

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 21 JUNE
2022 AT 11am ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS
STREET, DUBLIN 8

PRESENT

VIA ZOOM:

Professor Sarah Glennie, Director
Dr Patsey Bodkin
Frederick Goltz
Sinéad Ryan
Claire Dowling

IN PERSON:

Bill Harris until 11.40am
Jane McDaid, Temporary Acting Chairperson

IN ATTENDANCE:

Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Gerry McCoy, Secretary
Amy O'Hanlon

APOLOGIES:

Taffina Flood
Leone Karakus, NCAD Staff Observer
Sarah O'Connor
Christine O'Donovan

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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. An Bord government appointment

Sarah Glennie informed An Bord of Dr Richard Thorn's term as Chairperson concluding in May 2022. Sarah Glennie is in contact with the Department of Further and Higher Education, Research, Innovation and Science, with a view to progressing the issue of the absence of a permanent Chair.

3.b Governance

Gerry McCoy informed An Bord of section 13.4.b of the NCAD Act (1971 Act) which deals with the absence of a Chair and the options available to members of An Bord. An Bord can appoint an interim Chairperson subject to a majority decision of An Bord. It was noted that this interim position cannot be a member of staff or a student. Jane McDaid volunteered to act as acting Chairperson for the duration of this meeting and act in an administrative role up to the next meeting 20th September 2022. This item was **SECONDED** by Fred Goltz and **APPROVED** by An Bord.

It was agreed that Jane McDaid would discuss and finalise the agenda items for the next meeting with the executive for the September meeting.

It was also agreed that Fred Goltz (Chair of Audit and Risk Committee) would act as a signatory where required until the issue of the Chair has been resolved.

4. MINUTES: (AGENDA ITEM 4):

4.a. Minutes of the Meeting of An Bord held on 24 May 2022 for approval:

A copy of the minutes of the meeting of An Bord held on 24 May 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Bill Harris, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 24 May 2022.

4.b. Matters to be Reported from the Meeting of An Bord held on 24 May 2022 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 24 May 2022 were circulated in advance of the meeting, deemed read and noted by An Bord.

The draft Matters to be Reported were **PROPOSED** by Bill Harris, **SECONDED** by Sarah Glennie and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 24 May 2022.

4.c. Matters arising from the meeting of An Bord held on 24 May 2022:

The following items were updated:

- **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. This will begin over the course of the summer.
- **5.a. Executive Report:** The internal posting of the Acting Head of School of Education position has been advertised. The external posting of the position will be advertised internally and externally the week of the 27 June. This process is being managed by an external agency.

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:

- Minister Harris is committed to broadening access and participation for third level students. During his visit to **NCAD Works** on 13 June, Minister Harris was very engaged with the work of the students particularly regarding creative education.
- **CEAD exhibition** begins on Thursday 22 June.
- **HEA campus development meeting:** various departments, partners and philanthropic funding will inform parts of this development. Sarah Glennie and Gerry McCoy are putting together a Strategic Assessment Report ahead of the next HEA meeting on Tuesday 28 June.
- **Stakeholder Meetings/HEA:** Sarah Glennie updated An Bord on various meetings with Dublin City Council, the HEA and the Department of Higher Education which included discussion regarding the capital project and the campus development.
- **Capital works** have begun at The Granary. Gerry McCoy raised the issue of potential external constraints on completing works in The Granary. He stated a meeting with the design team was scheduled, however issues with supply chain, labour availability and inflationary pressure on costs were highlighted. It was agreed a fully formed contingency plan will be in place regarding any possible delays. Secondly, as a result of the meeting with the design team, a reassessment of the risk/mitigations will be reviewed. An Bord took the decision that the ARC shall have oversight of the revised risk profile / mitigation to the current schedule of works for the summer works. It was **PROPOSED** by Dr Patsey Bodkins, **SECONDED** by Sarah Glennie and **APPROVED** by An Bord that the Audit and Risk committee will be empowered to make any decisions regarding the capital works in The Granary.

5.a.i. Media Coverage from NCAD Works 2022 (for noting)

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

5.a.ii. 05 a ii NCAD HEA Capital Presentation May 26 (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.

The capital works in The Granary shall be reflected in the next iteration of the register. It was proposed that the following items be included as risks:

- A change to government personnel and HEA personnel
- New Chairperson
- Temporary absence of Head of HR

6.b. Audit and Risk Committee Matters:

The Audit and Risk Committee met on 21 June 2022. Two items were discussed:

- a) Financial Statement
- b) Risk Register

7. OPERATIONAL MATTERS: (AGENDA ITEM 7):

7.a. HR Policies and Procedures:

The HR department has reviewed all of the HR policies and procedures following an extensive review by the union. It was noted that a number of core documents have been reviewed by solicitors.

The HR Policies and Procedures were **PROPOSED** by Fred Goltz, **SECONDED** by Sinéad Ryan and **APPROVED** by An Bord.

An Bord thanked the HR department and union for their work on these policies and procedures.

7.a.i Staff Handbook

The document was circulated in advance of the meeting, deemed read and noted by An Bord. This Handbook will be signed by each new member of staff on appointment to a position at NCAD.

7.a.ii. Staff Induction Process

A new staff induction process will begin shortly. A virtual induction video will be developed for all new starters and it is proposed that HR will organise in person inductions for new staff members twice per academic year.

7.b. Financial Updates:

7.b.i. Management Accounts April 2022

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy updated An Bord on the Management Accounts up to April 2022.

7.c. Strategy Updates:

7.c.i Quality Improvement Plan Spring 2022

Documentation was circulated in advance of the meeting, deemed read and noted by An Bord. Siún Hanrahan updated An Bord regarding this Plan which is a response to the Institutional Review in October 2021. This Plan will be shared with UCD at the beginning of July.

The Quality Improvement Plan Spring 2022 was **PROPOSED** by Sinéad Ryan, **SECONDED** by Claire Dowling and **APPROVED** by An Bord.

7.d. PO Approvals:

It was noted that the purchase orders and proposals listed in this agenda item have gone through the proper procurement process.

7.d.i. BDO

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

The BDO PO was **PROPOSED** by Fred Goltz, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the PO to BDO.

7.d.ii. Lex Recruitment

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

The Lex Recruitment paperwork was **PROPOSED** by Fred Goltz, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the PO to Lex Recruitment.

7.d.iii. Confirmation of Vaults Lease

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

The confirmation of the Vaults Lease was **PROPOSED** by Fred Goltz, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the PO to The Vaults.

7.e.i. Character Print

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

The Character Print proposal was **PROPOSED** by Fred Goltz, **SECONDED** by Dr Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the tender to Character Print.

8. AOB: (AGENDA ITEM 8):

8.a. Retirees

As of June 2022, It was noted that there will be a number of retirees at NCAD during the summer months.

An Bord thanked the following staff members retiring from NCAD:

- Prof. Dervil Jordan, Head of School of Education
- Dr Andrew Folan, Head of Department of Print
- Michael Cunningham, School of Design.

A formal letter will be finalised on behalf of An Bord.

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

- 20 September 2022 - 10.30am - 1pm followed by a reception for Dr Richard Thorn from 1.00-2.30pm (to include key staff and stakeholders)
- 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):

- **6.a. Risk Register:** The capital works in The Granary will be promoted to a higher risk. It was proposed that the following items be included as risks:
 - A change to government personnel and HEA personnel.
 - New Chairperson.
 - Head of HR.
- **8.a. Retirees:** letters will be sent to retirees on behalf of An Bord during the summer months.

The meeting concluded at 12.30 p.m.

Chairperson of An Bord

Dated