

*Incorporating any amendments approved at subsequent Board meetings*

The University of Dublin

Trinity College

Minutes of Board Meeting, 12 September 2012

<i>Present</i>	Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor L Hogan), Senior Lecturer (Professor P Geoghegan), Registrar (Professor S P A Allwright), Professor S D C Barrett, Dr O Braiden, Ms J Byrne, Mr F Cowzer, Professor W J Dowling, Mr R Dunne, Mr D Ferrick, Mr D Frost, Mr J Gallagher, Professor H Gibbons, Professor R Gilligan, Mr M J McAndrew, Professor J F McGilp, Professor N Marples, Ms N Murray, Ms A S Ní Chonaire, Professor C O'Farrelly, Professor M Ó Siochrú, Professor H J Rice.
<i>Apologies</i>	Bursar (Professor D Lloyd), Professor M Bourroche, Professor E Drew, Professor D O'Neill.
<i>In attendance</i>	Ms S Mac Bride.
<i>(ex officio)</i>	Secretary to the College, Treasurer.
<i>(by invitation)</i>	Chief Operating Officer, Vice-Provost for Global Relations.  Director of Human Resources, Mr T McMahon (for BD/12-13/035) Assistant Academic Secretary (for BD/12-13/016)

SECTION A

**BD/12-13/004 Statutory Declaration**

Those attending their first meeting made the statutory declaration as required under the 2010 Consolidated Statutes.

**BD/12-13/005 Conflict of Interest**

The Provost requested Board members to declare any potential conflict of interest they may have in relation to any issues on the Board agenda.

With reference to item A.4, Professor Dowling, Professor Ó Siochrú and Professor Gibbons noted their membership of the IFUT committee in College. The Provost advised that this would be considered in more detail in advance of the agenda item (see minute BD/12-13/035 below).

Mr Frost declared an interest in a political party.

**BD/12-13/006 Minutes**

- (i) The minutes of the meeting held on 27 June 2012 were approved and signed subject the following amendments:

**BD/11-12/290 Planning Group Report No 7**

The word 'only' was removed from the last sentence of the first paragraph on Page 5.

**BD/11-12/297 University Council (CL/11-12/194 Report of the Working Group on the Merit Bar)**

- (a) The following text was added to the end of the second paragraph of the minute: "The Board noted the view that alternative terminology for the Merit Bar should be sought."
- (b) The last sentence of the minute was amended to read "The Board approved the Merit Bar Report as presented noting the dissent of Professor Dowling, Professor Gibbons and Professor Marples."
- (ii) The minutes of the joint meeting of Board and Council held on 5 September 2012 were approved and signed.

**BD/12-13/007 Matters Arising**

A number of matters arising from the minutes were discussed and have been recorded below, (see minutes BD/11-12/008, 009, 010, 011, 012, and 013 below).

**BD/12-13/008 Officers - Registrar of Chambers (see minute BD/11-12/287 of 27 June 2012)**

The Provost advised Board that Professor Stokes had declined the role of Assistant Junior Dean but had indicated that she would be happy to assist the current Junior Dean should the need arise. The Board noted the value of separating the roles of Registrar of Chambers and Junior Dean.

**BD/12-13/009 C&AG Special Report (see minute BD/11-12/288 of 27 June 2012)**

The Provost advised Board that he had been in correspondence with the Chair of the Board of St. James's Hospital in relation to those administrative hospital staff who had been recruited by the College. The Board noted that assurance has been provided that the College duties of the relevant staff do not form part of their contractual arrangements with the Hospital and that clarification was now being sought as to the arrangements for their release from St James's to perform their contractual duties with the College. The Board confirmed that if appropriate release provisions were not in place the contractual arrangements with these staff members will be terminated with effect from September 2012.

In response to a query, the Provost advised Board that a resolution with the HEA had been reached in relation to what the HEA had categorized as unauthorized allowances. The Board, affirming the decision to accept the HEA's proposal, noted that the College had regularly notified payment of such allowances to the HEA and had always acted in good faith. In response to a query, the Provost advised Board that the Department of Education and Skills have acknowledged that non-Professorial Heads of Schools and Heads of Departments should be paid an allowance for the extra

managerial duties the roles involve but noted that decisions have not yet been made in this regard.

**BD/12-13/010 Commercialisation (see BD/11-12/290(2) refers of 27 June 2012)**

The Vice-Provost/Chief Academic Officer advised Board that Professor Gerard Lacey had been appointed as Chair of a Taskforce with external members in order to advance the College's commercialisation plans. The Board noted that the Chief Operating Officer and the Bursar will also be members of the Taskforce. The Board further noted that it is intended that the Taskforce will present a high level strategy to Board in Michaelmas Term 2012 followed by a business plan in Hilary Term 2013.

**BD/12-13/011 eStrategy Update (see BD/11-12/292 of 27 June 2012 )**

The Chief Operating Officer advised Board that the GeneSIS project was currently in the implementation stage and that the new online system for registering students had gone live and was functioning. The Board commended the Academic Secretary as Project Sponsor for the implementation of the project.

In response to a query, the Chief Operating Officer advised Board that independent external oversight arrangements have now been put in place.

**BD/12-13/012 Science Gallery International - Branding Policy (see BD/11-12/302 of 27 June 2012 and BD/12-13/024 below)**

The Board approved changes to the Brand policy as presented at Agenda item C2 noting that the changes were very favourable to the College.

**BD/12-13/013 Coiste na Gaeilge (see BD/11-12/305 refers of 27 June 2012)**

Professor Dowling, Chair of Coiste na Gaeilge, advised Board that the College's new Seomra na Gaeilge will be located in the former General Common Room which had undergone a modest refurbishment. The Secretary advised Board that the room will be used as a forum for Irish conversation by staff and students and that the Provost will officially open the room in the coming weeks.

**BD/12-13/014 Provost's Report**

The Board noted an update from the Provost on the following items:

- (i) **Public Accounts Committee**  
The Provost advised Board that he will attend the Public Accounts Committee on 27 September 2012.
- (ii) **HEA Landscape Document (see BD/12-13/020 below)**  
The Provost advised Board that the College had submitted its response to the HEA Landscape document. The Board noted the importance of participating in the national dialogue on the future of third level education in Ireland and equally the importance of maintaining the College's position as Ireland's leading university.

(iii) **Global Relations Strategy**

The Vice-Provost for Global Relations advised Board that the Global Relations Strategy had been launched on 10 September 2012 and had been generally well received. She advised Board that work is progressing to ensure the successful implementation of the strategy. The Board noted the success of a recent student recruitment initiative in India and the success of the Bollywood film 'Ek Tha Tiger' which was filmed on campus and will be seen by over 200 million people worldwide.

(iv) **START Review**

The Provost advised Board that the implementation of recommendations from the START review will now begin and that he will keep Board advised as matters progress.

(v) **Bursar**

The Board congratulated the Bursar on his new appointment as the new Vice-Chancellor and President of the University of South Australia (UniSA) in Adelaide.

**BD/12-13/015 RIAM - Associated College**

The Provost invited Board's attention to a memorandum, dated 5 September 2012, which had been circulated. He advised Board that negotiations with the Royal Irish Academy of Music (RIAM) over the summer period had proved successful and he commended those involved in the process. The Board noted that the Head of School of Drama, Film and Music and the Head of School of Education fully support the proposal that the RIAM become an Associated College particularly as there has been a history of collaboration between the parties over many years. The Board also noted that the initiative will strengthen the College's position in dramatic arts and will enable possible collaboration between The Lir and the RIAM, as well as international collaborations in the future.

The Provost invited Board's attention to the financial plan, noting that if the proposals go ahead the College will receive payment from the RIAM for validating their degrees and there would be no negative financial implications for the College. In response to a query, the Provost advised Board that the availability of student services to RIAM students will form part of the negotiation process. In response to a query, the Board noted that the RIAM will be able to brand itself as an Associated College of Trinity College Dublin.

The Board welcomed the initiative, noting that the proposals would now go to Council for consideration before returning to Board for final approval.

**BD/12-13/016 Code of Governance**

The Secretary invited Board's attention to a memorandum, dated 5 September 2012, which had been circulated together with the HEA-IUA Code of Governance. She advised Board that the Department of Finance had issued a revised Code for the governance of State Bodies in May 2009 which updates the previous 2001 Code. The Secretary advised that many of the required updates had been anticipated in the 2007 sectoral code and reflected in the College's 2008 Code of Governance. She further

advised that IUA Secretaries Group, in consultation with other IUA Groups, had developed a revised sectoral code to take account of the 2009 requirements.

The Secretary invited Board's attention to the proposed revisions, noting in particular Part III of the document outlining changes which require amendment. In response to a query, the Secretary advised Board that as the College's Statutes, which make provision for the Provost to be Chief Officer and Chairperson of the Board, had been in existence prior to the enactment of the Universities Act in 1997, there is no need to seek Ministerial consent for the joint role as required under the Code. The Board also noted that a Whistle Blowing policy would be developed when the forthcoming legislation is introduced.

The Board approved the HEA-IUA code as presented, noting the need to amend the College's Code of Governance in line with the sectoral code. The Board also agreed that nominations for a sub-group of Board to effect the necessary changes would be presented to Board at its next meeting.

#### **BD/12-13/017 Membership of Principal Committees**

The Registrar invited Board's attention to a memorandum, dated 5 September 2012, which had been circulated proposing membership of Board Committees and she noted that the Heads of School nominees will be identified by the Heads of School Committee. In response to a query, she advised Board that she had written to the Heads of School Committee reminding them to consider the issue of gender balance when making their nominations.

The Treasurer, noting a recommendation that the Finance Committee includes among its members external members with financial expertise, invited Board's attention to the nomination of Mr Jon Gorringe, former Director of Finance in the University of Edinburgh.

The Registrar also advised Board of a proposal that a representative from the College's Group of Unions be appointed to the Human Resources Committee, which had been the practice prior to the establishment of the Partnership Agreement. Noting the views of Board members, the Board agreed that the Chair of the Human Resources Committee together with the Director of Human Resources, following consultation with relevant areas, would bring a nomination to Board for an external member of the Human Resources Committee with human resources and industrial relations expertise. The Board noted the dissent of Professor Gibbons to this decision.

The Board approved the nominations as presented and recorded in Appendix 1 to this minute.

#### **BD/12-13/018 Visitors**

The Secretary advised the Board of the outcome of a recent Visitor case and that the outcomes of two further cases are awaited.

#### **BD/12-13/019 Towards a Future Higher Education Landscape**

The Provost invited Board's attention to the College's submission to the HEA in

July 2012 presenting proposals on Trinity's position in the future landscape of the Irish Higher Education Sector under the following headings:

**1. *Mission***

The Board noted the College's mission as a university of global consequence and Ireland's leading university on the world stage.

**2. *Student Profile***

The Provost advised Board of the College's plan to diversify its cohort of students, noting that the College's ability to increase student numbers will be dependent on future funding.

**3. *Clusters***

The Board noted that the College is already involved in many clusters and has plans to develop these further in the future.

**4. *Consolidation***

The Provost noted the value of collaborations with other institutions as opposed to the principles of consolidation outlined in the HEA report.

**5. *Existing Collaborations and Collaborative Initiatives.***

The Provost invited Board's attention to the many collaborations in which the College is involved including the Innovation Academy with UCD. He advised Board of the long history of collaboration with DIT and the Dublin Dental Hospital as well as more recent collaborations to establish Trinity Health and the current proposed collaboration with the Royal Irish Academy of Music.

During the course of a discussion, Board members expressed concern at the uncertainty regarding the proposals that may come from the Department of Education and Skills following this consultation process and the requirement on the part of the College to accept proposals resulting from the landscape exercise. The Provost advised Board that the College's response to the document sets out how the College is fulfilling its role locally but also demonstrates that the College is a global university. The Board noted the merit in publishing the College document in order to encourage public debate on the matter.

The Board agreed that a comprehensive communication strategy be developed to facilitate the publication of the report taking into account the perspectives of various stakeholders. The Board also agreed that legal advice would be sought on behalf of the Board on the matter of autonomy and the Universities Act 1997 so as to ascertain the College's position should proposals not be in accordance with its own strategic plans.

**BD/12-13/020 College Secretary**

Under Other Business, the Board approved the following transition arrangements for the post of College Secretary. Mr Coman, the incoming Secretary, will start in College on 17 September 2012 and will take over the role of Secretary on 18 October 2012. During this period Mr Coman will act as Secretary Designate and after 18 October 2012 Ms FitzGerald will support Mr Coman in his role as Secretary until her departure on 9 November 2012. The Board noted that Ms FitzGerald will attend her last Board meeting on 7 November 2012 as an observer.

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**BD/12-13/021 Attendance at Board and Council**

Under Other Business, the Board noted the high level of attendance at Board and Council meetings during the previous academic year.

**BD/12-13/022 Green Campus**

Under Other Business, the Board noted that the campus will shortly partake in an assessment for eligibility as a green campus. The Provost advised Board of the preparations which will take place in advance of the assessment and of the benefits to the College of attaining a green campus status.

**SECTION B**

There was no business under this heading.

**SECTION C**

**BD/12-13/023 Science Gallery International**

(i) **Branding Policy**

The Board noted and approved:

- (a) A memorandum from the Secretary to the College, circulated, dated 5 September 2012;
- (b) Revised Brand Policy;

(ii) **King's College London Network Agreement**

The Board noted:

- (a) A memorandum from the Director of the Science Gallery, circulated, dated 31 August 2012;
- (b) SGI Contract with King's College London.

**BD/12-13/024 Callover of Board Decisions**

The Board noted the callover of decisions, as circulated.

**BD/12-13/025 Board Membership - Graduate Students' Union**

The Board noted that Mr M J McAndrew had been elected as President of the Graduate Students' Union, and would serve as a member of the Board in 2012-2013.

**BD/12-13/026 Higher Degree**

The Board noted a Higher Degree, approved by the sub-committee of Board and Council on 27 June 2012.

**BD/12-13/027 Administrative Arrangements in the Summer Session**

The Board noted a memorandum from the Secretary to the College, circulated, dated 5 September 2012.

**BD/12-13/028 Tutorship**

The Board noted and approved a memorandum from the Senior Tutor, circulated, dated 29 August 2012.

**BD/12-13/029 Sealings**

The Board noted Sealings, as circulated, attached as Appendix 2 to this minute.

**BD/12-13/030 Pro-Chancellors of the University**

The Board noted that following the retirement of Dr T D Spearman and Dr P S Florides from the office of Pro-Chancellor two vacancies exist and agreed that the Registrar should begin the process of filling the vacancies.

**BD/12-13/031 Statutes**

**(i) Student Conduct and Capacity**

The Board noted that the Visitors have approved the Ordinance to amend the Statutes in respect of Student Conduct and Capacity, and related amendments to the Introduction Chapter, the Chapter on the Visitors, and the Chapter on Scholars.

**(ii) Chapter on the Board, Section 10 and Chapter of Council, Section 8 (Chapter on the Fellows, Schedule 1, section 2 refers) (see BD/11-12/265 (iii) of 30 May 2012)**

The Board noted and approved the closing date of 28 September 2012 (1700) as the return date and time for the ordinance to amend Chapter on the Board and the Chapter on Council, and to approved 1 October as the date on which the assents of the Fellows would be counted.

**BD/12-13/032 New Degree Titles**

The Board noted and approved a memorandum from the Registrar, circulated, dated 4 September 2012.

**SECTION D**

**In compliance with the Data Protection Acts this information is restricted.**

Signed: .....

Date: .....



## Appendix 1 to Minute BD/12-13/017

## Membership of Principal Committees

(i)	<b>Audit Committee</b> Elected Board member Member of the College community	Professor John McGilp Professor Joe Barry
(ii)	<b>Estates Committee</b> Elected Board members Faculty Dean	Professor Cliona O'Farrelly <i>Chair</i> Ms Jackie Byrne Dean of Engineering, Mathematics and Science
(iii)	<b>Finance Committee</b> Elected Board members Faculty Dean External - additional	Professor Robbie Gilligan Dean of Arts, Humanities and Social Sciences Mr Jon Gorringer (former Director of Finance, University of Edinburgh)
(iv)	<b>Human Resources Committee</b> Elected Board members Faculty Dean Member of Equality Committee Student representative External member with expertise in Human Resources (including Industrial Relations) matters	Professor Henry Rice <i>Chair</i> Mr Dermot Frost Dean of Engineering, Mathematics and Science to be nominated by Equality Committee President of the Students' Union to be nominated (see above)
(v)	<b>Library and Information Policy Committee</b> Elected Board members Faculty Dean	Professor Micheál Ó Siochrú <i>Chair</i> Professor H Gibbons Dean of Arts, Humanities and Social Sciences
(vi)	<b>Student Services Committee</b> Elected Board members Faculty Dean	Professor Eileen Drew <i>Chair</i> Ms Noreen Murray Dean of Health Sciences
(vii)	<b>Equality Committee</b> Elected Board members Faculty Dean	Professor Mélanie Bouroche <i>Chair</i> Dean of Health Sciences
(viii)	<b>Coiste na Gaeilge</b> Elected Board member Faculty Dean	Professor Liam Dowling <i>Chair</i> nominee of Dean of Health Sciences - Professor Joe Barry
(ix)	<b>Safety Committee</b> Elected Board member Chief Operating Officer <i>Chair</i>	Mr Fred Cowzer

### Sealings

12 July 2012

#### **Loyola Institute Company and Loyola Institute Trust**

- (i) The Seal of the College was put in triplicate to an Agreement between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the Loyola Institute Company and Loyola Institute Trust for the establishment and development of the Loyola Institute at Trinity College Dublin.
- (ii) The Seal of the College was put in quadruplicate to a Letter of Agreement between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the Loyola Institute Company for the establishment and development of the Loyola Institute Funding of First Professorial Chair.
- (iii) The Seal of the College was put in triplicate to a Letter of Agreement between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin in respect of the establishment and development of the Loyola Institute Endowment Fund.

8 August 2012

#### **Eihab Elsir, t/a Arabica Coffee Retail Unit D, Trinity Central, Pearse Street, Dublin 2**

The Seal of the College was put in duplicate between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Eihab Elsir, t/a Arabica Coffee.

- (i) Occupational Lease;
- (ii) Licence to Fit Out.

8 August 2012

#### **Houghton Mifflin Publishing Company Part of the Second Floor, Trinity Central, Pearse Street, Dublin 2 Deed of Variation**

The Seal of the College was put in triplicate to a Deed of Variation between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Houghton Mifflin Harcourt Publishing Company to vary the Lease dated 8 February 2011 and to surrender part of the premises described in Schedule 1 to the Lease as the 'Opt Out Space'.