

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED FROM THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 25**  
**MAY 2021 AT**  
**11.00 AM ON ZOOM**

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**PRESENT**  
(Via Zoom):

Dr Richard Thorn, Chairperson  
Dr Patsey Bodkin  
Taffina Flood  
Frederick Goltz  
Bill Harris  
Jane McDaid  
Professor Sarah Glennie, Director  
Christine O'Donovan  
Sinéad Ryan

**APOLOGIES:**

**IN ATTENDANCE:** Dr Siún Hanrahan, Interim Head of Academic Affairs & Research  
Leone Karakus, NCAD Staff 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):**

There were no conflicts of interest.

**3. MINUTES: (AGENDA ITEM 3):**

**3.a. Minutes of the meeting of An Bord held on 13 April 2021:**

A copy of the minutes of the meeting of An Bord held on 13 April 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Fred Goltz, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 13 April 2021.

**3.b. Matters to be Reported from the meeting of An Bord held on 13 April 2021:**

A copy of the Matters to be Reported from the meeting of An Bord held on 13 April 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Fred Goltz, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of the Meeting of An Bord held on 13 April 2021.

**3.c. Matters arising from the meeting of An Bord held on 13 April 2021:**

There were no matters arising.

**4. EXECUTIVE REPORT: (AGENDA ITEM 4):**

#### **4.a. Introduction of new An Bord members (verbal):**

Dr Richard Thorn formally welcomed the new members of An Bord. Each new member made their introduction.

Academic Staff:

1. Dr Patsey Bodkin - lecturer in the School of Education
2. Taffina Flood - lecturer in the First Year and Studio Plus

Non Academic Observer:

1. Leone Karakus, Accounts Department

Student representative:

1. Bill Harris, a second year Sculpture student
2. We are waiting on the appointment of a part time student representative.

We are awaiting the appointment of the Department of Further and Higher Education, Research, Innovation and Science member and the assessment meeting is being held on 1st June.

#### **4.b. 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:

- **Graduate Showcase** - Dublin City Council are also very keen to support the students and have offered sites across the city for students to display their work.
- **Creative Futures Academy** - the CFA Director, Louise Allen, will present to An Bord at the July meeting. A discussion was had around the use of CFA for CPD. There will be opportunities for staff in the programme development and we are investigating a post graduate higher diploma in Higher Education Teaching in Art & Design as part of CFA. When timings are right in the development of the CFA programme, a suggestion about liaising with the new artist union was agreed.
- **Student awards** - An Bord congratulated all the staff and students on their success. Amy O'Hanlon will formally congratulate students and staff on An Bord's behalf.

#### **4.b.i. On Site Occupancy:**

A copy of the On Site Occupancy was circulated in advance of the meeting, deemed read and noted by An Bord.

#### **4.b.ii. NCAD COVID 18 May 2021 Report:**

A copy of the NCAD COVID 18 May 2021 Report was circulated in advance of the meeting, deemed read and noted by An Bord.

#### **4.b.iii. Student Awards 2021:**

A copy of the Student Awards 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

#### **4.b.iv. Update of Planning for Academic Year 2021/2022:**

Sarah Glennie updated An Bord on NCAD's plans for the Academic Year 2021/2022. The Department of Further and Higher Education, Research, Innovation and Science is working on sectoral guidelines which have not been announced yet. NCAD is working on moving additional activities back on campus in the next academic year while retaining occupancy controls and social distancing. We will communicate with staff and students this week regarding;

- in the 1st trimester we will retain the controlled occupancy;
- in workshop areas, we are reviewing social distancing controls, a risk assessment is being conducted to due to the reduced time within these spaces;

- we hope to begin using our seminar rooms for Visual Culture and Critical Culture lectures and blended delivery for Education dept;
- It is proposed a 2-3 day occupancy return for all studio based students with an increase in workshops use and an increase in library use, Luncheonette use.

Further details will follow in response to government guidelines for general CoVid related protocols. Planning will continue over the summer with guidance and risk assessment from Vision Safety. It was acknowledged that students and staff will need further support in the next academic year and we hope to have as many students and staff back on campus as possible.

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

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

A copy of the Risk Register Review was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy gave an update on the Risk Register following a review by the ARC on Monday 24 May 2021.

There is one change to the high risks: ransomware.

Our mitigation is;

- The implementation, where appropriate, of NCSC guidelines. Key to minimising risk to key systems is to have backups that are not the network. Additionally a preparation plan should be created in the event of infection.
- The education of staff to phishing.
- A review of network security and appropriate changes in our network security will take place over the summer;
- An increase in ongoing monitoring of our network.

We do have cyber security as part of our insurance policy however as we are a public body, we cannot pay ransom in the event of an incident.

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

### **6.a. Campus Development Definition:**

A copy of the Campus Development Definition was circulated in advance of the meeting, deemed read and noted by An Bord.

Sarah Glennie discussed the document which was prepared by Eve Anne Cullinan and Alder Architects following consultation with a working group and a staff survey. This document allows us to begin the first stage of our discussion with six architects over the coming months to work with us to develop six high level frameworks. These new frameworks will then be used to inform further discussions with the HEA and various government departments on a phased delivery of this development. We hope to present this to Minister Simon Harris in the autumn. Dublin 8 is being redeveloped over the coming years and we aim to be part of these plans. Sarah Glennie and Gerry McCoy will continue to keep in contact with the Land Development Agency and Ballymore (Diageo site). Sarah Glennie will update An Bord on the progress of the design competition with the architectural firms.

### **6.b. Establishment of an ad hoc working group regarding The Vaults Heads of Agreement:**

Gerry McCoy updated An Bord regarding The Vaults. The new sub committee to review the Heads of Agreement will consist of:

- Taffina Flood
- Dr Patsey Bodkin
- Jane McDaid
- Fred Goltz

Gerry McCoy will send documentation and a meeting date this week.

### **6.c. Update on proposed legislation change:**

Sarah Glennie updated An Bord following the meeting with the Department in May. We will respond to the Department on the changes necessary for NCAD and will then engage our solicitor in the changes to the act.

We will aim to have a non academic member of An Bord and newer academic contract nomination / voting / membership to An Bord included in the Act changes.

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

**7.a. Financial Statements 2019/20:**

Copies of the Financial Statements 2019/20 were circulated in advance of the meeting, deemed read and noted by An Bord.

These were presented to An Bord in November 2020 and have been audited by the C&AG and are recommended for adoption by the ARC, subject to no material changes to them.

It was **PROPOSED** by Sinead Ryan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **ADOPT** the Financial Statements 2019/2020.

**7.b. Child Protection:**

**i. Policy**

**ii. Procedures**

**iii. Statement**

Copies of the Child Protection Policy, Procedures and Statement were circulated in advance of the meeting, deemed read and noted by An Bord.

These documents have been reviewed by CMT and will be refined and reviewed by NCAD on a yearly basis. Dr Patsey Bodkin will provide minor amendments to Gerry McCoy.

It was **PROPOSED** by Dr Richard Thorn, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the Child Protection Policy, Procedures and Statement. The documents will be reviewed within the year following the recommendations by Dr Patsey Bodkin and on a yearly basis.

**7.c. IT update with progress report**

Copies of the IT update with progress report were circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy discussed the update and progress report.

**7.d. BDO PO for Approval**

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

It was **PROPOSED** by Dr Richard Thorn, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the BDO PO.

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

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

- Tuesday 6 July 2021 - with an aim to be a hybrid in person / Zoom meeting.

**8.b Confirmed dates for 2021-2022 Academic Calendar**

- 21 September 2021 - 2pm - 4pm
- 2 November 2021 - 11am - 1pm
- 14 December 2021 - 11am - 1pm
- 25 January 2022 - 11am - 1pm
- 1 March 2022 - 11am - 1pm
- 12 April 2022 - 11am - 1pm
- 24 May 2022 - 11am - 1pm
- 21 June 2022 - 11am - 1pm

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

- **4.b. Executive Report:** Creative Futures Academy - the CFA Director, Louise Allen, will present to An Bord at the July meeting.
- **4.b. Executive Report:** Student awards - Amy O’Hanlon to formally congratulate students and staff on An Bord’s behalf.
- **6.b. Establishment of an ad hoc working group regarding The Vaults Heads of Agreement:** Gerry McCoy to set up the date and time of the working group meeting.
- **6.c. Update on proposed legislation change:** We will aim to have a non academic member of An Bord and newer academic contract nomination / voting / membership to An Bord included in the Act changes.
- **7.b. Child Protection:** Dr Patsey Bodkin will provide minor amendments to Gerry McCoy. The documents will be reviewed within the year following the recommendations by Dr Patsey Bodkin and on a yearly basis.
- **8.b. Confirmed dates for 2021-2022 Academic Calendar:** Amy O’Hanlon to update the calendar of the members of An Bord.

The meeting concluded at 1.20 p.m.

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Chairperson of An Bord

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Dated