

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 2**  
**NOVEMBER 2021 AT 11am ON ZOOM**

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**PRESENT**

(Via Zoom): Dr Richard Thorn, Chairperson  
Dr Patsey Bodkin  
Claire Dowling  
Taffina Flood  
Frederick Goltz  
Professor Sarah Glennie, Director  
Bill Harris  
Jane McDaid  
Sarah O'Connor  
Christine O'Donovan (at 11.25am)  
Sinéad Ryan

**APOLOGIES:**

**IN ATTENDANCE:** Dr Siún Hanrahan, Interim Head of Academic Affairs & Research  
Leone Karakus, NCAD Staff Observer  
Gerry McCoy, Secretary  
Amy O'Hanlon

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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):**

There were no conflicts of interest.

**3. MINUTES: (AGENDA ITEM 3):**

**3.a. Minutes of the Meeting of An Bord held on 21 September 2021 for approval:**

A copy of the minutes of the meeting of An Bord held on 21 September 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Dr Patsey Bodkin, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 21 September 2021.

**3.b. Matters to be Reported from the Meeting of An Bord held on 21 September 2021 for approval:**

A copy of the matters to be reported of the meeting of An Bord held on 21 September 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Dr Patsey Bodkin, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the matters to be reported of the meeting of An Bord held on 21 September 2021.

**3.c. Matters arising from the meeting of An Bord held on 21 September 2021:**

The following matters arising where updated:

- **4.a. Executive Report:** As part of the NCAD review of policies and procedures a formal policy for retirees is being formulated. Gerry McCoy confirmed this should be complete by December meeting.
- It was agreed following the September training with new board members led by Aidan Horan of IPA, that Gerry McCoy will organise a further drop in sessions for staff on governance and the role of Directors; **Governance Toolbox Talks (short in nature)** once again led by Aidan Horan. As part of this process a note shall be circulated internally on the role of directors. Gerry McCoy stressed the importance that there should be alignment between the IPA session and the paper on Workvivo. Gerry McCoy also discussed rolling out this model for other governance related matters, ie Protected Disclosures et al.

#### 4. EXECUTIVE REPORT: (AGENDA ITEM 4):

##### 4.a. Introduction:

Claire Dowling was welcomed and introduced as a new member of An Bord. With 17 years experience as an experience designer and design strategist, Claire is creative director at Deloitte Digital Dublin. Working across industries and disciplines, Claire and her team apply design thinking to real world problems, tackling ‘wicked’ problems such as unemployment, social welfare, health, tax and financial services. A multi-award winning designer and art director, Claire has a background in both design and psychology. The Chair warmly welcomed Claire onto An Bord and all wished Claire every success.

##### 4.b. 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:

- Bill Harris made a suggestion on behalf of students for experimentation or exhibition space in this academic year. Possible space will be reviewed by Gerry McCoy. A new Yellow Box has been ordered and should be in place this month.
- **The Athena Swan staff survey** on gender and equality issues results will be shared with An Bord. It was noted that there is not a time limit on issues within this survey.
- **Institutional Review:**
  - An Bord congratulated the executive team and particularly Dr Siún Hanrahan on the preparation work in advance of the institutional review.
  - Career development for academic staff was highlighted as a need in 2017 Institutional Review. A further conversation will be had regarding non academic staff. Many roles are being reviewed as part of the NCAD Strategy.
  - A quality improvement plan will be developed following the final report from the Institutional Review.
- **Recruitment numbers:** in reviewing the staffing profile, there has been a reliance on part time hour contracts especially within Design. These are now being reviewed with a key to having full time roles which are cost neutral.
- **Creative Futures Academy (CFA):** it was noted that at the all staff CFA meetings in trimester 3 2020/21, staff were notified that the NCAD CFA advisory positions on the Academic Development Group would rotate each year.
- **Facilities upgrade:** An Bord thanked the team, staff and students for their patience and work on these upgrades on phase 1.

##### i. NCAD COVID Report

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

##### ii. Narrating the Nation Programme

A copy of the Narrating the Nation Programme was circulated in advance of the meeting, deemed read and noted by An Bord.

**iii. IT Update**

Gerry McCoy updated An Bord on the IT developments. This document will be shared in the Documentation folder following the meeting.

**iv. Health & Safety Update**

A copy of the Health & Safety Update was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy gave a high level review of work in progress.

**v. NCAD Newsletter Autumn 2, 2021**

A copy of the NCAD Newsletter Autumn 2, 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

**4.c. Conferring:**

It was confirmed with UCD that NCAD will be able to hold an in-person conferring event in the O'Reilly Hall on Monday November 15th. The day will be divided into two events in order to keep the numbers at appropriate levels and the conferring will happen remotely before the ceremonies. Splitting the ceremony allows us to plan the day in advance regardless of any updates to regulations and with due regard for everyone's safety.

The two sessions run as one morning (11am - School of Design & School of Visual Culture) and one afternoon (3pm - School of Fine Art and School of Education). It is anticipated each ceremony will last approx 1 hour. All members of An Bord are very welcome to attend.

**5. RISK: (AGENDA ITEM 5):**

**5.a. Risk Register Review and Update:**

Gerry McCoy shared the Risk Register Review document during the meeting.

He informed the board following a review, there are no further updates for this period. However, as pointed out in the Executive Report, there is an increase in confirmed COVID numbers on campus and the trajectory of risk is increasing as a result of the increase in numbers in society. Our COVID Student Manager will continue to communicate with students and staff regarding the NCAD protocols on campus.

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

**6.a. Executive Report: IT Update:**

This item is discussed within the Executive Report (item 04b iii).

Jane McDaid left the meeting at 12.10pm.

**6.b. Update on Strategic Projects:**

This item was discussed within the Executive Report and, as per the Matters Arising from the 21 September 2021 meeting, will be dealt with in detail at the meeting of An Bord in December.

**6.c. Communication Directors:**

- i. Informal
- ii. Formal
- iii. External (Web)

It was noted that following each meeting of An Bord, the approved Matters to be Reported are shared on the staff intranet Workvivo and published on the website.

As discussed in the Matters Arising, following the new members of An Bord induction training in September with Aidan Horan of IPA, Gerry McCoy is organising further training for An Bord through a **Governance Toolbox** session later in the academic year with Aidan Horan. Part of this exercise will be an update on Workvivo on the role of the elected staff members to the NCAD Bord.

**6.d. Thematic Update: Future Developments on Postgraduate Development / Research, Prof David Crowley:**

Professor David Crowley, Head of Visual Culture, joined the meeting at 12.05pm. David Crowley presented a short update on the Future Developments on Postgraduate Development / Research within the NCAD Strategy.

Postgraduate Development: David noted that the postgraduate studies are in a period of flux. NCAD can be proud of its offer but delivery is in a traditional mode. As part of his remit he is reviewing current postgraduate programmes to see how they can create more opportunities for cross programme integration. Presently he is overseeing an audit of the MAs at NCAD. The timing of this is fortuitous due to the Creative Futures Academy programme, as it is presenting practical opportunities regarding funding to test different models and it is allowing NCAD to think through what a more flexible approach to postgraduate study might be. There are various programmes that NCAD should be running. The space within socially engaged art practice, which the college is very strong at, NCAD is not well represented in our offer of programmes. Part of David Crowley's work is to provide good support to the staff who are leading in these areas to make sure that NCAD has the programmes while adapting to the new future landscape for postgraduate education. David Crowley is also supporting doctoral students on campus.

Success within this space will be NCAD thriving within the international context by running a large international research project at NCAD. A college of our size should be a significant player within this field. It is hoped that this project will also help NCAD to figure out how we can manage research within our resources.

The new Research & Innovation Strategy from the Government should be published soon and NCAD hopes to use this as an opportunity to establish its place in this environment as an advocate within our field.

**6.e. Management Letter from C&AG (for note):**

A copy of the Management Letter from C&AG was circulated in advance of the meeting. This item was brought to the attention of An Bord for noting.

**6.f. HEA Governance Review (for note):**

A copy of the HEA Governance Review document was circulated in advance of the meeting. This item was brought to the attention of An Bord for noting.

**7. ANY OTHER BUSINESS: (AGENDA ITEM 7):**

**7.a. Confirmed dates for 2021-2022 Academic Calendar**

- End November (incorporeal meeting): as part of the Code of Governance, each year NCAD must file draft Annual Financial Statements to the C&AG within two months of the end of the financial year. This draft needs approval from An Bord each November through an incorporeal meeting. The final draft Annual Financial Statements will be presented to An Bord for final approval later in the academic year.
- 14 December 2021 - 11am - 1pm - revised times will be discussed with members shortly.
- 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):**

- **3.c. Matters arising additional items:** It was agreed following the September training with new board members led by Aidan Horan of IPA, that Gerry McCoy will organise a further drop in sessions for staff on governance and the role of Directors; **Governance Toolbox Talks (short in nature)** once again led by Aidan Horan. As part of this process a note shall be circulated internally on the role of directors.
- **4.b. Executive Report:** Possible space for experimentation or exhibition will be reviewed by Gerry McCoy.
- **4.b.iii IT Update:** This document will be shared in the Documentation folder following the meeting.
- **7.a. Discussion around meeting in person:** Amy O'Hanlon will investigate an on site meeting for the December meeting of An Bord. An update will be given in the coming weeks. If a member of An Bord cannot attend in person, IT arrangements will be made. This meeting will also be a longer meeting than normal.

The meeting concluded at 12.40p.m.

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Chairperson of An Bord

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Dated