

Minutes of the Board of Governors Meeting of Thursday 18th July 2019

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

1. Board Appointment – Lena Hennessy - Members' Nominee

Proposed by D. Jennings and seconded by J. Carty, Lena Hennessy was elected to the Board by acclamation.

2. Notice of Special meeting

A special meeting of the Board will be held by telephone conference on Tuesday 6th August, to consider the RIAM Building Development Invitation to Tender (ITT) process, in advance of issuing to the Department of Education for approval to proceed.

3. Director's Contract - Review of Director's Performance

The Director left the meeting while the Board considered this item. Proposed by D. Jennings and seconded by J. Carty, the Board agreed to delegate the review of the Director's contract and performance to the RIAM Governance Committee.

4. Minutes of the Board of Governors Meeting of 18th April 2019

The minutes were approved and signed

4.a Minutes of the Board of Governors Special Meeting of 15th May 2019

The minutes were approved and signed

5. Matters Arising

Item 5.7 – The RIAM successfully won a joint bid under the Erasmus+ funding programme in conjunction with Conservatoire Santa Cecilia (ROME), European University Cyprus, (NICOSIA), Yasar University (IZMIR) and AEC (BRUSSELS).

Item 14. A meeting between the Chairs of the Board of Governors and Board of Studies, to discuss a mechanism for assessing the performance of the BoS, has not yet taken place.

Review of RIAM Policies: Of 59 policies submitted to TCD for review, 48 were accepted, 9 were provisionally approved subject to amendment and 2 were not approved. Of the two, one

has been discontinued on the advice of Trinity College and the other has been subsumed into another policy.

6. Director's Report

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

1. RIAM Re-development – Funding update: donor funds and pledges €7.05m; bank facility term sheet; project cost options; project timeline; governance.
2. RIAM Re-development - Enabling works and temporary accommodation: communications; temporary fire escape (H&S); pianos, furniture and equipment logistics; relocation of boiler house to room 9 and ICT Comms room to 18.
3. RIAM/DES grant meeting – workforce plan: case put for enhanced funding; future workforce plan presented.
4. Management Focus – OAS for exams and SE contracts: lessons learnt from OAS process; plans to minimise future risk; customer relations; senior examiner contracts; future goals for RIAM exams.
5. Management Focus – review and growth of junior RIAM and 3rd and 4th level admin: preparation for RIAM expansion - performance management system; separate GO roles for junior and senior streams; new admin support staff proposals.
6. Management Focus: power relations and the music conservatoire: student and staff training to meet challenges; student friendly handbooks; communicating key information; blind auditioning for orchestras; review student workloads; staff and student workshops.

Proposed by D. McDonagh and seconded by D. Jennings the board agreed to the new staffing proposals, contained in the workforce plan, to support an expanding Academy.

7. Strategic Plan 2020 – Year Four Review

Item held over to next meeting

8. Events Calendar 2019-2020

Ciara Higgins, Head of RIAM Artistic Programming, joined the meeting to present the exciting programme of scheduled events for the 2019-2020 academic year. She also tabled a booklet of recent articles on RIAM events covered in the national press.

9. Online Applications System (OAS)

The Chair outlined the serious negative impact on the exams office staff and Academy customer relations caused by the new OAS system.

D. McDonagh proposed that RIAM do all in its power to mitigate the subsequent reputational damage, by communicating directly with customers, several times if necessary, and to incur appropriate expenditure to support the message. The Director to bring any such expenditure proposals to the Finance Committee.

The Chair outlined work being undertaken by outside consultants to audit the current status of the OAS and to steer the project back on a course consistent with RIAM's long-term goals. He insisted that RIAM would do everything feasible to ensure that the winter exams session could run smoothly.

It was noted that the new Marketing Officer appointment, Aoife Cuthbert, commences in September and will bring an extra dimension to RIAM's communications and customer facing resource.

10. Summary of the Finance Committee meeting of 16th July 2019, incorporating Management Accounts summary to 30th June 2019

The summary of results and commentary for the half-year and the projected out-turn for 2019 were noted.

11. Audit & Risk Committee Report

Proposed by T. Corcoran and seconded by D. McDonagh, the Board approved by acclamation appointing RBK as RIAM Internal Auditor. The meeting acknowledged the valuable contribution over many years in this role by Alan Waterhouse, who has retired.

12. RIAM Re-development Steering Group Minutes 4th June and 10th July 2019

The minutes were approved.

The board noted the benefit of having Architect Jan van Dijk on the committee, having knowledge of both sides of the procurement process.

The intention is to go to tender following the special meeting on 6th August, with two options (a) the full building and (b) to shell and core two areas.

13. Minutes of the Board of Studies meetings of 3rd May and 7th & 14th June 2019

The minutes were noted and approved.

14. Minutes of the Senior Examiners' meetings of 2nd May and 7th June 2019

The minutes were noted and approved.

15. AOB

- a) The Finance Officer circulated a summary of the funding and donations/pledges received to date. The Board is satisfied the appropriate funding streams are in place and commended the Director in this regard. Proposed by D. Jennings and seconded by L. Hennessy, the board accepted the bona fides of the donor pledges and RIAM funding commitment and approved by acclamation a motion to proceed with issuing of tender documents to the short-listed bidders.
- b) The Academy solicitor has advised that the potential costly outlay demanded to purchase the ground rent for the Westland Row properties has been resolved and the Academy is not liable for such outlay.
- c) Governors representing Dublin City Council, Cathleen Carney Boud and Michael Mullooly, are no longer members of the Council and thereby relinquish their status as Academy Governors. Their replacements are yet to be advised.

Signed

Date