

## Minutes of the Governing Body Meeting – September 30, 2015

- Present:** Kieron Connolly, Barry Dignam, Jane Dillon Byrne, Annie Doona, Jade Hogan, Tim Jackson, Neil Kavanagh, Derek Larkin, Díóg O’Connell, Donal O’Mahony, Eleanor Roche, Clíodhna Shaffrey, Cormac Shaw, Tom Taylor
- Apologies:** Pat Hand, Teresa McGrane, Sorcha Nic Cormaic
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell

### 1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Cormac Shaw  
Seconded: Derek Larkin

### 2. Adoption of Minutes of Meeting of September 2<sup>nd</sup> 2015 (including Internal Publication)

The Minutes of the Meeting of September 2<sup>nd</sup> 2015 were approved (including approval for internal publication).

Proposed: Jane Dillon Byrne  
Seconded: Cormac Shaw

*(Kieron Connolly joined the meeting at 9.05 during Item 3)*  
*(Donal O’Mahony joined the meeting at 9.15 during Item 3)*  
*(Neil Kavanagh joined the meeting at 9.15 during Item 3)*

### 3. Matters Arising

- **Boundary Issue** – the Secretary/Financial Controller noted that IADT’s boundary has now been restored to its correct location. Once the formal legal agreement has been signed by the neighbour in question, IADT will withdraw the legal action in relation to the boundary and formally write to the owners of the neighbouring properties confirming IADT’s boundary. The Governing Body expressed satisfaction with the outcome of this case.
- **Governing Body Membership** – the IDA has forwarded nominations to the Governing Body which have been referred to the Dublin and Dun Laoghaire Education and Training Board for recommendation to the Minister. In addition it is understood that the Minister for Education and Skills is currently considering the appointment of a Chairperson to the IADT Governing Body. It is hoped to have this appointment in place in the near future.

*(Clíodhna Shaffrey joined the meeting at 9.20)*  
*(Tom Taylor joined the meeting at 9.20)*

#### **4. Correspondence**

None.

#### **5. Technical Approvals**

##### **5.1 Bank Accounts**

The Governing Body approved the opening of the following bank account opened on September 16<sup>th</sup> 2015:

Proposed: Barry Dignam

Seconded: Jade Hogan

##### **5.2 Property Rentals**

The Governing Body approved the following Media Cube Licence:

- Videnie

Proposed: Barry Dignam

Seconded: Jade Hogan

##### **5.2 HR Appointments**

###### **1. Completed Interview Board Recommendations**

The President has received the following recommendations. Subject to the satisfactory completion of the verification processes the President is prepared to recommend the appointment from the panel of the nominated candidate with effect from the date of their taking up duty in the particular post. 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.

###### **Pensions Officer (Acting)**

###### **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 competitions listed below and interviews in advance of consideration by the Governing Body of Selection Board Reports at their next meeting as would be our normal practice.

<b>Ref No.</b>	<b>External Recruitment</b>
15/15	Head of Creativity Innovation and Research (Permanent)
16/15	Institute Nurse (Job Share Permanent)
17/15	Marketing Manager (5 yr fixed term)
20/15	AL Modern English Literature

###### **Internal 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 competitions listed below and interviews in advance of consideration by the

Governing Body of Selection Board Reports at their next meeting as would be our normal practice.

- Registrars Post
- Assistant Lecturer

Proposed: Barry Dignam

Seconded: Jade Hogan

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

### **6.1 Minutes of the Academic Council Meetings of 18<sup>th</sup> May 2015**

The Minutes of the Academic Council meeting of 18<sup>th</sup> May 2015 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. The attention of the Governing Body was drawn in particular to future changes to the CAO points bandings, a revision of points awarded for A-Levels and the Transitions agenda.

### **6.2 Minutes of the Audit Sub-Committee of Governing Body Meeting of 9<sup>th</sup> June 2015**

The Minutes of the Audit Sub-Committee of Governing Body meeting of June 9<sup>th</sup> 2015 were noted by the Governing Body. An update regarding matters considered by the Audit Sub-Committee at this meeting was given by Cormac Shaw, Chair of the Audit Sub-Committee. An extensive review of the Programmes and Budgets document was undertaken by the Audit Sub-Committee. In addition it was noted that Tony Traynor has resigned as an external member of the Audit Sub-Committee – the Secretary/Financial Controller has commenced the process of engaging a new external member of the Audit Sub-Committee. Issues in relation to unrecoverable debts arising from students who leave programmes without having paid their fees were discussed by the Governing Body. Every effort is made to secure payment from students, however, should a student leave their programme, it becomes very difficult to secure any further payments from that student. Members of the Governing Body acknowledged and thanked the Audit Sub-Committee for the work done on behalf of the Governing Body.

## **7. Governing Body Resolutions**

### **7.1 The Governing Body Approves the Annual Report of the Audit Sub-Committee 2014/2015 (16/2015)**

The Secretary/Financial Controller briefed the Governing Body regarding the documentation circulated for approval. The Annual Report of the Audit Sub-Committee of Governing Body was discussed in detail with key points being noted by the Governing Body.

Resolution 16/2015 was adopted by the Governing Body.

Proposed: Donal O'Mahony

Seconded: Clíodhna Shaffrey

*(Díóg O'Connell joined the meeting at 10.05 during Item 7)*

### **7.2 The Governing Body is satisfied that there is an adequate system of Internal Controls (17/2015)**

The Secretary/Financial Controller outlined the control mechanisms in relation to both Academic and Non-Academic related activities of the Institute. These were noted and discussed by the Governing Body.

Resolution 17/2015 was adopted by the Governing Body.

Proposed: Donal O'Mahony

Seconded: Clíodhna Shaffrey

**7.3 The Governing Body Approves the Financial Statements for the Year Ended 31<sup>st</sup> August 2014 (18/2015)**

The Audit Sub-Committee of Governing Body has undertaken an in-depth review of IADT's Financial Statements to the Year Ended 31<sup>st</sup> August 2014, and recommended approval of the Financial Statements to the Governing Body. In addition the Financial Statements have been audited by the C&AG, and clearance has been received from the C&AG to present the Financial Statements to the Governing Body for approval. No issues have been identified by the C&AG in relation to the Financial Statements. The Secretary / Financial Controller also noted that a new requirement to identify potential costs of untaken annual leave balances for staff within the Financial Statements has been introduced – IADT is working to ensure that any legacy annual leave balances held by staff are reduced.

Resolution 18/2015 was adopted by the Governing Body.

Proposed: Donal O'Mahony

Seconded: Clíodhna Shaffrey

**7.4 The Governing Body Approves the IADT Governance Statement 2014/2015 (19/2015)**

The Secretary/Financial Controller briefed the Governing Body regarding the content of the Governance Statement. Recent correspondence from the HEA in relation to the provisions of the Governance Statement was again noted to the Governing Body. The Secretary/Financial Controller also noted that Institutes of Technology are now required to identify expenditure in relation to any internal investigations within the Governance Statement – a summary of expenditure in this area was provided to the Governing Body. The Governing Body was assured that all efforts are made to resolve disputes through informal processes, and that formal investigations are kept to a minimum. The mechanism for engaging external investigators was outlined to the Governing Body.

Resolution 19/2015 was adopted by the Governing Body.

Proposed: Donal O'Mahony

Seconded: Clíodhna Shaffrey

**7.5 The Governing Body approves the 5 organisations nominated by Academic Council as nominating bodies to the Governing Body (20/2015) Approval sought to act in advance of the next Governing Body meeting.**

It was agreed that once nominated by the Academic Council, details of the 5 organisations will be circulated to the Governing Body by e-mail for approval by written resolution.

Resolution 20/2015 was deferred by the Governing Body, to be re-circulated by written resolution through e-mail.

**7.6 The Governing Body Approves the Academic Council for 3 years (21/2015)**

Resolution 21/2015 was deferred to the next meeting of the Governing Body.

## 8. President's Briefing

- **Student Numbers** – the CAO process for 2015 is nearing completion, and has come close to achieving the numbers targets set for programmes for this year. However a number of students are yet to register. A number of programmes have also over-filled with the BA in Creative Music Production – a programme offered in partnership with the Sound Training College – over-filling. The President noted that in a number of cases, resources – both space and staffing – may need to be reallocated to programmes that have exceeded their targets.
- **Remembrance Services** – the Remembrance Service for the three students who died during the 2014/2015 academic year took place on September 24th last and was well attended by staff, students, members of the Governing Body and the community. The event was well received and the President thanked all who contributed to the event.
- **Strategic Dialogue** – IADT's Strategic Dialogue meeting with the HEA took place on September 11<sup>th</sup> last. The President and members of the Executive were in attendance at that meeting. The HEA acknowledged the work being done by IADT to achieve targets agreed in IADT's Compact. A number of issues were flagged by IADT including increasing numbers of students with disabilities and learning difficulties and the associated costs in supporting these students. Whilst acknowledging the work being done by IADT in this area, it is unlikely that any additional funding will be made available to IADT.
- **Employment Control Framework** – the HEA has noted that it is not as yet in a position to issue a 2015 ECF allocation to third level institutions. It is unclear as to when this allocation will be issued.
- **Programme Weightings** – the President raised IADT's appeal in relation to the weightings assigned to the Design and Film programmes with the HEA – IADT's submission in relation to having the weightings for these programmes increased from 1.3 to 1.7 has been referred for evaluation by the HEA to Danny Brennan, former Registrar of Letterkenny IT. The outcome of the appeal is expected in early November. In addition the HEA has requested further information in relation to the BA in Creative Music Production weighted by IADT at 1.7.
- **Regional Clusters** – Strategic Dialogue meetings with the Regional Clusters have been postponed pending a consultation process in relation to Regional Clusters to be undertaken by the HEA in the coming weeks.
- **Professional Development Programmes** – the President noted that IADT has been approached by a number of organisations regarding the possibility of IADT providing Professional Development programmes for a number of their staff. Work on this is in progress. This was welcomed by the Governing Body.
- **Correspondence from the TUI** – receipt of correspondence from the TUI issued to the Institutes of Technology, regarding the withdrawal of overtime arrangements was noted by the President. The impact of this is being managed by the Executive.
- **Undergraduate Awards** – the Governing Body congratulated Psychology Graduate Katarzyna Rejklewicz on being selected as the Programme winner in the Psychology category of the Undergraduate Awards.
- **Inspirational Arts Award** – the Governing Body congratulated Photography graduate Swetlana Zabelina who has been shortlisted for this year's Inspirational Arts Awards – the awards will be announced on September 30<sup>th</sup>.
- **Cartoon D'or** – the Governing Body congratulated Animation graduate Alan Holly who has been shortlisted for the Cartoon D'or award for his short animated film Coda. This is a prestigious award and a significant achievement for Alan to have been shortlisted.

- **Dublin Animation Film Festival** – the annual Dublin Animation Film Festival of which IADT is a sponsor, will take place on October 16<sup>th</sup> and 17<sup>th</sup> next. A number of events will be taking place on Campus on October 16<sup>th</sup> with further events taking place in the Pavilion Theatre on October 17<sup>th</sup>. A number of awards will be presented at the Festival – the trophies were commissioned from 4<sup>th</sup> year model-making Student Mateus Wojtas.
- **Humber College** – the President hosted a visit by a delegation from Humber College, Canada on September 10<sup>th</sup> last. Work has commenced to develop links with Humber College with a view to providing access routes for their students into IADT programmes in future years.

*(Neil Kavanagh left the meeting at 10.45 during Item 9)*

*(Barry Dignam left the meeting at 10.50 during Item 9)*

*(Tom Taylor left the meeting at 10.50 during Item 9)*

### **9. IADT: Financial Update**

Circulation of the Management Report and supporting information was noted by the Governing Body. Very tight controls on expenditure remain in place. The Secretary/Financial Controller noted that it has been necessary to reallocate budget allocation for a number of areas within the Institute due to unforeseen expenditure arising in a small number of functional areas. IADT is still on course to return a balanced budget for 2015.

Science without Borders – IADT has been notified by the HEA that the Brazilian Government has requested a deferral of payment for students participating in the Science without Borders initiative until 2016 – the HEA has agreed to this deferment. The financial implications of this for IADT were outlined. IADT currently has 5 students participating in this scheme at undergraduate level and 2 postgraduate students. Concern was expressed that it may not be possible to recoup this funding from the Brazilian Government. The Institutes of Technology have requested the HEA to underwrite this funding however this has not been agreed to-date.

The next meeting of the Governing Body will take place on November 4<sup>th</sup> next.

Signed: \_\_\_\_\_

Eleanor Roche  
Deputy Chairperson

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