

**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 14  
JANUARY, 2020 AT  
12.00 PM IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS STREET, DUBLIN 8**

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**PRESENT:** Professor Sarah Glennie, Director  
Frederick Goltz via telephone  
Darragh Hogan  
Gráinne Murphy  
Christine O'Donovan  
Sonia O'Dwyer via telephone at 12.30pm  
Sinéad Ryan  
Rachel Tuffy

**APOLOGIES:** Dr Declan Long  
Jane McDaid  
Dr Richard Thorn, Chairperson  
Mark Carroll, Non-Academic Observer

**IN ATTENDANCE:** Dr Siún Hanrahan, Interim Head of Academic Affairs & Research  
Gerry McCoy, Secretary  
Amy O'Hanlon  
Cathy McCartney, Student Services & Admissions Officer (agenda item 6.a. At 12.35pm)

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In the absence of the Chairperson, Dr Richard Thorn, and within the Terms of Reference of An Bord, An Bord nominated Grainne Murphy as the Chair for this meeting. This was proposed by Christine O'Donovan, seconded by Sinead Ryan and **AGREED** by An Bord.

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

An Bord did not meet without executive members present at this meeting.

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

No conflicts of interest.

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

**3.a. Minutes of the meeting of An Bord held on 3 December 2019:**

Copies of the minutes of the meeting of An Bord held on 3 December 2019 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Sarah Glennie, **SECONDED** by Rachel Tuffy and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 3 December 2019.

**3.b. Matters to be Reported from the meeting of An Bord held on 3 December 2019:**

Copies of the Matters to be Reported from the meeting of An Bord held on 3 December 2019 were circulated in advance of the meeting, deemed read, noted and **APPROVED** by An Bord.

**3.c. Matters arising from the meeting of An Bord held on 3 December 2019:**

There were no matters arising.

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

Copies of the Executive Report were circulated in advance of the meeting, deemed read and noted by An Bord.

The following was noted:

- **HEA SALI** - we are waiting on feedback on our unsuccessful application.
- **HEA Human Capital Pillars** funding launched in late 2019. We are meeting with the HEA in January to discuss further and will work with NCAD Heads of Department on the applications. There are areas in Design where we can see potential. However these applications do take an enormous amount of time. The IUA support other universities with these partnerships and applications. However we cannot be a member of the IUA. Sarah Glennie to report back on NCAD's Human Capital Pillar application at the next meeting of An Bord.
- **Finance** - additional funding allocation from the HEA following a meeting in December 2019. This relates to year ending 2018/2019.
- Awaiting news from the HEA regarding going to tender on the **capital project**. Sarah Glennie will follow up with the HEA on behalf of An Bord following the meeting.

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

##### 5.a. Update on review of Risk Process:

Gerry McCoy provided an update on the Risk Management System currently under review. A draft Risk Management Policy and Risk Appetite Statement have been finalised and presented to the Audit and Risk Committee. These will be presented to An Bord at the 25 February meeting. In the interim GMC did not raise any significant changes to the current college risk register or any additional items of note.

##### 5.b. Procurement Update:

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

GMC noted procurement items a) Cleaning, b) waste management and c) security are due for renewal on 31st January 2020. All procurement documentation has been completed by NCAD and submitted to the Office of Public Procurement on time. We are now awaiting responses from the OGP. Contracts shall be extended until responses are received from OGP. Library management system tender will be presented to An Bord at the next meeting in February. A query was raised regarding insurance and GMC confirmed brokerage has been procured within guidelines and the broker (Marsh) is currently tendering to the market for underwriting.

##### 5.c. Potential future developments:

See above information in 5b.

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

##### 6.a. Update on student admissions and enrollment 2019-20 with trend analysis - Cathy McCartney Student Services & Admissions Officer:

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

This document was discussed by Cathy McCartney with An Bord.  
Cathy McCartney left the meeting at 1.17pm.

##### 6.b. HEI Environment Update:

A copy of the presentation will be shared in the Documentation folder following the meeting. Sarah Glennie presented a short update to An Bord.

The HEI Environment will be discussed in further detail with timelines and background documents at the meeting of An Bord on 25 February and an agreement on the process for the working group.

**6.c. Update on Strategy:**

See Executive report for further information.

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

**7.a.i. Management accounts to November 2019:**

Copies of the Management accounts documents were circulated in advance of the meeting, deemed read and noted by An Bord. A discussion ensued regarding management accounts.

Confirmed NCAD are on budget to November 2019. Additionally it was noted the C&AG will begin annual audit in February and this will continue in July.

**7.a.ii. Financial position overview:**

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

Gerry McCoy discussed the items in the presentation.

Please see page 5 of document 04b HEA Funding Meeting Agenda v2 from the meeting of An Bord 03/12/2019 for further information regarding pension v cumulative loss.

Gerry McCoy to research the ratio in pension / retirement costs against salary costs in other universities.

**7.a.iii. Orders over 25k - ESB:**

A copy of the document was circulated in advance of the meeting deemed read, proposed by Sinead Ryan, seconded by Christine O'Donovan and **APPROVED** by An Bord.

**7.a.iv. Information only Financial Statements y/e 2017/2018:**

Gerry McCoy to add a copy of this document to the Documentation folder for information only. It was confirmed that no material changes have been made to the financial statements that were presented previously.

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

**8.a. Designation Director Declaration 2019**

Gerry McCoy to distribute further information on the Designation Director Declaration 2019 to An Bord. Declaration are to be complete by 31st January 2020

**8.b. Schedule of Meetings of an Bord 2020:**

25 February 2020 time of this meeting has now changed to 2pm-4pm

7 April 2020

19 May 2020

23 June 2020

**8c. Student Grievance Appeal** will take place in January / February.

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

- Sarah Glennie to report back on NCAD's Human Capital at the next meeting of An Bord.
- Sarah Glennie, on behalf of An Bord, to contact the HEA regarding our capital project funding.

- Gerry McCoy to provide the draft Risk Management Policy and Risk Appetite Statement to An Bord at the 25 February meeting.
- The HEI Environment will be discussed in further detail with timelines and background documents at the meeting of An Bord on 25 February and an agreement on the process for the working group.
- Gerry McCoy to research the ratio in pension / retirement costs against salary costs in other universities.
- Gerry McCoy to add a copy of Financial Statements y/e 2017/2018 to the Documentation folder for information only.
- Gerry McCoy to distribute further information on the Designation Director Declaration 2019 to An Bord.

The meeting concluded at 1.55 p.m.

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Chairperson of An Bord

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Dated