

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 20
SEPTEMBER 2022 AT 10.30AM ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100
THOMAS STREET, DUBLIN 8

PRESENT

VIA ZOOM:

Claire Dowling
Frederick Goltz
Taffina Flood
Sinéad Ryan

IN PERSON:

Dr Patsey Bodkin
Professor Sarah Glennie, Director
Jane McDaid, Temporary Acting Chairperson
Christine O'Donovan
Carole Pollard

IN ATTENDANCE:

Leone Karakus, NCAD Staff Observer (online)
Dr Siún Hanrahan, Head of Academic Affairs & Research at 11.05am
Gerry McCoy, Secretary
Amy O'Hanlon

APOLOGIES:

Bill Harris

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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 / UPDATE ON SIPO: (AGENDA ITEM 2):

There were no conflicts of interest.

Gerry McCoy updated An Bord regarding the SIPO returns changes. In line with best practice, for 2020 and 2021 returns, those completing a NIL return will need to complete an updated return and a signed physical form is required.

3. CHAIRPERSON (ACTING CHAIR FOR THE MEETING): (AGENDA ITEM 3):

3.a. An Bord government appointment

See minutes under items 6 and 7.

3.b Governance

See minutes under items 6 and 7.

4. MINUTES: (AGENDA ITEM 4):

4.a. Minutes of the Meeting of An Bord held on 21 June 2022 for approval:

A copy of the minutes of the meeting of An Bord held on 21 June 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Dr Patsey Bodkin, **SECONDED** by Sarah Glennie and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 21 June 2022.

4.b. Matters to be Reported from the Meeting of An Bord held on 21 June 2022 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 21 June 2022 were circulated in advance of the meeting, deemed read and noted by An Bord.

The draft Matters to be Reported were **PROPOSED** by Sarah Glennie, **SECONDED** by Dr Patsey Bodkins and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 21 June 2022.

4.c. Matters arising from the meeting of An Bord held on 21 June 2022:

There were no matters arising.

5. WELCOME OF CAROLE POLLARD, NEWLY APPOINTED MEMBER OF AN BORD: (AGENDA ITEM 5):

Sarah Glennie and An Bord welcomed Carole Pollard as the newly appointed member of An Bord. Ms Pollard was appointed by the Minister's office in July. Sarah Glennie shared information regarding Ms Pollard's biography.

6. NOMINATION OF CHAIR: (AGENDA ITEM 6):

The term of Dr Richard Thorn as Chair finished in 2022. The process of replacing the Chair started prior to the summer break. The process of An Bord Chair nomination is outlined in the NCAD 1971. Following a consultative process with members of An Bord, Christine O'Donovan put her name forward as a candidate of Chairperson of An Bord.

Christine O'Donovan's nomination was unanimously welcomed and a formal vote was taken.

The nomination of Christine O'Donovan as the Chairperson of An Bord was **PROPOSED** by Sarah Glennie, **SECONDED** by Fred Goltz and unanimously **AGREED** by An Bord. The appointment is subject to ministerial appointment and the executive of NCAD will formally write to the Minister for Further and Higher Education, Research, Innovation and Science. Christine O'Donovan will remain as acting Chair in the interim. Upon ministerial appointment Christine O'Donovan's term will cover the remainder of her term as a member of An Bord which will be until March 2024.

7. UPDATE ON BOARD MATTERS: (AGENDA ITEM 7):

A copy of the Update on Board Matters was circulated in advance of the meeting, deemed read and noted by An Bord.

- a. The current President of the NCAD evening student union, Sarah O'Connor, is no longer a student with NCAD in this academic year, and unfortunately she therefore cannot be a member of An Bord. The process of electing a new replacement will take place in the new academic year
- b. An Bord was notified that Dr Patsey Bodkin has recently been appointed as Acting Head of School of Education and is now a member of the College Management Team/Executive. In line with good governance Dr Bodkin has temporarily suggested that she step aside from An Bord for the duration of her temporary appointment as Acting Head of Education. Following a detailed discussion it is the recommendation of An Bord that the second position (there are currently two academic representatives on An Bord) of staff representative is maintained at An Bord. For the duration of Dr Bodkin's assignment the next candidate in the staff elections held in 2021 should be recommended for temporary appointment. This was Dr Declan Long, whose name will be forwarded to the Minister for approval. Gerry McCoy will investigate a change to the standing orders to reflect this protocol. It was noted that staff will be updated on the process once ministerial approval has been received.

The nomination of Dr Declan Long was **PROPOSED** by Christine O'Donovan, **SECONDED** by Dr Patsey Bodkin and unanimously **AGREED** by An Bord. The appointment is subject to ministerial appointment and the executive of NCAD will formally write to the Minister for Further and Higher Education, Research, Innovation and Science. Dr Bodkin will resume her position on An Bord following the appointment of the Head of Education and the cessation of her role as Acting Head of Education. At this point Dr Long will cease to be a member of An Bord. An Bord thanked Dr Patsey Bodkin for acknowledging this change and possible conflict of interest.

8. EXECUTIVE REPORT: (AGENDA ITEM 8):

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

The following was noted:

- An annual plan for Strategy Implementation will be presented at the next meeting of An Bord.
- The urgent requirement for a heating system with a solution for the central, administrative and Clock Buildings.
- The Head of HR is on sick leave and Jacinta O'Malley has been appointed as acting Head of HR for three days per week to lead the HR team.

8.a. Athena Swan Feedback report

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

8.b. HEA COMPACT Feedback

A copy of the HEA COMPACT Feedback report was circulated in advance of the meeting, deemed read and noted by An Bord.

8.c. NCAD SER Proposal

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

8.d. Student Fees proposals and Policy 2022-23

Copies of the Student Fees proposal and Policy 2022-23 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was noted that there are no proposed changes to Student Fees. CEAD fee will remain at 2021/22 level with an option to review future academic years.

The documents were **PROPOSED** by Christine O'Donovan, **SECONDED** by Fred Goltz and **AGREED** by An Bord to **APPROVE** the Student Fees proposals and Policy 2022-23.

9. RISK: (AGENDA ITEM 9):

9.a. Risk Register Review and Update

- An update was given around The Granary and summer works in 2022 and 2023
- Update on Heating issues on campus.

The Risk Register was circulated in advance of the meeting, deemed read and noted by An Bord. Gerry McCoy updated An Bord on the changes which include The Granary and energy costs/power cuts.

9.b. Audit and Risk Committee Matters

The Audit and Risk Committee met on 19 September 2022. Three items were discussed:

- a) Budget 2022/23
- b) Risk Register

10. OPERATIONAL MATTERS: (AGENDA ITEM 10):

10.a. Presentation of the Budget for the 2022/23 Academic Year for Approval (subject to ARC approval)

A copy of the presentation of the Budget for the 2022/23 Academic Year was circulated in advance of the meeting, deemed read and noted by An Bord.

The following actions were agreed:

- Latest view budgets will be presented in January 2023 and April/May 2023 to reflect financial assumptions that had to be made prior to the completion of the budget.

- Gerry McCoy will update An Bord in October regarding the Building Momentum 3.5% possible increase in salaries and associated funding requirements.

The document was **PROPOSED** by Sinead Ryan, **SECONDED** by Christine O'Donovan and **AGREED** by An Bord to **APPROVE** the Budget 2022/23.

10.b. P.O. Approvals

i. Annual PO's for 2022/23

A copy of the Annual PO's for Approval for 2022/23 was circulated in advance of the meeting, deemed read and noted by An Bord.

The document was **PROPOSED** by Dr Patsey Bodkin, **SECONDED** by Sarah Glennie and **AGREED** by An Bord to **APPROVE** the **Annual PO's for 2022/23**.

10.c. Management Accounts July 2022

A copy of the Management Accounts to July 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The August Management Accounts 2022 will be sent to An Bord once these are finalised by the finance team.

10.d. Minister's Letter

This item has been deferred until the next meeting of An Bord.

11. AOB: (AGENDA ITEM 11):

Dates for 2022-2023 Academic Calendar - Times 11am-1pm

- 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

12. AGREED ACTION POINTS: (AGENDA ITEM 12):

- **2. DECLARATION OF CONFLICT OF INTEREST / UPDATE ON SIPO:** Gerry McCoy will provide 2020 and 2021 SIPO forms to each member of An Bord.
- **6. NOMINATION OF CHAIR:** The executive of NCAD will formally write to the Minister for Further and Higher Education, Research, Innovation and Science regarding the formal appointment of Christine O'Donovan as Chair. Christine O'Donovan will remain as acting Chair in the interim.
- **7. UPDATE ON BOARD MATTERS:**
 - NCAD will begin the process of voting for a new evening student union member of An Bord.
 - Gerry McCoy will investigate a change to the standing orders to reflect the protocol regarding temporary staff Board appointments.
 - Staff will be updated on the changes to An Bord.
 - NCAD will formally write to the Minister for Further and Higher Education, Research, Innovation and Science regarding the temporary appointment of Dr Declan Long to An Bord.
- **10.a. Presentation of the Budget for the 2022/23 Academic Year for Approval (subject to ARC approval):**
The following actions were agreed:
 - January 2023 agenda will include further information regarding student recruitment.
 - Latest view budgets will be presented in January 2023 and April/May 2023 to reflect financial assumptions that had to be made prior to the completion of the budget.

- Gerry McCoy will update An Bord in October regarding the Building Momentum 3.5% possible increase in salaries.
- **10.c. Management Accounts July 2022:** The August Management Accounts 2022 will be sent to An Bord once these are finalised by the finance team.
- **10.d. Minister's Letter:** This item has been deferred until the next meeting of An Bord.

The meeting concluded at 12.30 p.m.

Chairperson of An Bord

Dated