

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 15
DECEMBER, 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 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 11 November 2020:

Copies of the minutes of the meeting of An Bord held on 11 November 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 11 November 2020.

3.b. Matters to be Reported from the meeting of An Bord held on 11 November 2020:

Copies of the Matters to be Reported from the meeting of An Bord held on 11 November 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of Meeting of An Bord held on 11 November 2020.

3.c. Matters arising from the meeting of An Bord held on 11 November 2020:

There were no matters arising.

3.d. Minutes of the Incorporal Meeting of An Bord held on 26 November 2020:

Copies of the minutes from the incorporal meeting of An Bord held on 26 November 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the Minutes of Incorporal Meeting of An Bord held on 26 November 2020.

3.e. Matters to be Reported from the Meeting of An Bord held on 26 November 2020:

Copies of the Matters to be Reported from the incorporal meeting of An Bord held on 26 November 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Gráinne Murphy and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of the Incorporal Meeting of An Bord held on 26 November 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.

The following additional items were noted:

- Risk was discussed and it was noted the impact on staffing for Very High Risks is currently minimal.
- It was confirmed that NCAD & UCD MOA is now signed by both parties.
- Our internal audit for internal controls also demonstrated progress in our compliance. The SIC noted no high risk items identified and a move from 'limited assurance' to 'reasonable assurance'. Again a significant step forward for the College so thanks to Gerry, Mags and Dervil and all their teams for great work in this area.
- At the January 2021 meeting, it was agreed to discuss with An Bord a review of the past three years' work of the board. It noted it should form part of an end of board term pack/review.
- An Bord thanked Nick Andrews, Facilities Manager, for his huge contribution to NCAD over the last 6 years and who leaves us this week for a new position with St Vincent's Hospital.

4.b. Admissions - Enrollment 2020-21 and Postgrad Recruitment Report:

A copy of the Admissions Enrollment 2020-21 documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

4.c. COVID Report 8 December 2020:

A copy of the COVID Report 8 December 2020 was circulated in advance of the meeting, deemed read and noted by An Bord.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

A new risk has been added to the register - Brexit and its impact on finances and availability of goods. It was noted NCAD sources a number of products from the UK. It was also noted that due to increased regulatory requirements and possible impact of duties and double VAT, NCAD will have to engage the services of an agent to ensure compliance. Gerry McCoy will report on the Risk Register at the January 2021 meeting.

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

6.a. Update on Board Effectiveness review (verbal):

Gerry McCoy updated An Bord on the review. The field work has been completed and the report will be presented at the next meeting of An Bord in January 2021.

6.b. Update on Strategy

Sarah Glennie gave an updated presentation on the Strategy. This presentation can be found in the Documentation Folder under item 6.b.iii.

i. HEI Landscape:

The HEI Landscape group meetings have resumed. Sarah Glennie updated An Bord on their discussions at a recent meeting and the work that will be now undertaken to further explore the potential for Art and Design to thrive under different models. Following the meeting of the HEI Landscape Working group a letter has been sent to the HEA seeking clarification on NCAD's position in relation to the IADT project to explore the viability of a University of the Creative Arts in Ireland which has been funded under the Transformation Fund available to IT's. An Bord will be updated on the reply from the HEA.

NCAD aims to commission research to review the position of Art and Design education within a number of international contexts. This will be undertaken in early 2021.

ii. Campus Development:

This item was discussed in the Strategy Update. The Strategic Definition has begun and will be completed in March 2021.

iii. Strategy Update:

A presentation on the Strategy was circulated in advance of the meeting, deemed read and noted by An Bord. Sarah Glennie updated An Bord on the progress of the strategy and will include highlights and lowlights. The greatest challenge this year implementing the strategy has been allocating staff time due to the pressures of COVID-19 and the transition to blended learning.

At the January 2021 meeting, An Bord will be given an annual report of achieved KPIs in 2019-20 and clear KPIs against the strategy for 2020-21.

6.c. Academic Council and Student Affairs Report 2019-20:

A copy of the Academic Council and Student Affairs Report 2019-20 was circulated in advance of the meeting, deemed read and noted by An Bord. We are reviewing the process and timing of complaints against staff and there is an increase in complaints in the last 18 months which we believe relates to the fact that we have begun encouraging students to follow the official route regarding complaints. There is clear encouragement and support for students who do have a staff concern. Academic Appeals process is working fine and extenuating circumstances for students are now communicated clearly in advance of assessment. What is to be learned is noted in the report and is being acted on.

An Bord and Academic Council relationship and student complaints will be discussed in the January 2021 meeting.

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

7.a. Update on Financials (verbal):

7.a.i. Management Accounts

The Management Accounts circulated in advance of the meeting, deemed read and noted by An Bord.

7.a.ii. Latest View Budget

The Latest View Budget was circulated in advance of the meeting, deemed read and noted by An Bord. It was noted the latest view budget will form part of an ongoing oversight of financial statements for An Bord. It was agreed following the second trimester return to the HEA a second Latest View budget shall be produced. Gerry McCoy updated An Bord on the latest view through a presentation which will be added to the Documentation Folder following the meeting.

7.a.iii. Cashflow

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

7.a.iv. P.O for approval

Requested approval for HEA funded projects were circulated in advance of the meeting, deemed read and noted by An Bord. Please see “Online Delivery” & Return to Education spreadsheets which contain a list of items supported via the HEA Covid funding.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the P.O.s for approval.

Requested approval for Mixing Lab Upgrade in TSD were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Jane McDaid, **SECONDED** by Frederick Goltz and **AGREED** by An Bord to **APPROVE** the P.O.s for approval for the Mixing Lab Upgrade.

7.a.v. Memo on time limits to submit expenses

A Memo on time limits to submit expenses was circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Gráinne Murphy, **SECONDED** by Christine O’Donovan and **AGREED** by An Bord to **APPROVE** the memo on time limits to submit expenses in this instance. However, this will need to be reviewed in the coming months. It was recommended that in future staff should be reminded of the timeframe on a regular basis as we move back into normal on campus practice.

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

8.a. NDRC Update

Three documents relating to NDRC were circulated in advance of the meeting, deemed read and noted by An Bord. The Finance and Audit Committee have reviewed the documentation.

It was **PROPOSED** by Gráinne Murphy, **SECONDED** by Sinead Ryan and **AGREED** by An Bord to **APPROVE** the processes within the memo regarding NDRC and Sarah Glennie representing the needs of NCAD as a member of NDRC.

8.b. St John’s West Update

Sarah Glennie updated An Bord on the ongoing discussions with the landlords of St John’s West building regarding the potential rental of the St John’s West building (formally The Vaults). NCAD rented this space in the past. Sarah Glennie shared the architectural plans. A business case will come before An Bord if agreement can be reached on terms. As part of the due diligence an external assessment of rent, costs to revert the

premises to a workable space and ongoing cost to operate the space will be investigated further and presented to An Bord before decisions for their consideration.

It was also noted that NCAD and Diageo met to discuss the ongoing rental of the Annex (102 St James Street) and their representatives confirmed the continued availability of the premises in the short term to medium term.

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

26th January 2021
2nd March 2021
13th April 2021
25th May 2021
22nd June 2021

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

- **4.a. Executive Report:** At the January 2021 meeting, An Bord will discuss the paperwork and information to be presented to the new Bord for 2021.
- **6.a. Update on Board Effectiveness review:** the report will be presented at the next meeting of An Bord in January 2021.
- **6.b.iii. Strategy Update:** At the January 2021 meeting, we will present an annual report of achieved KPIs in 2019-20 and clear KPIs against the strategy for 2020-21 to An Bord.
- **6.c. Academic Council and Student Affairs Report 2019-20:** An Bord and Academic Council relationship and student complaints will be discussed in the January 2021 meeting.
- **7.a.ii. Latest View Budget:** Gerry McCoy will add the presentation to the Documentation Folder following the meeting.

The meeting concluded at 1.48 p.m.

Chairperson of An Bord

Dated