

Minutes of the Governing Body Meeting – 2 November, 2022

- Present:** David Holohan* (Chairperson), David Smith (President), Dr Fionnuala Anderson*, Cllr. Michael Clark*, Turlough Conway*, Dr Cormac Deane*, Cllr. Anne Ferris*, Eoin Hicks Smyth, Crow Mullan, Caitriona Murphy*, Eva Perez
- Apologies:** Ben Harper, Maeve McConnon, Cllr. Una Power
- Absent without Apology:** Peter O'Brien, Punitha Sinnapan
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell
- *Attendance via MS Teams

This meeting took place in the Boardroom, Roisin Hogan House, IADT, with remote attendance being facilitated via MS Teams Platform – IADT Governing Body Group. Attendance was monitored throughout the meeting by the Secretary to the Governing Body, and the Recording Secretary to the Governing Body. The meeting commenced at 12.00 pm, and concluded at 1.00 pm.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: Cllr Michael Clark

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 5th October 2022 (including for Publication)

The Minutes of the Meeting of 5th October 2022 were approved (including approval for publication).

Proposed: Dr Fionnuala Anderson
Seconded: Caitriona Murphy

4. Matters Arising

No matters arising.

5. Correspondence

- **Correspondence from Cllr Kazi Ahmed** – correspondence has been received from Cllr Kazi Ahmed, tendering his resignation as a member of the Governing Body due to increasing external commitments. The Governing Body put on record its appreciation to Cllr Ahmed for his contribution to the Governing Body during his term of office, and to wish him well for the future. The Secretary/Financial Controller will now write to the CEO of the Dublin and Dún Laoghaire Education and Training Board to seek a new nominee to the Governing Body.
- **Communication from the Secretary/Financial Controller** – an update regarding the implementation of the once-off €1K reduction in the Student Contribution Charge was provided by the Secretary/Financial Controller prior to the meeting, and was acknowledged by the Governing Body.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts.

6.2 Property Rentals

No rentals for approval at this meeting.

6.3 HR Appointments

No HR Appointments for approval at this meeting.

7. Governing Body Committees and Academic Council

7.1 EDI Committee – Minutes of the meeting of 23rd May 2022, and Summary Report of the Meeting of 10th November 2022

Circulation of the minutes of the EDI Committee Meeting of 23rd May 2022 and summary report of the meeting of 10th November 2022, were noted by the Governing Body. An overview of matters discussed was provided by the Chairperson of the Committee. The EDI Committee has discussed the implementation of IADT's EDI Action Plan, developed as part of the Institute's successful application for Athena Swan accreditation. A briefing on the Action Plan was provided to the Committee by Claire McGing – EDI Manager.

The EDI Action Plan outlines a comprehensive set of actions to be implemented over the coming years, including actions to raise staff awareness of the *Code of Practice for the Employment of People with Disabilities*, rollout of Anti-Racism training annually, a review of the Mutual Respect Policy to include input from a policy review focus group, mandatory Race Equality Training for all recruitment panels and for staff, collation of relevant statistical data regarding ethnicity, and implementation of a *Remote Working Policy*. A recent announcement by the Minister for Further and Higher Education, Research, Innovation and Science, of 17 posts being made available to the HE Sector to focus on the elimination of Sexual Violence and Harassment was welcomed by the Governing Body; it is likely that sanction to recruit a post within each HEI will be issued shortly.

IADT's recent success in being awarded €833K through the Impact Performance Case Study focusing on the Moving Parts Animation Series was noted and welcomed by the EDI Committee.

7.2 EDI Committee – Annual Report 2021/2022

Circulation of the EDI Committee Annual Report 2021/2022 was noted by the Governing Body. The EDI Committee has completed an Effectiveness Review of the Committee's operations, and reported a positive outcome of this to the Governing Body. The Governing Body commended the breadth of work undertaken by the EDI Committee over the past year.

7.3 Academic Council – Minutes of the Meeting of 13th June 2022

Circulation of the Minutes of the Academic Council Meeting of 13th June 2022 was noted by the Governing Body, and a report on matters discussed by Academic Council at the meeting was given by the President. The accommodation crisis facing students wishing to attend higher education was discussed by Academic Council. In addition, supports for displaced students from Ukraine wishing to study at Irish HEIs was discussed. An urgent request from the Department of FHERIS was received requesting HEIs to make student accommodation available to refugees from the war in Ukraine was noted however, IADT does not have student accommodation available on campus, and therefore was not able to assist with this. It is understood that President of Ukraine Volodymyr Zelenskyy will address Ukrainian students studying in Ireland on 16th November next, and plans are being put in place to stream this address to students at IADT. Circulation of the Academic Calendar was noted, and the Academic Council has ratified student summer Examination and Assessment Results thus concluding the summer Examinations/Assessments processes for 2022. David Doyle – Academic Administration and Student Affairs Manager – retired from IADT in August. David's contribution to the Institute was noted and commended by Academic Council. Approval of the *Student Mental Health Policy* was welcomed. IADT graduate and former Governing Body Member Rachael Sarsfield Ryan has been appointed as Development Coordinator at the National Student Engagement Programme (NStEP) – the Governing Body congratulated Rachael on her achievement and wished her well in her role.

8. Governing Body Resolutions

8.1 The Governing Body Appoints 2 Members to the EDI Committee (13/2022)

Crow Mullan has expressed a wish to become a member of the EDI Committee of Governing Body. Members of the Governing body welcomed Crow's nomination and Crow Mullan was proposed as a member of the EDI Committee. The need to recruit one further member to the EDI Committee was noted. A resolution for the remaining member of the EDI Committee will be an agenda item for the next meeting of the Governing Body.

Resolution 13/2022 was adopted by the Governing Body.

Proposed: Cllr Anne Ferris
Seconded: Cllr Michael Clark

(Caitriona Murphy left the meeting at 12.30)

9. President's Briefing

9.1 National Strategic Update

Circulation of the President's Briefing to Governing Body was noted and a number of key points from the Briefing were highlighted by the President. The following top-level matters were discussed.

- **HEA Act** – the Higher Education Authority Act 2022, (Act 31 of 2022), has completed the legislative process and will be commenced on 10th November.

- **HE Capital Calls** – the outcome of submissions to the HESIF II and TSSPF capital calls is awaited.
- **Deepening Links with the FE Sector** – the President attended a meeting with the HEA and SOLAS on 20th October last, to discuss deepening links with the FE Sector, and briefed the Governing Body regarding matters discussed at the meeting.
- **NTUTORR/National Recovery and Resilience Plan Fund** – Dr Sharon Flynn has been appointed National Coordinator for the NTUTORR Project. It is expected that funding will shortly be released to each HEI to commence the recruitment of local Project Coordinators, technical and administrative staff to deliver the project.
- **Impact Performance Case Studies** – project proposals in three areas – Mutual Respect, Access and a Student Co-Creation Hub – have been identified and submissions in relation to these projects have been developed. The projects have been submitted to the HEA for validation prior to implementation.
- **Banner 9 Student Record System** – although the Banner 9 Student Records System had been extensively tested during the implementation phase, a number of significant issues were uncovered in the ‘live’ system.
- **CINNTE Review** - The Self Evaluation Report is due to be completed within each Functional Area shortly, the outcomes of which will be factored in to the Institute’s Self Evaluation Report for submission to the QQI in early 2023
- **Current Research information System** – a Project Manager has been appointed for the implementation of the Current Research information System ‘PURE’.
- **Conferring** – IADT’s Conferring Ceremony will take place fully in-person at the RDS on 11th November next.
- **Student Recruitment** – preparations are underway for IADT’s Open Day which will take place on 19th November.
- **EDIFY_EDU – Equality, Diversity, Inclusion for improving the quality of Management Education, training and professions** – the first meeting of the EDIFY-EDU project team took place at IADT on 12th October last.
- **Consent is for Everyone Online Campaign** – Active* Consent – the Active* Consent Programme has launched a new national campaign.
- **Creative Futures Academy** – the official launch of the Creative Futures Academy will take place on 16th November next at the O’Reilly Hall, UCD.
- **IDI Design Awards** – IADT’s students were very successful at the recent IDI Student Design Awards, with students receiving 21 commendations, 11 category wins and the overall Grand Prix for Student Designer of the Year.

9.2 Strategy Implementation

- **Strategic Dialogue Meeting with the HEA** – the Executive met with an Evaluation Panel from the HEA on 14th October last, to discuss IADT’s Performance Compact self Evaluation Progress Report.
- **Development of New Strategic Plan** – a number of tenders were received to provide Consultancy Services to assist in the development of a new Strategic Plan for IADT.
- **Engagement with Dún Laoghaire-Rathdown County Council** – the Memorandum of Understanding with Dún Laoghaire-Rathdown County Council has been finalised and an event to mark the signing of the MoU will take place on 2nd December next.
- **Digital Media Building** – work towards achieving the final Financial Sign-off for the Digital Media Building is ongoing.
- **Transformation Agenda** – the President and the Head of Research met with the HEA recently to discuss continued funding for IADT’s TU/TF Project.

9.3 Risk Management

- **Revised Building Momentum Public Sector Pay Agreement** – revised salary scales have been received in respect of most staff and the approved salary increase adjustment was implemented into the October payroll. The Finance and HR Offices are working to implement the back-dated element of the pay agreement, and it is intended to include this in the payroll for staff ahead of the end of the year.
- **Budget 2023** – circulation of an update from the Secretary/Financial Controller (21st October) in relation to the implementation of the once-off reduction in the Student Contribution announced by Government in Budget 2023 was noted. Confirmation has been received that HEIs will be reimbursed for lost revenue, and it is expected that this will issue prior to the end of the year. The Office of Academic and Student Affairs is working to make the necessary amendments to student accounts to reflect the reduction in the contribution payable by students, and to implement refunds where necessary.
- **Climate Action and Sustainability Champion** – the President has received a request from the HEA to appoint a Climate Action and Sustainability Champion for the Institute. The Climate Action and Sustainability Champion must be a member of the Institute’s Executive Management Team, with the additional duties being incorporated into their role. A view was expressed that due to the importance of the issue, the Governing Body should establish a Climate Action and Sustainability Sub-Committee. The requirement to achieve significant levels of energy usage reductions was noted and will be difficult for the Institute to achieve. The President noted the likelihood is that under a National Framework/Policy for HE there will be a dedicated staff resource assigned to lead on climate action and sustainability, supported by an associated reporting structure and sub-committees. However, the establishment of a Climate Action and Sustainability Committee for the Governing Body was premature at this time as the Institute moves to prioritise appropriate resources and personnel in place to lead on this initiative in anticipation of a National plan for HE. The Chairperson agreed to discuss the matter further with the member raising the query.
- **Employment Control Framework** – at present, IADT is operating at slightly above the ECF ceiling allowed by the HEA. This was discussed by the Executive at its meeting of 24th October. All contracts are being carefully managed, and all future funding submissions will include an allowance to recruit all of the staff resources necessary to deliver the project from within the project funding. Vacancies and appointments are being carefully managed with a view to bringing staff numbers back within the allocated ECF ceiling.

9.4 IADT: Financial Update

Circulation of the Variance and Management Reports to the end of September 2022 was noted. IADT’s current financial position is positive; the Governing Body approved sanction for a €257K overspend earlier this year, however in noting the current positive variance, it is now likely that IADT will return a balanced budget for 2022.

10. Equality, Diversity and Inclusion Implications

- An extensive update on the work being undertaken by the EDI Committee and the EDI Office within IADT was provided as part of Item 7.
- The Office of Academic and Student Affairs is working to implement the once-off reduction in the Student Contribution announced by Government in the budget recently.

- The appointment of Crow Mullan as a member of the EDI Committee of Governing Body was welcomed. A resolution to appoint a further member to the EDI Committee of Governing Body will be presented at the next meeting.
- Continued work to promote consent was noted and welcomed.
- IADT continues to support displaced students from Ukraine who have applied to programmes at IADT.
- IADT is positive to leading on the development of a novel tertiary programme in the area of Film, to be offered in partnership with the FE Sector.
- The EDIFY_EDU project is now underway, with the project aiming to bring about improvements in the quality of Management Education and training in relation to EDI.

The next meeting of the Governing Body will take place on 14th December. It was noted that the December meeting includes an event for the Governing Body to meet with the Institute's Management Team, and it was requested that all members of the Governing Body make every effort to attend the event in-person.

Signed: _____
David Holohan

Date: _____