

Minutes of the Governing Body Meeting – February 3, 2021

Present: David Holohan (Chairperson), David Smith (President), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Kieron Connolly, Maeve McConnon, John McDonnell, Fiona McLoughlin, Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Somhairle Quigley Brennan, Rachel Sarsfield Ryan, Tom Taylor

Apologies: Sorcha Nic Cormaic, Aoife Ruane, Cllr Barry Saul

In Attendance: Bernard Mullarkey, Elizabeth Stunell, Dera McLoughlin (Item 10)

This meeting took place using 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 3.00 pm, and concluded at 4.40 pm.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Dr Fionnuala Anderson
Seconded: Marie Carroll

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 the Meeting of January 13th 2021 (including Internal Publication)

The Minutes of the Meeting of January 13th 2021 were approved (including approval for internal publication).

Proposed: Chairperson
Seconded: John McDonnell

4. Matters Arising

- **Appointment of Next Governing Body** – it is understood that nominations to the next Governing Body of IADT were considered and approved by the Dublin and Dún Laoghaire Education and Training Board and have been forwarded to the Minister for Further and Higher Education, Research, Innovation and Science for appointment.

Matter Raised other than as a Matter Arising

- **Income from Vodafone Mast** – a query was raised regarding the allocation of income received in relation to the Vodafone Mast. The Member who raised the issue was requested to e-mail all relevant details of the query to the Secretary/Financial Controller.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts.

6.2 Property Rentals

No property rentals for approval.

(Kieron Connolly joined the meeting at 3.10 pm)

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 in December 2020. 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.

Head of Research

Head of Film EU (confined Competition)

Creative Futures & European Project Co-ordinators (GVI) (confined)

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 shortly.

Open Competitions

Permanent

1. Pro-rata AL in CCS in Visual Arts
2. Lecturer (Structured) National Film School

Fixed Term

1. Head of Department of Film and Media
2. Access Administrator (GIV) Part-time
3. EDI Administrator (GIV) Part-time

Creative Futures Academy

1. Educational Technologist
2. Research Assistant

Confined 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 competitions, which were advertised internally on Friday 5th February with a closing date of Friday 19th February 2021.

Fixed term

- International Officer (Grade V)
- Faculty Administrator (Grade VI)
- Academic Lead – Creative Futures Academy
- 3 x 0.5 wte Academic posts – through expression of Interest for Creative Futures Academy

Proposed: Chairperson
Seconded: Celine Blacow

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council Meeting of December 7th 2020

Circulation of the Minutes of the Academic Council Meeting of December 7th 2020 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. Programme Board Reports are prepared annually by Programme Teams and are presented by the Programme Chairs to Academic Council. Programme Board Reports provide an overview of programme activity over the course of the academic year and capturing feedback from students is an integral part of the Programme Board Reports. Standardised reporting templates have been developed for programmes. Arising from COVID restrictions which have prevented on-campus delivery of craft and specialist technical aspects of programmes which require access to the specialist facilities only available on campus, a review of the academic schedule in relation to submission dates for a number of programmes is underway. The Academic Council has also approved the rollover of the Ethics Policy which will be reviewed following the newly appointed Head of Research taking up his post at IADT later in the year.

7.2 Minutes of the Audit and Risk Committee Meeting of September 29th 2020

Re-circulation of the Minutes of the Audit and Risk Committee Meeting of September 29th 2020 was noted by the Governing Body. An addition was made to the minutes in respect of including the start and finish times of the meeting, necessitating re-circulation to and noting by the Governing Body.

8. Governing Body Resolutions

No Resolutions presented.

9. President's Briefing

9.1 National and Strategic Updates

The President updated the Governing Body regarding national and strategic issues, and the operation of the campus during the current COVID Level 5 restrictions.

- **Compact Progress SER** – work is well underway to complete the HEA Compact Self Evaluation Report regarding progress made in achieving agreed targets. Targets agreed with the HEA as part of the Compact are performance-related and growth targets. Although there is a reasonable level of alignment between the Compact and Strategic Action Plan, there is a need for closer alignment between the two documents in future years.
- **HCI Modular Programmes** – the recruitment process for HCI Modular Programmes is nearing completion with the final places being offered to applicants. To date, approx. 110 of the 140 funded places allocated to IADT have been offered with further work ongoing to offer the remaining places where there is demand and capacity to do so. A number of programmes were oversubscribed, and a second offering of the programme is being considered where capacity exists.
- **Staff Training and Development** – work was undertaken by the Heads of Faculty, HR Manager and Secretary/Financial Controller in 2019 in relation to identifying additional mechanisms and streamlining existing funding supports for Staff training and Development. This work was commenced in 2019 however its formal approval and implementation was delayed in early 2020 due to the sudden campus closedown and necessary focus on ensuring continuity of delivery for students and staff during the COVID emergency. The HR Manager will now lead progress on this work and it is intended to provide an annual report to the Governing Body regarding staff training and development supports provided to staff.
- **RFAM** – provisional notification regarding the research metric element of IADT's RFAM allocation for 2021 has been received via THEA. It is understood that IADT's allocation from the €5m national allocation is in the region of €71K. This represents less than 1.5% of the available national budget and represents the second successive decline in allocation from this fund. This is a cause for concern, particularly in the context of an expectation that this element of the RFAM allocation nationally will increase to €15m. The Executive has discussed this allocation, and an in-depth meeting of the Executive will take place in March to discuss this further and to renew a focus on building a sustainable research culture and record of activity at IADT.
- **Senior Academic Leadership Initiative** – IADT has submitted applications for 2 posts through the Senior Academic Leadership Initiative. The outcome of submissions is expected in the coming months.
- **Student Recruitment for the Coming Academic Year** – a number of online Spotlight sessions have taken place in the lead up to the CAO Application Closing Date of February 1st. IADT's application numbers as of February 1st have increased by 15% on this time last year. This increase is higher than the national average increase of around 8%. This increase is welcomed, and it is hoped that this signals a return to growth in undergraduate student recruitment. The input of Faculty staff and the marketing team in achieving this increase was commended by the Governing Body.
- **COVID Level 5** – IADT continues to operate under strict COVID protocols with the vast majority of work and study continuing online. A small number of students – max. 10 per day – have been on campus to collect library materials, specialist equipment or to access on-campus systems and facilities. Programmes within the Faculty of Enterprise and Humanities and Department of Technology and Psychology continue to deliver programmes entirely through online platforms. However, the announcement of an extension of current restrictions to

March 5th is a cause for concern in relation to completing learning delivery for students whose programmes have a significant element of specialist practical and technical content. There is a real need for national engagement with social partners in relation to flexibility around the June 20th end of academic year. For some cohorts of students, and in order to (1) deliver the 13 weeks of specialist craft and technical elements of programmes and (2) to achieve the learning outcomes for particular modules, it will be necessary to recommence some aspects of delivery on-campus in the last week of February. Failure to do this would greatly increase the likelihood of some students not achieving the learning outcomes for their programmes.

- **New Frontiers** – As previously reported to the Governing Body, IADT under the leadership of Ann Marie Phelan (Innovation, Commercialisation and Development Manager), and in partnership with NovaUCD, made a submission to the Enterprise Ireland New Frontiers funding initiative. The President notified the Governing Body that IADT's submission has been successful and has been awarded approx. €750K funding to continue to offer New Frontiers, but as a lead partner. The Governing Body congratulated Ann Marie Phelan and IADT on the success of the New Frontiers submission.
- **Portfolio Submission Platform** – IADT's online portfolio submission platform has opened and is accepting portfolio submissions online from applicants. In addition, arrangements have been put in place for Project Days to be held through online platforms. It was further noted that a number of other Higher Education Institutions have followed IADT's lead in relation to the Portfolio Submission Platform being used by IADT.

(Tom Taylor left the meeting at 3.30 pm)

(Jim Pipe left the meeting at 3.35 pm)

9.2 IADT: Financial Update

Circulation of the Management Report outlining the outturn to the 2020 budget year was noted by the Governing Body. An overview of key figures within the report was provided by the Secretary/Financial Controller. IADT has returned a balanced budget in respect of 2020. This was noted as a very significant achievement, especially when considering the possible financial impacts and financial uncertainty earlier in the year and at the start of the COVID emergency. It was noted that IADT has returned a balanced budget each year during the tenure of this Governing Body. This achievement was noted.

The Secretary/Financial Controller outlined that a number of posts have been vacant during the course of the year, which resulted in a €300K positive variance in the Pay budget. This positive variance was transferred to non-pay to ensure that necessary purchases could be made to support retaining save operation of the campus. Significant funds received from the HEA in support of COVID-related expenditure were also noted and contributed significantly to achieving a balanced budget for the year. The careful management of expenditure by all budget holders within the Institute over the course of the year was commended by the Secretary/Financial Controller.

Funds have also been received from the Department of Further and Higher Education, Research, Innovation and Science, in respect of the €250 refunds to students announced by the Minister for FHERIS in 2020. The process of allocating these refunds to students is nearing completion. Loss of income from facilities

rentals and a reduction in income from Media Cube rentals was also noted. In response to a query, it was confirmed that Employment Control Framework staffing numbers allocations by the HEA remain in place. IADT's current ECF is approx. 216 FTE staff. However, flexibility exists to hire additional staff to undertake externally funded projects.

(Celine Blacow left the meeting at 4.00 pm)

(Maeve McConnon, Kieron Connolly and Áine O'Sullivan left the meeting at 4.30 pm)

(Rachel Sarsfield Ryan left the meeting at 4.35 pm)

10. IADT Strategic Plan Mid-term Re-Prioritisation – Presentation by Dera McLoughlin, Mazars

The President welcomed Dera McLoughlin, Mazars, to the meeting. The President along with Dera McLoughlin gave a presentation to the Governing Body regarding the process for the re-prioritisation of the Strategic Action Plan. The Executive met on December 16th last, facilitated by Mazars, to review the Strategic Plan. The actions agreed within the Strategic Plan were considered in the context of the changed educational landscape, and re-prioritised in the context of current circumstances. The President also provided an overview of a presentation prepared for Executive colleagues outlining his vision and strategic priorities for the Institute in his new role. The Governing Body thanked Dera McLoughlin and the President for their presentation. The Governing Body also welcomed the work undertaken by the Executive in refreshing the priorities for delivery of actions to take account of the changing educational landscape. It was agreed that the presentation will be made to our Senior Management team and then circulated to the Governing Body ahead of the next meeting, and that a fuller discussion on points raised within the presentation will be taken at the March meeting.

11. Equality, Diversity and Inclusion Implications

The need to continue to support staff and students during these difficult times remains a priority for the Institute. The Institute also remains mindful of the difficulties that students and staff alike face.

The next meeting of the Governing Body will take place on March 3rd 2021.

Signed: _____
David Holohan

Date: _____