

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 2
MARCH 2021 AT 11.00 AM ON ZOOM

PRESENT

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

APOLOGIES: Christine O'Donovan
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 26 January 2021:

Copies of the minutes of the meeting of An Bord held on 26 January 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Gráinne Murphy, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 26 January 2021.

3.b. Matters to be Reported from the meeting of An Bord held on 26 January 2021:

Copies of the Matters to be Reported from the meeting of An Bord held on 26 January 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** Gráinne Murphy, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of Meeting of An Bord held on 26 January 2021.

3.c. Matters arising from the meeting of An Bord held on 26 January 2021:

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:

- Final year and postgraduate students should return to campus from Wednesday 10th March. It was anticipated that an announcement from the Department of Further and Higher Education would be made to give clarity around the volume of students allowed on campus. Notwithstanding future announcements, current plans have been tested and agreed against current Government recommendation in “COVID-19 Resilience and Recovery 2021 - The Path Ahead”.

4.a.i. COVID Report February 2021:

A copy of the COVID Report February 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

4.a.ii. NCAD UG Application Report:

A copy of the NCAD UG Application Report was circulated in advance of the meeting, deemed read and noted by An Bord.

4.a.iii. NCAD Draft COMPACT:

A copy of the NCAD Draft COMPACT was circulated in advance of the meeting, deemed read and noted by An Bord.

4.b. Handover Documents for the new An Bord

Copies of the Handover Documents for the new Bord were circulated in advance of the meeting, deemed read and noted by An Bord.

Policies and Terms of Reference folders will be updated in due course. External training for An Bord will take place in May supporting members of An Bord with their duties and responsibilities.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

1. Chair of An Bord raised the issue of a duty of care by An Bord to senior staff, to ensure that staff take appropriate breaks during these difficult times. He reiterated that appropriate breaks should be taken by Senior Management.
2. Additionally the importance of Business continuity in the event of an illness was raised - Gerry McCoy, Sarah Glennie and Siún Hanrahan to agree a process of who steps in against these positions in the event of an illness and present to the A&R Committee for approval.

5.a.i Annual Review Risk Appetite:

A copy of the Risk Appetite was circulated in advance of the meeting, deemed read and noted by An Bord. Innovation will be added to the document.

It was agreed that the Risk Appetite will be reviewed later in the year.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the Risk Review Appetite.

5.a.ii. Risk Management Procedures:

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

It was **PROPOSED** by Darragh Hogan, **SECONDED** by Sinead Ryan and **AGREED** by An Bord to **APPROVE** the Risk Management Procedures Document.

5.a.iii. Risk Management Register including COVID Planning:

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

Vaccine Hesitancy will be added to the Risk Register.

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

6.a. Update on St John's Lane:

Sarah Glennie and Gerry McCoy gave an update on this item. It was noted the due diligence process is underway which includes an evaluation of market rates and a review of the fabric of the building. The next phase is to undertake a business case for future board approval.

It was noted that the current documentation shall be shared with the Chair of the ARC - Fred Goltz. The business case shall be tested by the ARC with a recommendation to be made to An Bord at a future meeting.

6.b. Strategy Implementation Update:

A copy of the Strategy Implementation Update was circulated during the meeting. Sarah Glennie gave a short presentation on this item.

6.c. Board reappointments:

A copy of the Board reappointments documents were circulated in advance of the meeting, deemed read and noted by An Bord.

March 2nd at 5pm is the closing date for online voting for the Academic Board member and Non Academic observer vacancies. In total there are 3 candidates from Academic Staff and 2 candidates from Non Academic Staff. The count will take place on Thursday.

The student recruitment will begin this week with nominations due on 11 March and the vote count will be finalised on 26 March.

Following this the final count, we will seek confirmation from the Minister on their appointment.

One ministerial appointment will be advertised shortly and a booklet will be published. We will provide an update to An Bord once the appointment is advertised.

It was noted that the Joint Oireachtas Committee has approved the renewal of Dr Richard Thorn as the NCAD Chairperson until 29 May 2022.

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

7.a. Update on Financial Statements:

Gerry McCoy gave a verbal update on the Financial position and confirmed that there were no items of note.

7.b. Capital Project Fire & Health:

Gerry McCoy informed An Bord that the contract between NCAD and McKeon Group was signed last week for the full contract amount. It was noted that the full amount of the contract was signed for circa €2.5m ex Vat however, as per the tender **only** phase 1 has been sanctioned and phase 2 shall be sanctioned upon confirmation of the additional resources from the HEA.

7.c. Opening of a bank account:

A copy of the Opening of a bank account was circulated in advance of the meeting, deemed read and noted by An Bord. This has been reviewed by A&R Committee.

It was **PROPOSED** by Frederick Goltz, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the opening of a bank account (3 accounts for the purpose of Current a/c, Payroll and fees).

7.d. IT update (Standing Item - for discussion):

Gerry McCoy updated this item as part of the Executive Report.

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

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

13th April 2021
25th May 2021
22nd June 2021

8.b Last meeting for a number of members of An Bord

Richard Thorn thanked all the members of An Bord for their work and commitment over the last three years and acknowledged the changes that have taken place.

Declan Long thanked An Bord for their support over the last three years. He noted that as an NCAD employee, he wished to thank those members who are not part of NCAD who have been on An Bord over this period of time.

Darragh Hogan noted the huge learning curve that he has gained over this period of time and thanked everyone on the Board for their help. He noted his faith in the remarkable senior management team and An Bord as the organisation moves forward.

Grainne Murphy thanked all members of An Bord and remarked that it has been a privilege to see how the college has improved over the years that she has been a member.

Sarah Glennie spoke on behalf of Gerry McCoy and Siún Hanrahan and offered their huge appreciation from the College for members of An Bord's guidance and support in these challenging times.

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

- **5.a. Risk Register Review and Update:** Duty of care to senior staff from An Bord during this time.
- **5.a. Risk Register Review and Update:** Business continuity in the event of an illness - Gerry McCoy, Sarah Glennie and Siún Hanrahan to agree a process of who steps in against these positions in the event of an illness and present to the A&R Committee for approval.
- **5.a.i. Review Risk Appetite:** Innovation will be added to the document. It was agreed that the Risk Appetite will be reviewed later in the year.
- **5.a.iii. Risk Management Register including COVID Planning:** Vaccine Hesitancy will be added to the Risk Register.

- **6.a. Update on St John's Lane:** We will review the proposal, review details with Fred Goltz and put together a business case. The business case shall be tested by the ARC with a recommendation to be made to An Bord at a future meeting.

The meeting concluded at 1.09 p.m.

Chairperson of An Bord

Dated