

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D.,**  
**HELD ON TUESDAY 3 NOVEMBER, 2020 AT**  
**11.00 AM ON ZOOM**

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**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 22 September 2020:**

Copies of the minutes of the meeting of An Bord held on 22 September 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 22 September 2020.

**3.b. Matters to be Reported from the meeting of An Bord held on 22 September 2020:**

Copies of the Matters to be Reported from the meeting of An Bord held on 22 September 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Darragh Hogan **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of Meeting of An Bord held on 22 September 2020.

**3.c. Matters arising from the meeting of An Bord held on 22 September 2020:**

There were no matters arising.

### **3.d. Minutes of the Incorporal Meeting of An Bord held on 21 October 2020:**

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

It was **PROPOSED** by Sinéad Ryan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Minutes of Incorporal Meeting of An Bord held on 21 October 2020.

### **3.e. Matters to be Reported from the Meeting of An Bord held on 21 October 2020:**

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

It was **PROPOSED** by Sinéad Ryan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of the Incorporal Meeting of An Bord held on 21 October 2020.

## **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.

Sarah Glennie's COVID figures update will be shared in the Documentation folder following the meeting. The following additional items were noted:

- **HEA Human Capital Initiative update:** Creative Futures Academy  
Sarah Glennie shared a short presentation with An Bord regarding the Creative Futures Academy which will be added to the Documentation Folder following the meeting. NCAD will advertise for a Programme Manager and an Academic Lead in the coming weeks. A rebudget of the project will be finalised by all three partners by mid December 2020. The ARC will undertake a risk assessment of the project in the coming months.
- **Retirement:** After 41 years, Colette O'Sullivan retired on Friday 30 October. The chairperson will communicate with Ms O'Sullivan on behalf of An Bord.
- **A Retirement update** will be included in the January 2021 meeting and future meetings.
- **A Health & Safety update** will be a regular item on the agenda moving forward.
- It was noted that the HEA have approved the signing of the **Health & Safety Tender**. Gerry McCoy noted that the contract shall be for the full tendered amount of circa €2.9m but only phase 1 is sanctioned and additional phases are dependent on capital funding from the HEA. Current approved funding is €1.9m. Gerry McCoy confirmed an application has been made to the HEA for phase 2, which is within the contract parameters.

### **4.b. Conferring 2020:**

A copy of the Conferring 2020 documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The following additional item was noted:

- The date of the online event will be finalised in the coming weeks.

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

### **5.a. Risk Register Review and Update:**

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

There have not been any changes to the Risk Register since the September meeting of An Bord. Risk 4: Gerry McCoy highlighted that a focus is Fire Remediation and the impact on campus. This will be a risk that the ARC will review in detail and present to An Bord on a regular basis.

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

**6.a. Review of 3 Year Objectives for An Bord:**

Sarah Glennie gave a presentation to An Bord on the Review of 3 Year Objectives for An Bord and a work plan for 2021 including items in operations, governance, academic and strategy. The organisational development objectives will be discussed at the next ARC meeting and mapped against this area. Following this ARC meeting, the final work plan proposal will be presented to An Bord for approval at the December meeting.

**6.b. Update on Board Effectiveness review (verbal):**

Gerry McCoy updated An Bord on the review. The field work has been completed and the interviews will commence next week with a view to presenting to An Bord at the December meeting.

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

**7.a. Update on Financials (verbal):**

Gerry McCoy discussed the Financial Budget 2020/2021. He discussed the cash position. There is an increase in the closing balance due to the first installment of fee income in September. Due to the financial year end, management accounts preparation and presentation is deferred until the next meeting. Richard Thorn highlighted the need for a revised reserves policy. As our cumulative deficit is reduced it is important that financial priorities are agreed. Gerry McCoy will investigate the principles of our deficit reduction plan and update An Bord.

**7.b. Information Technology Planning (presentation):**

The Information Technology Planning presentation was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy gave a presentation on Information Technology Planning. This presentation and the planning will be discussed at the next meeting of the ARC and communication with staff will play a key role.

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

**8.a. P.O. Request PAPS**

The purchase order request was circulated in advance of the meeting, deemed read and noted by An Bord.

Following a successful e-tender process for pension support, PAPS Public Authority Pension Services Limited (PAPS) has been appointed the contract for the support of superannuation to NCAD.

The purchase order request for PAPS Public Authority Pension Services Limited was **PROPOSED** by Darragh Hogan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the PO request.

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

15th December 2020 (11am to 2pm)  
26th January 2021  
2nd March 2021  
13th April 2021  
25th May 2021  
22nd June 2021

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

- **4.a: HEA Human Capital Initiative update:** Creative Futures Academy. The ARC will undertake a risk assessment of the project in the coming months.
- **4.a: Retirement:** The chairperson will communicate with Colette O’Sullivan following her retirement from NCAD after 41 years on behalf of An Bord.
- **4.a: A Retirement update** will be included in the January 2021 meeting agenda and future meetings.
- **4.a: A Health & Safety update** will be a regular item on the agenda moving forward.
- **6.a: Review of 3 Year Objectives for An Bord:** The organisational development objectives will be discussed at the next ARC meeting and mapped against this area. The final work plan proposal will be presented to An Bord at the December meeting.

The meeting concluded at 12.57 p.m.

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Chairperson of An Bord

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Dated