Minutes of the Governing Body Meeting – 6 October 2021

Present: David Holohan (Chairperson), David Smith (President), Cllr. Kazi Ahmed, Cllr. Michael Clark, Turlough Conway, Dr Cormac Deane, Cllr. Anne Ferris, Sinéad Gorby, Ben Harper, Eoin Hicks Smyth, Caitriona Murphy, Peter O'Brien, Eva Perez, Cllr. Una Power, Rachel Sarsfield Ryan, Punitha Sinnapan

Apologies: Dr Fionnuala Anderson, Maeve McConnon,

In Attendance: Bernard Mullarkey, Elizabeth Stunell,

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 4.35 pm.

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

   Proposed: Cllr. Michael Clarke
   Seconded: Chairperson

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 8th September 2021 (including for Publication)**
   The Minutes of the Meeting of 8th September 2021 were approved (including approval for publication).

   Proposed: Caitriona Murphy
   Seconded: Eva Perez

4. **Matters Arising**
   - **Crane Foundation CLG** – Matter arising from the GB meeting of 4th November 2020: Crane Foundation CLG (formerly known as NDRC CLG) has been placed into a Members Voluntary Liquidation and a Liquidator has been appointed.
   - **Recruitment and Selection Policy and Procedures** – arising from a query raised at the last meeting of the Governing Body, it was re-confirmed that the Recruitment and Selection Policy and Procedures adopted by the Governing Body at the meeting of 8th September 2021, are provided for within the THEA Code of Governance for Institutes of Technology and the IoT Acts.

5.   Correspondence
Appointment of a Chairperson of the Governing Body – correspondence has been received from Minister Simon Harris, confirming that the Oireachtas Committee on Education and FHERIS had endorsed the Minister's recommendation and the Minister has formally appointed David Holohan as Chairperson of the Governing Body for a period of 5 years. The Governing Body welcomed the Chairperson's reappointment.

6.   Technical Approvals
6.1   Bank Accounts
The Governing Body was notified that a €5m 3 month 0% treasury note with the National Treasury Management Agency matured on 30th September 2021. The Institute subsequently purchased a €7m 6 month 0% treasury note with the National Treasury Management Agency maturing 30th March 2022.

6.2   Property Rentals
No rentals for approval.

6.3   HR Appointments
No appointments for approval.

7.   Governing Body Committees and Academic Council
7.1   Minutes of the Audit and Risk Committee Meetings of 18th February and 23rd March 2021
Circulation of the Minutes of the Audit and Risk Committee meetings of 18th February and 23rd March 2021 were noted by the Governing Body. Circulation of an overview of the first meeting of the new Audit and Risk Committee was provided. Cllr. Michael Clarke took on the role of Chairperson for the meeting pending the appointment of a Chairperson of the Audit and Risk Committee by the Governing Body. A key matter for discussion at the meeting was issues relating to access to the Quadrangle Building. The Quadrangle Building is a legacy building and does not meet current standards for access to public buildings. It has not been possible to secure the necessary investment to upgrade the building to meet current codes. The increasing level of risk to the Institutes risk profile resulting from this was noted as a concern for the Governing Body. The Audit and Risk Committee was also updated on IADT's procedures which were put in place for a safe return to campus.

8.   Governing Body Resolutions
8.1   The Governing Body approves the Annual Report of the Audit and Risk Committee 2020/2021 (18/2021)
Circulation of the Annual Report of the Audit and Risk Committee for 2020/2021 was noted.

Resolution 18/2021 was adopted by the Governing Body.

Proposed: Cllr. Michael Clarke
Seconded: Chairperson

8.2   The Governing Body is satisfied that there is an adequate System of Internal Controls in the Institute (19/2021)
In response to a query, it was confirmed that changes recommended as a result of the Audit process have been implemented and incorporated into the

Internal Controls which are in place. The Management Letter confirming the outcome of the External Audit process will be circulated to the next meeting of the Audit and Risk Committee.

Resolution 19/2021 was adopted by the Governing Body.

Proposed: Cllr. Michael Clarke
Seconded: Caitriona Murphy

8.3   The Governing Body approves the Institute's Annual Governance Statement 2020/2021 (20/2021)

An overview of the Governance Statement was provided to the Governing Body. The document is mostly a formulaic document with a small section provided for institutional input. Risks and impacts associated with successive delays in delivering the Digital Media Building have been outlined within the Governance Statement. Noting a modest increase in the ECF allocation for 2021, IADT remains under significant pressure to grow programmes due to limitations on engaging staff placed on the Institute by the ECF allocation. IADT has reported partial compliance with the provisions of the Disability Act 2005. IADT is unable to report full compliance in this regard due to access/egress issues with the Quadrangle Building which have been reported to the HEA/DFHERIS on successive occasions however as yet, IADT has not received the necessary funding to redress these issues.

Resolution 20/2021 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Sinead Gorby

8.4   The Governing Body appoints 2 Members to the Audit and Risk Committee (12/2021)

The important role fulfilled by the Audit and Risk Committee of Governing Body was noted. Punitha Sinnapan and Ben Harper agreed to be members of the Audit and Risk Committee and their membership was approved by the Governing Body.

Resolution 12/2021 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Caitriona Murphy

8.5   The Governing Body appoints a Chairperson to the Audit and Risk Committee (10/2021)

It was agreed that members of the Audit and Risk Committee will be requested to discuss and propose a nominee to the Governing Body, to be appointed as the Chairperson of the Audit and Risk Committee. The next meeting of the Audit and Risk Committee is due to take place during November. Resolution 10/2021 was deferred to the December meeting of the Governing Body.

8.6 The Governing Body appoints an Academic Council for a period of 3 years (21/2021)

This item was taken in conjunction with Item 9.5. Dr Andrew Power – Registrar – was in attendance for this item. Circulation of the proposed membership of Academic Council was noted. The Academic Council was appointed for a 3-year term.

Resolution 21/2021 was adopted by the Governing Body.

Proposed: Rachel Sarsfield Ryan
Seconded: Cllr. Kazi Ahmed

9. President's Briefing

9.1 National Strategic Update

Circulation of the President's written briefing was noted. Key items from the briefing were highlighted by the President:

- **Conferring** – conferring ceremonies will take place on campus on 27th and 28th October. Detailed information on the conferring ceremonies is being finalised and will be issued to graduating students and staff shortly.
- **National Working Groups** – meetings of both the National Steering group and POSITS Group have continued and at the most recent meetings, discussions took place regarding winding down the COVID planning operations of these groups. However during the course of the year, there has been a strong sense of the effectiveness of the collective approach taken by these groups in negotiating working through the COVID crisis. The possible retention of these groups post 22nd October with a focus on managing the next phases of transitions within the sector is being considered.
- **Rapid Antigen Diagnostic Testing** – the manner in which IADT managed the first pilot of the RADT has been noted by the HSE. A second RADT pilot is underway at IADT with 60+ participants.
- **Online Learning** – correspondence has been received from the TUI rescinding their directive in relation to online learning. This has been welcomed by the Institute and allows for the development of new online programmes and modules to be considered.
- **Employment Control Framework** – IADT has received a modest increase in ECF allocation of 1.6%. An additional staffing resource will be allocated for a 4 year period to meet the needs of the extra CAO places funded by Government.
- **Return to On-Campus Work and Study** – 1st year students commenced their studies at IADT on 27th September. On-campus attendance for students is currently at 50%. Some issues regarding communications with students have been noted resulting in a small number of queries/contacts from students, parents and local public representatives. The President has responded to these and issues in relation to programme level communications are being addressed. In relation to the removal of many public COVID-related restrictions on 22nd October next, IADT will retain a cautious and incremental approach to increasing student numbers on campus. IADT's canteen services are operating according to public health guidelines for the hospitality sector – these will remain in place until 22nd October. The HR Office is continuing to work with staff in vulnerable/highly vulnerable groups in relation to providing the appropriate supports for staff in these categories.

- **Recruitment and Registration** – approx. 80% of the student cohort have now completed their registration. Following the CAO process, 570 applicants have accepted places at IADT, which is 1.6% under target. Three programmes under-performed in the CAO, however one of these – the BA (Hons) in English and Equality Studies, gained a number of applications through the Available Places process. A number of programmes recruited well including Animation and Applied Psychology.
- **Devolved Grant** – following an increase in IADT's allocation through the Devolved Grant, the Estates and Facilities Manager, ICT Manager and Student Experience Manager, have been requested to make submissions for campus infrastructure and upgrades that will enhance the student experience on campus. These proposals will be reviewed by the Executive in the coming weeks.
- **#UnmuteConsent Campaign** – the #UnmuteConsent Campaign has been launched across Higher Education Institutions and the President noted IADT's commitment to this initiative. In addition, the 'Speak Out' anonymous reporting platform will be launched in the coming week.
- **Project with the Embassy of Finland in Ireland** – a briefing on a design competition celebrating 60 years of diplomatic relations between Ireland and Finland was provided by Finnish Ambassador Raili Lahnalampi and Anne Mutanen, Deputy Head of Mission, on their visit to campus during September.
- **Student Achievements** – recent graduate of BSc (Hons) in Applied Psychology, Kate Naugton has been awarded highly commended on her final year project in the Global Undergraduate Awards. Visual Communication Design graduate Kate McCauley, was announced as winner of Student of the Year at the 2021 ICAD Awards.

9.2   Strategy Implementation
- **Strategic Plan Implementation –** the formal review of progress in delivering actions agreed within IADT's Strategic Action Plan is underway. A report will be provided to the Governing Body in the new year.
- **Athena SWAN –** the President and EDI Manager have reviewed the outcome of the EDI Staff Survey undertaken in preparation for Athena SWAN. An Executive Summary of survey results has been produced by IADT's EDI Manager and will be discussed at the next meeting of the Executive. The Executive Summary will also be provided to the EDI Committee of Governing Body for discussion. Achieving accreditation through Athena SWAN is of great importance to the Institute in relation to strategic future funding.
- **Reform of the HEA Act –** following the consultation phase on the reform of the HEA Act, the Joint Committee on Education has published its Report titled "Report on the Pre-Legislative Scrutiny of the Higher Education Authority Bill 2021". Positive acknowledgment was given to the submissions made by the Institutes of Technology and the submission made through THEA. Among the changes expected is a reform to the number of members of Governing Bodies (potentially with a maximum of 17 members), and is expected to be competency based.
- **CRIS** – in support of a greater focus on growing IADT's research activity and capacity, the Head of Research has evaluated a number of Current Research Information Systems (CRIS) with a preferred supplier due to be identified shortly.
- **TU/TF Project** – the HEA has announced funding for a number of projects through the Technological Universities Transformation Fund. IADT has made a submission for further funding to continue the work on the current TU/TF-funded project. The funding sought will be to support capacity building particularly in

the area of research. IADT has not been included in this funding announcement as the final report for the first phase of the project has not as yet been submitted. IADT has been granted a 3 month extension for the completion of Phase 1 of the project. The HEA has however endorsed IADT (as well as DKIT) to explore options under the current legislation, and it is hoped that funding to continue the current project will be allocated once the final report being prepared at present has been submitted.

- **Creative Futures Academy** – the Creative Futures Academy is progressing well, with a meeting of the CFA Industry Council scheduled to take place in the coming days. A number of modules have been identified to be delivered through the Creative Futures Academy as a pilot to review delivery models.

- **FilmEU –** the President, Head of Faculty of Film, Art and Creative Technologies and a number of staff involved in the FilmEU Project, recently attended the first FilmEU Summit which took place in Lisbon during September. Currently there are four partners within the consortium however it has been identified that the project needs to 'scale-up' to include additional partners. The President also provided an operational update in relation to the various partners within the Consortium and noted a likely future change in membership of the founding partners.

9.3   Risk Management

The management of Risk is now a standing item for Executive meetings. The Secretary/financial Controller has undertaken a significant review of IADT's Risk Register separating out strategic risks, from operational risks. It is intended to implement the revised Risk Register, prior to investing in an Enterprise Risk Management System over the coming year. In addition a new quarterly reporting cycle is being implemented for each functional area which will provide the Executive an oversight of strategic operations and risk management for each functional area.

9.4   IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of August was noted. IADT has a positive variance at present. A pay award to staff of 1% will take effect from 1st October, and will reduce the positive variance. In preparing the budget for the Institute, no income had been forecast in respect of IADT's non-accredited programmes. However an online model of the programmes was developed and has proven to be popular and therefore some income has been generated this year from non-accredited programmes. The work of staff in the part-time courses office was commended for this.

9.5   Governing Body Induction Presentation – Introduction to Academic Council

Item 8.6 was considered during the course of Item 9.5. The Chairperson welcomed Dr Andrew Power – Registrar – to the meeting. Dr Power gave a presentation to the Governing Body in relation to the work and proposed membership of the new Academic Council. It was noted that IADT offers a programme in partnership with Sound Training College. IADT has also developed and provides a range of short programmes to meet identified needs of industry. In addition IADT's membership of projects including the Creative Futures Academy and FilmEU projects, may see various forms of programme collaborations into the future. IADT has been classified as a Designated Awarding Body, and an overview of the roles and responsibilities delegated to the Institute by QQI with this status was provided. IADT's work with the Further Education Sector and the establishment of a number of MoU agreements

was outlined to the Governing Body. It was noted that a detailed presentation in relation to student numbers and profile will be provided by the Registrar at the December meeting. It was requested that a breakdown of progression pathways from Further to Higher Education be provided as part of this presentation.   The Governing Body thanked Dr Power for his presentation.

10.   **Equality, Diversity and Inclusion Implications**
- Issues regarding access and compliance with public building codes within the Quadrangle Building have been noted and given significant consideration by the Audit and Risk Committee.
- A new Academic Council has been appointed.
- The upcoming launch of the 'Speak out' and launch of the '#unmuteconsent' initiatives were noted.
- The importance of providing pathways to higher education for students – particularly from the Further Education Sector – was outlined.
- Maintaining good communication with students was noted as of significant importance.
- An executive summary has been produced by the EDI Manager arising from the recent staff survey – this survey will form a key input to IADT's application for Athena SWAN accreditation.
- Students have responded very positively to being back on campus.
- Projects aimed at enhancing the student experience on-campus are currently being identified for funding through the Devolved Grant allocation.
- The Governing Body noted the importance for all partners within project consortia to adhere to the same EDI standards as IADT.

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

Signed: _____   Date: _____
          David Holohan