

**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 19 MAY,
2020 AT 12.00 PM ON ZOOM**

PRESENT

(Via Zoom): 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
Gráinne Murphy

APOLOGIES:

IN ATTENDANCE: Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
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):

No conflicts of interest.

3. MINUTES: (AGENDA ITEM 3):**3.a. Minutes of the meeting of An Bord held on 7 April 2020:**

Copies of the minutes of the meeting of An Bord held on 7 April 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Sarah Glennie, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 7 April 2020.

3.b. Matters to be Reported from the meeting of An Bord held on 7 April 2020:

Copies of the Matters to be Reported from the meeting of An Bord held on 7 April 2020 were circulated in advance of the meeting, deemed read, noted.

It was **PROPOSED** by Sarah Glennie, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of An Bord held on 7 April 2020.

3.c. Matters arising from the meeting of An Bord held on 7 April 2020:

There were no matters arising.

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 items were noted:

- **Teaching and Learning:** Remote teaching has continued in all areas with assessments for continuing students completed. Submissions rates were good and staff have reported strong engagement and a high quality of work. Formal teaching for graduating studio students finished on May 15th but they are continuing to work towards an extended submission deadline of June 29th. We have notified all graduating students that a return to campus in June will not be possible in accordance with Government guidelines. Arrangements are being made post May 18th for graduating students to access the Campus to retrieve items essential to aid their assessment. This will be scheduled against priority needs and managed on a timetabled basis. Following a series of meetings held with all graduating students before Easter, plans are continuing to facilitate a Maker's Month and for a public programme of graduate work on campus and virtually to start in September subject to Government guidelines. All staff were thanked for their ongoing work in this area.
- **Examination and Assessment:** A framework for alternative assessment was approved by the Academic Council on May 6th following consultation with staff and the student reps. Learning outcomes have remained the same but deliverables have been changed to reflect the closure of the studios. These changes were approved by the Academic Council. A separate report on the alternative assessment arrangements put in place will be tabled at the meeting. A short term contract has been put in place to support the technical delivery of the online assessment with guidelines distributed to staff and students and support workshops scheduled during May.
- **Student Welfare:** The student counsellor, doctor, and teaching and learning supports have remained active since closure and we have received very positive feedback from the students that the support provided has been very beneficial. The NCADSU has remained active in engaging the student body through online events and exhibitions. The Vice President of NCADSU was voted in as the President for the 2020/21 academic year. Daily communications have continued with staff from the Head of Academic Affairs.
- **HR/Staff Welfare:** 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. At this point no staff have been redeployed. HR organised a number of events for staff as part of IBEC's National Wellbeing at Work Day and informal virtual lunches have begun on a regular basis. A micro-site has been established for staff and students with information on the COVID crisis and College response: <https://www.ncad.ie/about/covid-19-coronavirus-resources> We held our first virtual staff meeting on Monday with 105 staff members. These will continue monthly.
- **Campus Arrangements:** Paragon security have a daily presence on the campus and the essential workers are checking the site weekly.
- **Finance/Payroll:** Virtual systems are now in place for procurement and purchase orders. Payroll was run successfully at the end of April.
- **HEA Engagement:** An outline of NCAD's contingency planning for the next Academic Year was presented to the HEA. This highlighted the challenges that social distancing places on studio/lab based learning and a specific risk of deferment that NCAD sees as particular to Art and Design education where students may have concerns about less studio access. A number of productive conversations have been held since with assurances that NCAD will be included in sectoral working groups mapping the HEI landscape next year with a particular focus on studio/lab based teaching.

4.b. Operational Plan Update:

i. Close out academic year

Copies of the documents were shared in advance of the meeting, deemed read and noted by An Bord. Siún Hanrahan discussed the documents. Academic Council have approved the Assessment for Final Year Students Documentation following a meeting in May. The elements of assessment and recordings of the viva were also discussed with the Student Forum. NCAD has agreed a process where Heads Of Department can ask for permission to retain certain work by final year students.

An Bord congratulated the staff on the online assessment documentation.

It was suggested that at some stage in the future, the college should reflect on how Teaching and Learning, assessment, governance etc has changed and adapted in light of COVID-19.

ii. Planning for academic year 2020/2021

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

Sarah Glennie discussed the planning and risks.

There are four working groups now set up to plan for the academic year 2020/2021. These include:

1. Operations (H&S, facilities planning)
2. Teaching and Learning
3. Digital Infrastructure
4. Engagement (internal/external communication, recruitment, public engagement)

These working groups report to CMT. Meetings have begun and will continue over the coming months. These frameworks covering operational and academic plans, will need approval from An Bord and Academic Council in June/July with detailed planning and approvals in September. Planning is in motion to begin the academic year in early October. Confirmation will be made in late summer.

Action: NCAD planning for the academic year 2020/21 risks and how the plan addresses these will be discussed at the June meeting along with the developed plans.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

A copy of the Risk Register Review and Update was tabled at the meeting and noted.

Gerry McCoy and Fred Goltz discussed the Audit and Risk Committee meeting which took place in advance of the meeting of An Bord. The focus of the meeting related to the COVID-19 impact on the Risk Register.

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

6a. Strategic Plan Update:

Sarah Glennie updated An Bord on the Strategic Plan.

CMT has focused on responding to COVID-19 and as a result specific strands Strategic Delivery have temporarily stalled in the current crises as all the senior team have been occupied with emergency planning. It was noted many of the objectives of the Strategic Plan are being re prioritized as a result of response to COVID-19. The example of the Teaching and Learning Project Group will be incorporated into the planning for the next academic year which will require significant development of new teaching and learning models.

The priority for NCAD at this stage is to re-imagine 2020/21 and changes within Teaching and Learning, Engagement and other areas will be mapped against our Strategic Plan. Our Teaching and Learning funding has been given a project extension and we hope to dedicate a teaching and learning position within the campus to support and monitor this area in 2020/21.

Campus Development meetings will begin later in the year. However, our implementation plans for our strategic development and these priorities will be reviewed.

Action: Sarah to discuss with HEA and other stakeholders whether staff support in specific areas can be given by these stakeholders.

6b. An Bord Review:

Gerry McCoy discussed the Code of Governance and the requirement for an annual review and external review to take place every three years. A mini tender shall be created to progress over the coming months. This was APPROVED by An Bord.

Action: Gerry McCoy to investigate the appointment of a company for An Bord's external annual review.

6c. An Bord Work Plan:

A copy of An Bord Work Plan was shared in advance, deemed read and noted by An Bord. Gerry McCoy discussed the Work Plan.

Action: The June meeting of An Bord will include the agenda items:

- Proposal for extension of the UCD MOU
- Restrictions / technology risks against our strategy.

Action: An additional meeting of An Bord will take place on 21 July to:

- Approve the Annual Budget for 2020/21
- Review and approve the academic planning 2020/21.

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

7a. Obj 1 - Financial

7a.i. Management accounts to April 2020:

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

Gerry McCoy discussed the Management accounts. GMC discussed the details of the budget and management accounts which are in surplus to April 30th.

GMC outlined the challenges over the coming months which are the collection of student fees.

Outstanding student fees have reduced significantly and will be continuously managed over the coming months. There have been some campus savings however we do have additional COVID spend.

7a.ii. Update on Cashflow:

Current forecasts are that cashflow will have a pinch point in September most likely due to the start date of the academic year. Updated cash flow and projections have been submitted to HEA. Key uncertainties relate to:

- a) Certainties over future income
- b) Unknown costs related to COVID-19
- c) Capital Expenditure related to COVID-19.

7a.iii. Procurement Update:

An update on procurement was tabled at the meeting at which the below items were deemed approved. These were noted by An Bord.

7a.iv. Orders over 25k:

1. Innovate

An additional €25,000 spend was approved by An Bord.

2. Grosvenor Cleaning Services

A copy of the Grosvenor Cleaning Services Documentation was shared in advance of the meeting, deemed read and noted by An Bord.

An appeal from Momentum has been made against NCAD regarding the cleaning services procurement which has been awarded to Grosvenor Cleaning Services. The OGP has directed us to continue with the award to Grosvenor Cleaning Services. Gerry McCoy will continue to update An Bord on this appeal and will discuss the award with our solicitor.

On condition of the Momentum appeal reviewed by our solicitors, Grosvenor Cleaning Services was awarded the cleaning contract and was proposed by Christine O'Donovan, seconded by Fred Goltz and APPROVED by An Bord.

7b. Health & Safety Tender:

A copy of the Health & Safety Tender was shared in advance of the meeting, deemed read and noted by An Bord. Once the tender process is concluded in the summer, the proposed tender will need to be approved by An Bord.

Separately GMC brought to An Bord's attention, that there is an absence of a Health & Safety committee, which is a requirement of the Safety, Health and Welfare at Work Act 2005. It was acknowledged as a requirement for returning to campus in September. GMC assured An Bord that it shall be reconstituted at the beginning of the new academic year.

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

8.a. Schedule of Meetings of An Bord 2020

23 June 2020 - 11am - 1pm - approved by An Bord
21st July 2020 - 11am - 1pm - approved by An Bord

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

15th September 2020
20th October 2020
1st December 2020
26th January 2021
2nd March 2021
13th April 2021
25th May 2021
22th June 2021

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

- **Item 4.b.i.:** It was suggested that at some stage in the future, the college should reflect on how Teaching and Learning, assessment, governance etc has changed and adapted in light of COVID-19.
- **Item 4.b.ii.:** NCAD planning for the academic year 2020/21 risks and how the plan addresses these will be discussed at the June meeting along with the developed plans.
- **Item 6.a.:** Sarah to discuss with HEA and other stakeholders whether staff support in specific areas can be given by these stakeholders.
- **Item 6.b.:** Gerry McCoy to investigate the appointment of a company for An Bord's external annual review.
- **Item 6.c.:** The June meeting of An Bord will include the agenda items:
 - The extension of the UCD MOU
 - Restrictions / technology risks against our strategy.
- **Item 6.c.:** An additional meeting of An Bord will take place on 21 July to:
 - Approve the Annual Budget for 2020/21
 - Review and approve the academic planning 2020/21.
- **Item 7.a.iv.2:** Gerry McCoy to request that our solicitors review the appeal made by Momentum regarding the cleaning award and procurement.

The meeting concluded at 2.00 p.m.

Chairperson of An Bord

Dated