

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 14**  
**DECEMBER 2021 AT**  
**11am ON ZOOM**

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**PRESENT**

(Via Zoom): Dr Richard Thorn, Chairperson  
Dr Patsey Bodkin  
Claire Dowling  
Taffina Flood  
Frederick Goltz  
Professor Sarah Glennie, Director  
Jane McDaid  
Sarah O'Connor  
Christine O'Donovan  
Sinéad Ryan

**APOLOGIES:** Bill Harris  
Leone Karakus, NCAD Staff Observer

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

Members of An Bord met without members of the executive present at this meeting. Items within 3a - 3c were discussed by An Bord.

At 11.36am the executive joined the meeting.

**2. DECLARATION OF CONFLICT OF INTEREST: (AGENDA ITEM 2):**

There were no conflicts of interest.

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

**3.a. Standing Orders**

A copy of the draft Standing Orders was circulated in advance of the meeting, deemed read and noted by An Bord.

It was noted that the ongoing correspondences to An Bord regarding Ceramics and Glass will be responded to by the Director, Sarah Glennie, on behalf of An Bord.

It was noted that the draft Standing Orders for An Bord will be reviewed and any comments should be forwarded. The document will be approved at a future meeting of An Bord.

**3.b. Legislation Changes**

The Legislation Changes does not include a schedule of items reserved for An Bord, it is proposed the items are covered in the draft NCAD Standing Orders document in item 3.a.

**3.c. Structure of Agenda**

This item is within the draft NCAD Standing Orders document in item 3.a.

**4. MINUTES: (AGENDA ITEM 4):**

**4.a. Minutes of the Meeting of An Bord held on 2 November 2021 for approval:**

A copy of the minutes of the meeting of An Bord held on 2 November 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Jane McDaid, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 2 November 2021.

**4.b. Matters to be Reported from the Meeting of An Bord held on 2 November 2021 for approval:**

A copy of the matters to be reported of the meeting of An Bord held on 2 November 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Jane McDaid, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the matters to be reported of the meeting of An Bord held on 2 November 2021.

**4.c. Matters arising from the meeting of An Bord held on 2 November 2021:**

The following matters arising were updated:

- **Retirees access:** An extract from the proposed Staff handbook covering the retiree benefits and access was shared in the Documentation Folder in advance of the meeting.

**4.d. Minutes of the Incorporal Meeting of An Bord held on 29 November 2021 for approval:**

A copy of the minutes of the incorporal meeting of An Bord held on 29 November 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Jane McDaid, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the minutes of the incorporal meeting of An Bord held on 29 November 2021.

**4.c. Matters to be Reported from the Incorporal Meeting of An Bord held on 29 November 2021 for approval:**

A copy of the matters to be reported of the meeting of An Bord held on 29 November 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Jane McDaid, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the matters to be reported of the meeting of An Bord held on 29 November 2021.

**5. EXECUTIVE REPORT: (AGENDA ITEM 5):**

**5.a. Executive Report:**

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

**5.b. NCAD COVID Report:**

A copy of the NCAD COVID Report was circulated in advance of the meeting, deemed read and noted by An Bord. Due to the government guidelines, Sarah Glennie updated An Bord that NCAD will retain the current student numbers on campus for Trimester 2 due to the transmissibility of the new variant, Omicron. The negative effect of two days on campus for students was noted. Maximising on campus access for students are being reviewed locally within Schools and blended learning continues. The executive was complimented on their staff and student communication and support. The COVID Student Manager will continue to communicate with students and staff regarding the NCAD protocols on campus.

**6. RISK: (AGENDA ITEM 6):**

**6.a. Risk Register Review and Update:**

A copy of the Risk Register was circulated in advance of the meeting, deemed read and noted by An Bord. The new COVID variant, Omicron, has been added to the Risk Register. We are waiting on confirmation from the HEA on additional funding for stage 2 of the Capital Works. This could affect the schedule of works in 2022 during the summer due to the ordering of equipment with the further risk of possible inflation of the proposed capital works budget. The Climate Impact will also be considered in reference to the Risk Register.

**7. MATTERS OF STRATEGIC IMPORTANCE: (AGENDA ITEM 7):**

**7.a. Admission Report:**

A copy of the Admission Report was circulated in advance of the meeting, deemed read and noted by An Bord. It was noted that our undergraduate and CEAD recruitment remains strong. The challenge is in postgraduate recruitment and this is being reviewed by CMT, Academic Council and in Heads of Department meetings. While interest remains strong for postgraduate studies, we are investigating more routes into postgraduate pathways. This item is captured in our Risk Register. We hope to invite Prof Alex Milton to a future board meeting to discuss routes into the Creative Futures Academy programme. Targets for each course will be added to future Admission Reports.

**7.b. Thematic Update: Quality Assurance Cycle:**

Copies of the Quality Assurance Cycle documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The Student Survey and the Extern Examiners information within 07 b ii report was noted. Extern Examiner reports show progress in certain areas that were causing concern in the previous report. General themes are the issues regarding the resourcing of workshops / facilities and management of staff time within the development of research. Student feedback includes a clear acknowledgement of staff support and care during COVID and the value of digital learning however facilities issues continue to be a strong theme.

The institutional review was due to be finalised this month, however the feedback within the above reports will become part of the review and will be presented to An Bord at a future meeting.

The timeline for the QA cycle regarding the Student Survey and Extern Examiners Report are included in item 07 b ii and will influence the Quality Improvement Plan which will be presented to An Bord in February.

Following the assurance audit in 2019, Gerry McCoy is investigating an automated workflow software called Viclarity which could, in the future, assist staff moving forward to assign tasks and can be reviewed by An Bord. This software may assist the Quality Improvement Plan in the future.

**7.c. Strategic Project Update:**

Sarah Glennie gave three presentations on the Strategic Projects to An Bord which will be shared following the meeting;

- An overview of all strategy projects.
- An overview of the Campus Development Framework project. It was noted that this presentation was shared with the HEA at a meeting held on Monday 13 December.
- Working Together Better - internal communications.

An Bord congratulated the staff on the work within these projects.

It was noted that the Institutional Review, Staff Satisfaction Survey Report and Athena Swan Survey Report will be presented to An Bord at a future meeting.

**8. POs FOR APPROVAL: (AGENDA ITEM 8):**

**8.a. Digital Hub (Temporary rental of property - an extension of the PO approved by An Bord in July 2021):**

**8.b. Agile Networks:**

**8.c. Version1:**

The documentation for items 8b-8c was circulated in advance of the meeting, deemed read and noted by An Bord. These were **PROPOSED** by Christine O'Donovan, **SECONDED** by Sarah O'Connor and **AGREED** by An Bord to **APPROVE** the POs.

**9. FORMAL APPOINTMENT OF ARC MEMBER: (AGENDA ITEM 9):**

**9.a. Fred Goltz (Chairperson), Sinead Ryan and Claire Dowling**

The formal appointment of Fred Goltz (Chair), Sinead Ryan and Claire Dowling (new member) as Audit and Risk Committee members was **PROPOSED** by Christine O'Donovan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** their appointment.

**10. ANY OTHER BUSINESS: (AGENDA ITEM 10):**

**10.a. Confirmed dates for 2021-2022 Academic Calendar**

- 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

**10.b. Retiree letter:** A letter to a retiree in 2019 on behalf of An Bord will be investigated.

**11. AGREED ACTION POINTS: (AGENDA ITEM 11):**

- **3.a. Standing Orders:** this draft document will be discussed and formally approved at a future meeting of An Bord.
- **6.a. Risk Register Review and Update:** The Climate Impact will be considered in reference to the Risk Register.
- **7.b. Thematic Update: Quality Assurance Cycle:** the Quality Improvement Plan which will be presented to An Bord in February 2022.
- **7.c. Strategic Project Update:** the Institutional Review, Staff Satisfaction Survey Report and Athena Swan Survey Report will be presented to An Bord at a future meeting.

The meeting concluded at 2p.m.

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Chairperson of An Bord

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Dated