

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 25**  
**JANUARY 2022 AT**  
**11am ON ZOOM**

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**PRESENT**

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

**APOLOGIES:** Taffina Flood

**IN ATTENDANCE:** Leone Karakus, NCAD Staff Observer  
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.

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

There were no conflicts of interest.

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

**3.a. Standing Orders for discussion:**

Draft Standing Orders were circulated at the last meeting of An Bord and members were invited to make any observations to Dr Richard Thorn over the coming week.

The Standing Orders will be brought to the next meeting of An Bord for approval.

**3.b. Governance Forum, IPA (for noting):**

The Governance Forum document was circulated in advance of the meeting, deemed read and noted by An Bord. These dates are the Governance Forum programme 2022 from the Institute of Public Administration. NCAD members of An Bord are welcome to attend these meetings. Gerry McCoy will continue to update the members of the training dates and the link to register.

**3.c. Internal Self Evaluation for An Bord (for noting):**

Members of An Bord took part in a facilitated external self evaluation in 2021. It has been 12 months since this has been completed. Gerry McCoy will now begin the process of an internal self evaluation survey to members of An Bord in the coming weeks for discussion at the next meeting of An Bord.

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

##### 4.a. Minutes of the Meeting of An Bord held on 14 December 2021 for approval:

A copy of the minutes of the meeting of An Bord held on 14 December 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Jane McDaid, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 14 December 2021.

At future meetings, Audit and Risk Committee Matters will be reported to An Bord and included in the Standing Orders. The Minutes of the Audit and Risk Committee meetings will also be distributed to An Bord.

##### 4.b. Matters to be Reported from the Meeting of An Bord held on 14 December 2021 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 14 December 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

Subject to one change, it was **PROPOSED** by Jane McDaid, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 14 December 2021.

##### 4.c. Matters arising from the meeting of An Bord held on 14 December 2021:

The following matters arising were updated:

- **3.a. Standing Orders:** this draft document will be discussed and formally approved at the next meeting of An Bord.
- **6.a. Risk Register Review and Update:** The Climate Impact was included in this agenda.
- **7.b. Thematic Update: Quality Assurance Cycle:** the Quality Improvement Plan which will be presented to An Bord at the March 2022 meeting.
- **7.c. Strategic Project Update:** it was agreed that the March meeting of An Bord will be a slightly longer meeting and include presentations of item 7.b. Quality Assurance Cycle, the Institutional Review, Staff Satisfaction Survey Report, Athena Swan Survey Report, the Global Strategy and the Design Framework Report.

#### 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.

The following was noted:

- Due to the government announcement regarding **COVID 19 guidelines** on Friday 21 January 2022, NCAD are evaluating the changes for staff and students over the coming weeks and risk assessments are ongoing.
- **A Creative Futures Academy** update will be given at the April meeting of An Bord by Prof Alex Milton.
- It was noted that **Luncheonette** has moved on from NCAD. After public competition the new vendor will open the new cafe in February. This will be a similar offer to Luncheonette.
- **Finance:** The rollout of the new FMS system is ongoing which is causing a delay in producing Management accounts, it was confirmed that local oversight is in place and full reporting to An Bord will resume at the next meeting. Work is ongoing on a resource model.
- Phase 2 of the **Capital Project** will be added as an agenda item to the Audit and Risk Committee from March 2022 onwards and the ARC has the formal responsibility of this work. In between ARC meetings, An Bord will be updated on the Capital Project. It was noted that a separate project group oversees this work and includes internal members Sarah Glennie, Gerry McCoy, Barry Kelly and external members include Ciaran O'Brien (Architects - OBFA), Cormac Reynolds (Estates office of UCD), Eamonn Ceannt and Jerry O'Sullivan (KSNPM).
- **The Vaults:** a possible tour of The Vaults for interested members of An Bord will take place before or following the next meeting in March 2022. It was noted that the lease agreement will be signed shortly as agreed in a past meeting of An Bord.
- **Rupert Guinness Theatre:** NCAD is in conversation with Diageo regarding a long term lease for this space for a number of potential uses. Presently, the space is being used for storage due to social distancing during COVID-19 and the removal of furniture from NCAD. The building does need an upgrade and is not available for general use.

**5.a.i. NCAD COVID Report 18 January 2022:**

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

**5.a.ii. HEA Strategy and Performance Dialogue Feedback Report 2021**

A copy of the HEA Strategy and Performance Dialogue Feedback Report 2021 was circulated in advance of the meeting, deemed read and noted by An Bord. The Final report on the COMPACT 2018-2021 due in April 2022.

**5.b. SSA Policy and Fee Schedules for 2021/22 - for approval**

A copy of the SSA Policy and Fee Schedule for 2021/22 was circulated in advance of the meeting, deemed read and noted by An Bord.

It was noted that undergraduate fees are set by the Irish state. A plan was in place for a slight increase in postgraduate fees pre COVID-19. However, postgraduate fees have remained static due to COVID-19 and pressure on students and the reduction in demand.

At the meeting of An Bord in April 2022, we will update our findings on NCADs postgraduate fees against other Irish and UK colleges and include an update on the postgraduate offering (fee structure and business model).

The SSA Policy and Fee Schedules for 2021/22 were **PROPOSED** by Sinéad Ryan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE**.

**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 Risk Register will be reviewed in detail in response to the government guidelines and changes regarding COVID-19 and the pandemic. At this time there is no change to the Risk Register.

It was noted that a member of the Audit and Risk Committee, Sean Quigley, resigned from the Committee this morning. His time since 2015 has been invaluable as a member of this Committee. An Bord thanked Sean Quigley for his insight and time over the last 7 year and an official letter from the Chair will be sent to Mr Quigley in the coming days.

**6.a.i Climate Change and Sustainability**

This item will be added to the Risk Register and thought is required. Jane McDaid will work with Gerry McCoy on Sustainability as Thinkhouse have a team that specialises in this area. If any other members of An Bord wish to discuss this item further, please contact Gerry McCoy.

**7. OPERATIONAL MATTERS: (AGENDA ITEM 7):**

**7.a. P.O.s for Approval:**

Copies of the P.O.s for Approval were circulated in advance of the meeting, deemed read and noted by An Bord. These documents were:

- 7.a.i Catering Services
- 7.a.ii Academic Quality Assurance consultancy

It was noted that both of these items went to e-tender.

Item 7.a.i is regarding the catering services change from Luncheonette to Siobhan Burke and this is a 3 year tender. It was noted that NCAD does not provide financial support to the catering service tender.

The P.O.s were **PROPOSED** by Christine O'Donovan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the P.O.s listed.

**7.b. Statement of Internal Controls (2020/21) (to note)**

A copy of the Statement of Internal Controls (2020/21) documentation was circulated in advance of the meeting, deemed read and noted by An Bord. This document was reviewed by the Audit and Risk Committee.

**7.c. Corporate Safety Statement (to note):**

A copy of the Corporate Safety Statement documentation was circulated in advance of the meeting, deemed read and noted by An Bord. This statement has not changed.

The Corporate Safety Statement was **PROPOSED** by Dr Patsey Bodkin, **SECONDED** by Bill Harris and **AGREED** by An Bord to **APPROVE** the Corporate Safety Statement.

**7.c.i. Update on Health & Safety Management System**

A copy of the Health & Safety Update was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy updated An Bord on the progress that has been made throughout the year regarding Health and Safety Management. This will continue to be reported on throughout the year.

**7.d. Internal Audit Charter (to note)**

This document will be presented at a future meeting of An Bord.

**7.e. Bad Debt w/o**

A copy of the Bad Debt was circulated in advance of the meeting, deemed read and noted by An Bord. It was noted that Bad Debts are higher in 2020/21 compared to previous years. Concerns were raised around the underlying reasons and management processes to ensure they are managed correctly. Further analysis and discussions were agreed.

The Bad Debts provisions were **PROPOSED** by Fred Goltz, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the Bad Debt w/o.

**8. AOB: (AGENDA ITEM 8):**

**8.a. Dates for 2021-2022 Academic Calendar**

- 1 March 2022 - 11am - 2pm - hybrid meeting at NCAD with a tour of The Vaults.
- 12 April 2022 - 11am - 1pm
- 24 May 2022 - 11am - 1pm
- 21 June 2022 - 11am - 1pm

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

- **3.a. Standing Orders for discussion:** Draft Standing Orders were circulated at the last meeting of An Bord and members were invited to make any observations to Dr Richard Thorn over the coming week. The Standing Orders will be brought to the next meeting of An Bord for approval.
- **3.c. Internal Self Evaluation for An Bord (for noting):** Gerry McCoy will begin an internal self evaluation survey to members of An Bord in the coming weeks for discussion at the next meeting of An Bord.
- **4.a. Minutes of the Meeting of An Bord held on 14 December 2021 for approval:** At future meetings, Audit and Risk Committee Matters will be reported to An Bord and included in the Standing Orders. The Minutes of the Audit and Risk Committee meetings will also be distributed to An Bord.
- **4.c. Matters arising from the meeting of An Bord held on 14 December 2021: 7.c. Strategic Project Update:** it was agreed that the March meeting of An Bord will be a slightly longer meeting

and include items 7.b. Quality Assurance Cycle, the Institutional Review, Staff Satisfaction Survey Report, Athena Swan Survey Report, the Global Strategy and the Design Framework report.

- **5.a. Executive Report: Creative Futures Academy** update will be given at the April meeting of An Bord by Prof Alex Milton.
- **5.a. Executive Report: Phase 2 of the Capital Project** will be added as an item to the Audit and Risk Committee agenda from March 2022 onwards. In between ARC meetings, An Bord will be updated on the Capital Project.
- **5.a. Executive Report: The Vaults:** a possible tour of The Vaults for interested members of An Bord will take place before or following the next meeting in March 2022.
- **5.b. SSA Policy and Fee Schedules for 2021/22 - for approval:** At the meeting of An Bord in April, we will update our findings on NCADs postgraduate fees against other Irish and UK colleges and include an update on the postgraduate offering.
- **6.a. Risk Register Review and Update:** The Risk Register will be reviewed in detail in response to the government guidelines and changes regarding COVID-19 and the pandemic.
- **6.a. Risk Register Review and Update:** An official letter from the Chair will be sent to Mr Quigley following his resignation from the ARC.
- **7.d. Internal Audit Charter (to note):** This document will be presented at a future meeting of An Bord.
- **7.e. Bad Debt w/o:** A note regarding the impact and support of COVID-19 will be included in the report to allow for a baseline for future reports.

The meeting concluded at 12.45p.m.

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Chairperson of An Bord

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Dated