

MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 7 APRIL, 2020 AT 12.00 PM ON ZOOM

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
Frederick Goltz
Sonia O'Dwyer

APOLOGIES: Gráinne Murphy

IN ATTENDANCE: Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Gerry McCoy, Secretary
Amy O'Hanlon
Marguerite Coll, Head of HR and Staff Development

--§--

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 25 February 2020:

Copies of the minutes of the meeting of An Bord held on 25 February 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 25 February 2020.

3.b. Matters to be Reported from the meeting of An Bord held on 25 February 2020:

Copies of the Matters to be Reported from the meeting of An Bord held on 25 February 2020 were circulated in advance of the meeting, deemed read, noted.

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of An Bord held on 25 February 2020.

3.c. Matters arising from the meeting of An Bord held on 14 February 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 items were noted:

- **Teaching and Learning:** In line with the Government Directive the College closed on March 12th. Remote teaching was established from March 18th (earlier in some cases) and is now well established in each area. A summary of activities from a number of areas was included with this report. A Digital Teaching Learning Group has been established to support staff in this transition with a shared digital platform for staff with tutorials/resources and examples of good practice.
- **Student Welfare:** The student counsellor, doctor, and teaching and learning supports have remained active since closure. A survey was issued to all students to track their digital capability and interventions have been put in place by the College to support students with particular needs. A register of 'non-engaging' students has been developed in each department with direct contact made with all students not in contact to ensure their well-being. All international students have had regular and direct contact from the international office.
- **HR/Staff Welfare:** The Employee Assistance Programme is operating remotely and staff have been reminded of this support on regular occasions. HR has a live register of all staff self-isolating or requiring leave from work due to COVID symptoms. In line with requests from the DES a register is in place of all staff who are fit for work but are unable to continue to work remotely and they have been added to the public service register for redeployment. This register also tracks contingency plans in place in the case of staff sickness.
- **Student/Staff Communications:** Daily emails are issued to staff and students with updates on COVID planning and day to day activities. A micro-site has been established for staff and students with information on the COVID crisis and College response.
- **Campus Arrangements:** Paragon Security have a daily presence on the campus and the NCAD maintenance staff are on site weekly to undertake checks.
- **Finance/Payroll:** Virtual systems are now in place for procurement and purchase orders. Payroll was run successfully at the end of March.
- **Emergency Supports:** Excess stocks of PPE equipment were delivered to the Red Cross. The medical devices team are part of an initiative to produce visors and the College has confirmed to the HEA that parts of the campus can be made available for government use if required.
- **HEA Human Capital Initiative:** We completed our application to the HCI Pillar 3. NCAD is the lead partner in a bid with IADT and UCD. Our application focuses on the creative sector as the industry that we need to remain relevant to with a focus on a Creative Skills Academy with NCAD's application focusing on continuous professional development for creative practitioners/creative SME's. NCAD is also a partner in an application led by Dublin Business School and the NDRC.
- **UCD:** The Recognised College Meeting took place in early March. The President confirmed UCD's intention to renew the MOA with a suggested timeframe of 10 years.

An Bord thanked the NCAD staff for their support and guidance to students at this time.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Update:

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

Gerry McCoy shared and discussed the new risks to NCAD. There are four new risks related to COVID-19 (items 1-4 in the Risk Register). One risk will be expanded on regarding planned campus improvements during the summer. This document was discussed and recommended at the Audit and Risk Committee meeting on the morning of 7 April 2020.

5.b. Update from ARC meeting Tuesday 7 April 2020:

Fred Goltz updated An Bord regarding the ARC meeting on Tuesday 7 April which consisted of item 5.a. An IT audit will begin on 28 April 2020 as scheduled. It was noted that the NCAD IT team continues to provide great support to the staff and students.

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

6.a. COVID-19: Timeframe and approaches to academic assessment:

6.a.i. / 6.a.ii. - COVID-19 Operational Plans and Timeline:

Copies of the COVID-19 operational plans and timeline were circulated in advance of the meeting, deemed read and noted by An Bord.

Sarah Glennie discussed the principles, operational plans and timeline. Since 13 March 2020, NCAD has signalled to continuing students that their teaching, learning and assessment will continue remotely. The two operational plans for final year students' timeline were discussed. It was noted that these documents have been discussed with Heads of School, Heads of Department, and Academic Council which includes the President and Vice President of the Students Union. NCAD are aware that other art and design colleges in Ireland are moving to online assessment and exhibition.

Items to consider:

- The campus opening hours in the summer.
- Additional time for campus opening to allow technicians to ensure that all areas are functional in advance of final year's return and that health and safety items are in place.

Please note that an update will be given to continuing and final year students in each department on Wednesday 8 April followed by remote meetings per all departments which will be attended by their Head of School/Department and Sarah Glennie.

6.a.iii. NCAD Safety Net Policy:

A copy of the NCAD Safety Net Policy was circulated in advance of the meeting, deemed read and noted by An Bord.

Siún Hanrahan discussed the policy with An Bord. It was noted that this document has been discussed with Heads of School, Heads of Department, and Academic Council which includes the President and Vice President of the Students Union.

An agenda item to consider at a future meeting of the Academic Council is the review of the assessment point within the undergraduate Fine Art timeline.

The above documents were approved by An Bord.

6.b. Update on financial situation and key indicators:

These are identified in risk 3 in the new Risk Register Update.

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

7a. Obj 1 - Financial

7.a.i. Management accounts to February 2020:

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

Gerry McCoy highlighted issues in the budgetary projections for 2019/20. Further analysis is required regarding two subheadings:

- a. Pension Payroll estimates
- b. Admin regarding attendants payroll estimates.

It was reinforced that the variances relate to the budgetary process only.

Gerry McCoy notified An Bord of exceptional COVID-19 expenses to day which currently are circa €28,000 and that these include travel insurance costs and refunds to students for cancelled travel costs to Berlin, Munich and Milan.

7.a.ii. Orders over 25k:

Refund of student travel Berlin, Munich, Milan: These orders do not exceed €25,000..

7.iii. Calendar of items for board consideration:

Gerry McCoy will distribute the yearly calendar of An Bord actions at a future date.

It was noted that at the next meeting of An Bord, and to ensure business continuity, the following items will be on the agenda:

- a. An update on Health and Safety tender process
- b. An update on Capital Development plan
- c. An update on the NCAD Strategy.

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

8.a. Schedule of Meetings of An Bord 2020

19 May 2020

23 June 2020

8.b. Proposed dates for 2020-2021 Academic Calendar

15th September 2020

20th October 2020

1st December 2020

26th January 2021

2nd March 2021

13th April 2021

25th May 2021

22th June 2021

8.c. HEA Governance Statement 2018-19:

Sarah Glennie and Gerry McCoy are finalising the HEA Governance Statement 2018-19 document. This shall be reviewed by Richard Thorn and sent to the HEA in the coming week.

8.d. Letter to the Minister - statement of financial controls:

The Letter to the Minister will be finalised in the coming weeks and shared with An Bord in advance of being sent to the Minister.

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

- HEA Governance Statement: to be finalised by Sarah Glennie and Gerry McCoy and reviewed by Richard Thorn before submission to the HEA.
- Letter to the Minister: to be finalised, shared with An Bord and forwarded to the Minister.
- An update on: Health & Safety; Capital Development and the NCAD Strategy will be agenda items at the next meeting of An Bord.

The meeting concluded at 1.30 p.m.

Chairperson of An Bord

Dated