

Minutes of the Governing Body Meeting – 13 December, 2023

Present: David Smith (President), Ruth Barry, Turlough Conway, Bernadette Costello, Dr Cormac Deane, Cllr. Anne Ferris, Lavender Jane Gartlan, Sean Kelly, Dr Gráinne Kirwan*, Crow Mullen, Brian Mulligan, Peter O’Brien, Colm O’Callaghan, Eva Perez,

Apologies: David Holohan (Chairperson), Siobhan Lynch

**Absent without
Apology:**

In Attendance: Bernard Mullarkey, Elizabeth Stunell

*Attendance via MS Teams

This meeting took place in the Boardroom, Roisin Hogan House, IADT. Remote attendance was facilitated via MS Teams. The meeting commenced at 11.00 am, and concluded at 1.15 pm, and was chaired by Cllr Anne Ferris.

1. Adoption of Agenda

It was noted that Item 7.1 will be deferred. A proposal was made to add the following resolution to the Agenda:

*The Governing Body approved the Annual Governance Statement 2022/2023
(34/2023)*

The Agenda was adopted.

Proposed: Cllr Anne Ferris
Seconded: Bernadette Costello

2. Conflicts of Interest

No conflicts of interest were reported regarding items for discussion on the agenda for this meeting.

3. Adoption of the Minutes of the Meeting of 8th November 2023 (incl. for Publication)

The Minutes of the Meeting of 8th November 2023 were approved (including approval for publication), with the following amendment to Item 3:

The following text to be deleted:

In relation to the approval of Minutes of Governing Body meetings, the Chairperson requested that following circulation of the draft minutes of meetings, any issues of accuracy or corrections identified by members of the Governing Body are brought to the attention of the Chairperson in advance of the meeting at which they are presented for approval, so that any necessary amendments can be made and updated minutes circulated ahead of the meeting.

Proposed: Cllr Anne Ferris

Seconded: Eva Perez

4. Matters Arising

- **Start Time for Meetings** – as agreed at the previous meeting, a survey of member's preference for the start time of meetings was undertaken. From March 2023, future meetings of the Governing Body will commence at 12 noon, unless otherwise determined by the Governing Body.
- **Induction Programme for Governing Body Members** – an induction programme for Governing Body members is being finalised at present, and will take place on 10th January. The induction programme will be an all-day programme comprising briefings on key aspects of Members roles, including legal and governance, as well as a comprehensive briefing on the Institute. The induction programme is mandatory for all members of the Governing Body.

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 to be approved at this meeting.

6.3 HR Appointments

Head of Department of Design and Visual Arts

(Fixed Term, Whole-time Contract) – Ref. 46/23

The following candidate(s) was recommended for appointment:

1. Dr Siobhán O'Gorman

Proposed: Ruth Barry

Seconded: Dr Cormac Dean

7. Governing Body Resolutions

7.1 The Governing Body appoints <Names to be provided at the meeting> to be members of the Governing Body for the following Term of Office on the nomination of the Minister for FHERIS. (20/2023)

Confirmation of the three Ministerial Appointments to the Governing Body has not as yet been received. Resolution 20/2023 was deferred to the next meeting of the Governing Body.

7.2 The Governing Body Approves the Standing Orders for the Governing Body (21/2023)

Following discussion it was agreed to defer the approval of updated Standing Orders until the March meeting of the Governing Body. In the interim, the Governing body will continue to operate under the Standing Orders approved by the previous Governing Body on 11th January 2023. A document highlighting all changes made to the Standing Orders approved by the Governing Body on 11th January 2023 will be issued. In addition, any comments and feedback regarding the draft Standing Orders in preparation for this meeting will be forwarded to the Secretary/Financial Controller no later than Friday 15th December for incorporation into the next draft of the Standing Orders.

Resolution 21/2023 was deferred to the March 2024 meeting of the Governing Body.

7.3 The Governing Body approves the Annual Report of the Audit and Risk Committee 2022/2023 (32/2023)

Circulation of the Annual Report of the Audit and Risk Committee for 2022/2023 was noted. The report relates to the work undertaken by the Audit and Risk Committee of the previous Governing Body. The Annual Report of the Audit and Risk Committee was considered by the Audit and Risk Committee at its meeting of 7th December, and was recommended for approval by the Governing Body. Resolution 32/2023 was adopted by the Governing Body.

Proposed: Bernadette Costello
Seconded: Turlough Conway

7.4 The Governing Body is satisfied that there is an adequate System of Internal Controls in the Institute (33/2023)

IADT's internal controls are monitored by the Audit and Risk Committee on behalf of the Governing Body. A schedule of both internal and external audits is put in place each year, and reports from these audits are provided to, and reviewed by, the Audit and Risk Committee.

Resolution 33/2023 was adopted by the Governing Body.

Proposed: Colm O'Callaghan
Seconded: Brian Mulligan

7.5 The Governing Body Approves the Annual Governance Statement 2022/2023 (34/2023)

Recent changes to the format of the Annual Governance Statement completed by HEIs under the remit of the HEA was noted. In order to assist the Governing Body, a

text-based version of the document was provided. The Institute is required to indicate compliance or otherwise explain issues of non-compliance in relation to a specified set of criteria as laid out by the HEA. It was outlined that IADT is compliant in most areas, with an issue of non-compliance being reported in relation to the disability access status of the Quadrangle Building. A clarification was sought in relation to the Protected Disclosures Act that applies to the current Annual Governance Statement, it was confirmed that in respect of the period to 31st August 2023, IADT was compliant in this regard.

Resolution 34/2023 was adopted by the Governing Body.

Proposed: President
Seconded: Eva Perez

8. Governing Body Committees and Academic Council

8.1 Academic Council – Minutes of the Meeting of 16th October 2023

Circulation of the Minutes of the Academic Council meeting of 16th October 2023 was noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. The CINNTE Review Panel Report has now been published by the QQI and is available on the QQI Website. The report is very positive and includes 15 recommendations and 15 commendations. A work plan to implement the recommendations is being put in place, however work to implement a number of the recommendations is already in progress as the need to undertake these actions had been identified as part of IADT's CINNTE Self-Evaluation process. It was agreed that a top-level analysis of the report will be provided to a future meeting of the Governing Body.

The *BA (Hons) in Immersive Media Production* developed through the Tertiary Project, has been successfully validated and implemented with the first cohort of students currently participating on the programme. Staff and Student Mental Health Policies have recently been updated and approved by Academic Council and the Executive respectively. The Governing Body expressed an interest in having presentations from the different Functional Areas within the Institute to gain a deeper understanding of the work of each area. A series of presentations will be put in place over the course of the year commencing with an overview of the Institute which will be provided by the President as part of the induction programme for Governing Body.

8.2 Academic Council – Annual Report 2022/2023

Circulation of the Annual Report of the Academic Council for 2022/2023 was noted by the Governing Body.

8.3 Audit and Risk Committee – Minutes of the Meeting of 12th June 2023

Circulation of the Minutes of the Audit and Risk Committee – Minutes of the Meeting of 12th June 2023 was noted by the Governing Body. In addition, a Summary Report of the Audit and Risk Committee Meeting of 7th December 2023 was circulated. An overview of matters discussed at the Audit and Risk Committee was given by the Chairperson of the Committee. The significant item for consideration by the Audit and Risk Committee at its meeting of 7th December was to review and approve the IADT Financial Statements to the Year End 31st August 2023 in preparation for the upcoming audit by the Comptroller and Auditor General.

In addition, the Audit and Risk Committee met with the External Auditor appointed by the C&AG with no issues of concern being reported. A procurement process is underway at sectoral level to appoint the next Internal Auditor for the sector. The Audit and Risk Committee will meet with the ICT Manager at its next meeting in respect of reviewing IADT's risk monitoring and management in relation to Cyber Security.

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.

- **THEA Council** – the THEA Presidents met on 6th December last. Work to identify a representative body to represent all HEIs within the Technological Higher Education Sector is ongoing, however progress is slow. The HEA and Department of Further and Higher Education, Research, Innovation and Science have both indicated a strong preference to work with a single representative body for the sector rather than interacting with individual institutions. Further updates on this will be provided to future meetings of the Governing Body.
- **Tertiary Programme** – following the successful implementation of the *BA (Hons) in Immersive Media Production*, active consideration is being given to developing programmes in other discipline areas for example in Business, to be offered through the Tertiary Programme model.
- **FilmEU** – the final phase of the FilmEU Project has been launched with the project due to conclude in 2028/2029 with the establishment of a European University for Film.
- **TU Rise** – the outcome of submissions to the HEA TU Rise funding initiative is expected to be announced shortly. IADT has been requested to make some revisions to work packages submitted to TU Rise and it is hoped that an allocation will be made to the Institute through TU Rise.
- **Technological Sector Advancement Fund (TSAF)** – IADT has made a submission to the HEA Technological Sector Advancement Fund initiative. The outcome of submissions is expected to be announced prior to the Christmas break, however it is likely that an allocation to IADT will be made following the agreement of IADT's new Strategic Plan in 2024 and completion of work packages currently being undertaken through IADT's TU Transformation Fund project.
- **Colleges Ontario** – the President, Vice President for RDI and Director of Strategic Projects participated in two visits to Canada during November, to build on relationships established previously through the Colleges Ontario initiative, and to engage with new Canadian HEIs within the Polytechnic sector.
- **Governing Body Membership** – notification in relation to the three Ministerial Appointments to the Governing Body has not as yet been received.
- **Digital Media Building** – good progress continues to be made in the construction of the Digital Media Building and it is anticipated that IADT will have access to use the building from 19th January 2025.
- **Keep Well Mark** – following an appraisal visit on 4th December, IADT has been awarded the IBEC Keep Well Mark recognising the Institute's initiatives and commitment towards staff and student health and wellness.
- **Open Day** – IADT held its annual Open Day on 24th and 25th November last, providing an opportunity for potential applicants to view the campus and meet staff and programme teams. Approx. 1500 people registered for the event however it is likely that there were a greater number of visitors to campus on the day. A series of 'Spotlight

Sessions' are currently being put in place and will take place in January. It was noted that although IADT generally attracts students from throughout Ireland, a significant proportion of IADT's student cohort comes from the south Dublin region. A presentation on student numbers and profile for this year will be given by the Registrar as part of the Governing Body induction programme. Securing affordable and appropriate accommodation remains a significant issue for students seeking to study at third level.

9.2 Strategy Implementation

- **Development of New Strategic Plan** – a briefing presentation on the development of the new Strategic Plan will be provided for the Governing Body at the end of this meeting.
- **Campus Base in Dún Laoghaire** – work to put the necessary Fire Certificate in place for the Library Road Offices is continuing to progress and it is hoped that IADT will be able to take occupancy of the Library Road Offices early in the New Year. Work towards the necessary renovations to the Carnegie Library building is progressing however it will be later in 2024 at the earliest before IADT can take occupancy of the Carnegie Building.
- **Strategic Performance Framework (Compact)** – IADT's draft Compact has been submitted to the HEA as per the November deadline. Initial feedback on the Compact is expected shortly with formal feedback and bi-lateral discussions on the Compact to take place with the HEA on 29th January next. Following this meeting, the necessary revisions will be made to the Compact which will be submitted to the HEA as a final draft in March 2024 and will be published by the HEA along with the finalised Compacts for all HEIs under the remit of the HEA in June.
- **TU Transformation Fund Project** – as part of the delivery of IADT's TU transformation fund project, the President has established a cross-institute 'Future Pathways Advisory Group' for staff. They will meet with the President regularly over the remainder of this academic year in order to inform decision making relating to campus, operational and cultural improvements that enhance the staff and student experience.

9.3 Risk Management

- **Sustainability and Climate Action** – in his role as IADT's Sustainability and Climate Action Champion for the current academic year, Rónán Ó Muirthile is in the process of establishing a cross-institute Sustainability and Climate Action Steering Group to assist the Institute in achieving its "2030 commitments" in line with Government requirements.

9.4 IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of October 2023 was noted by the Governing Body. Finance Report IADT is within 2% of projected expenditure at the end of October. It is likely that the Institute will return an overspend for this year, however this will be kept to a minimum and is expected to be well below the projected overspend approved by the Governing Body earlier in the year.

Standards in Public Office Returns – members of the Governing Body are required to complete a Statement of Interest and to return this annually to the Standards in Public Office on or by 31st January, with a copy provided to the institute. Forms will be issued to members of the Governing Body in the coming weeks for completion. The Secretary/Financial Controller noted that if members of the Governing Body wish to return

their forms directly to his office, the necessary copy will be taken by the institute and the form forwarded to the Standards in Public Office.

10. Equality, Diversity and Inclusion Implications

- The CINNTE Review Panel Report recognised IADT's work in areas of access and participation.
- The *BA (Hons) in Immersive Media* programme developed through the Tertiary Project has been validated and implemented with the first cohort of students now studying on the programme. Further discipline areas which have the potential to be offered through the Tertiary Programme delivery model are being identified
- Staff and Student Mental Health Policies have been updated and approved recently by the Academic Council and executive.
- Securing affordable and appropriate accommodation remains an issue for students wishing to attend Third Level.
- IADT has been successful in being awarded the IBEC Keep Well Mark.

(The President, the Secretary to the Governing Body and Recording Secretary to the Governing Body left the meeting at 12.20)

10. Overview and Status update of new IADT Strategic Plan – Briefing by MAZARS

Dera McLoughlin – Senior Partner, Mazars – gave a presentation updating the Governing Body on progress in the development of a new Strategic Plan for IADT. The final draft of the new Strategic Plan is expected to be presented to the Governing Body for consideration and adoption at its meeting of 10th January 2024. A further presentation for Governing Body members on the draft strategy will take place online on Friday 5th January 2024.

The next meeting of the Governing Body will take place on 10th January 2024, which will be a full-day mandatory induction programme for members of the Governing Body, and will take place 'in-person' only.

Signed: _____
David Holohan

Date: _____