

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 24 MAY 2022 AT 11am ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS STREET, DUBLIN 8**

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**PRESENT**

VIA ZOOM: Frederick Goltz  
Sarah O'Connor  
Christine O'Donovan at 11.25am  
Sinéad Ryan

IN PERSON: Professor Sarah Glennie, Director  
Dr Richard Thorn, Chairperson  
Dr Patsey Bodkin  
Claire Dowling  
Taffina Flood at 11.20am  
Bill Harris until 11.45am  
Jane McDaid until 1.25pm

IN ATTENDANCE: Dr Siún Hanrahan, Interim Head of Academic Affairs & Research until 12.20pm  
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):**

Members of An Bord did 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. An Bord government appointment**

Dr Richard Thorn updated members of An Bord regarding the An Bord appointment by the Department of Further and Higher Education, Research, Innovation and Science.

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

**4.a. Minutes of the Meeting of An Bord held on 12 April 2022 for approval:**

A copy of the minutes of the meeting of An Bord held on 12 April 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Jane McDaid, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 12 April 2022.

**4.b. Matters to be Reported from the Meeting of An Bord held on 12 April 2022 for approval:**

A copy of the matters to be reported of the meeting of An Bord held on 12 April 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 Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 12 April 2022.

**4.c. Matters arising from the meeting of An Bord held on 12 April 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:

- **NCAD Works 2022** Director's preview will take place on 7 June and the showcase exhibition runs from 8-14 June.
- **The Campus Development Plan** by TAKA and Clancy Moore was presented at an online All Staff Meeting on 19 May. The presentation and meeting recording was shared through Workvivo following the meeting.
- Jane McDaid and Sarah Glennie will develop talking points against the Campus Development Plan for meetings with stakeholders and this will be shared with members of An Bord.
- The issue securing full cyber security was highlighted.
- Head of School of Education recruitment has begun. We are working with an external company, Perrett Laver, on this recruitment. An interim acting Head position is in progress.

**5.a.i. IT Infrastructure Update (for noting)**

The document was circulated in advance of the meeting, deemed read and noted by An Bord.

**5.a.ii. H&S Update (for noting)**

The document 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:**

The Risk Register was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy updated An Bord on the Risk Register Review. The Audit and Risk Committee reviewed this update on 20 May 2022. The capital summer works have been included in this update within item no 4. The team is putting plans in place regarding possible September delays due to ongoing capital works. Fire remediation will be included in the June meeting of An Bord.

Bill Harris left the meeting at 11.45am.

**6.b. Audit and Risk Committee Matters:**

The Audit and Risk Committee met on 20 May 2022. Three items were discussed:

- a) Financial Statement
- b) Risk Register
- c) Protected Disclosure Report

The ARC had an in depth conversation regarding risk management and summer works on campus.

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

**7.a. Financial Updates:**

### **7.a.i Financial Statements 2020-21**

The document was circulated in advance of the meeting, deemed read and noted by An Bord.  
The Financial Statements 2020-21 were presented to the Audit and Risk Committee on 20 May 2022 with the C&AG present.

Subject to no material change, the approval of the Financial Statements 2020-21 was **PROPOSED** by Claire Dowling, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord.

An Bord and the Executive thanked the finance, HR and Admissions departments for all the work with the Financial Statements 2020-21.

### **7.a.ii Approval sought for Credit Card: Louise Allen**

The document was circulated in advance of the meeting, deemed read and noted by An Bord.

The approval of a credit card for Louise Allen in the Creative Futures Academy project was **PROPOSED** by Fred Goltz, **SECONDED** by Jane McDaid and **AGREED** by An Bord.

## **7.b. Strategy Updates:**

### **7.b.i. HEI Landscape Update**

Sarah Glennie gave a presentation on the HEI Landscape following the actions at the last meeting of An Bord. Jane McDaid and Sarah Glennie will review this research and develop the points further.

Jane McDaid left the meeting at 1.25pm.

### **7.b.ii. Research Strategic Project/Postgraduate Development Updates - Prof David Crowley**

Documentation was shared in advance of the meeting, deemed read and noted by An Bord.  
Prof David Crowley, Head of the School of Visual Culture, presented an update on the Research Strategic Project and an update on the Postgraduate Developments. The research statement and the academic ethos will be included in recruitment moving forward.

Siún Hanrahan left the meeting at 12.20pm.

## **7.c. Protected Disclosure Report:**

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

## **7.d. PO Approvals:**

### **7.d.i. The Vaults Annual Order**

Gerry McCoy noted that as An Bord has approved the rental of The Vaults at a past meeting and therefore approval for the annual order is not necessary. It is noted the fees are per the signed agreement.

### **7.d.ii. OCLC UK Limited**

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The OCLC UK Limited paperwork was **PROPOSED** by Taffina Flood, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the PO to OCLC UK Limited.

### **7.d.iii. Perrett Laver Recruitment**

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The Perrett Laver Recruitment proposal was **PROPOSED** by Taffina Flood, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the purchase order to Perrett Laver.

**7.d.iv. Sigmar Recruitment**

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The Sigmar Recruitment paperwork was **PROPOSED** by Taffina Flood, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the purchase order to Sigmar.

**7.d.v. The Vaults Repair Work**

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord.

The Vaults Repair Work proposal paperwork was **PROPOSED** by Taffina Flood, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the process presented in the paperwork.

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

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

- 21 June 2022 - 11am - 1pm

**8.b. Proposed dates for 2022-2023 Academic Calendar - Times 11am-1pm**

- 20 September 2022
- 8 November 2022
- 30 November 2022 - Incorporal Meeting
- 13 December 2022
- 24 January 2023
- 7 March 2023
- 18 April 2023
- 30 May 2023
- 27 June 2023

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

- **5.a. Executive Report:** Jane McDaid and Sarah Glennie will develop talking points against the Campus Development Plan for meetings with stakeholders and this will be shared with members of An Bord..
- **5.a. Executive Report:** NCAD will review the succession plan for Heads of School positions moving forward.
- **5.a. Executive Report:** At present, Gerry McCoy has full oversight of the day to day runnings of the HR department and this will be communicated to all staff.
- **5.a. Executive Report:** Refurbishment will be included in the machinery and equipment plan.
- **7.b.i. HEI Landscape Update:** Jane McDaid and Sarah Glennie will review this research and develop the points further.

The meeting concluded at 1.30 p.m.

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Chairperson of An Bord

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Dated