

Minutes of the Board of Governors Meeting of Thursday 17th October 2019

- Present:** D. Jennings [Chair]
- Also:** L. Cearr, D. Conroy, T. Corcoran, L. Doherty, Y. Donnelly, I. Fox, D. Kelleher, R. Keary, A. Lenny, D. McDonagh, C. McGrath, J. Murray, D. O'Donnell.
- In Attendance:** K. Kelleher [Secretary]
- Apology:** J. Carty

Motion of Welcome

The Board welcomed Deirdre Conroy, Dublin City Councillor, to her first meeting.

1. Minutes of the Board of Governors Meeting of 18th July 2019

Proposed by L. Cearr and seconded by D. McDonagh, the minutes were approved and signed.

2. Matters Arising

There were no matters arising not covered in the agenda.

3. Director's Report

The Director presented her Quarterly report under the headings of:-

1. RIAM Re-development – Funding update: €18.2 now raised or pledged; audit of funding accepted by DES; post-tender cost options now crystallised.
2. RIAM Re-development - Decant and temporary accommodation: No teaching during mid-term to allow decant preparation; temporary fire escape (H&S) is a critical piece; pianos, furniture and equipment logistics; possible space in 44 Westland Row; free storage option in Sandyford.
3. Management Focus – OAS for exams: Consultants report on OAS system; staff hires to deal with exam volume; RIAM Exams committee replacing LCSE committee; book sales on Amazon; new syllabi roll-out; increased marketing effort.
4. Management Focus – Junior RIAM and 3rd and 4th level admin: Staff performance management system; separate GO roles for junior and senior streams; Deirdre Durkan appointed admin staff officer; associate director options under review.
5. Faculty Focus – Strings and Chamber Music: Tertiary level performance classes – tutor led, workshop style; professional system of orchestral auditions; overhaul of chamber music for tertiary and junior levels; Group teaching, masterclasses, guest visits, professional mentorships.

6. Strategic Partnerships: Le Chéile and Open Youth Orchestra; Social Innovation Fund award; potential international dimension for creative inclusivity in music education; new MAP Erasmus+ partnership finance confirmed.
7. Marks and Standards: Student numbers and 2018/2019 results report.
8. Building Re-development -Tender update: Main contractor tendering process completed, but still within the 30 day contractual appeals process period. T. Corcoran reported on the meeting of the RIAM Redevelopment Steering Committee held on 15th October. He confirmed that the tender competition process had been correctly carried out and the winning tender properly selected.

Proposed by A. Lenny and seconded by L. Hennessy, the Board approved by acclamation that <name redacted> submitted the most economically advantageous tender (MEAT) and was the preferred supplier.

4. RIAM Academic Calendar 2019-2020

The academic calendar was reviewed and noted.

5. Summary of the Finance Committee meeting of 15th October 2019, incorporating the Management Accounts summary to 30th September 2019

The summary of results and commentary for the period ended 30th September 2019 and the projected out-turn for 2019 were noted.

The board noted and approved the increased cashflow requirement for the building project following completion of the tender competition.

6. Budget Projections 2020

This item was deferred to the next meeting

7. Audit & Risk Committee Report

Update on the 2018 Financial Statements. The Audit committee deferred its scheduled meeting until the 2018 audited accounts are completed and ready to submit to the board for signing.

T. Corcoran reported that RBK would undertake an internal audit of the PAYE system in RIAM within days.

8. Board of Studies Update

The annual report from the Board of Studies to the Board of Governors was tabled. The report included a summary of marks & standards, the appointment of Havilland Willshire from Trinity Laban as extern examiner, programmes for 2019/20, Board of Studies terms of reference and curriculum review with five working groups evaluating current curricula.

The Board, through the chair, expressed its concern that no official external examiner report had been seen by the board in two years and noted that the board required independent corroboration that academy standards and qualities were being maintained at all levels of music education.

The director will prepare a report on quality assurance at junior levels for the next meeting.

9. Governance Committee

The chair reported that the committee had met and considered the Director’s contract, due for renewal in early October. A draft of the contract was tabled for review and return. Proposed by D. McDonagh and seconded by C. McGrath, the board approved the Director’s new contract subject to amendment and clarification by the Chairman with respect to end of contract and severance options.

10. Board of Governors – Board self-assessment

A template for assessing board performance was reviewed. This will be circulated to Governors in due course for completing in time to prepare a summary for consideration at the next meeting.

D. Jennings has expressed a willingness to stand for re-election by the RIAM Members in December and, if elected, to serve out the remainder of his second 2-year term as Chair.

11. ICT Steering Committee – Terms of Reference

The Board approved the ICT committee terms of reference subject to realigning a number of clauses to provide better clarity of purpose.

12. Minutes of the Board of Studies meetings of 28th June & 27th September 2019

The minutes were noted and approved.

13. Minutes of the Senior Examiners’ meetings of 26th June 2019

The minutes were noted and approved.

14. AOB

There was no other business taken and the meeting concluded.

Signed

Date