

Minutes of the Governing Body Meeting – 5 October, 2022

Present: David Holohan* (Chairperson), David Smith (President), Cllr. Kazi Ahmed*, Dr Fionnuala Anderson, Turlough Conway, Cllr. Anne Ferris*, Eoin Hicks Smyth*, Maeve McConnon*, Caitriona Murphy*, Peter O’Brien*, Eva Perez

Apologies: Dr Cormac Deane, Ben Harper, Crow Mullan, Punitha Sinnapan

Absent without Apology: Cllr. Michael Clark, Cllr. Una Power

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 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 12.00 pm, and concluded at 1.00 pm.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Cllr Kazi Ahmed
Seconded: Maeve McConnon

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 7th September 2022 (including for Publication)

The Minutes of the Meeting of 7th September 2022 were approved (including approval for publication).

Proposed: Chairperson
Seconded: Dr Fionnuala Anderson

4. Matters Arising

No matters arising.

5. Correspondence

No items of correspondence.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts.

6.2 Property Rentals

The following Media Cube Licenses were approved:

- Zendra Healthcare
- Ziggytec
- Smart PMO
- Score Music Interactive t/a Xhail/ Now HYPH
- Flex Labs t/a The Digital Learning Institute
- Education Elephant
- VenueSearch

Proposed: Cllr Anne Ferris

Seconded: Cllr Kazi Ahmed

6.3 HR Appointments

No appointments for approval.

7. Governing Body Committees and Academic Council

7.1 Audit and Risk Committee – Minutes of the meeting of 1st June 2022, and Summary Report of the Meeting of 21st September 2022

Circulation of the Minutes of the Audit and Risk Committee meeting of 1st June 2022 and Summary Report of the Meeting of 21st September 2022 were noted by the Governing Body. This item was taken in conjunction with Items 8.2, 8.3 and 8.4.

7.2 Recruitment and Selection Committee – Summary Report from the meeting of 26th September 2022

Circulation of the Summary Report of the Recruitment and Selection Committee meeting of 26th September was noted by the Governing Body. An overview of matters discussed at the Recruitment and Selection Committee was given by the Chairperson of the Committee. The Recruitment and Selection Committee met to review and approve the appointment of two posts, allowing the recruitment processes for the appointees to be completed. It was reported that the recruitment process is operating well.

(Cllr. Peter O'Brien joined the meeting at 12.10 pm)

Student Union Update.

The President of IADT Student's Union, Eoin Hicks Smyth, requested to provide an update to the Governing Body regarding an item of concern to the student body. The national crisis in relation to lack of availability of affordable accommodation for students is a serious issue for students at present. The significant pressure that officers of the Student union are under at present trying to provide assistance to students in finding accommodation was outlined and noted by the Governing Body. Although IADT does not have an 'Accommodations Officer' and is not in a position to fund such a post at present, the President noted recent discussion by the Executive regarding potential ways in which IADT could provide additional support to the Student Union to manage the current level of enquiries regarding accommodation. The President has also provided an update on the accommodation crisis facing students within the President's Briefing to Governing Body. The Chairperson of the Governing Body.

thanked Eoin Hicks Smyth for his update and noted his availability to receive any necessary updates on this matter in advance of the next meeting.

8. Governing Body Resolutions

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

No nominations for membership of the EDI Committee of Governing Body were received by either the Chairperson or Secretary/Financial Controller. The Chairperson noted that he may contact individual members of the Governing Body to discuss possible membership of the EDI Committee with them. Resolution 13/2022 was deferred to the next meeting of the Governing Body.

8.2 The Governing Body approves the Annual Report of the Audit and Risk Committee 2021/2022 (14/2022)

This item was taken in conjunction with Item 7.1, 8.3 and 8.4.

Report on the Meeting of 21st September 2022:

Following the recent Audit, the Audit and Risk Committee met with the Auditor and received a report on the outcome of the audit of IADT's Financial Statements 2021. The Audit has been completed successfully, with no issues found. As no issues or corrections were found, IADT will not receive a Management Letter in relation to the accounts for the year ended 31st August 2021. The Secretary/Financial Controller also noted that although IADT is in a position to complete the Governance Statement for the Year 2021/2022, the Institute has been requested to delay this process pending the agreement of an updated template by the HEA. The Annual Governance Statement for 2021/2022 will be presented to a future meeting of the Governing Body. Governing Body welcomed the report on actions taken to address risks associated with Cyber Security highlighted during the Internal Audit process.

A query was raised in relation to the development of a discrete Policy on the use of Social Media. The President noted the importance of Social Media as a strategic communications tool, however, a specific policy relating to the use of Social Media has not as yet been developed. Guidance for interacting with our channels is published on IADT.ie and "best usage guidelines" currently sit under our *ICT Acceptable User Policy*. A Policy on the strategic use of Social Media is likely to be developed in the near future.

Annual Report of the Audit and Risk Committee:

Circulation of the Annual Report of the Audit and Risk Committee for 2021/2022 was noted by the Governing Body. The Annual Report has been approved by the Audit and Risk Committee and was approved by Governing Body.

Resolution 14/2022 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson

Seconded: Eva Perez

8.3 The Governing Body is satisfied that there is an adequate System of Internal Controls in the Institute (15/2022)

Resolution 15/2022 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson
Seconded: Eva Perez

(Eoin Hicks Smyth left the meeting at 12.20 pm)

8.4 The Governing Body appoints Cllr Michael Clark to be the Chairperson of the Audit and Risk Committee for a period until September 2023 (16/2022)

It was noted that the Audit and Risk Committee has recommended that Cllr Michael Clark be appointed as Chairperson of the Audit and Risk Committee for the coming academic year. This proposal was welcomed by the Governing Body and Resolution 16/2022 was adopted.

Proposed: Chairperson
Seconded: Maeve McConnon

9. President's Briefing

9.1 National Strategic Update

The 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.

Sad News – the President informed the Governing Body that IADT was notified of the sad and sudden passing of 2nd-year Graphic Design student Maria Alejandra Tapia, who died tragically over the weekend of 24th September. Maria's sad loss had a profound impact on many of her fellow students and the Programme Team that worked with Maria during her studies. Extensive supports were provided to the affected students and staff members, and both the Programme Team, Student Services Team and IADTSU were commended by the President for the supports they have provided to those affected by Maria's death. The Governing Body extended its sympathy and condolences to Maria's family and all affected by Maria's loss.

- **Technological Sector Representation** – the President noted that there are clear indications that in the future, both the Department of FHERIS and HEA will seek to engage solely with a single representative body for the Technological Sector on national/sectoral matters and will not continue to engage with institutions on a singular basis on National matters. The THEA Council has therefore agreed that a full appraisal of the representative needs of the Technological Sector – Technological Universities and Institutes of Technology – needs to be undertaken as a priority. The OECD has been engaged to undertake this review with a report likely to be completed by December. The President noted the immense value of a strong advocate body for the sector and for IADT, and also the contribution to the sector that is being made by the Institute.
- **Higher Education Capital Call** – as yet the outcome of submissions to the Higher Education Capital Calls TSSPF and HESIF II, are not known.
- **Digital Media Building** – work is ongoing in relation to the Digital Media Building, and it is hoped that contractors will be on-site to commence the construction before the end of the year.

- **Deepening Links to the Further Education Sector** – there is growing importance at national level for both the Department of FHERIS and the HEA, for greater integration between the Further and Higher Education Sectors. Over the past number of years, IADT has worked to develop links with FE colleges in the region and can provide a leadership role for the HE Sector. The President will attend a meeting with the HEA and SOLAS which has been organised for later in October.
- **NTUTORR/National Recovery and Resilience Plan Fund** – the recruitment process for an NTUTORR National Coordinator is progressing, and it is hoped to have a National Coordinator in post shortly. There will also be opportunities for staff within HEIs to become involved in the delivery of the project.
- **Student Accommodation** – the briefing on the student accommodation crisis given by the Student Union President earlier in the meeting was noted by the Governing Body. . The President notified the Governing Body that two of IADT’s international students were the victims of fraud when booking accommodation, with them both losing a substantial sum of money. IADT is not in a position to ‘refund’ lost monies to the two students. However, the Executive has identified a possible mechanism whereby the Institute could make a contribution of financial aid to support the affected students. In addition, IADT does not have a dedicated accommodation officer to support and advise incoming students regarding accommodation. However, in noting the pressures on the Student Union, who are endeavouring to provide this support to students, the Executive Team is considering options to provide assistance to the IADTSU to resource greater accommodation-related support for students.
- **Review of Lecturing Contracts** – it is understood that the recommendations made by the OECD as part of their review of lecturing contracts will be issued to staff unions and representative bodies for consideration before the year end.
- **Commencement of New Academic Year** – IADT’s incoming first-year students commenced their studies at IADT on 26th September, with returning students having commenced their studies in mid-September. Over the past year, IADT’s Banner Student Records System was upgraded to Banner 9. Although extensive testing had been carried out in the ‘test’ environment and the system appeared to be functioning fully, there were significant difficulties with the Registration process once the system went ‘live.’ The issues with the Registration Process were resolved, and good progress is being made in registering students.
- **CAO Update** – 558 of the 560 places offered have been accepted, and the registration process for these students is underway. In addition, approx. 8 displaced students from Ukraine have been offered and accepted places at IADT. It was also reported that recruitment to IADT’s Springboard programmes has been positive – this has been an area of growth for IADT over the past number of years.
- **CINTE Review** – the process to complete Self Evaluation Reports within each Functional Area is underway, and a template to assist in this process has been provided by the Registrar’s Office.
- **RDI Update** – Implementation of IADT’s new Current Research Information System ‘PURE’ is commencing. A review of the operation of Masters by Research programmes has been carried out by the Director of RDI, and changes to the process will be discussed at the next meeting of the Executive. IADT is now a member of the EIT Digital, which will provide enhanced access to research funding bids through the Horizon funding stream.
- **Energy Efficiency Upgrades and Strategies** – the energy efficiency upgrades and roof repairs to the Atrium Building were completed successfully. In relation to both the mandate to Public Bodies to reduce energy consumption and the substantial increases in energy costs, the Governing Body was briefed on strategies and measures being considered to reduce energy usage on campus.

- **Student Recruitment** – IADT will hold an Open Day for prospective Students on Saturday, 19th November next. The open days will include information on three new programmes which will be available through the CAO for entry in 2023. IADT aims to offer approx. 720 first year places through the CAO for 2023, an increase on the places offered in 2022.
- **New Frontiers** – a showcase event was held for graduates of the first IADT-NovaUCD New Frontiers programme – the event was held in the Lexicon Dun Laoghaire. Recruitment for the second year of the programme is now underway.

9.2 Strategy Implementation

- **Development of New Strategic Plan** – tender documents have been issued to the Office of Government Procurement, with tenders due to be returned to IADT by the end of October.
- **System Performance Dialogue “Compact with HEA”** – the Executive Management Team will meet with the HEA to discuss feedback on IADT’s Compact Self-Evaluation report on 14th October. The HEA is expected to initiate the development of the next Compact in the coming year, which will coincide with both the development of IADT’s new Strategic Plan, and the CINNTE Institutional Review.
- **Engagement with Dun Laoghaire-Rathdown County Council** – the President has met with Frank Curran – CEO of DLRCOCO. An event to mark the signing of a Memorandum of Understanding between IADT and DLRCOCO will be held in the near future. In addition, work towards IADT re-establishing a base in the town of Dun Laoghaire is advancing well.
- **TU/TF Funding** – the President and Head of Research met with the HEA on 27th September, to discuss IADT’s second-year submission under the TU/TF project. A proposal for year 2 funding was submitted in early 2021, focusing on building research capacity within the Institute. However, the resubmission also offers the President the opportunity to augment the funding submission should IADT identify additional priorities for the funding.

9.3 Risk Management

- **Public Sector Pay Agreement** – ballots have been taking place among union members in relation to the Building Momentum Public Service Agreement. It is understood that a number of unions have approved the revised pay deal, with the outcome of the remaining ballots due shortly.
- **Budget 2023** – a briefing on the implications of measures announced in Budget 2023 was provided within the President’s and Secretary/Financial Controller’s briefings circulated prior to the meeting. The reduction in the Student Contribution is a welcome relief for students and their families. However, as yet, there have been no assurances of information on the implementation of this reduction to HEIs, and no assurance that the lost revenue will be reimbursed to the institute. In addition, there will be a substantial amount of work to update the fees records for all students. In addition, IADT has received a number of requests for refunds from students that paid their Student Contribution in full prior to the Budget 2023 announcement. It is, however, understood that correspondence is being prepared for issue to HEIs regarding the implementation of the reduction to the Student Contribution, which is also expected to include an assurance of a subvention in respect of the lost income for HEIs. The cash-flow implications of a non-receipt or delay in receiving a subvention were noted and the

Governing Body agreed to keep this matter under review, and if necessary, to hold an emergency meeting to discuss any actions that the Governing Body may need to take.

9.4 IADT: Financial Update

Circulation of the Management Report and Financial Overview Report to the end of August was noted. The Secretary/Financial Controller briefed the Governing Body. regarding key points from the reports. In noting the Governing Body. 's prior approval for a €257K adverse variance, IADT currently has a positive variance of €614K. However, this is expected to reduce over the coming months due to the timing of some expenditure and increased energy costs impacting significantly on this. Should the current Pay Agreement proposal be accepted by unions, this will result in a retrospective pay adjustment for staff – this will involve significant work for both the HR and Finance Offices to implement the retrospective pay adjustment. It is also unclear if there will be a subvention from the Department of Further and Higher Education, Research, Innovation and Science/Department of Public Expenditure and Reform to cover the additional pay costs. The Secretary/Financial Controller provided a briefing regarding the cash-flow implications if there is a delay in receiving a subvention relating to the reduction in the Student Contribution announced in Budget 2023. In response to a query regarding instalments, it was noted that facilities are in place for all undergraduate students to pay their Student Contribution charge in two instalments. However, where necessary, the Institute will put a multi-instalment plan in place with students.

10. Equality, Diversity and Inclusion Implications

- Members of the Governing Body were invited to put themselves forward for membership of the EDI Committee.
- The national crisis in finding affordable student accommodation is a case for concern.
- The susceptibility of international students to being victims of fraud when booking accommodation to attend college in Ireland was noted.
- The sad loss of one of IADT's students was noted, and the necessary supports for students and the Programme Team were put in place.

Future Meetings – the Chairperson noted that the sub-committees of Governing Body are working very effectively, and that in future, it may now be possible to reduce the number of meetings of the wider Governing Body. A revised schedule of meetings will be brought forward for consideration at a future meeting.

The next meeting of the Governing Body will take place on 2nd November 2022.

Signed: _____
David Holohan

Date: _____