

## Minutes of the Governing Body Meeting – November 4, 2015

**Present:** Kieron Connolly, Barry Dignam, Jane Dillon Byrne, Annie Doona, Tim Jackson, Neil Kavanagh, Derek Larkin, Teresa McGrane, Díóg O’Connell, Eleanor Roche, Clíodhna Shaffrey, Cormac Shaw, Tom Taylor

**Apologies:** Pat Hand, Jade Hogan, Sorcha Nic Cormaic, Donal O’Mahony

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

### 1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Barry Dignam

Seconded: Jane Dillon Byrne

### 2. Adoption of Minutes of Meeting of September 30<sup>th</sup> 2015 (including Internal Publication)

The Minutes of the Meeting of September 30<sup>th</sup> 2015 were approved (including approval for internal publication).

Proposed: Tim Jackson

Seconded: Jane Dillon Byrne

### 3. Matters Arising

- **Boundary issue** – the Order regarding IADT’s Boundary is nearing sign-off and a letter will issue to IADT’s neighbouring properties outlining that IADT’s borders has now been confirmed.
- **Governing Body Membership** – it is understood that nominations for outstanding members of the current Governing Body will be considered by the Dublin and Dun Laoghaire Education and Training Board (DDLETB) at its November meeting. In addition a number of nominations for the 2016 Governing Body have been received by IADT and have been forwarded to the DDLETB for consideration at the November meeting. The appointment of a Chairperson of the Governing Body by the Minister for Education and Skills is awaited.
- **Board Membership** – it was noted that a number of Further Education Colleges are inviting staff from their local Higher Education institutions to become members of their Boards and a number of IADT staff have accepted invitations to become members of these Boards.
- **Written Resolution** – the Secretary/Financial Controller noted that a Written Resolution in relation to Item 7.5 of the Minutes of September 30<sup>th</sup>, was circulated to the Governing Body and was adopted.
- **Programme Weightings** – a response from the HEA in relation to IADT’s submission for the reclassification of the weightings assigned to Programmes in Design and Film is awaited.

#### **4. Correspondence**

None.

#### **5. Technical Approvals**

##### **5.1 Bank Accounts**

None.

##### **5.2 Property Rentals**

The Governing Body approved the following Media Cube Licence:

- Your Smile Direct

Proposed: Cormac Shaw

Seconded: Kieron Connolly

##### **5.3 HR Appointments**

###### **1. Completed Interview Board Recommendations**

The President has received the following recommendations. Subject to the satisfactory completion of the verification processes the President is prepared to recommend the appointment from the panel of the nominated candidates with effect from November 2015 of their taking up duty in the particular posts. 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.

###### **Permanent Part-time position – College Nurse – Ref. 16/15**

###### **Registrar (Acting) 1 Year Fixed Term Contract - Ref 14 /15**

###### **Non filling of the following posts**

Interviews took place for the following posts in October however no candidate was appointed

- Head of Creativity, Innovation and Research – Ref. 15/15 – no appointment was made
- Marketing Manager – Ref. 17/15 – 1 candidate called for 2<sup>nd</sup> interview but withdrew 3/11/2015, no panel appointed

The above posts will be re-configured and re-advertised shortly.

###### **Internal Competitions – Prior Approval**

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 listed below and interviews in advance of consideration by the Governing Body of Selection Board Reports at their next meeting as would be our normal practice.

- Acting Head of Faculty – Faculty of Film, Art and Creative Technologies

###### **External Competitions – Prior Approval**

There will be further recruitment through external competitions for approval at the next Governing Body meeting in December as follows:

- Assistant Lecturer in Modern English
- Assistant Registrar

Proposed: Derek Larkin  
Seconded: Díóg O'Connell

The President notified the Governing Body that Dr Tara Ryan will be leaving IADT to take up the position of Registrar of Hibernia College. The Governing Body wished Tara well in her new position.

*(Teresa McGrane joined the meeting at 9.20)*

Following this item, a discussion took place regarding the importance of marketing to maximise student numbers – the implications of any reduction in student numbers and the implication of failing to adequately increase student numbers were again outlined to the Governing Body. The importance of the student experience was also highlighted by the Governing Body – the President outlined the mechanisms through which students contribute to and express their views on IADT's programmes and services. In addition the results of the 2015 National Student Survey have been recently received and early analysis indicates that students are overall very positive regarding their experience at IADT. The provision of greater social spaces for students is a key priority for IADT and it is intended to undertake works to the Student Union facilities in the near future. The President also noted that a number of key staff will be retiring at the end of the current academic year and that the recruitment processes for their replacements will be begin early in 2016.

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

### **6.1 Minutes of the Academic Council Meeting of 15<sup>th</sup> June 2015**

The Minutes of the Academic Council meeting of 15<sup>th</sup> June 2015 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President.

### **6.2 IADT Health & Safety Committee Annual Report 2014/2015**

The Annual Report by the IADT Health and Safety Committee for 2014/2015 was noted by the Governing Body. The Secretary/Financial Controller updated the Governing Body regarding matters considered by the Health and Safety Committee during this period, and noted a number of key points within the Annual Report. Concern was expressed regarding the evacuation times reported for fire drills undertaken in 2014 – it was noted that there were improvements in the evacuation times recorded in fire drills conducted earlier this year. The provision of a 'Well Being Room' for staff in need of such a facility was noted. In addition the process through which Personal Emergency Evacuation Plans (PEEPs) are developed for both students and staff requiring them along with the mechanisms through which Health and Safety issues are managed in relation to exhibitions were outlined to the Governing Body. In noting the report, the Governing Body commended the work undertaken by members of the Health and Safety Committee.

## **7. Governing Body Resolutions**

### **7.1 The Governing Body Approves the Academic Council for 3 years (21/2015)**

The proposed new membership of the Academic Council was outlined to the Governing Body. A query was raised as to whether in future a greater number of members of the Academic Council could be nominated by election rather than Faculty nomination. Resolution 21/2015 was adopted by the Governing Body.

Proposed: Jane Dillon Byrne  
Seconded: Díóg O'Connell

## 8. President's Briefing

- **Warner Brothers Ireland Scholarship** – Warner Brothers Ireland has awarded a Scholarship to MA in Screenwriting student Ciarán Dooley. Now in its second year, the scholarship will over the course of the year, provide Ciarán with postgraduate funding support and the experience of a short paid placement at Warner Bros. Ireland's Dublin offices, as well as access to screenings and mentoring support from Warner Bros. executives in the country.
- **Enactus** – a number of IADT Students recently participated in the Enactus World event which took place in Johannesburg, South Africa from 14-16 October. IADT is one of only two Institutes of Technology participating in the Enactus initiative.
- **FÍS Film Awards** – the 11<sup>th</sup> annual FÍS Film awards took place at the HELIX on November 3<sup>rd</sup> last. 25 awards were presented to school children across a number of categories. The Aileen MacKeogh Award was presented by Minister Jan O'Sullivan, Minister for Education and Skills. The event was streamed live through HEAnet, with camera work being provided by IADT's National Film School students.
- **Mid-term Workshops** – a number of taster workshops for Leaving Certificate students were held at IADT during school mid-term break. The Workshops aimed to give prospective students a taste of the areas that they would be studying as part of IADT's programmes in Applied Psychology, Creative Computing and Creative Media Technologies.
- **National Film School Lecture Series (In Association with the Irish Film Board)** – Lisa Albert - best-known as one of the creative team behind the highly successful AMC drama series, Mad Men (2007-15), gave a guest lecture as part of the National Film School lecture series on October 20<sup>th</sup> last. Lisa received three Primetime Emmy® Awards for Mad Men, along with four Writers Guild of America Awards.
- **REHAB Hospital Calendar** – IADT Entrepreneurship students are working with the National Rehabilitation Hospital in the promotion, marketing and sale of calendars produced by the National Rehabilitation Hospital (NRH). All proceeds go towards funding the work of the NRH. This is the fifth successive year that IADT students have worked with the NRH on this initiative.
- **Mental Health NFS/Psychology Event** – the Department of Technology and Psychology (DTP) welcomed four sports guests – Niall Breslin, Andrew Dunne, Richie Sadlier and Kevin McManamon, for a discussion, based around the theme of 'Building Resilience - Lessons from the World of Sport' on Tuesday, 13<sup>th</sup> October last. The discussion took place to mark World Mental Health Day and was hosted by Dr Olivia Hurley. The event was crewed and recorded by the students of the Department of Film and Media, and AVMT, with an audience of over 80 guests.
- **Dublin Animation Film Festival** – the annual Dublin Animation Film Festival took place on October 16<sup>th</sup> and 17<sup>th</sup> last. The Festival featured a number of workshops on various aspects of animation which were held at IADT, along with a guest lecture given by Nelson Lowry from Laika Studios in the UK. Events on Saturday the 17<sup>th</sup> included a screening of 'Song of the Sea' along with films shortlisted for awards at this year's Festival at the Pavilion Theatre Dun Laoghaire. The Festival culminated in an awards ceremony with awards being made in a number of categories. The Governing Body commended the work undertaken by Fionnghuala Ni Neill in organising the Festival.
- **Book Launch** – the IADT launch of David Doyle's book 'The Reverend Thomas Goff (1772 – 1844)' took place on October 13<sup>th</sup> last and included an introductory talk given by David Doyle.

- **National Youth Film School – Premiere of Films** – an event to premiere and showcase films made by participants in the National Youth Film School during 2015, took place in the IFI Temple Bar on October 29<sup>th</sup> last. A number of NYFS workshops take place at IADT each year.
- **Employment Control Framework** – no update on the ECF however the HEA has indicated a possibility that a relaxation of the ECF with a number of conditions including budgetary allocation for pension provision, may be announced in the near future.
- **Technological Universities** – there has been no further announcement in relation to the publication of legislation regarding the formation of Technological Universities.
- **Cultural Strategy** – the Minister for Arts, Heritage and the Gaeltacht has launched a consultation process in relation to a cultural strategy for Ireland. IADT will contribute to the formation of this strategy.
- **NCAD** – the President noted that Prof. Declan McGonagle has resigned as Director of NCAD with effect from December of this year. The Governing Body wished Declan well in his retirement.

#### 9. **IADT: Financial Update**

Circulation of the Management Report for September 2015 along with the supporting explanatory note was noted by the Governing Body. IADT remains on target to meet its legal obligation to return a balanced budget for the year. The impact of funding reductions are being felt in a number of areas and it has been necessary to transfer budget between a number of functional areas in recent months to meet necessary expenditure. In addition there is no indication of when IADT can expect to receive funding in relation to students participating in the Science without Borders programme. Members of the Governing Body also requested that further information on Innovation Vouchers be provided at a future meeting.

Date of next meeting – the next meeting of the Governing Body will take place on December 9<sup>th</sup> at the later time of 11am

Signed: \_\_\_\_\_  
Eleanor Roche  
Deputy Chairperson

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