

CONFIDENTIAL
MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 24
JANUARY 2023 AT
11AM ON ZOOM AND IN PERSON IN THE DIRECTOR'S OFFICE, NCAD, 100 THOMAS STREET,
DUBLIN 8

PRESENT

VIA ZOOM: Claire Dowling

IN PERSON: Professor Sarah Glennie, Director
Bill Harris
Dr Declan Long
Jane McDaid
Christine O'Donovan, Chairperson
Sinéad Ryan

IN ATTENDANCE: Dr Siún Hanrahan, Head of Academic Affairs & Research
Gerry McCoy, Secretary
Leone Karakus, NCAD Staff Observer (via Zoom)

APOLOGIES: Carole Pollard
Taffina Flood
Frederick Goltz

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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):

There were no items to discuss.

4. MINUTES: (AGENDA ITEM 4):

4.a. Minutes of the Meeting of An Bord held on 13 December 2022 for approval:

A copy of the minutes of the meeting of An Bord held on 13 December 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Bill Harris, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Minutes of the Meeting of An Bord held on 13 December 2022.

4.b. Matters to be Reported from the Meeting of An Bord held on 13 December 2022 for approval:

A copy of the matters to be reported of the meeting of An Bord held on 13 December 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 Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported from the Meeting of An Bord held on 13 December 2022.

4.c. **Matters arising from the meeting of An Bord held on 13 December 2022:**

The majority of the matters arising from the meeting of An Bord on 13 December 2022 are dealt with as part of the agenda for this meeting. However two items do not:

- **5.a. EXECUTIVE REPORT: future bequests, endowment funds and scholarships** meetings with organisations are progressing.
- **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.

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:

- **Amy O'Hanlon** is on jury duty until the end of March. The Director's Office is in the process of gaining additional support for this time period.
- **On-going Issues:** Remedial works on heating have been completed. However, it was noted the AHU Granary Building is in a bad state of disrepair and coming to the end of its useful life. Contact has been made with the HEA to source funding. Notwithstanding this a plan is required to replace over the coming months.
- From the 19th June 2023 and due to **campus H&S improvements delays** from 2022, the campus will be without power except the attendants office, server room, Design Building and the Grace Gifford House for a period of 3 weeks. The granary will be without power from the 19th of June until early September. Discussions are taking place with various affected departments to find alternative locations. .
- **Strategy update:** Sarah Glennie and Gerry McCoy continue to discuss the importance of the campus development plan with the HEA and continue to seek meetings with relevant stakeholders.
- Sarah Glennie and Jane McDaid will meet to discuss communications regarding the campus development.
- **Recruitment:**
 - Donal O'Donoghue will begin in March as the new Head of School of Education following a strong recruitment process.
 - Following recruitment, the Strategic Development role (Connect and Be Connected) has been awarded to Gwen Farrelly and she will begin shortly.

5.b. **SS&A Recruitment & Admissions Report with Enrolment Statistic - with Cathy McCartney**

Copies of the SS&A Student Numbers Report and Statistics were shared in advance of the meeting.

Cathy McCartney provided an update on the reports and documents. Offers to potential 1st year students will continue to be dealt with through the CAO application process and conditional offers will not be included moving forward.

It was agreed by An Bord to invite the NCAD Access Officer, Finola McTernan, to a meeting this year where she can provide an update on the Access Programme in NCAD.

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

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

Gerry McCoy and Sarah Glennie updated An Bord that there was one addition to the Risk Register since the 13 December 2022 meeting of An Bord. This is within HR: IOT contracts with progression routes which would have a financial risk for the college. More information will be shared with An Bord as this possible sectoral change continues. The energy audit has been finalised under the climate action and sustainability risk and the risk will adjust due to progress made.

It was proposed to add AI as a risk to the register.

Copies of the documents listed below were circulated in advance of the meeting, deemed read and noted by An Bord.

- i. Risk Management
- ii. Risk Appetite
- iii. Risk Register Update
- iv. Audit & Risk Committee Terms of Reference

The documents were **PROPOSED** by Jane McDaid, **SECONDED** Sinéad Ryan by and **AGREED** by An Bord to **APPROVE** the documents above.

6.b. Audit and Risk Committee Matters

The Audit and Risk Committee met this morning and the internal plan for the audits moving forward was discussed.

7. OPERATIONAL MATTERS: (AGENDA ITEM 7):

7.a. 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.

7.b. Protected Disclosure Report 2022

A copy of the Protected Disclosure Report 2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

7.c. Approval of 2021/22 Bad Debt Write Off

A document was circulated in advance of the meeting, deemed read and noted by An Bord.
The 2021/22 Bad Debts Write Off was **PROPOSED** by Jane McDaid, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the 21/22 Bad Debt Write Off.

8. Matters of Strategic Importance: (AGENDA ITEM 8)

8.a. QA review and 2023 QEP - presentation

A copy of the QA review presentation and 2023 QEP document were circulated in advance of the meeting, deemed read and noted by An Bord.

Sarah Glennie and Siún Hanrahan spoke to the QA review presentation and the 2023 QEP document. It was agreed that progress made against student and staff survey responses will be highlighted at the beginning of each next relevant survey.

8.b. Research Project Action Plan - with Ally D'Astolfo and Prof David Crowley

A copy of the Research Project Action Plan was circulated in advance of the meeting, deemed read and noted by An Bord.

Ally D'Astolfo and Prof David Crowley gave a presentation on the Action Plan for NCAD. This presentation will be shared in the documentation folder following the meeting.

Ally D'Astolfo and Prof David Crowley were thanked for their research and presentation.

9. AOB: (AGENDA ITEM 9):

9.a. SIPO Returns (calendar year)

Gerry McCoy spoke to the SIPO Returns changes and NIL returns must be completed for this calendar year. Gerry McCoy will contact members of An Bord regarding this following the meeting.

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

- 7 March 2023
- 18 April 2023
- 30 May 2023
- 27 June 2023

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

The meeting concluded at 1.30 p.m.

Chairperson of An Bord

Date