Minutes of the Governing Body Meeting – November 7, 2018

Present: David Holohan (Chairperson), Dr Fionnuala Anderson, Marie Carroll, Kieron Connolly, Dr Annie Doona, Anthony Dunne, Maeve McConnon, John McDonnell, Fiona McLoughlin, Cllr Sorcha Nic Cormaic, Áine O'Sullivan, Joachim Pietsch, Chloe Power, Tom Taylor, Cllr Barry Ward

Apologies: Celine Blacow, Aoife Ruane, Cllr Barry Saul

In Attendance: Bernard Mullarkey, Elizabeth Stunell

The Chairman welcomed Jim Pipe as a new member of the Governing Body.

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

    Proposed: Chairperson
    Seconded: Maeve McConnon

2. **Adoption of Minutes of the Meeting of October 3rd 2018 (including Internal Publication)**
    The Minutes of the Meeting of October 3rd 2018 were approved (including approval for internal publication).

    Proposed: Sorcha Nic Cormaic
    Seconded: John McDonnell

3. **Matters Arising**
    - **Athena SWAN Sub-Committee of Governing Body –** the Athena SWAN Sub-Committee of Governing Body has now been established and the first meeting of the Committee will be called before Christmas.
    - **Governing Body External Evaluation –** the Secretary/Financial Controller has met with the consultants undertaking the Governing Body External Evaluation and it is understood that members of the Governing Body will be contacted during November to undertake the evaluation. It is hoped to have the External Evaluation Report completed by the end of January.

4. **Correspondence**
    None.

5. **Technical Approvals**
    5.1   Bank Accounts
    None.

5.2   Property Rentals
None.

5.3   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 following internal competitions which were advertised internally on 19th September 2018, the closing date for these competitions was 28th September 2018 and interviews took place for these posts in October 2018.

21/18 Head of Dept. (Acting) – Design & Visual Arts
Fixed Term – 1 year

22/18 Head of Dept. (Acting) – Technology & Psychology
Fixed Term – 1 year

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 competitions which were advertised in October 2018. The closing date for all of these competitions will be Friday 16th November 2018 and interviews to take place in late November/early December for the following posts pending the selection of appropriate panels:

25/18 Dublin Learning City Coordinator, 3 year Fixed-Term
26/18 Customer Relations and Information Point, 2 year Fixed-Term
27/18 Access Officer, Maternity Cover

Internal Competition
Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer an appointment on foot of the a competition, which was advertised on Thursday 25th October and closed on Thursday 1st November 2018. Interviews will take place circa the end of November:

28/18 Athena Swan/EDI Manager, 1 year Fixed-Term

Proposed: Sorcha Nic Cormaic
Seconded: Maeve McConnon

(Cllr Barry Ward joined the meeting at 8.10)

6.   Governing Body Committees and Academic Council

6.1   Minutes of the Academic Council Meeting of 14th May 2018
The Minutes of the Academic Council meeting of 14th May 2018 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President.

6.2   Minutes of the Audit and Risk Committee of 23rd May 2018
The Minutes of the Audit and Risk Committee meeting of 23rd May 2018 were noted by the Governing Body. The Chairperson of the Audit and Risk Committee gave an

update regarding matters considered by the Committee at this meeting, which included a number of briefings on maters including the Contracts Control Sheet and Risk Management within the Institute.

7. **Governing Body Resolutions**

   7.1 **The Governing Body Appoints the Academic Council for a period of 3 Years (12/2018)**
   The proposed membership of Academic Council was presented to the Governing Body. Resolution 12/2018 was adopted by the Governing Body.
   Proposed: Chairperson
   Seconded: Marie Carroll

   7.2 **The Governing Body Approves the Annual Report of the Audit and Risk Committee (2017/2018) (13/2018)**
   The Secretary/Financial Controller gave a briefing regarding matters contained within the 2017/2018 Annual Report of the Audit and Risk Committee of Governing Body. Resolution 13/2018 was adopted by the Governing Body.
   Proposed: Chairperson
   Seconded: Cllr. Barry Ward

   7.3 **The Governing Body is satisfied that there is an adequate system of Internal Controls (14/2018)**
   Resolution 14/2018 was adopted by the Governing Body.
   Proposed: Chairperson
   Seconded: Cllr. Barry Ward

   7.4 **The Governing Body Approves the IADT Governance Statement 2016/2017 (15/2018)**
   The Secretary/Financial Controller gave an overview of the IADT Governance Statement to the Governing Body. The format and content of the Governance Statement are set out within the Code of Governance for the Institutes of Technology. A number of minor amendments were agreed which will be incorporated into the Annual Governance Statements prior to signing by the Chairperson. It was noted that the remaining members of the Governing Body have now submitted their Statements of Interest for 2018 and these will be forwarded to the Standards in Public Office. The Annual Governance Statement will be amended to reflect that IADT is now compliant with this requirement. Members of the Governing Body were reminded that in future, Institutes of Technology are required to note within their Annual Governance Statements, information on any members of the Governing Body who have not returned their Statements of Interest forms. Subject to the agreed amendments, Resolution 15/2018 was adopted by the Governing Body.
   Proposed: Chairperson
   Seconded: Chloe Power

7.5 The Governing Body Approves the IADT Risk Management Policy on the Recommendation of the Audit and Risk Committee (16/2018)

The Secretary/Financial Controller briefed the Governing Body regarding the development of the IADT Risk Management Policy, which has been discussed and approved by the Audit and Risk Committee of Governing Body. The IADT Policy is also based on a sectoral policy developed by the Technological Higher Education Association (THEA). IADT's approach to managing Risk and the Risk Appetite was discussed by the Governing Body. In addition it was noted that the Audit and Risk Committee has taken a more active role in closely monitoring IADT's risk management activities on behalf of the Governing Body. Resolution 16/2018 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Dr Fionnuala Anderson

7.6 The Governing Body Appoints Bernard Mullarkey as the Chief Risk Officer of IADT (17/2018)

Bernard Mullarkey – Secretary/Financial Controller – did not participate in discussions regarding this matter. The need for IADT to appoint a Chief Risk Officer was noted and it was proposed that the Secretary/Financial Controller would be nominated for this role. It was confirmed that Bernard Mullarkey – Secretary/Financial Controller – has accepted this nomination. Resolution 17/2018 was adopted by the Governing Body.

Proposed: President
Seconded: Chairperson

7.7 The Governing Body Approves the IADT Financial Statements for the Year Ended 31st August 2017 (18/2018)

IADT has now received sign-off from the C&AG for the Financial Statements to the year ended 31st August 2017 to be presented to the Governing Body for approval. A small number of changes – which do not affect the figures presented within the Financial Statements – were noted to the Governing Body. A briefing on a number of items within the Financial Statements was given by the Secretary/Financial Controller. Resolution 18/2018 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Maeve McConnon

8. President's Briefing

Circulation of a written briefing from the President was noted by the Governing Body. A number of items within the briefing were highlighted.

- **Zurich Portrait Prize 2018 –** congratulations to MA in Public Culture Studies graduate Mandy O'Neill on winning the Zurich Portrait Prize for 2018.
- **RHA Graduate Studio Award –** congratulations to Anishta Chooramun – a recent BA (Hons) in Art graduate and current MA in Art Research Collaboration student, on winning the RHA Graduate Studio Award. IADT's BA (Hons) in Art graduate Lorcan Murphy also exhibited at the event.
- **National Forum for the Enhancement of Teaching and Learning –** IADT's BA (Hons) in Visual Communications Design graduate Simon Lynch has commenced an Internship with the National Forum for the Enhancement of Teaching and Learning.

- **Inspirational Arts Award 2018 –** BA (Hons) in Photography graduate Luke Faulkner has won the 2018 Inspirational Arts Award. Luke's work was on exhibition until October 21st last.
- **Leaders of Tomorrow** – congratulations to Bébhínn Sheridan on her success at the recent Leaders of Tomorrow completion with her project 'Compensave'. Bébhínn has also been accepted on to the New Frontiers programme.
- **Community Mentor Programme** – the launch of the Community Mentor Programme – an initiative between IADT, UCD, TCD, NCAD and Marino Institute of Education through the Leinster Pillar I partnership – took place recently. The programme provides training for students studying in the five Higher Education institutions, to become Mentors for students in local DEIS-designated schools.
- **Boulder Media** – a new graduate programme has been established for IADT graduates with major animation company Boulder Media. It is hoped that graduate programmes will be established with other animation companies into the future.
- **National Film School Lecture** – the latest lecture in the National Film School Lecture Series was given by Frank Langella on October 25th last.
- **Taster Days and Open Days** – IADT hosted a series of Taster Days for perspective applicants from October 30th to November 1st. In addition IADT's Open Days will take place on November 23rd and 24th next. The President noted that at this year's Open Days, dedicated sessions for parents will be available at which parents will be able to ask questions they may have regarding courses and supports available to students.
- **MOTYF** - IADT's MOTYF exhibition opened in the Lexicon, Dun Laoghaire, on November 1st. MOTYF comprised an Exhibition, Symposium and Workshops. MOTYF 2018 was the 4th International Festival of Interactive and Motion Typography, and the keynote address was given by David Small, Creative Director, Small Design Firm, USA. Dr Hilary Kenna – Head of Department of Technology & Psychology – was the Creative Director and curator for MOTYF 2018.
- **Strategic Dialogue** – IADT's Executive Team attended a meeting with the Strategic Dialogue International Panel at the HEA on October 25th last. The President again outlined to the panel that IADT is in the process of developing a new Strategic Plan and will not be in a position to provide finalised Compact targets until this process has been completed.
- **Staff Development Day** – following receipt of the report on the Investors in Diversity Staff Survey, a series of events and talks was organised for Staff Development Day which took place on October 30th last. The theme for the day was 'Gender and Diversity' and workshops offered included Women in Leadership, Protected Disclosures, Family Friendly Policies, Mutual Respect, Consent workshops and Unconscious Bias. Attendance at a number of these events was compulsory for staff, and further workshops will be rolled out over the coming months.
- **HEA Interim CEO** – it was noted that Paul O'Toole has been appointed as Interim CEO of the HEA for a period of one year. A recruitment process for a CEO will now commence.
- **Strategic Plan 2019-2023** – Mazars are nearing completion on the consultation phase for the development of IADT's Strategic Plan 2019-2023 and have met with the Executive on a number of occasions regarding the emerging themes from the consultation phase. It is intended to launch IADT's new Strategic Plan in February 2019.

(Fiona McLoughlin joined the meeting at 9.15)

9.   Update on Athena SWAN
It is intended to submit IADT's application for Bronze Level Athena SWAN accreditation in April 2019. A meeting of the Athena SWAN Sub-Committee of Governing Body will be called in December. The Executive Sub-Group has also been established and is meeting regularly to progress IADT's Athena SWAN application. In addition ongoing workshops and training are being organised for staff in the areas of equality and diversity. The President also noted that members of the Governing Body who participate on Interview Panels, will need to undergo training focusing on equality and diversity – this training will be organised in the near future.

10.   IADT: Financial Update
Circulation of the Management Report for September 2018 and supporting written report were noted by the Governing Body. The Secretary/Financial Controller updated the Governing Body regarding IADT's financial position. It is expected that IADT will return a balanced budget for 2018.

11.   IADT Strategic Plan 2019-2023 – Presentation by Mazars
The Chairperson welcomed Dera Mcloughlin – Mazars – to the meeting. Dera McLoughlin gave a presentation to the Governing Body regarding the emerging themes following the consultation phase on the development of the IADT Strategic Plan 2019-2023. The Governing Body thanked Dera for her presentation.

The next meeting of the Governing Body will take place on December 12th at 11.00 am.

Signed: _____   Date: _____
            David Holohan
            Chairperson