

## Minutes of the Board of Governors Meeting of Thursday 22<sup>nd</sup> October 2020

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

### **1. Minutes of the Board of Governors Meeting of 1<sup>st</sup> October 2020**

The meeting approved the minutes.

### **2. Matters Arising**

Laurie Cerrr's retirement leaves a vacancy to be filled on the Audit & Risk committee. No immediate nominee was proposed.

### **3. Governor Appointees to the Board of Studies and BOS nomination to the Board of Governors**

The three Governor appointees to the Board of Studies for the year 2020/2021 are Owen Gilhooly (vocal faculty), Rosalind Ventris (string faculty) and Denise Neary (musicianship faculty).

Brendan Breslin is the Board of Studies nomination to the Board of Governors.

### **4. Director's Report no.4 October 2020**

#### **Incorporating Covid-19, Building Development & Decant updates** **RIAM Organisation Chart and RIAM Workforce Plan 2020**

The Director presented her report under the headings of:

- Covid-19 response and update – strategy in level 5 lockdown for tuition and exams.
- Re-development – programme update – webcam footage shared, showing progress to date, noting pinch points at boundaries with nos. 35 and 40 and the precarious issue with the toilet block of no. 36.
- Project Funding update – latest estimates for the works is €21.6m with €1.2m for the 'option' - to fit-out the library and top floor. Funding to date including pledges is €20.2m with a bank loan facility available of €3m. Decision deadline for the 'option' is end of January 2021.
- Management focus – Organisational Chart 2020-2025 circulated, showing particular improvements in non-faculty human resources and processes including Head of Junior RIAM, Head of Programmes & Research, reform in the Finance, Facilities and HR office and the 3<sup>rd</sup>/4<sup>th</sup> level office, RIAM connect administrative officer. Job valuing/re-grading exercise for Grade 3 staff.
- Management focus – workforce plan and Dept contact – a combination of the workforce plan sent to Government in 2018 and the RIAM 175 strategy.
- Academic update -Tertiary results and Extern Examiner's report.
- Course Committee update – seven academic committees reporting initially to the Board of Studies: Junior RIAM, RIAM Exams, Undergraduate, Postgraduate and Doctorate course committees, Access and Inclusion Council (Jan 2021) and the Artistic Planning Group.

The director acknowledged the contribution of Frances Hogan who, for health reasons, has retired from active employment and is on income protection insurance. The Board wished her better health in the future and a long retirement.

**5. Summary of the Finance Committee meeting of 20th October 2020, incorporating Management Accounts summary and projections**

L. Hennessy summarised the meeting, noting that the Q3 accounts show the loss of income due to covid-19 being matched with cost reductions and savings.

The finance officer tabled a one-page summary of the key financial elements of the redevelopment project funding and expenditure, showing latest projections.

The Governors formally approved the October 2020 column, notably €21.6 for the works and a bank loan facility of €3m.

**6. Audit & Risk Committee update**

T. Corcoran summarised the October meeting of the Audit & Risk Committee which had reviewed and approved the Statement on Internal Control; discussed preliminary findings of the Internal Audit report on 'Income Measurement and Controls'; reviewed the Risk register as a standing item – noting concerns about ICT Systems risk and pressure on administrative resources.

**7. Governors Meeting Schedule 2021**

The Chair tabled a draft calendar for 2021 showing proposed dates of Board meetings and Board sub-committee meetings. Governors are asked to review the proposed schedule and respond with any comments.

**8. Riam Operational Calendar 2020/2021**

The Board reviewed the Tertiary level academic calendar for 2020/2021.

**9. The Board of Governors: Membership / Skills / Diversity.**

The Chair tabled three charts showing the membership of the Board of Governors and committees served on, a skills and expertise matrix and a Board diversity table under the headings of Gender, Age, Race and Stakeholders. The Chair invited Governors to advise him of any gaps, errors or proposed amendments to the tables.

**10. Closed Meeting without the Director and Secretary (standard annual requirement)**

Taken at the end of the meeting

**11. Minutes of the Board of Studies meetings – 13th (24 Apr), 14th (08 May), 15th (22 May), 16th (05 June 2020) and 17th (19 June 2020)**

Noted.

**12. Board Self-Assessment 2020**

The Chair will circulate an online version of an assessment questionnaire for 2020.

**13. AOB**

No other business was taken.

The Director and Secretary left the meeting and agenda item 10 continued in their absence.

Signed .....

Date .....