

## Minutes of the Governing Body Meeting – January 10, 2018

**Present:** David Holohan (Chairperson), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Kieron Connolly, Dr Annie Doona, Andrew Martin, Maeve McConnon, John McDonnell, Aine O’Sullivan, Joachim Pietsch, Cllr Barry Saul, Tom Taylor

**Apologies:** Helen Cullinane, Fiona McLoughlin, Helen Moynihan, Cllr Sorcha Nic Cormaic, Aoife Ruane, Cllr Barry Ward

**In Attendance:** Bernard Mullarkey, Elizabeth Stunell

### 1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson  
Seconded: Marie Carroll

### 2. Adoption of Minutes of Meeting of December 13<sup>th</sup> 2017 (including Internal Publication)

The Minutes of the Meeting of December 13<sup>th</sup> 2017 were approved (including approval for internal publication).

Proposed: Dr Fionnuala Anderson  
Seconded: Maeve McConnon

### 3. Matters Arising

None.

### 4. Correspondence

- **Standards in Public Office** – correspondence was noted from the Standards in Public Office. Members of the Governing Body were reminded that their Disclosure of Interest Forms are due to be returned to the Standards in Public Office no later than January 31<sup>st</sup> with a copy provided to IADT.

### 5. Technical Approvals

#### 5.1 Bank Accounts

None.

## **5.2 Property Rentals**

The Governing Body approved the following Media Cube Licences:

- Venture Capital Investment Management t/a Enterprise Equity

It was noted that the above company provides some additional services and workshops to other Media Cube tenants which is reflected in their License Fee – members of the Governing Body requested further information regarding these services, and details in respect of the total length of their tenancy. A briefing regarding the Media Cube Rentals Policy and length of tenancies will be provided for the Governing Body.

Proposed: Maeve McConnon

Seconded: Áine O'Sullivan

## **5.3 HR Appointments**

### **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 competitions, which were advertised in September 2017. The closing date for all of these competitions was Monday 27<sup>th</sup> November and interviews were held in December 2017 for the following posts:

### **33/17 HR Manager (Acting) – Maternity Cover**

### **34/17 Payroll Officer (Grade V)**

#### **Recruitment Competitions in progress:**

- 35/17 Athena Swan Project Role
- 37/17 Academic and Student Affairs Officer (GVII)
- 38/17 HR Officer (GVI)

Proposed: Chairperson

Seconded: Maeve McConnon

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

### **6.1 Minutes of the Academic Council Meetings of 6<sup>th</sup> November 2017**

The Minutes of the Academic Council meeting of 6<sup>th</sup> November 2017 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President.

The President noted that the Leinster Pillar 1 Regional Cluster members (which include IADT), applied for Scholarship Funding for students through the National Access Fund Path 2 and Path 3. The application submitted under Path 2 – 1916 Bursary Grant – has been successful and Scholarship funding has been awarded to support 40 students – 8 students per institution – to a value of €5k per year for 3 to 4 years. This was welcomed by the Governing Body. The outcome of the application to Path 3 is awaited.

It was noted that Erasmus International Mobility Funding has been received to support staff travel to Sheridan College, Toronto, Canada to progress the development of a joint Postgraduate Programme in Animation. A number of staff members from the Faculty of Film, Art and Creative Technologies will visit Sheridan College in the coming weeks.

Ongoing issues in relation to students with disabilities who do not disclose their disability to IADT until well into their programme were noted. The Access Office continues to work with students to encourage them to disclose their disabilities to IADT at registration so that the appropriate supports can be put in place to support students. In addition early disclosure enables IADT to draw down funding from the HEA to support these students.

## **6.2 Minutes of the Audit and Risk Committee Meeting of 13<sup>th</sup> September 2017**

The Minutes of the Audit and Risk Committee meeting of 13<sup>th</sup> September 2017 were noted by the Governing Body. An update regarding matters discussed by the Audit and Risk Committee was given by the Chairperson of the Audit and Risk Committee. It was noted that the Audit and Risk Committee met with both IADT's Internal Auditors and members from the Comptroller and Auditor General's Office – IADT staff members were not present during those meetings. It was reported that no issues were identified by either of the auditors. In relation to the Governing Body's responsibilities to ensure that IADT is taking appropriate actions to manage risk, a number of presentations by 'Risk Owners' identified within IADT's Risk Register have been scheduled to be given to the Audit and Risk Committee.

## **7. Governing Body Resolutions**

### **7.1 The Governing Body approves the Code of Governance for the Institutes of Technology (1/2018)**

The Secretary/Financial Controller gave a presentation regarding key points within the Code of Governance for Institutes of Technology. An overview of the process through which the Code of Governance has been updated and agreed by the Institutes of Technology was given. It was noted that the Code of Governance for the Institutes of Technology is a sub-set of the overall State Code of Governance as a number of sections within the State Code of Governance do not apply to the IoTs for example sections relating to commercial bodies. In addition a number of sections included within the Code of Governance are also covered by Legislative provision which takes precedence over the Code of Governance. The Secretary/Financial Controller noted that the Code of Governance is subject to ongoing updates and that an updated Code of Governance will be presented to the Governing Body for approval periodically.

Resolution 1/2018 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Dr Fionnuala Anderson

## 7.2 The Governing Body approves the Governing Body Standing Orders (2/2018)

The Secretary/Financial Controller presented an updated set of Standing Orders for Governing Body to the meeting. The Standing Orders are based on the Model Form with a number of IADT-specific additions including the provision for attendance at meetings via Video Conference/Telephone.

Resolution 2/2018 was adopted by the Governing Body.

Proposed: Chairperson  
Seconded: Dr Fionnuala Anderson

## 8. President's Briefing

- **IADT Christmas Card** – the 2017 IADT Christmas Card was designed and animated by 2<sup>nd</sup> year Animation student Josh O’Caoimh, and was sent to IADT’s contacts receiving a lot of positive feedback.
- **Open Day** – an Open Day for prospective applicants will be held on Saturday January 20<sup>th</sup> next.
- **Taster Days** – a number of Taster Days have been organised across a number of programmes to give prospective students first-hand experience of programme content – the Taster Days will take place from February 12<sup>th</sup> to 16<sup>th</sup> next.
- **Christmas Market** – the annual Student Christmas Market took place in the Chapel on December 11<sup>th</sup> last with a large variety of food and crafts on sale. The Christmas Market provides hands-on entrepreneurial experience for students.
- **Student Charity Initiatives** – IADT’s students undertook a number of charitable initiatives before Christmas including the sale of Christmas Cards on campus in support of a number of Charities, and a major drive in aid of homeless charities lead by the Student Union. A further fundraiser in aid of Temple Street Children’s Hospital will take place on January 18<sup>th</sup> next, and is being organised by Dean Rowe through the 100 minds initiative.
- **Opera Collaboration** – the annual Opera Collaboration between students from IADT’s BA Hons in Design for Stage and Screen and students from the Royal Irish Academy of Music, will take place on dates between January 14<sup>th</sup> and 20<sup>th</sup> next. This year’s opera is Mozart’s La Finta Giardiniera, and will take place in the Samuel Beckett Theatre.
- **Young Women in Film and Television** – due to demand, the young Women in Film and Television Masterclass event for Transition Year girls is being offered from February 15-17<sup>th</sup> next. The Masterclass is being offered by IADT’s National Film School in partnership with Young Irish Film Makers. Sponsorship for the event has again been provided by Dun Laoghaire-Rathdown County Council.
- **Physic** – a private screening for invited students and staff of the Brendan Gleeson film Physic, will take place on campus on 10<sup>th</sup> January. A significant portion of the film was recorded at the National Film School with the assistance of a number of IADT’s students who have been credited on the film.
- **IADT Strategic Plan** – the tender process is underway for consultancy services to support the development of IADT’s Strategic Plan 2018-2023. It is hoped to have a service provider in place shortly, following which an extensive consultation process with staff, students, Governing Body members and stakeholders will be undertaken to inform the development of the new Strategic Plan.

- **Programmatic Review** – preparations are underway for Programmatic Review of taught postgraduate programmes. This will be a joint Faculty Programmatic Review, and regular updates will be provided to the Governing Body.
- **Strategic Dialogue** – following a meeting with the international panel, IADT has received the initial feedback in relation to the Strategic Dialogue Cycle 4 Report submitted by IADT during 2017. Feedback regarding a number of points was provided and has been taken on board by the HEA. The final outcome of the Strategic Dialogue Cycle 4 process is awaited. Information regarding the next Compact development cycle is yet to be issued by the HEA. The President also noted a number of staffing changes which will be taking place at the HEA over the coming months.

**9. IADT: Financial Update**

Circulation of the Management Report for November 2017 along with the supporting explanatory information was noted by the Governing Body. The Secretary/Financial Controller noted a number of key points from the document. It is expected that IADT will return a balanced budget for 2017 with a small positive variance. A number of one-off expenditure items which have impacted positively on this variance were highlighted by the Secretary/Financial Controller.

The next meeting of the Governing Body will take place at 8.00 am Wednesday 7<sup>th</sup> February.

Signed: \_\_\_\_\_  
David Holohan  
Chairperson

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