



Incorporating any amendments approved at subsequent Board meetings

Minutes of Board Meeting 25th March 2020

*This meeting was conducted remotely with those marked with an * using the Zoom application and was hosted in the Provost's Library.*

- Present** Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor J Barkhoff)*, Senior Lecturer/Dean of Undergraduate Studies (Professor K Mitchell)*, Registrar (Professor P Murphy)*, Bursar/Director of Strategic Innovation (Professor V Campbell)*, Professor D Ahern*, Ms L Beston*, Professor L Brennan*, Professor A Burke*, Ms J Donoghue*, Professor D Faas*, Ms S Farrell*, Dr D Fayne*, Mr D Grouse*, Ms A Leen*, Ms N McCay*, Professor K McTiernan*, Professor R Moss*, Professor B O'Connell*, Professor E O'Halpin*, Ms S Oye*, Professor D R Phelan*, Professor A Seery*, Professor F Sheerin*.
- Apologies** Professor S Alyn Stacey (*due to technical difficulties*).
- In attendance** Assistant Secretary to the College (Ms V Butler), Administrative Officer (Ms A Crawford)
- (ex officio)** Secretary to the College (Mr J Coman), Treasurer/Chief Financial Officer (Mr P Reynolds)*.
- (by invitation)** Chief Operating Officer (Ms G Ruane)*, Vice-President for Global Relations (Professor J Hussey)*.

SECTION A

The Provost welcomed everyone to the meeting noting the significant contribution of colleagues across the University in trying to ensure that the operational needs of the University are met in these unprecedented times.

BD/19-20/174 Statements of Interest

There were no statements of a potential conflict of interest.

BD/19-20/175 Minutes

The Board noted and approved the minutes of the meeting of 26 February 2020.

BD/19-20/176 Matters Arising from the Minutes

The following item was raised as a matter arising:

BD/19-20/151 Planning Group Report

The Chief Operating Officer provided Board members with clarification in relation to the ECF staffing matter which had been discussed at the previous meeting of the Board.

BD/19-20/177 Provost's Report

The Provost provided a report under the following headings:

(i) Strategic Plan 2020-2025

The Provost noted that the new Strategic Plan 2020-2025 had been launched on 10 March where the launch was live streamed in place of a physical launch due to the COVID-19 situation. He highlighted the strong ambition and goals present in the Plan, noting that the Plan would be implemented by the College in the coming months.

(ii) Inspiring Generations Philanthropic Campaign

The Provost noted that, where possible, work was progressing with the major strategic projects and invited the Bursar/Director of Strategic Innovation to provide a further update.

The Bursar/Director of Strategic Innovation advised that a joint Trinity and St James's Hospital visit to Germany had been conducted in respect of planning for the Trinity St James's Cancer Institute. The business case for this project is due to Finance Committee in May and will come before the Board for approval in June.

In respect of the Old Library Refurbishment Project, the Bursar/Director of Strategic Innovation advised that it is envisaged that full information on capital costs and the proposed design will be brought to Board before the end of the academic year.

The Bursar/Director of Strategic Innovation advised Board members that the demolition process for Phase I of the E3 Project, the E3 Learning Foundry, was almost complete. In respect of Phase II of the project, the E3 Research Institute, further reviews and discussion were required to progress the project.

(iii) Hist 250

The Provost advised that there had been a week-long celebration of the College Historical Society to mark the 250 Anniversary of the society.

(iv) Chair Professor Recruitment

It was noted that a specific project was in place to progress the recruitment of Chair Professors. This project is jointly sponsored by the Vice-Provost/Chief Academic Officer and the Director of Human Resources.

(v) Spring Commencements

The Registrar advised that the 7 scheduled Spring Commencement ceremonies are to be replaced by one closed virtual ceremony where as many graduands as possible will receive their degrees in absentia. The Chancellor and Provost will preside over the ceremony. She also advised that the next priority will be to graduate the current cohort of Medical students so they may take up positions in the health services at this time of crisis.

(vi) Pro-Chancellors

The Provost advised Board members that the call for nominations for the two vacant Pro-Chancellorships had closed with the following being deemed elected:

- Professor Shane Allwright and
- Professor Ignatius Mc Govern.

(vii) COVID-19

The Provost advised the Board that he would like to focus the remainder of his report on the COVID-19 Pandemic and invited the Secretary to the College, as Chair of the Major Emergency Management Team and Chair of the COVID-19 Working Group, to update Board members on recent activity across the University in response to the Pandemic.

The Secretary to the College advised the Board that the COVID-19 Working Group is meeting 2 times a week and is considering urgent matters including communications, travel and student counselling. He advised the Board that the Chief Risk Officer is reviewing the Emergency

Response Plan and scenario planning. He also provided an overview of the 4 sub-groups of the Working Group.

The Secretary to the College also advised that the Major Emergency Response Team (MENT) has been invoked by the Provost and is meeting 3 times a week with matters being escalated to the Provost for consideration as appropriate. He informed Board members that there is a dedicated webpage with a Frequently Asked Questions section which is being actively updated. The Public Affairs and Communications team are regularly releasing all-staff and all-student communications and that a dedicated email helpline has been established. It was also noted that IT Services are providing additional and specific online training sessions to facilitate student tuition and assessment being moved online, while also assisting with the establishment of a Contact Tracing Unit in the Tangent floor of the Trinity Business School building, in conjunction with the HSE. The Secretary to the College also advised that there are ongoing discussions with the Irish Universities Association (IUA) in relation to potential delays to the State Examination process and a possible postponement to the start of the new academic year.

The Provost advised Board members that in addition to the actions above, he had also made some important decisions, as appropriate, in respect of moving all teaching online, closing visitor attractions and asking students to vacate student accommodation where possible which was based on medical advice regarding student health and welfare

The Vice-Provost/Chief Academic Officer updated Board members on actions taken to ensure academic continuity, noting that the delivery of teaching is now fully online with over 400 training sessions delivered to assist colleagues in achieving this. The situation is being actively monitored with the Faculty Deans and Heads of School and is going well. He advised that alternative arrangements for assessments are currently being explored and that Council had approved changes to some examination regulations at its last meeting. The Vice-Provost/Chief Academic Officer concluded by informing the Board that he, that morning, had chaired a meeting of the IUA Registrars and could confirm that a similar approach is being adopted across the sector.

The Senior Lecturer/Dean of Undergraduate Studies also provided Board members with an update of the several measures taken by the University to support the continued delivery of academic programmes and assessments. He also noted some issues being faced across the sector in respect of medical placements and Erasmus studies.

The Senior Tutor advised Board members that supports continue to be available to students through the Tutor system and his office. He advised that efforts were being made to find College accommodation for students, in particular those in final year Medical or Nursing programmes. The Senior Tutor also advised that support from the College Hardship Fund was being provided to students who found themselves in financial difficulties due to unexpected travel costs.

The Provost thanked the Officers for the update and opened the item for discussion.

In response to comments from a Board member, the need for further consideration of the management and dissemination of online content was acknowledged.

Responding to comments from a Board member in respect of student accommodation issues, the Provost advised that the University will be refunding students where appropriate but that private accommodation providers may be taking a different stance on the matter. It was noted that some

students may also be eligible for financial assistance from Government funds and it was agreed that a joint communication from the Students' Union and the College would be issued detailing supports that are available.

In response to queries from a Board member in respect of the impact of new working and studying arrangements on students and staff in these uncertain times, it was agreed that advice could continue to be sought from the Directors of the Student Counselling Service and the College Health Service. The Secretary to the College also read out some relevant information from a communication which had been issued the day before the meeting and that referenced the Healthy Trinity webpages.

Action/Decision

177.01 It was agreed that a joint communication from the Students' Union and the College would be issued detailing supports that are available.

BD/19-20/178 Consolidated Financial Statements for year ended 30 September 2019 and associated Letters of Representation to KPMG and the C&AG

Ms Louise Ryan, Deputy Chief Financial Officer; Mr Francis Sheeran, Internal Auditor; Mr Dermot McCarthy, Chair of the Audit Committee; Ms Cliona Mullen of KPMG and Mr Peter Kinsley of the Comptroller and Auditor General's Office joined the meeting via Zoom for this item.

The Provost welcomed the visitors to the meeting.

The Board noted the following documents which had been circulated for this item:

- Memorandum from the Treasurer/Chief Financial Officer and the Deputy Chief Financial Officer dated 18 March 2020;
- Draft Consolidated Financial Statements for the year ended 30 September 2019;
- Draft Letter of Representation to the Comptroller & Auditor General re. the audit of the Consolidated Financial Statements for the year ended 30 September 2019;
- Draft Letter of Representation to KPMG re. the audit of the Consolidated Financial Statements for the year ended 30 September 2019;
- Memorandum from the Chair of the Audit Committee dated 11 March 2020;
- Presentation entitled 'Consolidated Financial Statements 2018/2019'.

Mr McCarthy introduced the item recommending the approval of the Financial Statements as presented. He noted that additional text would be included in note 31 'Post Balance Sheet Events' in respect of the impact of the COVID-19 Pandemic, which had been appended to the Financial Statements for Board's review. Mr McCarthy also advised board members that the audit process had been conducted in a timely and satisfactory manner.

The Treasurer/Chief Financial Officer advised the Board that the Consolidated Financial Statements for the year ended 30 September 2019 had been previously considered by the Finance Committee and were recommended to the Board by the Audit Committee on 10 March 2020. He then provided an overview of the financial statements to Board members.

Mr Reynolds invited the Board's attention to the presentation which had been circulated, summarising the financial position for the year ended 30 September 2019 and drew the Board's attention to key highlights and trends and to key figures in the Balance Sheet. He noted the achievement of a financial surplus in the year which was largely attributable to growth in income

including academic fees, commercial revenue and research income. He also provided an overview of trends in research activity, other income, operating expenditure and capital expenditure.

Ms Mullen advised the Board that following its audit and having considered the going concern basis, no weaknesses in internal financial systems had been identified by KPMG. She informed the Board that it was KPMG's intention, in line with previous years, to issue a qualified audit opinion solely in relation to recognition of a pension asset on the Balance Sheet.

Mr Kinsley advised the Board that following its audit, no weaknesses in internal financial systems had been identified by C & AG. He advised the Board that it was the C & AG's intention to issue an unqualified audit opinion on this occasion.

Mr McCarthy, on behalf of the Audit Committee, advised the Board that the Audit Committee had considered the Consolidated Financial Statements for the year ended 30 September 2019 and had reviewed them with representatives of KPMG and of the office of the C&AG. It was noted that the Audit Committee was not aware of any issues or concerns which would preclude the Board from approving the Financial Statements and recommended the approval of the Financial Statements.

In response to queries from a Board member, the Treasurer/Chief Financial Officer informed the Board that the University had taken external legal advice on the pension asset and there was no change from previous years. He also provided an overview of how this item was dealt with in other Irish universities. Ms Mullen provided clarification on queries raised by the Board member in respect of this audit qualification. Mr Kinsley advised the Board that the C & AG based their unqualified opinion on the custom and practice observed to date in respect to the payment of pension liabilities in public bodies. The Treasurer/Chief Financial Officer reassured the Board that discrepancy in the view of the external auditors arises from a technical accounting matter and that there was no issue of concern arising. Mr McCarthy, while noting the absence of a guarantee from the Government through legislation, advised Board members that the unqualified audit report from the C & AG was reassuring.

The dissent of Professor Phelan was noted.

Action/Decision

178.01 The Board noted and approved the draft Consolidated Financial Statements for the year ended 30 September 2019 and the associated Letters of Representation to KPMG and the C & AG.

178.02 The Board considered and approved the memorandum from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer dated 18 March 2020.

178.03 The Board considered and approved the memorandum from the Chair of the Audit Committee dated 11 March 2020.

178.04 The Treasurer/Chief Financial Officer will re-engage with the Government in relation to a guarantee of the pension liability of the State not being put in place.

Mr Kinsley left the meeting at this point.

BD/19-20/179 Trinity Endowment Fund for year ended 30 September 2019

Ms Louise Ryan, Deputy Chief Financial Officer; Mr Francis Sheeran, Internal Auditor; Dermot McCarthy, Chair of the Audit Committee; and Ms Cliona Mullen of KPMG remained in the meeting in Zoom for this item.

The Board noted the following documents which had been circulated for consideration under this item:

- Memorandum from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer dated 18 March 2020;
- Draft Trinity Endowment Fund Financial Statements for the year ended 30 September 2019;
- Draft Letter of Representation to KPMG concerning the audit of Trinity Endowment Fund Financial Statements for the year ended 30 September 2019;
- Memorandum from the Chair of the Audit Committee dated 16 March 2020;
- Presentation entitled 'Trinity Endowment Fund Financial Statements 2018/2019'.

The Deputy Chief Financial Officer invited the Board's attention to the presentation which had been circulated and provided the Board with a summary of the performance of the Endowment Fund over the last five years, focusing in particular on 2018/19.

Ms Ryan advised the Board of the Endowment Fund's investment objectives and asset allocation for the year ended 30 September 2019 in light of the ongoing portfolio restructure and highlighted the growth in the Endowment Fund in the last ten years, along with providing details of material new endowments received in the year in review.

Ms Mullen advised the Board that, following an audit of the Financial Statements of the Trinity Endowment Fund, there were no issues which she wished to bring to the attention of the Board and confirmed that KPMG intends to issue an unqualified opinion on the Financial Statements for the year ended 30 September 2019.

It was noted that the Audit Committee recommended approval of the Trinity Endowment Fund Financial Statements as presented.

In response to a further query from the Board member, it was agreed that the Treasurer/Chief Financial Officer would provide clarification in respect of the cashflow position of the University under Matters Arising at the next meeting.

The Provost thanked all those who had contributed to this item.

Action/Decision

179.01 The Board considered and approved the Trinity Endowment Fund Financial Statements for the year ended 30 September 2019.

179.02 The Board considered and approved the memorandum from the Chair of the Audit Committee dated 15 March 2020.

179.03 The Board considered and approved the memorandum from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer dated 18 March 2020.

179.04 The Treasurer/Chief Financial Officer to provide clarification in respect of the cashflow position of the University under Matters Arising at the next meeting.

Ms Mullen and Ms Ryan left the meeting at this point.

BD/19-20/180 Audit Committee Annual Report to Board 2019/20

Mr McCarthy and Mr Sheeran remained in the meeting in Zoom for this item.

Mr McCarthy introduced the item with reference to the Audit Committee Annual Report 2019/20 which had been circulated in advance. He provided board members with a summary of the key findings of the report. He noted that while there are many very strong positives in the system of governance and internal control to be observed, it was the role of the Audit Committee to highlight risks and areas of potential weakness. Mr McCarthy, noting the three lines of assurance in internal control systems, advised Board members of the challenges that can be faced in providing the Board with assurances as there can at times be a lack of clarity in respect of where responsibilities lie in a devolved management structure. He noted that the Audit Committee welcomed the on-going review of the Board and of the Code of Governance there were some areas for further improvement.

The Provost thanked Mr McCarthy and opened the item for discussion.

The Chief Operating Officer provided the Board with some reassurances in respect of items on the Audit Committee Recommendation Log noting that 2 external quality reviews had been conducted and that detailed project plans were being developed to address any potential issues.

In response to queries from a Board member in respect of managing relationships with external auditors, Mr McCarthy informed Board members that it can be challenging for the University to be subject to two separate external auditors but noted that the unqualified audit conducted by the C & AG is of assurance to the University. He also advised that the University is well served by the Internal Audit function and that the Audit Committee is mindful of the parameters of the liabilities of all those conducting audits in the University.

In response to a query from a Board member, the Internal Auditor described the Annual Assurance Framework and noted the importance of having this process fully implemented. The Secretary to the College clarified the process and confirmed that all aspects would be fully implemented in the current year.

Responding to a query from the Provost in respect of how the work-plan for the Internal Audit function is prepared and audits are selected, the Internal Auditor advised that the work-plan is reviewed on a rolling basis and items are selected based on potential risks for the University including those identified in risk registers or issues that have arisen at management meetings. The work-plan is then agreed with the Audit Committee. Noting the importance of liaising with the Chief Risk Officer in this regard, Mr McCarthy advised that he had met with the Chief Risk Officer on a number of occasions and it was agreed that the Chief Risk Officer is to be invited to a future meeting of the Audit Committee and would be consulted on the make-up of the Internal Audit work plan

In response to comments from a Board member commending the report, it was acknowledged that further consideration could be given to providing updates to the Board more regularly than on an annual basis.

The Provost concluded the item noting that the Executive Officers' Group would prepare a response. He thanked Mr McCarthy for his contribution to the role of the Chair of the Audit

Committee, having taken over from the late Mr. Oliver Cussen and thanked the Internal Audit team for the valuable work they do on behalf of the College.

Action/Decision

180.01 The Board considered and approved Audit Committee Annual Report to Board 2019/20 and it was noted that the Executive Officers' Group would prepare a response.

180.02 It was agreed that the Chief Risk Officer is to be invited to a future meeting of the Audit Committee and would be consulted on the make-up of the Internal Audit work plan.

Mr Sheeran left the meeting at this point.

Professor O' Halpin left the meeting at this point.

BD/19-20/181 Board Review Working Group Update

Mr McCarthy remained in the meeting for this item and Ms Sinead Ryan, Strategic Project Advisor also joined the meeting via Zoom for this item.

Mr McCarthy introduced this item with reference to the memorandum dated 19 March 2020 and presentation dated 25 March which had been circulated. He thanked the Secretary to the College and Ms Ryan for their support to the Working Group and the Working Group members for their engagement. He advised the Board that the Board Review Working Group had now met 6 times since November 2019. He informed the Board that approval is sought for the text, as had been agreed by the Working Group, which outlines the specific role and responsibilities of the Board and as detailed in Appendix 1 in the memorandum to the Board. He summarised the key considerations in the Working Group discussions which included the outcome of the Board self-evaluation and Group members' experience of current practice in Trinity and in other organisations. He noted the aim to ensure a strategic and operational balance in the work of the Board and gave an overview of the draft text as agreed by the Working Group. Mr McCarthy advised that the text aimed to capture the Board's role and responsibilities as an energetic driver and enabler of Trinity's ambitions under the headings of (i) Strategy and Policy and (ii) Accountability, Oversight and Control. He concluded by summarising the next steps in the work of the Group noting that an update would be provided at the next meeting of the Board.

The Vice-Provost/Chief Academic Officer thanked the members of the Working Group for their work to date and suggested an amendment to the draft text.

In response to comments from the Vice-Provost/Chief Academic Officer and comments from a Board member in respect of whether the draft list of functions of the Board was sufficiently descriptive of an energetic board, it was agreed that the text would be reviewed and any appropriate amendments to the wording would be brought to a future meeting of the Board.

The Provost, noting that he is a member of the Working Group, advised Board members of the importance of focusing on the future and ensuring that the Board will have the capacity and competencies needed to enable Trinity to meet its needs and ambitions.

Ms Ryan summarised the next steps in the work of the Group and the Provost brought the item to a close.

Action/Decision

181.01 The Board considered and approved the update from the Board review Working Group.

181.02 It was agreed that the text on the Role and Responsibilities of the Board in Trinity College Dublin would be reviewed in light of the discussion and any appropriate amendments to the wording would be brought to a future meeting of the Board.

Mr McCarthy and Ms Ryan left the meeting at this point.

BD/19-20/182 Foundation Scholarship 2020

The Senior Lecturer/Dean of Undergraduate Studies invited the Board's attention to his memorandum, dated 13 March 2020, which had been circulated. He provided the Board with a summary of the criteria for candidates to be eligible for Scholarship and advised that, following a meeting of The Foundation Scholarship – Central Scholarship Committee fifty-seven candidates are being proposed for Scholarship. The Senior Lecturer/Dean of Undergraduate Studies also provided a comparison of the number of applicants, attendees and Scholarships awarded over the past ten years.

Action/Decision

182.01 The Board noted and approved the memorandum from the Senior Lecturer/Dean of Undergraduate Studies dated 13 March 2020 and the award of 57 Scholarships for 2020, the details of which will be announced on Trinity Monday, 20 April 2020.

BD/19-20/183 University Council

The Board noted and approved the draft Acta of the Council meeting of 11 March 2020, with particular reference to CL/19-20/110 Contingency Planning for Academic Continuity in response to Coronavirus.

Delegation of Functions

The Vice-Provost/Chief Academic Officer introduced this item noting that this was an urgent item in relation to the final year Medicine I Exams scheduled to take place on 7 April 2020 to 9 April 2020. He noted that these examinations have been brought forward so that the students can graduate as quickly as possible to join the frontline staff in the health services.

The Vice-Provost/Chief Academic Officer also advised that these examinations will be conducted as online examinations. To enable this the School of Medicine, the Senior Lecturer/Dean of Undergraduate Studies, Academic Registry and IT Services are working through a number of complex issues, including the monitoring of the exams and the potential use of proctoring software. He noted that the primary objectives include upholding of academic standards, ensuring equity and fairness and minimising the potential of appeals.

The Vice-Provost/Chief Academic Officer informed Board members that these considerations are not yet ready for decision but will need to be in place prior to the next Board and Council meeting in order to enable these examinations and assist in dealing with the current national emergency. He advised Board members that in order to enable decisions to be taken in a timely fashion, Board can delegate its responsibility in these exceptional circumstances to the Provost and/or the Vice-Provost/Chief Academic Officer and/or Senior Lecturer/Dean of Undergraduate Studies to deal with matters between meetings as appropriate.

The Vice-Provost/Chief Academic Officer advised that it is intended to seek approval of this request by members of Council through written procedures. He concluded by noting that all procedures adopted in this way will be documented and communicated to the students prior to their online examinations and that they will also be brought for noting to the next meetings of Council and Board.

The Senior Lecturer/Dean of Undergraduate Studies clarified that this delegation could be required to accommodate other examinations and that it would enable flexibility and ensure that decisions can be made in a timely fashion.

The Provost closed the item noting the contribution of the Vice-Provost/Chief Academic Officer and the Senior Lecturer/Dean of Undergraduate Studies to the examinations process and thanked them for bringing this urgent matter to the attention of the Board.

Action/Decision

183.01 The Board approved the delegation of functions in respect of approving revisions to examination regulations to the Provost and/or the Vice-Provost/Chief Academic Officer and/or Senior Lecturer/Dean of Undergraduate Studies, as appropriate.

BD/19-20/184 Any Other Urgent Business

The following item was raised as an item of urgent business:

Safe Zone Application

The Secretary to the College introduced this item noting that it was a proposal originally prepared by members of the Estates and Facilities team and the Head of Safety. He advised Board members that the use of the Safe Zone application is proposed to help ensure the safety of staff members who need to access the campus at this time. In particular, he noted the reduced levels of staff, students and members of the Security team on the campus at present and advised that the application will enhance the safety of individuals on the campus as well as enabling them to report an emergency or to contact the College Health Service. The Secretary to the College advised that introduction of the use of the application would be done on a pilot basis and that the application had been reviewed by the Data Protection Officer to ensure compliance with GDPR regulations. He also noted that approximately eighty universities worldwide use the application.

Several Board members welcomed the introduction of the application and it was noted that the use of the application would be welcomed by members of the College Safety Committee.

In response to a query from a Board member, it was noted that use of the application is voluntary at present but use is strongly recommended.

Action/Decision

184.01 The Board approved the introduction of the Safe Zone application and that an update on its use would be brought to a future meeting of the Board.

SECTION A.2**BD/19-20/185 Revised Senior Academic Promotions Procedure**

The Director of Human Resources, Ms Antoinette Quinn joined the meeting via Zoom for this item.

The Vice-Provost/Chief Academic Officer introduced this item with reference to his memorandum dated 18 March 2020 which had been circulated in advance. He advised the Board that following completion of the 2018 Senior Academic Promotions round, the Senior Academic Promotions Committee met on 6 February 2020 to review the policy and process. The Vice-Provost/Chief Academic Officer summarised the principal changes to the policy which had been recommended by the Committee as set out in the memorandum. He noted that these changes had been approved by the Executive Officers' Group on 3 March 2020, the Human Resources Committee on 9 March 2020 and Council on 11 March 2020. It was also noted that the timeline of the 2019, 2020 and 2021 Senior Academic Promotions had also been circulated with a track changes version of the Policy.

Following comments from Board members in respect of the proposed report from the Head of School, the Vice-Provost/Chief Academic Officer advised that this matter had been discussed at the Heads of School Committee and carefully considered by the Senior Academic Promotions Committee. The Senior Academic Promotions Committee was of the view that due to the diverse nature of the twenty- four Schools it would be difficult to be able to draw comparison from reports from the Heads of School. As such, Heads of School are asked to confirm the accuracy of the information submitted by the applicant and not to make a detailed judgement on the suitability of the applicant. He further advised that applicants have the opportunity themselves to detail their service to the College in their application.

The Provost advised that some revisions to the proposed timeline will be required due to issues arising from the COVID-19 outbreak.

The Board approved the document, as presented, noting that the timeline would be revisited at a future meeting of the Board once the Treasurer/Chief Financial Officer has had an opportunity to review the financial position of the University given the negative financial implications of COVID-19 on activities.

Action/Decision

185.01 The Board considered and approved the memorandum from the Vice-Provost/Chief Academic Officer dated 18 March 2020 and the revisions to Procedure No.57 of the Senior Academic Promotions Procedure as drafted.

185.02 It was noted that the timeline would be revisited at a future meeting of the Board once the Treasurer/Chief Financial Officer has had an opportunity to review the financial position of the university given the negative financial implications of COVID-19 on activities.

The dissent of Professor Burke was noted.

BD/19-20/186 Role Grading Policy

The Director of Human Resources remained in the meeting via Zoom for this item.

The Chief Operating Officer introduced the item with reference to the document from the Director of Human Resources, dated 18 March 2020, which had been circulated. She summarised

the consultation process which had been conducted during the drafting process of the new policy noting that this item had also been raised in discussion at the previous meeting of the Board.

In response to queries from a Board member, the Director of Human Resources clarified that the Chair of the Role Grading Committee is to be nominated by the Provost with input from Human Resources and the relevant staff representative groups and that meetings would be scheduled as required.

Several Board members welcomed the policy which was approved by the Board.

Action/Decision

186.01 The Board considered and approved the document from the Director of Human Resources dated 18 March 2020 and the accompanying Role Grading Policy and Process.

Ms Quinn left the meeting at this point.

SECTION B

BD/19-20/187 Board Business

(i) Callover

The Board noted the Board Callover from the meeting of 26 February 2020.

(ii) Outcomes

The Board noted the Board Outcomes from the meeting of 26 February 2020.

BD/19-20/188 Audit Committee

The Board noted and approved the draft minutes of the meetings of:

- (i) 10 December 2019;
- (ii) 28 January 2020;
- (iii) 31 January 2020;
- (iv) 18 February 2020.

BD/19-20/189 Quality Committee

The Board noted and approved the draft minutes of the meeting of 26 February 2020.

BD/19-20/190 Finance Committee

The Board noted and approved the draft minutes of the meeting of 3 March 2020.

SECTION C

BD/19-20/191 Assistant Junior Deans

The Board noted and approved the Memorandum from the Junior Dean dated 20 March 2020.

BD/19-20/192 Higher Degrees

The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 11 March 2020.

BD/19-20/193 Sealings

The Board noted the sealings, as circulated, and attached as Appendix 1 to this Minute.

This information is restricted due to commercial sensitivity

BD/19-20/194 Prizes and Other Awards

The Board noted and approved the following:

- (i) **Harry Hartford Capstone Project Prize**
Memorandum from the Head of School of Social Sciences and Philosophy, dated 3 March 2020;
- (ii) **New Awards in Medicine 2020/21**
Memorandum from the School of Medicine dated 18 February 2020;
- (iii) **Begley Studentship**
Memorandum from the School of Medicine dated 27 February 2020;
- (iv) **George L Huxley Prize in Patristics**
Memorandum from the Head of School of Religion dated 15 January 2020.

BD/19-20/195 Related Entity Financial Reporting

The Board noted the memorandum from the Treasurer/Chief Financial Officer dated 11 March 2020.

BD/19-20/196 Associated Companies

The Board noted and approved the Memorandum from the Secretary to the College dated 18 March 2020.

BD/19-20/197 Annual Governance Statement

The Board noted and approved the Memorandum from the Secretary to the College dated 19 March 2020.

BD/19-20/198 Board Elections 2020

The Board noted and approved the Memorandum from the Secretary to the College dated 9 March 2020.

BD/19-20/199 Board Membership: Technical, Administrative and Support Staff Constituency – Weekly Paid

The Board noted and approved the Memorandum from the Secretary to the College dated 18 March 2020.

SECTION D

In compliance with the Data Protection Acts this information is restricted