body. The President outlined to the Governing Body the criteria on which the recommendation of the nominees to be Honorary Fellows were made, and noted to the Governing Body that the outcome of this process remains confidential to the Governing Body pending announcement of the Honorary Fellows at the conferring ceremony in November. Regrettably, it was noted that all nominations received were male; the need to work to achieve a wider field of nominations from all genders was highlighted.

Resolution 19/2024 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Colm O'Callaghan

8.   Governing Body Committees and Academic Council

8.1   Academic Council – Minutes of the Meeting of 13th May 2024
Circulation of the Minutes of the Academic Council meeting of 13th May 2024 was noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Recent changes to bus routes servicing Kill Avenue which have been implemented over the last number of months have resulted in anxiety among the student body. Work has been undertaken by the Registrar which has identified that although fewer buses service 'Kill Avenue', a greater number of buses service routes within a short walking distance of IADT. A report on this was provided to Academic Council and information on bus routes has been promoted to students and potential applicants. Academic Council has

welcomed the development of the Memorandum of Agreement with Maynooth University. Funding has been received to support the delivery of new postgraduate programmes through the FilmEU. QQI has confirmed its support for the validation of the Joint BA in Film, which will be delivered through FilmEU providing an additional quality endorsement for students who will undertake the programme. Academic Council received a formal update from the Student Union, providing information on matters important to the student body. Funding has been received to support the development and implementation of a programme designed specifically for students with intellectual disabilities.

8.2 Recruitment and Selection Committee – Minutes of the Meeting of 26th March 2024, 18th June 2024, and Summary Report of the meeting of 30th August 2024

Circulation of the Minutes of the Recruitment and Selection Committee meetings of 26th March 2024, 18th June 2024, and Summary Report of the meeting of 30th August 2024 were noted by the Governing Body.

8.3 Recruitment and Selection Committee – Annual Report 2023/2024

Circulation of the Recruitment and Selectin Committee Annual Report 2023/2024 was noted by the Governing Body.

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 Presidents of all HEIs within the Technological Higher Education Sector have committed to being members of a new Sectoral Advocacy Group once formed. The HEA has given a commitment to provide funding through the Technological Sector Advancement Fund to support the establishment of a new Sectoral Advocacy Group, which it is hoped will be approved by the Board of the HEA shortly.
- **Meeting with An Taoiseach and the Minister for FHERIS** – Presidents from the Technological Higher Education Sector and the University Sector met with An Taoiseach and the Minister for FHERIS on 22nd August last. The President provided a brief overview of key matters discussed at the meeting. The need for all HEIs to ensure the highest levels of governance and an increased level of accountability for funding allocations made to HEIs were among the key messages conveyed to attendees at the meeting. It is anticipated that an announcement of potential funding through the national Training Fund will be made shortly, with projects submissions requiring a collaboration between Higher Education, Further Education and Industry Partners.
- **Staffing Update** – Dr Josephine Browne has now retired from her role as Head of Faculty of Enterprise and Humanities. A recruitment process for a new Head of Faculty will be commenced shortly. The President noted that the two vacant executive posts resulting from the retirement of Dr Josephine Browne and the resignation of Emma Leahy over the summer, has resulted in a gender imbalance within the Executive leadership team. To address this, the HR Manager, Assistant Registrar and Head of Research will be in attendance as contributing members to the Executive Management Team pending the recruitment of the two additional Executive posts.
- **Nominations to Education and Training Boards** – HEIs within the Technological Higher Education Sector were recently invited to propose members of staff from their Institution to be considered for appointment to the Boards of local ETBs. Following the nomination process, the President notified the Governing Body that IADT's EDI Manager Claire McGing has been appointed to the Board of the Dublin and Dún Laoghaire Education and Training Board, Student Services Manager Denise McMorrow has been

appointed to City of Dublin Education and Training Board, and Governing Body member Anne Ferris has been appointed to the Kildare/Wicklow Education and Training Board.

- **Semesterisation** – over the summer the necessary updates were made to the Banner Student Records System to prepare Banner to operate a semesterised model of programme delivery. This was a significant body of work undertaken by staff within the Office of Academic and Student Affairs. The implementation of a semesterised programme delivery model will provide additional flexibility for student and staff mobilities.
- **Digital Media Building** – construction works are nearing completion on the Digital Media Building. The process of fit-out within the building is getting underway and it has been confirmed that the handover of the building will not be until January 2025. However access to the building has been negotiated for the purposes of ICT and canteen equipment fit-out from December. It is hoped to organise a tour of the new building for members of the Governing Body later this year.
- **Quadrangle Refurbishment Project** – the President and the Capital Developments manager have attended a meeting with the HEA and have received a briefing on the next phase of the application process for the Quadrangle refurbishment submission. This will include a detailed economic justification for the project, and detailed environmental impact report.
- **CAO Updat**e – the CAO Offer/Acceptance processes are currently underway, and the President provided an update to the Governing Body on progress in filling the 615 places available on 1st year of undergraduate programmes. IADT's programme profile has changed slightly this year with some programmes having been retired and three new programmes being offered for the first time. Although the programmes new to market have done well in their first year of recruitment, they will need time to build knowledge of the programme to attract more applicants.
- **HEA Fund for Teaching and Learning** – the HEA has appointed four key advisors to work with the HEA in areas of Teaching and Learning. It was noted that IADT's Head of Teaching and Learning Rebecca Roper and Lecturer in Enterprise Dr Sharon McGreevy are among the four advisors seconded to the HEA.
- **Correspondence from the TUI** – the President noted correspondence received from the TUI and briefed the Governing Body regarding points raised within the correspondence.

9.2   Strategy Implementation

- **Review of structures** – IADT's Strategic Plan commits IADT to reviewing our Organisational Structures. This will be a facilitated process commencing shortly. A tender process is underway among consultants approved as part of the Office of Government Procurement Framework, to support the staff and student consultation process to define the new organisational structure to meet the future needs of the Institute. The Governing Body was also notified of a recent motion passed by the local branch of the TUI. The President noted awareness of the recent motion, but stressed the need to ensure that there is no prejudice in relation to the evaluation and outcome of the tender process.

9.3   Risk Management

- **Board Portal** – over the summer, a new Board Portal has been procured and is in the process of being implemented. Members of the Governing Body will be receiving details of how to log-on to the Portal with dissemination of documentation to transfer to the Portal over the coming months.

10.   Governing Body Effectiveness Review – Commencement and Outline of Process
The Governing Body was notified that Deloitte has been engaged to support the Governing Body in undertaking a review of its Effectiveness, and will be contacted by Deloitte in the near future to arrange the one-to-one interviews and consultations necessary to complete the effectiveness review.

11.   Equality, Diversity and Inclusion Implications

- The appointment of the three Ministerial nominees to the Governing Body was welcomed, and provides capacity to ensure a full gender balance within both the Governing Body and all Committees of the Governing Body.
- The implementation of a Semesterised model of programme delivery will provide additional opportunities for staff and students to avail of Erasmus Mobilities.
- Arrangements to ensure a gender balance within the Executive Management Team were outlined to the Governing Body.
- The appointment of an external member to the EDI Committee has been approved by the Governing Body, along with approval of the updated Terms of Reference for the Committee.
- An updated Protected Disclosures Policy was approved with the Updates made to the Policy being welcomed by the Governing Body.
- The Governing Body was briefed on the supports which have been put in place to ensure that the needs of the Faculty of Enterprise and Humanities are represented at Executive level pending the appointment of a new Head of Faculty of Enterprise and Humanities.
- A briefing from the Student Union on key matters of importance to the Student Body has been provided to the Academic Council.
- IADT nominated a number of staff to be members of the Boards of local ETBs, with the nominations of the Student Experience Manager Denise McMorrow, EDI Manager Claire McGing and Governing Body member Anne Ferris having been selected for appointment.

The next meeting of the Governing Body will take place on 13th November 2024.

Signed: _____   Date: _____
            David Holohan