

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 17th November 2005

<i>Present</i>	Dean of Students (Mr B Misstear), College Secretary (Mr M Gleeson), Deputy Treasurer (Mr I Mathews), Senior Tutor (Dr C Laudet), Dr M Coffey, Ms M Leahy, Mr S Gannon, Ms S O'Brien, Dr A Piesse, Mr R Sheridan.
<i>Apologies</i>	Senior Lecturer (Prof C Kearney).
<i>In attendance</i>	Ms G Conroy

SECTION A

- SS/05-06/18** **Minutes** The minutes of the meeting held on 12th October 2005 were approved and signed.
- SS/05-06/19** **Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/05-06/20**, **SS/05-06/21**, **SS/05-06/22**, **SS/05-06/23**, **SS/05-06/24**, **SS/05-06/25**).
- SS/05-06/20** **Annual Reports** The Student Counselling Service and Student Disability Service annual report summaries had been sent to Board. Since the summary of the SDS annual report had gone to Board, the Disability Officer with the longest service (1 year) had resigned with effect from the end of Michaelmas Term. Noting that the SDS has only one permanent member of staff, the committee felt that a clear commitment to the SDS is required by College to provide adequate support in an area widely acknowledged to be stressful and with a high turnover of staff.
- SS/05-06/21** **College Day Nursery** Following consultation with the Vice Provost, the Dean of Students distributed copies of the Barnardos report to the committee and asked that it be treated as confidential since it contains commercial information about service providers. A meeting with the Vice-Provost to consider its findings was imminent. In light of his pending retirement, Dr Thomas, interim line manager of the College Day Nursery since 2002, had tendered his resignation from this role with effect from the end of January 2006. The recommendations of the 2003 Working Party on the line management role may need to be reviewed. Index linking of the College Day Nursery subvention, recommended by the Working Party and approved by Board, had not been implemented. The Senior Tutor undertook to write to the Deputy Treasurer alerting him to this fact, with a copy to the Vice-Provost. It was agreed that the College Day Nursery committee should provide an annual report to the SSC. Discussions concerning a suitable room for student mothers breastfeeding their infants and whose infants were not in the care of the College Day Nursery were continuing.
- SS/05-06/22** **Student Charge** It was not expected that the Estimates would be finalised in time for discussion at the December meeting of the SSC and an additional meeting might be required when the Estimates become available.
- SS/05-06/23** **Change Fund Allocation to Student Services** Although the **Student Diary** had not required the level of financial support anticipated from the Secretary's Office, there was no surplus to divert for spending on Student Services IT support.

- SS/05-06/24** **Quality Review of Services** Final Reports for SDS and CAS had been received, comments had been made and summary reports would be prepared by the Quality Office/Secretary's Office, for consideration by the SSC and by Board. The final report for the Student Counselling Service had not yet been received but was expected in the near future.
- SS/05-06/25** **Schedule of Future Meetings** The meeting scheduled for Tuesday 13th December at 2.30 p.m. had been moved to 4.30 p.m.
- SS/05-06/26** **Working Party on Strategy for Student Services** The Dean of Students had presented the conclusions of the working party to the heads of services and had met with the Provost and the Executive Officers. It was planned to discuss the final draft of the Strategic Plan at the December meeting of the committee with a presentation to the Board early in the New Year.
- SS/05-06/27** **Working Party on Mental Health: Proposal for a Written Code of Practice** During Hilary Term a Working Party on Mental Health - a sub-group of the Mental Health Initiative Steering Group had been set up to look at specific issues surrounding mental wellbeing in the College community and to identify whether there was a need for policy formulation in this area. A draft proposal for a Code of Practice on Mental Health had been prepared in relation to students in the first instance. Following discussion during which the need for a caring attitude as well as a duty of care was highlighted, the committee endorsed the proposal to produce a draft Code of Practice. It was noted that other Irish universities had plans to prepare similar codes and it was agreed that the Working Party would liaise with these developments, through the IUSSN.
- SS/05-06/28** **Development of the Sports Centre** The Dean of Student welcomed the Director of Sport, present by invitation, to update the committee on the development of the Sports Centre. This will be a 6-level structure with café, 25x13 metre pool with moving floor, state-of-the-art sports rooms, and space that can easily be pressed into use as a venue for summer examinations. The annual running cost of the Centre will be in the region of €1.5 million financed by membership fees and other income.
- SS/05-06/29** **College "Join-up week"** This item was deferred until the next meeting.
- SS/05-06/30** **College Health Service Review** The Dean of Students welcomed Dr. Thomas for this item. In the context of the anticipated retirement of Dr Thomas in October 2006, a review of the College Health Service had been undertaken. A small working group had visited a number of campus Health Services in Ireland and the UK, and had met with individuals and groups within and outside College to gather information and opinions on the future development of the College Health Service. The report of the working group, which had been presented to Executive Officers, contained a number of recommendations addressing issues such as accommodation, range of services to be provided, health promotion, management and staffing as well as services to off-campus students.

In order to ensure that core funding would cover more of the current staffing cost, the report recommended that *cista communis* funding should be increased. Options for additional funding in order to provide additional services should be considered by the College Health Service, student representatives and the College Health and Student Services Committees. While it was agreed that students with medical cards or in receipt of financial assistance should receive a free service, the option of charging for certain items would allow services to be further improved. Improvements being considered included the introduction of one or two evening

clinics a week, to facilitate students based off-campus. The committee noted that charges were more likely to be accepted if they were linked to improved services.

The report also recommended the establishment of a search committee for a new Medical Director and this recommendation had been approved by the Executive Officers.

The committee welcomed the report of the working group and expressed strong support for its recommendations.

SS/05-06/31 Any Other Urgent Business There was no other urgent business.

Section B

SS/05-06/32 Financial Assistance Committee Minutes

The committee noted the minutes of 5th May and 29th September 2005.

Section C

There were no items in this section

Signed:

Date: