

**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 25
FEBRUARY, 2020 AT 2.00 PM IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS STREET, DUBLIN 8**

- PRESENT:** Professor Sarah Glennie, Director
Darragh Hogan
Christine O'Donovan
Sinéad Ryan
Rachel Tuffy
Dr Declan Long
Jane McDaid
Dr Richard Thorn, Chairperson
Mark Carroll, Non-Academic Observer
- APOLOGIES:** Frederick Goltz
Gráinne Murphy
Sonia O'Dwyer
- IN ATTENDANCE:** Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Gerry McCoy, Secretary
Amy O'Hanlon

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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):

No conflicts of interest.

3. MINUTES: (AGENDA ITEM 3):

3.a. Minutes of the meeting of An Bord held on 14 January 2020:

Copies of the minutes of the meeting of An Bord held on 14 January 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 14 January 2020.

3.b. Matters to be Reported from the meeting of An Bord held on 14 January 2020:

Copies of the Matters to be Reported from the meeting of An Bord held on 14 January 2020 were circulated in advance of the meeting, deemed read, noted

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of An Bord held on 14 January 2020.

3.c. Matters arising from the meeting of An Bord held on 14 January 2020:

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:

- CAO application numbers are the highest application statistics on record for the last 10 years.
- The facilities issue is ongoing and being monitored.
- The ANNEXE - Diageo has fixed the main issue and there are ongoing repairs which they are progressing.
- The Powers Family Foundation has committed funding over the next two years for the NCAD Field which includes the funding and management of an apiary.
- Two flexible routes to undergraduate study will be going forward to UCD for approval for commencement in September 2020: a part-time route through the Visual Culture BA Hons and a Higher Diploma in Art developed through the CEAD programme.
- NCAD signed the MOU with the National Museum of Ireland on February 18th, which launched a strategic partnership to support teaching in NCAD and develop shared research interests including an international conference in 2021 addressing the role of Museums in telling national histories.
- L'Internationale Conference will take place in April here at NCAD. This is a three day conference with research on display in the gallery from 19 March. We have partnered with IMMA and the Arts Council.
- HR: we met with the Department of Education & Skills in January regarding part time staff contracts and discussions are underway with SIPTU in consultation with the DES.

5. RISK: (AGENDA ITEM 5):

5.a. Procurement Update - verbal:

See below item 7.a.iii.

5.b. Risk Appetite & Risk Management Policies:

Copies of the Risk Appetite & Risk Management Policies documents were circulated in advance of the meeting, deemed read and noted. These documents were reviewed by the Audit & Risk Committee and recommendations were made.

The Risk Appetite Statement outlines An Bord's approach to risk for the college.

Subject to changes, the policies were proposed by Darragh Hogan, seconded by Sarah Glennie and was deemed **APPROVED** by An Bord.

Gerry McCoy will include these documents in the Bord folder.

5.c. Risk Register Update:

A Copy of the Risk Register document was circulated in advance of the meeting, deemed read and noted.

This document was reviewed by the Audit & Risk Committee and changes are reflected within the version presented. Following an in depth discussion a number of recommendations were made by An Bord involving order of risks and scoring. These recommendations will be made in the coming days and presented to the Audit & Risk Committee at their next meeting.

This will be a standing agenda item going forward.

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

6.a. HEI Environment Update:

Summary presentation given by Sarah Glennie following the two meetings with the HEI Landscape working group and with Mark Rogers, UCD. We aim to have an MOA extension signed by August with UCD. The duration of the MOA will be determined as part of the negotiations.

The HEI Environment Update analysis will be brought to CMT, then the working group and presented to An Bord at the September meeting.

Further to the above, Sarah Glennie and Chairperson to meet with the Department of Education & Skills in May/June regarding a number of items including NCADs HEI Environment.

6.b. HEA Human Capital Initiative:

Presentation given by Sarah Glennie. NCAD will apply under Pillar 3 of the HEA Human Capital Initiative with a deadline of 24 March. Our industry partners are the Arts Council, IDI, ICAD, DCCI. NCAD's programme is aimed at Creative Sector Professional Development ranging from individual practitioners, SMEs, design practitioners, arts professionals, cultural producers and designers in industry. The aim is a creative re-charge / re-connect space for an industry that requires agility, resilience, enterprise and critical engagement.

Sinéad Ryan left the meeting at 3.30pm.

6.c. Update on campus development working group and HEA capital funding:

HEA capital funding has been confirmed and we are going to tender for the full scale of the project. This is for the initial grant of €2.2 million allowing work to take place in the summer months. The additional amount will be given in 2021 and this work will take place in 2021.

The Campus development working group update was given by Sarah Glennie. A facilitated process will now begin to identify the future campus needs with an outline of HEA Capital request for 2021/22. This will provide us with a brief and allow us to develop a high level campus development framework.

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

7a. Obj 1 - Financial

7.a.i. Management accounts to December 2019:

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

7.a.ii. Pilot Scheme Share Services payroll processing - presentation by Marguerite Coll:

A presentation was given by Marguerite Coll, Head of HR and Staff Development and discussed by An Bord.

An Bord gave permission for this conversation regarding the pilot scheme to continue.

Before the college executive enters into signing an MOU additional assurances are required:

At this time, this pilot scheme has been conditionally approved by An Bord subject to further information/clarification:

1. The annual projected cost of the running and maintenance of the system following Proof of Concept phase. In particular, the software costs to host payroll software outside of the shared services model.
2. A detailed project plan including project team structures, governance structures, project plan/works plan and risk register to be shared with An Bord.
3. Project Sponsors (ESBS) and Educampus to present project plans and risk register/mitigants to a sub-group of An Bord including the Chair.

It is envisaged that following the clarification outlined above, the sub-group will revert with a recommendation at the 7th April meeting of An Bord.

7.a.iii. Orders over 25k:

1. OBFA
2. Temporary Contract Paragon

3. Temporary Contract Access Waste
4. Temporary Contract Momentum
5. DHR (PR services)
6. Insurance up to €130k
7. Library Management System
8. UCD Annual Fee
9. Procurement Procedures Temporary Staffing via Employment Agency

A copy of the documents were circulated in advance of the meeting deemed read, and **APPROVED** by An Bord.

7.a.iv. Authorise college credit card for G.McCoy. Limit €5,000:

An Bord **approved** the authorising of a college credit card for Gerry McCoy with a limit of €5,000. This was proposed by Sarah Glennie and agreed by An Bord.

7.a.v. Renewal of lease for 101/102 James Street encompassing 58 Thomas Street. Diageo.

These items were deferred until the April meeting as we are waiting on legal documentation from Diageo.

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

8.a. Director's Annual Review 2019

This document was signed by the Chairperson.

8.b. Schedule of Meetings of An Bord 2020

7 April 2020
19 May 2020
23 June 2020

8.c. Gráinne Murphy

One of the student representatives on An Bord, has taken Time-out from college studies, effective from September 2019 to September 2020. The discussion was to confirm that, although Gráinne Murphy is on time-out, she is still a registered student of the College. Thereafter, while time-out may be extended, the student no longer has an automatic right of return and will be deemed not to be a registered student of the college.

Gráinne Murphy is eligible to continue as a member of An Bord until September. If at that point she is not yet in a position to resume her studies, an election will need to be held to identify a replacement student representative on An Bord.

Confirmation was also given that student representation is secured by internal means (election) and notified to the Minister.

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

- **Risk Appetite & Risk Management Policies:** subject to changes the documents were approved by An Bord. Gerry McCoy to include these documents in the Bord folder.
- **Risk Register:** This will be a standing agenda item going forward.
- **HEI Environment Update:** The HEI Environment Update analysis to begin. Following this, the results will be brought to CMT, then the working group and presented to An Bord at the September meeting.
- **HEI Environment Update:** Sarah Glennie and Chairperson to meet with the Department of Education & Skills in May/June regarding a number of items including NCADs HEI Environment.

- **Renewal of lease for 101/102 James Street encompassing 58 Thomas Street, Diageo:** this item is to be included in the April meeting of An Bord.
- **Pilot Scheme Share Services payroll processing:** An Bord gave permission for this conversation regarding the pilot scheme to continue.

Before the college executive enters into signing an MOU additional assurances are required:

At this time, this pilot scheme has been conditionally approved by An Bord subject to further information/clarification:

1. The annual projected cost of the running and maintenance of the system following Proof of Concept phase. In particular, the software costs to host payroll software outside of the shared services model.
2. A detailed project plan including project team structures, governance structures, project plan/works plan and risk register to be shared with An Bord.
3. Project Sponsors (ESBS) and Educampus to present project plans and risk register/mitigants to a sub-group of An Bord including the Chair.

The meeting concluded at 4.30 p.m.

Chairperson of An Bord

Dated