

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON
TUESDAY 22 SEPTEMBER, 2020 AT
11.00 AM ON ZOOM

PRESENT

(Via Zoom): Professor Sarah Glennie, Director
Darragh Hogan
Christine O'Donovan
Dr Declan Long
Jane McDaid
Sonia O'Dwyer
Dr Richard Thorn, Chairperson
Frederick Goltz
Gráinne Murphy
Sinéad Ryan

APOLOGIES: Rachel Tuffy

IN ATTENDANCE: Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Mark Carroll, Non-Academic 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):

No conflicts of interest.

3. MINUTES: (AGENDA ITEM 3):

3.a. Minutes of the meeting of An Bord held on 21 July 2020:

Copies of the minutes of the meeting of An Bord held on 21 July 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Fred Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 21 July 2020.

3.b. Matters to be Reported from the meeting of An Bord held on 21 July 2020:

Copies of the Matters to be Reported from the meeting of An Bord held on 21 July 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Fred Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of the meeting of An Bord held on 21 July 2020.

3.c. Matters arising from the meeting of An Bord held on 21 July 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 additional items were noted:

- An Bord congratulated Sarah Glennie and all associated staff on the launch of the digital graduate catalogue remotely with Minister Simon Harris on Monday 21 September. We will begin investigating the 2021 Graduate Showcase.
- The Health and Safety Committee will reconvene in October and Gerry McCoy indicated that an external company will be contracted to ensure that the committee complies with up to date health and safety requirements. Localised mandatory health and safety training is ongoing.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

Gerry McCoy updated An Bord. The Audit and Risk Committee (ARC) meeting takes place next week. The recommendation to the ARC will include four changes to the top priority risks and these will be reported to An Bord at the November meeting. These risks relate to the impact of COVID-19.

5.b. Assurance Mapping Audit:

A copy of the Assurance Mapping Audit was circulated in advance of the meeting, deemed read and noted by An Bord. This document will assist NCAD to map against the 3 Year Objectives for An Bord.

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

6.a. MoA UCD:

Copies of the MoA UCD documentation were circulated in advance of the meeting, deemed read and noted by An Bord. The Chairperson thanked Christine O'Donovan for reviewing these documents.

UCD granted an extension of the existing MoA until the end of December 2020.

A proposal was made to adopt a new MoA that covers the period from 1st January 2021 for a five year period with a right to break clause for both parties in year 3.

The MoA UCD was **PROPOSED** by Christine O'Donovan, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the MoA UCD.

6.b. Review of 3 Year Objectives for An Bord:

A copy of the Review of 3 Year Objectives for An Bord was circulated in advance of the meeting, deemed read and noted by An Bord.

It was proposed that Gerry McCoy, Siún Hanrahan and Sarah Glennie will set an agenda item against these objectives for the next meeting of An Bord. These objectives will also be reviewed following the External Board Review and will be considered against the Assurance Mapping Audit.

Mark Carroll left the meeting at 12.30pm.

Geraldine Fahy from Not Just Governance has been appointed as the external auditor for the External Board Review. Ms Fahy introduced herself to An Bord at the meeting. She will contact members of An Bord shortly to begin the External Board Review which can take place through a questionnaire and/or a conversation.

6.c. Update on planning for 2020/21 Academic Year:

Sarah Glennie presented an update on planning for the 2020/21 Academic Year. This presentation will be shared with An Bord.

NCAD has three working groups to manage the planning:

1. Operations (safety, staff, facilities, crisis planning)
2. Engagement (student, staff, external, crisis planning)
3. Teaching & Learning (T&L operations, student experience, digital T&L, academic oversight, crisis planning).

We have progressed with the addition of the following staff support for the first trimester:

1. COVID Manager
2. COVID HR Manager
3. COVID Student Support Officer.

Presently, studios/workshops have been adapted to maintain 2 metres social distancing. We have also put in place mandatory face covering when inside buildings on campus. This is in addition to a clean desk policy and an increase in cleaning. We will have COVID and room capacity signage across the campus from next week and are finalising student compliance policies.

This week, we will be communicating the following to all continuing students:

- A student short guide
- A short welcome back video
- A student return to campus declaration form.

Staff communications take the form of weekly meetings and communications until the campus reopens, online training and school and department meetings. There are staff concerns regarding risks and compliance which are being considered and there are a number of changes with programmes which will be finalised at the Academic Council meeting on 23 September 2020.

An Bord thanked the staff who have put in place all of the above work and the precautions being put in place.

It was agreed that the Audit and Risk Committee will have oversight of the Risk associated with COVID-19 planning.

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

7.a. Obj 1 - Financial

7.a.i. Financial Budget (2020/2021):

A copy of the Financial Budget 2020/2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy discussed the Financial Budget 2020/2021 presentation which will be shared with An Bord following the meeting.

These documents will be discussed in detail at the Audit and Risk Committee meeting next week.

Subject to approval from the ARC, it was **PROPOSED** by Gráinne Murphy, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Financial Budget for 2020-2021.

Jane McDaid left the meeting.

7.a.ii. Procurement Update:

7.a.ii.1. General Update:

Gerry McCoy introduced the documents listed in points 7.a.ii.1 - 7.a.ii.4.

7.a.ii.2. Annual Orders 2020/21:

A copy of the Annual Orders 2020/21 was circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Procurement Annual Orders 2020-2021.

7.a.ii.3. Laptop Order:

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

It was **PROPOSED** by Fred Goltz, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the Laptop Order.

7.a.ii.4. Fire Remediation Tender:

A copy of the Fire Remediation Tender was circulated in advance of the meeting, and upon recommendation of An Bord subcommittee who reviewed the tender documents, deemed read and noted by An Bord. The tender will require HEA approval before work can commence.

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the Fire Remediation Tender.

7.b. Obj 2 - HR

7.b.1 Staff Progression Policy:

A copy of the Staff Progression Policy was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy will review these changes against An Bord's Terms of Reference.

It was **PROPOSED** by Fred Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the Staff Progression Policy.

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

8.a. Schedule of Meetings of An Bord 2020/2021 (11am - 1pm):

03rd November 2020
15th December 2020
26th January 2021
2nd March 2021
13th April 2021
25th May 2021
22nd June 2021

8.b. Annual Student Fee Policy 2020-21:

Copies of the Annual Student Fee Policy 2020-21 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Declan Long, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the Annual Student Fee Policy 2020-21.

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

- **6.c. Update on planning for 2020/21 Academic Year:** the Audit and Risk Committee will review the NCAD COVID Planning moving forward.
- **6.b. Review of 3 Year Objectives for An Bord:** It was proposed that Gerry McCoy, Siún Hanrahan and Sarah Glennie will set an agenda item against these objectives for the next meeting of An Bord. These objectives will also be reviewed following the External Board Review and will be considered against the Assurance Mapping Audit.
- **7.b.1 Staff Progression Policy:** Gerry McCoy will review these changes against An Bord's Terms of Reference.

The meeting concluded at 1.32 p.m.

Chairperson of An Bord

Dated