

## **Minutes of the Governing Body Meeting – January 8, 2020**

**Present:** David Holohan (Chairperson), Dr Annie Doona, Dr Fionnuala Anderson, Celine Blacow, Eimear Boyd, Marie Carroll, Kieron Connolly, Anthony Dunne, John McDonnell, Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Cllr Barry Ward

**Apologies:** Maeve McConnon, Fiona McLoughlin, Sorcha Nic Cormaic, Aoife Ruane, Cllr Barry Saul, Tom Taylor

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

This meeting was chaired by Marie Carroll, as it was noted that David Holohan was in attendance via phone.

The Chairperson wished members of the Governing Body a very Happy New Year.

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

The Agenda was adopted as circulated.

Proposed: Dr Fionnuala Anderson

Seconded: John McDonnell

### **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 Meeting of December 11<sup>th</sup> 2019 (including Internal Publication)**

The Minutes of the Meeting of December 11<sup>th</sup> 2019 were approved (including approval for internal publication).

Proposed: Celine Blacow

Seconded: Anthony Dunne

### **4. Matters Arising**

No Matters Arising.

### **5. Correspondence**

No Correspondence.

### **6. Technical Approvals**

#### **6.1 Bank Accounts**

No updates to Bank Accounts.

## **6.2 Property Rentals**

The Governing Body approved the following Media Cube Licence:

- Venture Capital Investment Management t/a Enterprise Equity

Proposed: Tony Dunne

Seconded: Marie Carroll

## **6.3 HR Appointments**

### **External Competitions**

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 following external competitions, which were advertised in the Irish Times and on various external websites on Friday 8<sup>th</sup> November 2019. The closing date for all of these competitions was Friday 22<sup>nd</sup> November 2019. Interviews were held between the 12<sup>th</sup> and 18<sup>th</sup> of December 2019.

### **Library Assistant (Grade III Fixed Term Part-time)**

### **Library Assistant (Grade IV Permanent Whole-time)**

### **School Liaison Officer, 2 Year Fixed Term Part-time Contract (0.5 WTE)**

### **ICT Technician- Digital Transformation- 1 year Fixed Term**

### **Various Posts**

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 following competitions which will be advertised later this month.

### **Confined Competition:**

- Senior Lecturer 1 (Teaching) X 2 posts

### **Open Competition:**

- Head of Faculty of Film, Art and Creative Technologies (FACT)
- Disability Officer (Maternity Cover)
- Dublin Learning City Co-Ordinator (2 year Fixed Term)

Proposed: Tony Dunne

Seconded: Joachim Pietsch

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

### **7.1 Minutes of the Academic Council Meeting of 4<sup>th</sup> November 2019**

The Minutes of the Academic Council meeting of 4<sup>th</sup> November 2019 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. As noted previously, a number of Programme Board Reports presented to Academic Council, were referred back to Programme Teams for further review to establish greater levels of consistency in reporting. The updated reports are now being presented to Academic Council. In addition, each sub-committee of Academic Council produces an Annual Report, a number of which were presented to Academic Council for noting.

The upcoming ISSE – Irish Survey of Student Engagement – was noted. The President outlined that substantial work needs to be done each year to encourage students to complete the survey, as national completion rates for the survey are generally low. The length of time it takes for students to complete the survey is understood to be the main reason for the low completion rates – this issue has been raised with the HEA. However the potential usefulness of the data collected through the survey was noted. In addition, there may be a need to engage the services of a data analyst to present the vast quantities of data collected in a useful and usable format.

*(Kieron Connelly arrived at 8.10)*

*(Cllr. Barry Ward arrived at 8.15)*

## **7.2 Minutes of the Audit and Risk Committee Meeting of 4<sup>th</sup> September 2019**

The Minutes of the Audit and Risk Committee meeting of 4<sup>th</sup> September 2019 were noted by the Governing Body. An update regarding matters considered by the Audit and Risk Committee during this period was given by the Chairperson of the Committee. The appointment of an external member to the Audit and Risk Committee along with the financial expertise that he brings, was once again welcomed by members of the Audit and Risk Committee. The Annual Governance Statement (for approval by the Governing Body at Item 8.1), was reviewed and approved by the Audit and Risk Committee.

A tender for Internal Audit services was recently undertaken through the Office of Public Procurement. Deloitte have been appointed replacing PriceWaterhouseCoopers as Internal Auditors for a three year term. It was noted that Internal Audit Reports produced by auditors now contain a greater level of detail regarding the audit findings and follow-up to address these findings. Internal Audit Reports are reviewed in detail by the Audit and Risk Committee – these reviews include meetings with the Auditors in the absence of IADT staff members.

An update was also provided regarding the Audit and Risk Committee meeting which took place on December 11<sup>th</sup> last. At this meeting, the Audit and Risk Committee met with the External Auditors from the C&AG (via conference call) in the absence of IADT staff members. Feedback in relation to IADT's Financial Statements for the year ended 31<sup>st</sup> August 2018 was received from the C&AG and was positive, with mainly items in relation to process improvements being noted.

The Audit and Risk Committee also met with internal auditors from PwC in relation to the outcome of IADT's Internal Audit. A small number of issues were discussed which were mainly relating to processes.

## **8. Governing Body Resolutions**

### **8.1 The Governing Body Approves the IADT Governance Statement 2018/2019 (1/2020)**

The Governance Statement has been considered and approved by the Audit and Risk Committee prior to its presentation to the Governing Body. The

Secretary/Financial Controller outlined to the Governing Body that the format and headings on which IADT is required to report, are set out by the HEA.

The detail required to be included within the Governance Statement has been increasing year-on-year, and a number of further reporting requirements have been negotiated with THEA and will be included within the next Governance Statement to be completed in respect of 2019/2020. A number of key items from within the Governance Statement were highlighted by the Secretary/Financial Controller.

It has been decided to include a greater commentary within the Governance Statements regarding the age and condition of IADT's building stock. It has also been decided to formally report within the Governance Statement, the costs of essential repairs and upgrades to buildings to keep them operational, and to note that these costs have resulted in a reduction of IADT's funds held in reserve. In addition, IADT's ability to increase student numbers and foster growth in programmes will be significantly limited without the timely delivery of the Digital Media Building and necessary upgrades to the Quadrangle building.

In relation to the Policy for the Protection of Children and Vulnerable Adults, it was noted that whilst IADT had a policy for the Protection of Children and Vulnerable Adults in place on August 31<sup>st</sup> 2019 – final date to which the Governance Statement applies – the policy was due for renewal prior to that date and was subsequently approved by the Governing Body on December 11<sup>th</sup> 2019. Therefore IADT has reported that it was not fully compliant with this provision at that date. This was noted by the Governing Body.

Resolution 1/2020 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson

Seconded: Cllr Barry Ward

## **8.2 The Governing Body Approves the IADT Statement of Internal Control (2/2020)**

Resolution 2/2020 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson

Seconded: Cllr Barry Ward

## **9. President's Report**

### **9.1 President's Briefing**

Circulation of a briefing by the President was noted by the Governing Body – a number of key events and achievements from within the briefing were highlighted:

- **Portfolio and Project Days 2020** – as part of a commitment to broadening access for applicants, IADT has introduced Project Days as an alternative entry pathway to programmes requiring portfolio assessment. Due to a number of factors including the decline in the availability of 'Art' as a Leaving Certificate subject, many applicants are not in a position to present a formal portfolio for assessment. Therefore Project Days have been introduced as an alternative assessment mechanism. Project Days include scoring of a pre-prepared project and creative tasks which are completed by applicants on the day.

- **Fundraiser for Asiam.ie** – IADT staff held a fundraiser coffee and cake morning recently held by staff to raise funds for Asiam.ie – an Autism charity.
- **Exhibition by Luke Van Gelderen** – an exhibition by graduating IADT Student Luke Van Gelderen, opened on 20<sup>th</sup> December last at the Rua Red Gallery. The exhibition is entitled 'My Activity'. Luke van Gelderen was chosen as the winner of Rua Red's Winter Open Exhibition 2018.
- **Lynda Devenney** – congratulations to IADT lecturer Lynda Devenney who is one of four artists awarded studio spaces at Temple Bar Galleries and Studio. A number of artists were awarded their studio space by a selection panel, following an open submission application process which took place in October 2019.
- **Amanda Ralph** – congratulations to IADT Lecturer in Art Amanda Ralph on being the overall winner of the Dún Laoghaire-Rathdown County Council Arts Office Awards for her work in the Open Exhibition 2019 Utopia/Dystopia which runs at the DLR Municipal Gallery until January 26<sup>th</sup>.
- **Annual Opera Collaboration with RIAM** – each year IADT's Design for Stage and Screen students collaborate with students from the Royal Irish Academy of Music performing an opera. This year's opera production is Francesco Cavalli's La Calisto. The opera will be performed in the Project Arts Centre Dublin between 12<sup>th</sup> and 18<sup>th</sup> January.
- **Senior Academic Leadership Initiative** – the outcome of applications to the Senior Academic Leadership Initiative (SALI) was announced recently. 20 posts to address diversity imbalances in senior academic leadership roles were announced however IADT's application was not successful on this occasion. An overview of posts awarded was given to the Governing Body.
- **Compact & Strategic Dialogue** – following the submission of the Compact Progress Report in October, a date for a meeting between IADT and the HEA to discuss IADT's submission is awaited. Confirmation is also awaited as to whether agreement of Compacts with the HEA will continue as a process once the current Compact has expired.
- **Consent Funding** – it was noted that following an application to the fund to support work on Consent at Higher Education, IADT has been awarded funding for work in the area of Consent which is being undertaken with students. In addition funding has been allocated for a sectoral project in this area. The allocation of funding to address issue around Consent was welcomed by the Governing Body.
- **Programmatic Review** – preparations are underway for the five-yearly Programmatic Review which will take place later in the year.
- **Launch of MA in Animation** – an event to launch Ireland's first Master's degree in 3D Animation – developed in association with Sheridan College, Ontario, Canada, will take place on Friday January 17<sup>th</sup> at IADT. Dr Janet Morrison, President and Vice Chancellor of Sheridan College will visit IADT for the launch. It is hoped that Minister Mary Mitchell O'Connor – Minister of State for Higher Education – will also be in attendance for the event.

## 9.2 IADT: Financial Update

A Management Report for November 2019 along with a supporting briefing from the Secretary/Financial Controller was circulated at the meeting. A briefing regarding a number of key figures within the report was also given by the Secretary/Financial Controller.

IADT remains on target to return a balanced budget to the HEA in respect of 2019. A number of savings have been achieved throughout the year in

relation to the timing of filling vacancies and 'windfalls' received in relation to staff Superannuation payments. The Secretary/Financial Controller acknowledged the work of staff and Management within the Institute in managing costs and expenditure in achieving a balanced budget. It is expected that the financial position for IADT will remain very tight for the foreseeable future. It was also noted that income from rentals has decreased over the past year. However, every effort will continue to generate rental income from campus facilities where possible.

The Secretary/Financial Controller also noted that a guideline is in place that Institutes of Technology should retain a full two months' operating costs in 'cash' within their reserves to deal with emergencies. However, it is also necessary to allocate funds from reserves to carry out necessary upgrades and refurbishments to IADT's aging building stock to ensure that it is safe to operate, along with the need to allow for fit-out costs for the Digital Media Building. Therefore, it may be necessary in the near future, to breach the two months' cash flow for operating costs guideline. The Governing Body will be appropriately briefed and consulted ahead of this.

### **9.3 Athena SWAN Update**

Detailed feedback in relation to IADT's Athena SWAN Bronze Award Accreditation application has been received. This feedback has been reviewed and it will be necessary to include more detailed statistics which give evidence to information included within future submissions. IADT's new EDI manager is expected to take up her role in early February following which a decision will be taken as to whether IADT's next accreditation application will be made in April or November 2020. The President did however note that IADT is in compliance with Athena SWAN requirements agreed with the HEA in the Compact.

### **10. Standards in Public Office – Declaration of Interest Return**

The Secretary/Financial Controller reminded the Governing Body of their obligation to make Declarations of Interest Returns to the Standards in Public Office, no later than January 31<sup>st</sup> of each year. A copy of the return must also be provided to IADT. The relevant forms have been circulated to members of the Governing Body. The Secretary/Financial Controller noted that if members of the Governing Body wish to forward their original form to IADT, the necessary copy will be taken and the original form returned to the Standards in Public Office in time for the January deadline.

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

The Governing Body approved the Gender Action Plan at its meeting of October 2<sup>nd</sup> 2019.

The next meeting of the Governing Body will take place on February 5<sup>th</sup> 2020.

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

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