

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 1
MARCH 2022 AT 11am ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS
STREET, DUBLIN 8

PRESENT

(IN PERSON): Dr Richard Thorn, Chairperson
Dr Patsey Bodkin
Professor Sarah Glennie, Director
Jane McDaid

(VIA ZOOM): Claire Dowling
Frederick Goltz
Sarah O'Connor

APOLOGIES: Taffina Flood
Bill Harris
Leone Karakus, NCAD Staff Observer
Christine O'Donovan
Sinéad Ryan

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 did not meet 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:

The Standing Orders were circulated in advance of the meeting, deemed read and noted by An Bord.

The Standing Orders were **PROPOSED** by Jane McDaid, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Standing Orders.

3.b. An Bord Internal Self Evaluation Report:

Gerry McCoy will resend the An Bord Internal Self Evaluation Report to An Bord following the meeting. A summary of the report will be presented at the next meeting of An Bord.

4. MINUTES: (AGENDA ITEM 4):

4.a. Minutes of the Meeting of An Bord held on 25 January 2022 for approval:

A copy of the minutes of the meeting of An Bord held on 25 January 2022 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 25 January 2022.

It was noted that all minutes of the meetings of An Bord during COVID restrictions from March 2020 to January 2022 have been signed by Dr Richard Thorn and are on file at NCAD.

4.b. Matters to be Reported from the Meeting of An Bord held on 25 January 2022 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 25 January 2022 were circulated in advance of the meeting, deemed read and noted by An Bord.

The draft Matters to be Reported were **PROPOSED** by Jane McDaid, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 25 January 2022.

4.c. Matters arising from the meeting of An Bord held on 25 January 2022:

There were no matters arising as each item is included as part of the agenda.

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:

- **Campus Development:** Following advice from the HEA, NCAD hopes to apply separately to the HEA Infrastructure Fund announced in February. This will be discussed further with the Campus Development Working Group on Thursday.

5.a.i. Student Services & Submissions Applications Report:

A copy of the Student Services & Submissions Application Report was circulated in advance of the meeting, deemed read and noted by An Bord.

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. This update has not been reviewed by the ARC as they are not meeting until April. The major changes relate to government COVID guidelines. The highest risks are infrastructure and cyber attacks. Climate Change has been included as a medium/high risk and is being assessed.

At the April meeting, we will update An Bord regarding the next stage of the capital works over the summer. Gerry McCoy highlighted the risk of inflation costs.

6.b. Audit and Risk Committee Matters:

This item will be covered at the April meeting of An Bord as a meeting of the ARC did not take place in advance of the meeting.

7. OPERATIONAL MATTERS: (AGENDA ITEM 7):

7.a. P.O. for Approval:

7.a.i Procurement Administrator

A copy of the P.O. for Approval was circulated in advance of the meeting, deemed read and noted by An Bord.

The P.O. was **PROPOSED** by Jane McDaid, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the P.O. listed.

7.b. Management Accounts

A copy of the Management Accounts were circulated in advance of the meeting, deemed read and noted by An Bord. A detailed discussion followed around the analysis management accounts. It was noted that the budget is on target and oncourse to meet year end estimates.

Cost inflation regarding the capital improvement project was noted. OBFA (the architectural team) are discussing these with the contractors.

The Management Accounts will be brought to the next meeting of the ARC.

7.c. Updates:

7.c.i. Athena Swan Update - Lianne Rooney (EDI Officer) in attendance on Zoom

Lianne Rooney, Equality Project Officer, gave a presentation to An Bord regarding the Draft Staff Survey as part of the Athena Swan Application. Lianne Rooney is also working on our Active Consent project.

For the final version of this document it was noted further context is needed:

- the number of respondents per answer will be included with the percentage.
- Benchmark the results against other similar institutions.
- Duration of staff service against issues will be tracked.

It is NCAD's intention to run a similar staff survey every year.

Within certain results, actions will be taken which will include training and documentation updates.

7.c.ii. Quality Enhancement Plan 2022-23

A copy of the Quality Enhancement Plan 2022-23 was circulated in advance of the meeting, deemed read and noted by An Bord. Siún Hanrahan gave An Bord an update regarding the document and the progress being made within areas. These items are organised against the strategic pillars.

7.c.iii. Draft Institutional Review Report

Copies of the Draft Institutional Review Report were circulated in advance of the meeting, deemed read and noted by An Bord.

An Bord congratulated the executive on the report. The final report will be included as part of the ARC assurance documentation.

Sarah Glennie acknowledged the academic governance improvements made by Siún Hanrahan and her team since 2017 and the incredible work on the report to the panel. An Improvement Plan will be developed from the final report and discussed with staff and monitored. A statement from An Bord will be included in the publication of the final report to staff on Workvivo.

7.d. Strategy Updates:

7.d.i. Global Strategy Update

A link to the Global Strategy Documents and a draft presentation was circulated in advance of the meeting, deemed read and noted by An Bord.

Sarah Glennie gave an update on the presentation.

This information and the final report will also be presented to CMT and Academic Council in the coming months.

7.d.ii. Draft Design Framework Report

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

7.d.iii. HEI Landscape - verbal update

Gwen Farrelly and the HEI Landscape Working Group recently met. Further research and meetings with colleges will take place over the coming weeks. A summary position will be brought to the next meeting of An Bord with recommendations in one to two areas for development.

A report will be brought to the next meeting of the ARC.

7.e. Internal Audit Charter (to note)

A copy of the Internal Audit Charter was circulated in advance of the meeting, deemed read and noted by An Bord.

7.d. Tour of The Vaults - after the meeting of An Bord (est 1.30-2pm)

8. AOB: (AGENDA ITEM 8):

8.a. Dates for 2021-2022 Academic Calendar

- 12 April 2022 - 11am - 1pm
- 24 May 2022 - 11am - 1pm
- 21 June 2022 - 11am - 1pm

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

- **3.b. An Bord Internal Self Evaluation Report:** Gerry McCoy will resend the An Bord Internal Self Evaluation Report to An Bord following the meeting. A summary of the report will be presented at the next meeting of An Bord.
- **7.c.i. Athena Swan Update:** The final Staff Survey Report will include: the number of respondents per answer will be included with the percentage; benchmark our results against other similar institutions, a timeframe against staff where issues are present.
- **7.c.iii. Draft Institutional Review Report:** The final report will be included as part of the ARC assurance documentation. A statement from An Bord will be included in the publication of the final report to staff on Workvivo.
- **7.d.iii. HEI Landscape - verbal update:** an update will be given to An Bord at the April meetings with recommendations of one or two areas for development.

The meeting concluded at 1p.m.

Chairperson of An Bord

Dated