

Minutes of the Governing Body Meeting – April 3, 2019

Present: David Holohan (Chairperson), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Kieron Connolly, Dr Annie Doona, Maeve McConnon, John McDonnell, Cllr Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Aoife Ruane (via Skype)

Apologies: Anthony Dunne, Fiona McLoughlin, Chloe Power, Cllr Barry Saul, Tom Taylor, Cllr Barry Ward

In Attendance: Bernard Mullarkey, Elizabeth Stunell

1. Adoption of Agenda

The Agenda was adopted as circulated, with an additional Resolution – to be taken as Item 7.2 – approved to be added to the Agenda.

Proposed: Chairperson
Seconded: Marie Carroll

2. Conflicts of Interest

No conflicts of interest were reported in relation to items on the Agenda for discussion.

3. Adoption of Minutes of the Meeting of March 6th 2019 (including approval for Internal Publication)

The Minutes of the Meeting of March 6th 2019 were approved (including approval for internal publication).

Proposed: Cllr. Sorcha Nic Cormaic
Seconded: Kieron Connolly

4. Matters Arising

- **Election of Student Representative Members of Governing Body –** following the recent nomination process for Student Representative Members of Governing Body, Eimear Boyd and Anthony Dunne have been nominated by the student body. Notification of the outcome of the process has been forwarded to the Dublin and Dun Laoghaire Education and Training Board for approval and forwarding to the Minister for Education and Skills for appointment. The term of office for the student representatives will be July 1st 2019 to June 30th 2020. The Governing Body congratulated Anthony Dunne on his election as Student Union President, and wished him well in his role.

5. Correspondence

- **Budget Allocation 2019 –** the President has received formal notification of IADT’s Recurrent Grant Allocation for 2019 from the HEA.

6. Technical Approvals

6.1 Bank Accounts

No Changes.

6.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- ThinScale Technology
- ClearStory
- Smart PMO

Proposed: Chairperson

Seconded: Maeve McConnon

6.3 HR Appointments

No Recommendations.

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council Meeting of 4th February 2019

The Minutes of the Academic Council meeting of 4th February 2019 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. A number of updates to policies considered and approved by Academic Council during this time were noted. The President briefed the Governing Body regarding work being undertaken with Sumy University, Ukraine, to develop a portal for students through which access to a wide range of online services could be made available in one place. These include access to examination and assessment results and online application for deferrals etc. This was welcomed by the Governing Body. A presentation on a range of Erasmus projects will be given at the next meeting.

Audit and Risk Committee of Governing Body

The Audit and Risk Committee of Governing Body met on March 28th last. It has been decided by the Audit and Risk Committee that a short report regarding the most recent meeting will be given to the Governing Body ahead of the ratification of Minutes by the Audit and Risk Committee. The Chair of the Audit and Risk Committee gave an update regarding matters discussed by the Committee. During the meeting of March 28th, the Audit and Risk Committee met with auditors in relation to the governance review which has been carried out across the sector. It was reported that IADT's governance structures and procedures compare favourably in relation to governance standards set out for the sector, and these will be reported as best practice examples to the sector. This was welcomed by the Governing Body. A small number of recommendations regarding updates to policies were made during the audit and these are being actioned by IADT. In addition the need for training in some areas related to governance was also identified which will be put in place. Further discussion took place regarding IADT's budget projections for 2019 – this matter was discussed during Item 8.2.

(Joachim Pietsch joined the meeting at 8.10)

(Aine O'Sullivan joined the meeting at 8.20)

8. Governing Body Resolutions

8.1 The Governing Body Approves the IADT Compact 2018-2021 (5/2019)

Following agreement of IADT's Strategic Plan 2019-2023, IADT's Compact with the HEA has been updated – circulation of the updated Compact was noted by the Governing Body. The update Compact is now in line with IADT's Strategic Plan 2019-2023 and with the KPIs developed to deliver the Strategic Plan. A copy of the updated Compact has been submitted to the HEA. Resolution 5/2019 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Dr Fionnuala Anderson

8.2 The Governing Body Approves the 2019 Budget Allocations (6/2019)

Documentation in relation to IADT's Recurrent Grant Allocation from the HEA was circulated to the Governing Body. In addition, circulation of the proposed internal budget allocation and the 2019 projected budget was also circulated. It was noted that IADT received an increased RFAM allocation for 2019. However the costs of utilities and services, along with a requirement to implement nationally agreed staff pay agreements including the Cush Report and pay restoration agreements, as well as the recruitment of a small number of necessary staff in a number of areas, has led to IADT projecting a budget deficit of €294K for 2019.

A breakdown of the costs and projected expenses was provided for the Governing Body. In addition these were discussed in detail by the Audit and Risk Committee at its meeting on March 28th last and an update on these discussions was given by members of the Audit and Risk Committee. It was outlined that in order to maintain the level of deficit projection at €294K, it has been necessary to increase the level of risk within IADT's budget projections by reducing the level of contingency for possible but unconfirmed expenditure items (e.g. Labour Court pay awards) allowed for within the budget.

A top-slice budget to support Teaching and Learning has been identified by the HEA and it is expected that Institutes of Technology will receive funding in support of Teaching and Learning in the coming month – this may reduce the projected €294K deficit slightly. It was further outlined to the Governing Body that approx. 75% of IADT's budget relates to pay, and is therefore largely non-discretionary. Of the remaining 25% of the budget relating to non-pay expenditure, this budget includes a number of non-discretionary items including utilities and services such as cleaning and security. Further reductions to this budget to achieve an overall balanced budget for the Institute, would have a significant impact on quality and on the student experience, and therefore running a deficit budget is being recommended for this year. However all efforts to minimise expenditure whenever possible are being put in place to reduce the level of deficit as far as possible.

It was noted that Institutes of Technology across the sector are in a similar position to IADT in relation to increasing costs and that it is likely that deficit budgets will be submitted by most if not all Institutes of Technology across

the sector. The issue of continued increases in staffing costs arising from pay agreements which have not been adequately allowed for by successive Recurrent Grant Allocations, has also been noted by the HEA within the Budget Letter. A recommendation from the Audit and Risk Committee that the Governing Body approve the deficit budget to be submitted to the HEA was noted. It is however possible that deficit budget submissions will not be accepted by the HEA and may be sent back to be balanced. Following discussion, Resolution 6/2019 was approved by the Governing Body.

Proposed: Cllr. Sorcha Nic Cormaic
Seconded: Chairperson

9. President's Briefing

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:

- **Dingle Animation** – IADT students were announced as winners in three of the categories at the recent Dingle Animation Festival.
- **International Women's Day** – a number of events took place on campus on Friday March 8th to mark International Women's Day.
- **Final Year Matters** – building on the success of the First Year Matters initiative, it was identified that students in the final year of their programmes would benefit from some additional support as they prepare for life after college. The Final Year Matters programme was introduced and a series of events and workshops took place recently to support final year students.
- **Student Union** – the IADT Student Union has been nominated for a number of Student Achievement Awards at the USI Congress which is taking place at present. The Governing Body wished the Student Union well for the awards.
- **Student Enterprise Week** – the annual Student Enterprise Week took place in the week commencing March 11th last with a number of events including the annual Dragon's Den.
- **Dublin Learning City Festival** – the launch event for the Dublin Learning City Festival will take place on April 8th next. The Dublin Learning City project is a collaboration between Higher Education Institutions in the Leinster Pillar I – IADT, NCAD, UCD, TCD and Marino Institute of Education.
- **Events** – a number of upcoming exhibitions of work by students studying on the BA (Hons) in Photography and the BA (Hons) in Art were noted. In addition the Faculty of Enterprise and Humanities will hold their annual Joyce Day celebrations shortly.
- **Budget and Accountability Meeting with the HEA** – IADT's annual Budget and Accountability Meeting with the HEA will take place on May 21st next. A delegation from the HEA will visit IADT on that day.

9.1.1 Announcement by the President – the President has informed the Chairperson of her intention to retire from IADT to take up other opportunities on April 1st 2020, and has requested the Chairperson to initiate a recruitment process to appoint a new President to IADT to take office on her departure. The Governing Body wished the President well with her decision. The President, Secretary/Financial Controller and Recording Secretary to the Governing Body left the meeting to facilitate the Chairperson undertaking a confidential discussion with Governing Body members.

Following confirmation that the Secretary/Financial Controller did not intend to apply for the position of President, the Secretary/Financial Controller was invited to re-join the meeting. A number of Resolutions necessary to underpin the process to appoint a President were then considered as follows:

The Governing Body accepts the notification from the President of her intention to resign with effect from 1st April 2020 (7.1/2019)

Resolution 7.1/2019 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves to make an appointment to the post of President, in accordance with the procedures determined by the HEA (Section 9 (2) of the Regional Technical Colleges Act 1992, as amended by Section 9 (b) of the Institutes of Technogym Act 2006, under section 9 (1) of the Regional Technological Colleges Act 1992, as inserted by Section 10 (a) of the Institute of Technology Act 2006 (7.2/2019)

Resolution 7.2/2019 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves to establish a Committee of the Governing Body for the sole purpose of the recruitment of a President of IADT in accordance with the HEA Procedures, and that David Holahan, Maeve McConnon and John McDonnell will be the members of that Committee (7.3/2019)

Resolution 7.3/2019 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves that the Terms of Reference for the Committee are as set out in the Memorandum to Chair of Governing Body, Subject Recruitment of a President for IADT (7.4/2019)

Resolution 7.4/2019 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves to request the approval of the Minister for Education and Skills to make an appointment of a President of IADT for a period of 7 years (7.5/2019)

Resolution 7.6/2019 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves to request the approval of the Minister for appointment of a contractor other than the Public Appointments Service, to run the recruitment process (7.6/2019)

Resolution 7.6 was adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

The Governing Body resolves to nominate the Secretary/Financial Controller as Secretary to the Committee of the Governing Body established for the purpose of conducting a recruitment process for the appointment of a President for IADT (7.7/2019)

Resolution 7.7/2019 was approved adopted by the Governing Body

Proposed: Dr Fionnuala Anderson
Seconded: Chairperson

9.2 IADT: Financial Update

See Item 7.2 above.

9.3 Athena SWAN Update

The President updated the Governing Body regarding progress for IADT's Athena SWAN Bronze Accreditation Application submission. IADT remains on course to submit for accreditation at the end of April, however the high failure rate – over 65% – for first time applications was again noted. A copy of the application submission will be forwarded to the Athena SWAN Sub-committee of Governing Body for review. IADT has a good track record in relation to gender balances and this will be reported in the submission. However a number of policy areas have been identified for update and the process to update these is underway. In addition, workshops and training required has been identified and this training is being put in place. The work of the Self-Assessment Team and the Athena SWAN Steering Group in preparing for IADT's application was noted by the President.

10. Equality, Diversity and Inclusion Implications

It was noted that each committee meeting within IADT will feature as its last item, discussion regarding any potential Equality and Diversity implications that may arise due to discussions of agenda items during the meeting. No Equality, Diversity or Inclusion implications were reported regarding items discussed at this meeting.

The next meeting of the Governing Body will take place on May 1st 2019.

Signed: _____
David Holohan
Chairperson

Date: _____