

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 8**  
**NOVEMBER 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  
Taffina Flood

**IN PERSON:**

Professor Sarah Glennie, Director  
Bill Harris  
Dr Declan Long  
Jane McDaid  
Christine O'Donovan (Chairperson Designate)  
Carole Pollard  
Sinéad Ryan

**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:**

Claire Dowling

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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.

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

No new items.

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

**4.a. Minutes of the Meeting of An Bord held on 20 September 2022 for approval:**

A copy of the minutes of the meeting of An Bord held on 20 September 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Sinéad Ryan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 20 September 2022.

**4.b. Matters to be Reported from the Meeting of An Bord held on 20 September 2022 for approval:**

A copy of the matters to be reported of the meeting of An Bord held on 20 September 2022 were circulated in advance of the meeting, deemed read and noted by An Bord.

The draft Matters to be Reported were **PROPOSED** by Sinéad Ryan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 20 September 2022.

**4.c. Matters arising from the meeting of An Bord held on 20 September 2022:**

There were no matters arising.

**4.d. Minutes of the Incorporal Meeting of An Bord held on 21 October 2022 for approval**

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

The minutes were **PROPOSED** by Sinéad Ryan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the minutes of the incorporal meeting of An Bord held on 21 October 2022.

**4.e. Matters to be Reported from the Incorporal Meeting of An Bord held on 21 October 2022 for approval**

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

The draft Matters to be Reported were **PROPOSED** by Sinéad Ryan, **SECONDED** by Jane McDaid and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Incorporal Meeting of An Bord held on 21 October 2022.

**5. EXECUTIVE REPORT: (AGENDA ITEM 5):**

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 will speak with Dublin City Council regarding the drug issues outside the campus and around the Grace Gifford House.

**5.a. HEA COMPACT Meeting Feedback**

A copy of the HEA COMPACT Feedback 2018-2021 was shared in advance of the 20 September 2022 meeting of An Bord. In October, Sarah Glennie, Siún Hanrahan, Gerry McCoy and David Crowley met with the external panel regarding this feedback. This was a very supportive meeting and it was noted that some of the objectives weren't achieved due to COVID. However the panel recognised that NCAD's COVID support to staff and students was very strong. The next COMPACT aims will be developed from January 2023.

**5.b. Recruitment and Admissions Report**

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

Future documents will include 1st preference tracking within NCAD and the Irish landscape. It was recognised that space is in demand and space has been created within the Grace Gifford House. NCAD is tracking how space is used moving forward and developing possible additional space for the academic year 2023-24.

**6. RISK: (AGENDA ITEM 6):**

**6.a. Risk Register Review and Update**

Gerry McCoy updated An Bord that there were no revisions to the Risk Register since the 20 September 2022 meeting of An Bord. Confirmation from the OBFA (design team) that there has been no degradation to the electrical panels in The Granary, and there were no further items of note to mention to An Bord.

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

The Audit and Risk Committee met on 8 November 2022. An update on this item can be found under agenda item 08f.

**7. STRATEGY - UPDATE ON PROGRESS / PRIORITIES 2022/23: (AGENDA ITEM 7):**

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

Sarah Glennie presented an update on the progress of the Strategy and the priorities for the year ahead. An Bord thanked Sarah Glennie and all staff and students for the ongoing work within the strategy.

**8. OPERATIONAL MATTERS: (AGENDA ITEM 8):**

**8.a. P.O. Approvals:**

- i. Mantech (CnC Router)**
- ii. DHR Annual Approval**

A copy of the P.O.s for Approval were circulated in advance of the meeting, deemed read and noted by An Bord. It was noted that these purchase orders have gone through the procurement process. The documents were **PROPOSED** by Jane McDaid, **SECONDED** by Carole Pollard and **AGREED** by An Bord to **APPROVE** the P.O.s for approval.

**8.b. Management Accounts August 2022**

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

**8.c. Annual Procurement Plan**

A copy of the Annual Procurement Plan was circulated in advance of the meeting, deemed read and noted by An Bord.  
The document was **PROPOSED** by Fred Goltz, **SECONDED** by Bill Harris and **AGREED** by An Bord to **APPROVE** the Annual Procurement Plan.

**8.d. Change to Authorisation limits (ex Vat)**

A copy of the Change to Authorisation Limits (ex VAT) was circulated in advance of the meeting, deemed read and noted by An Bord.  
The document was **PROPOSED** by Jane McDaid, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Change to Authorisation Limits (ex VAT).

**8.e. Minister's Letter**

A copy of the Minister's Letter was circulated in advance of the meeting, deemed read and noted by An Bord.

**8.f. Appointment of ARC member Derek Lande (non director)**

A copy of the Appointment of ARC member Derek Lande (non director) was circulated in advance of the meeting, deemed read and noted by An Bord.  
An Bord proposed a three year term for Derek Lande as a member of ARC (non Director). The document and the terms were **PROPOSED** by Jane McDaid, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Appointment of ARC member Derek Lande (non director) for a three year term from 13 December 2022. Gerry McCoy will organise a formal letter to Derek Lande.

**8.g. Staffing Issue (non staff / student rep session)**

Due to a personal staffing issue non staff members left the meeting. Dr Declan Long, Taffina Flood, Leone Karakus, Bill Harris and Amy O'Hanlon left the meeting for this item.  
There were two items discussed. A file note for each topic will be kept with the Secretary of An Bord.

**9. AOB: (AGENDA ITEM 9):**

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

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

**10. AGREED ACTION POINTS: (AGENDA ITEM 10):**

- **8.f.: OPERATIONAL MATTERS: Appointment of ARC member Derek Lande (non director):**  
Gerry McCoy will organise a formal letter to Derek Lande.

The meeting concluded at 1.00 p.m.

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Chairperson of An Bord

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Dated