

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 6 JULY
2021 AT 11.00 AM ON ZOOM

PRESENT

(Via Zoom): Dr Richard Thorn, Chairperson
Dr Patsey Bodkin
Taffina Flood
Frederick Goltz
Professor Sarah Glennie, Director
Christine O'Donovan
Sinéad Ryan

APOLOGIES:

Amy O'Hanlon
Bill Harris
Jane McDaid

IN ATTENDANCE:

Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Leone Karakus, NCAD Staff Observer
Gerry McCoy, Secretary

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It was agreed by An Bord to record these meetings on Zoom and that the recordings would be deleted following the approval of the minutes.

1. MEETING OF AN BORD WITHOUT EXECUTIVE: (AGENDA ITEM 1):

An Bord did meet without executive members present at this meeting.

2. DECLARATION OF CONFLICT OF INTEREST: (AGENDA ITEM 2):

Mason Hayes and Curran are the solicitors for the landlord on the Vaults project. The Board noted that Christine O'Donovan is staff member of MCH but that she was not on the MHC team dealing with that project.

3. MINUTES: (AGENDA ITEM 3):

3.a. Minutes of the Meeting of An Bord held on 13 April 2021 for approval:

At the last meeting of An Bord on 25 May 2021, Siún Hanrahan proposed the approval of the minutes and matters to be reported of the meeting held on 13 April 2021. As a member of the executive, Siún Hanrahan cannot approve the minutes or matters to be reported at the meetings of An Bord. The Minutes of the meeting of An Bord held on 13 April 2021 were therefore **PROPOSED** by Fred Goltz, **SECONDED** by Christine O'Donovan and **APPROVED** by An Bord.

3.b. Matters to be Reported from the Meeting of An Bord held on 13 April 2021 for approval:

At the last meeting of An Bord on 25 May 2021, Siún Hanrahan proposed the approval of the minutes and matters to be reported of the meeting held on 13 April 2021. As a member of the executive, Siún Hanrahan cannot approve the minutes or matters to be reported at the meetings of An Bord. The Minutes of the meeting of An Bord held on 13 April 2021 were therefore **PROPOSED** by Fred Goltz, **SECONDED** by Christine O'Donovan and **APPROVED** by An Bord.

3.c. Minutes of the meeting of An Bord held on 25 May 2021:

A copy of the minutes of the meeting of An Bord held on 25 May 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Patsey Bodkin, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 25 May 2021.

3.d. Matters to be Reported from the meeting of An Bord held on 25 May 2021:

A copy of the Matters to be Reported from the meeting of An Bord held on 25 May 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Patsey Bodkin, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of the Meeting of An Bord held on 25 May 2021.

3.e. Matters arising from the meeting of An Bord held on 25 May 2021:

There were no matters arising that are outstanding items.

4. EXECUTIVE REPORT: (AGENDA ITEM 4):

4.a. Executive Report:

A copy of the Executive Report was circulated in advance of the meeting, deemed read and noted by An Bord.

The following additional items were noted:

- **Planning for the 2021/22 Academic Year:** The plan as per documentation supplied to An Bord was noted and accepted by all. A number of issues were highlighted for special mention, an outline plan for the 'return to studio programme' is in place but this will be dependent on HEA COVID financial support which we will be notified of in August. The 'return to studio programme' will most likely take place later in the academic year. Finally a discussion ensued regarding the remote working policy for staff which is currently being prepared by HR and staff will be updated by their line manager regarding plans for the next academic year. It was noted that the guidelines will reflect government advice.
- **Strategic Working Groups:** new members of An Bord are welcome to join any of the relevant strategic project working groups those interested should deal directly with Professor Glennie'.
- **The Vaults:** following approval from An Bord, a working group was established and has met a number of times. At this time, we have had an independent evaluation and architectural review and a Heads of Agreement has been established with the letting agency. It was noted by An Bord that NCAD will seek HEA / ministerial approval of this lease in advance of approval by An Bord at a future meeting. This is as per the terms of our NCAD Act 1971. Planning permission for a change of use will be submitted to Dublin City Council. It was generally agreed that the space presents certainty in duration of the lease and clarity for a long term lease with workshops, offices and seminar spaces.
- **The Facilities Manager** interviews took place in June and Barry Kelly has been appointed.
- **Facilities:** an update was given on the Fire & Remediation programme of work. It was noted that we are waiting on final approval for the final tranche of monies from the HEA. Work schedules committed to by the contractor are on course for completion in early September. It was also noted a number of high risk items will be outstanding and will be required to be completed. However due to the pressures imposed by Covid-19 and the focus of not impinging on the student experience, a number of items might have to be completed during summer 2022. Over the coming weeks a revised schedule of works will be completed by the design team and presented to An Bord. A word of caution was discussed around the national increase in building costs across the country and in particular to material costs. At present, we have not been notified of any increased costs on our summer facilities improvement budget.

Patsey Bodkin left the meeting.

4.b. HEA Strategy and Performance:

A copy of the HEA Strategy and Performance presentation was circulated in advance of the meeting, deemed read and noted by An Bord.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

An ARC meeting was not scheduled to take place in advance of the meeting of An Bord and at this time, there is no further update to the Risk Register. As part of the annual scope of work, the Chair of the ARC is due to present a report from the committee to An Bord. In the coming days, Fred Goltz and Gerry McCoy will create a written report on the activities of the ARC over the last year and present this to An Bord.

ARC membership will be reviewed in the coming weeks. It was noted that An Bord is required to formally (re) appoint members of the ARC. A request for a formal letter of appointment for members to the ARC will be drawn up by An Bord at the September meeting.

5.a.i. IT/Ransomware Presentation (for noting):

A copy of the IT/Ransomware Presentation was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy gave an update. This presentation was given to staff in May and available on Workvivo.

6. MATTERS OF STRATEGIC IMPORTANCE: (AGENDA ITEM 6):

6.a. Annual ARC report:

As stated above in item 5.a., the annual ARC report will be created by Fred Goltz and Gerry McCoy in the coming days for distribution to An Bord in advance of the next meeting of An Bord.

6.b. Academic Year End Report Presentation:

A copy of the Academic Year End Report was circulated in advance of the meeting, deemed read and noted by An Bord.

Siún Hanrahan updated An Bord on the report. Assessment: cross-Department moderation (parity) plays a key role in the end of final year assessment process. COVID-measures reduced the scale of what was possible in this regard. If COVID-measures continue to be in place, attention will be given to ensuring an equally robust parity exercise within COVID-constraints moving forward.

The student survey, student forum updates and Trish O'Brien's Academic Council governance report will be provided to An Bord at the September meeting.

6.c. Pre-Budget 2021/2022:

Gerry McCoy shared a document with An Bord on the proposed 2021/2022 Pre-Budget. At this stage the budget is forecasting a surplus of over €300k for the academic year 2021/2022. A large number of assumptions were included in the presentation and it was noted a greater level of certainty will be able to be given later in this academic year. It was agreed a full forecast will be presented to An Bord at the September meeting.

i. Fire Remedial Budget Works Update

A copy of the Fire Remedial Budget Works Update was circulated in advance of the meeting, deemed read and noted by An Bord.

ii. Management Accounts Apr 2021

A copy of the Management Accounts was circulated in advance of the meeting, deemed read and noted by An Bord. It was noted a surplus is forecasted of €443,090 at the end of the financial year. Gerry McCoy presented the management accounts and he discussed the variances in spend and areas of potential concern. Due to staff limitations, our professional fees have increased in this financial year due to strategic projects, COVID expenses, Health & Safety and building works. As the management accounts beyond April 2021 are finalised, these will be distributed to An Bord.

6.d. Creative Futures Academy Presentation - Louise Allen in attendance

Louise Allen, the Programme Director of the Creative Futures Academy, a HEA Human Capital project, gave a presentation to An Bord on the aims of the programme and the work to date. She is leading the programme with all three colleges: NCAD, IADT and UCD (School of Arts and Humanities). The programme runs from October 2020 to 1st April 2025. The initial pilots for 2021 are within the School of Design, Fine Art and Visual Culture and a call out will be sent to staff in September for further cross school collaboration and module delivery.

7. BOARD 3 YEAR OBJECTIVES: (AGENDA ITEM 7):

7.a. POs:

- i. Elusian*
- ii. FormLabs*
- iii. Finalised HEA Submission P.O.*
- iv. Jenny Kavanagh Direct Award*
- v. Additional Counselling Service Memo*
- vi. Digital Hub*
- vii. Structex (Concourse)*
- viii. Clancy Moore/TAKA*

Copies of the PO paperwork were circulated in advance of the meeting, deemed read and noted by An Bord. All of these documents bar item V have gone through the final paperwork and relevant procurement procedures.

Items i-iv and vi-viii were **PROPOSED** by Fred Goltz, **SECONDED** by Sinead Ryan and **AGREED** by An Bord to **APPROVE** the POs listed.

Item v, Gerry McCoy gave an overview of the potential difficulty raised by the legacy issue of non compliant procurement for counselling services. It was noted that detailed discussion has been ongoing over the last number of months with legal representatives with a view to finalising an agreement. Gerry McCoy highlighted the difficulty in resolving the issue and key members of An Bord have been briefed on the progress in negotiations. An Bord raised their concerns and misgivings approving an item not procured correctly. An Bord would like to see this item resolved as quickly as possible. An Bord has agreed that this item is **APPROVED** and issued a directive to Gerry McCoy that the matter be resolved. Gerry McCoy confirmed that a full update and brief will continue to be provided to Richard Thorn and Fred Goltz (and shared with the ARC at the September meeting).

7.b. Update on Campus Works:

This item was not discussed at the meeting.

8. ANY OTHER BUSINESS: (AGENDA ITEM 8):

8.a. Ministerial Appointment to An Bord: following shortlisting and interviews, a recommendation has been made to the Minister and Sarah Glennie will update An Bord with the nominee once confirmation has been provided by the Minister's Office.

8.b. Confirmed dates for 2021-2022 Academic Calendar

- 21 September 2021 - 2pm - 4pm
- 2 November 2021 - 11am - 1pm
- 14 December 2021 - 11am - 1pm
- 25 January 2022 - 11am - 1pm
- 1 March 2022 - 11am - 1pm
- 12 April 2022 - 11am - 1pm
- 24 May 2022 - 11am - 1pm
- 21 June 2022 - 11am - 1pm

9. AGREED ACTION POINTS: (AGENDA ITEM 9):

- **4.a. The Vaults:** Proceed with a process including planning permission for a change of use will be submitted to Dublin City Council. Final ratification of the contract will be sought following ministerial approval.
- **5.a. Risk Register Review and Update:** In the coming days, Fred Goltz and Gerry McCoy will create a written report on the activities of the ARC over the last year and present this to An Bord.
- **5.a. Risk Register Review and Update:** RC membership will be reviewed in the coming weeks and a request for a formal letter of appointment for members to the ARC will be drawn up by An Bord at the September meeting.
- **6.b. Academic Year End Report Presentation:** The student survey, student forum updates and Trish O'Brien's Academic Council governance report will be provided to An Bord at the September meeting.
- **6.c. Pre-Budget 2021/2022:** The full forecast will be presented to An Bord at the September meeting.
- **6.c.ii. Management Accounts Apr 2021 :** As the management accounts beyond April 2021 are finalised, these will be distributed to An Bord.

The meeting concluded at 1.25 p.m.

Chairperson of An Bord

Dated