

CONFIDENTIAL
MATTERS TO BE REPORT OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 13
DECEMBER 2022 AT 11AM ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100
THOMAS STREET, DUBLIN 8

PRESENT

VIA ZOOM:

Claire Dowling
Frederick Goltz
Dr Declan Long
Carole Pollard
Sinéad Ryan

IN PERSON:

Professor Sarah Glennie, Director
Bill Harris
Christine O'Donovan, Chairperson

IN ATTENDANCE:

Gerry McCoy, Secretary
Amy O'Hanlon

APOLOGIES:

Taffina Flood
Dr Siún Hanrahan, Head of Academic Affairs & Research
Leone Karakus, NCAD Staff Observer
Jane McDaid

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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):

3.a. Joint Committee on Education, Further and Higher Education, Research, Innovation and Science and Department of Further and Higher Education, Research, Innovation and Science approval of appointment of Chairperson of NCAD

A copy of the letters were circulated in advance of the meeting, deemed read and noted by An Bord.

4. MINUTES: (AGENDA ITEM 4):

4.a. Minutes of the Meeting of An Bord held on 8 November 2022 for approval:

A copy of the minutes of the meeting of An Bord held on 8 November 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Bill Harris, **SECONDED** by Carole Pollard and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 8 November 2022.

4.b. Matters to be Reported from the Meeting of An Bord held on 8 November 2022 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 8 November 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 Fred Goltz and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 8 November 2022.

4.c. Matters arising from the meeting of An Bord held on 8 November 2022:

There were no matters arising.

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:

- The **heating** returned on Friday 9 December. The HEA were made aware of the issues on campus. Staff and students were communicated with throughout the heating works and certain spaces were closed over two days due to the drop in temperature. It was noted there were cost overruns on the project due to the complexity of works involved. Gerry McCoy confirmed that the facilities team will return to the works during the summer.
- There was a discussion around **future bequests, endowment funds and scholarships** for potential students. It was agreed that external advice would be sought.
- **HR:** Head of HR, has returned from sick leave. It was confirmed that the current acting Head of HR will continue at NCAD for the next 6 months to finalise the ongoing HR strategy projects.
- The **Head of School of Education** recruitment has been finalised. We will update An Bord shortly once the contract is signed and we hope that they will begin in late March. Claire Dowling and Sinead Ryan were thanked for their work throughout the recruitment.

5.b. SSA report with student numbers and statistics - with Cathy McCartney

Copies of the SS&A Student Numbers Report and Statistics were shared in advance of the meeting. Due to illness, Cathy McCartney was not able to attend the meeting to present the documents and will be asked to attend a future meeting of An Bord to provide an update.

5.b. Higher Education Authority Act 2022

A copy of the Higher Education Authority Act 2022 and initial research was circulated in advance of the meeting, deemed read and noted by An Bord.

The HEA Act was signed into law on 20 October 2022. It was noted that some changes regarding the role of the NCAD An Bord are not as extensive as expected. Documentation includes initial research into the changes. It was proposed to delay detailed discussion to give time to consider the changes and the Executive team will provide a further update at a future meeting of An Bord. The Executive will spend time mapping the changes including the skills/gender matrix of members of An Bord and report back to An Bord.

Following this review, NCAD governance documents will be reviewed to ensure that they are inline with the changes to the HEA Act 2022.

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.

Gerry McCoy proposed that An Bord will review the Risk Appetite with an external member of the Finance & Audit Committee at a separate meeting.

6.b. Audit and Risk Committee Matters

i. Management Letter (for noting)

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

7. OPERATIONAL MATTERS: (AGENDA ITEM 7):

7.a. P.O. Approvals:
i. Raise a Concern

A copy of the P.O. Approval was 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 Fred Goltz, **SECONDED** by Claire Dowling and **AGREED** by An Bord to **APPROVE** the P.O. for Raise a Concern.

7.b. Academic Council Terms of Reference

A copy of the Academic Council Terms of Reference was circulated in advance of the meeting, deemed read and noted by An Bord.

Due to illness, Siún Hanrahan could not attend the meeting. The Terms of Reference will be amended against the HEA Act 2022 and presented at the next meeting of An Bord.

7.c. Management Accounts October 2022/23

A copy of the October Management Accounts 2022/23 was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy gave an update on the Management Accounts up until 31 October 2022. A latest view budget will be given in January 2023 to reflect.

7.d. Pre Audited Financial Statements 2022 for noting

A copy of the Pre Audited Financial Statements 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

It was noted there was a delay in submitting the draft financial statements.

7.e. Health and Safety implementation update & Health and Safety Policy for Approval with Julia Doherty

Documents were circulated in advance of the meeting, deemed read and noted by An Bord. Julia Doherty, the NCAD Health and Safety Officer, gave a presentation to An Bord.

The Audit and Risk Committee will be provided with a regular update from Julia Doherty moving forward. An Bord thanked Julia Doherty for her presentation and work on Health and Safety.

The Health and Safety Policy was **PROPOSED** by Bill Harris, **SECONDED** by Carole Pollard and **AGREED** by An Bord to **APPROVE** the Health and Safety Policy.

7.f. Child Protection Policy

Copies of the Child Protection Policy and the correspondence from the Gardai regarding Garda Vetting were circulated in advance of the meeting, deemed read and noted by An Bord.

The Policy was **PROPOSED** by Bill Harris, **SECONDED** by Carole Pollard and **AGREED** by An Bord to **APPROVE** the Child Protection Policy.

7.g. Internal Audit Charter

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

The Charter was **PROPOSED** by Bill Harris, **SECONDED** by Carole Pollard and **AGREED** by An Bord to **APPROVE** the Internal Audit Charter.

8. AOB: (AGENDA ITEM 8):

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

- 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: future bequests, endowment funds and scholarships** for potential students: it was agreed that external advice would be sought.
- **5.b. SSA report with student numbers and statistics - with Cathy McCartney:** Due to illness, Cathy McCartney was not able to attend the meeting to present the documents and will be asked to attend a future meeting of An Bord to provide an update.
- **5.b. Higher Education Authority Act 2022:** Sarah Glennie will provide a further update at a future meeting of An Bord. The Executive will spend time mapping the changes including the skills/gender matrix of members of An Bord and report back to An Bord.
- **5.b. Higher Education Authority Act 2022:** All NCAD governance documents will be reviewed to ensure that they are inline with the changes to the HEA Act 2022.
- **6.a. Risk Register Review and Update:** Gerry McCoy proposed that An Bord will review the Risk Appetite with an external member of the Finance & Audit Committee at a separate meeting.
- **7.b. Academic Council Terms of Reference:** The Terms of Reference will be amended against the HEA Act 2022 and presented at the next meeting of An Bord. The Crowe Howarth logo will also be removed from the document.
- **7.e. Health and Safety implementation update & Health and Safety Policy for Approval with Julia Doherty:** The Audit and Risk Committee will be provided with a regular update from Julia Doherty moving forward.

The meeting concluded at 12.55 p.m.

Chairperson of An Bord

Dated