

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 29th April 2008

- Present* Chair (Dr A. Piesse), Secretary (Ms D. Flynn), Dean of Students (Dr G. Whyte), Deputy Treasurer's Representative (Ms A. Mulcahy), SU Welfare Officer (Ms U. Faulkner), GSU President (Mr A. Frenda), Dr E. MacCarthaigh, Senior Tutor (Dr M. O'Regan), SU President (Mr. A. Byrne) College Secretary (Mr M. Gleeson),
- Apologies* Director of Sports and Recreation (Mr. T. McAuley), Deans' Representative (Prof. C. O'Sullivan),
- In attendance* Ms M. Garvey, Incoming Committee Secretary 08/09 (Dr. D. McGrath), The Senior Dean (Prof. M. Jones)

SECTION A

- SS/07-08/105 Minutes** The Minutes of the meeting held on **1st April 2008** were approved, following a correction to **SS/07-08/99** in which 'the' should have read 'The', and signed.
- SS/07-08/106 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minutes **SS/07-08/107, SS/07-08/114**).
- SS/07-08/107 Trinity Experience Forum** The second meeting has taken place. The next meeting is planned for the beginning of the academic year 08-09. However a working group has been set up to consider how student satisfaction with the Trinity Experience might be assessed and it will meet next week. The IUA have a Student Satisfaction Survey. The Dean of Students will contact Conor Carroll regarding whether Trinity can use this survey.
- SS/07-08/108 Fitness to Practise Work Continues**
- SS/07-08/109 Provost's Report to Council on the Review of the Tutorial Service** The sub committee met for the second time yesterday, April 28th. The next meeting will be in three weeks time.
- SS/07-08/110 Luce Hall Development** The Dean of Students had a meeting with the stakeholders and with Bruce Misstear who has agreed to assist with the development. He is also due to meet Pat McDonnell. Andrew Byrne reported that the Provost stated that this development should be completed within twelve months. Decisions need to be made regarding who will be moving in upon completion. Regarding the possibility of the Student Counselling Service moving to Luce Hall, the SU Welfare Office asked a sample of 40 students on their opinion. As the move would make the service accessible it was seen as positive. It is proposed that the Counselling Service will move to the west wing of Luce Hall, thus ensuring privacy of access.
- SS/07-08/111 Presentation on Statutes** Friday May 16th has been confirmed by Eoin O'Dell as the deadline for receipt of submissions for statutes. Descriptions of the various student services have been submitted by the services and a collated description will be brought to the next Committee meeting
- SS/07-08/112 Director of Student Services** Recommendations regarding the statutory role of the Dean of Students have gone through Board. The Dean is to be co-opted as a member of Council. The issue of the Director of Student Services will be examined once the Chief Operating Officer is appointed. The name of the

incoming COO will be brought to the next Board meeting on Wednesday 21st May. A description of the Committee's vision of the role of Director of Student Services will be entered into the annual report.

SS/07-08/113 **TVOF** The symposium on Student Volunteering and Engagement is on this Thursday, May 1st.

SS/07-08/114 **Restructuring Implementation Oversight Group** The committee needs to report back to the Senior Lecturer's Office on this matter. Following review of the RIOG documentation, the Heads of Student Services Forum suggests dispensing with all sub committees except the Financial Assistance Committee and the Capitation Committee. The Disability Committee will amalgamate with Equality and so will no longer report to the Student Services Committee. The Heads Forum will become a sub committee and report formally to the committee each term, preferable towards the beginning of each term. Each head of service will consult formally with each sub committee before the next Student Services Committee meeting

SS/07-08/115 **Capitation Committee Annual Report** The Senior Dean (Prof. M. Jones) presented this report to the Committee. He noted that the main role of the committee is to distribute the capitation fund assigned by board. This is done in consultation with the Treasurer's Office.

The Senior Dean drew attention to two aspects of the 0607 report. Firstly, the committee did not have full information regarding the Publications Committee accounts when meeting to make distribution decisions this year. Hence full funding was withheld pending satisfactory debt collection by the committee. This process is ongoing and is hoped to be resolved by the end of the 0708 academic year.

Secondly, the effective management of the Trinity Ball by MCD was noted. MCD now have financial responsibility for this event and it was agreed that they would continue to run this event for another five years.

Discussion

It was noted that the Committee membership list needs to be amended to include the Senior Tutor, and to note two Graduate Student's Union representatives rather than one.

While the Capitation reports its actions back to the Student Services Committee, its accounts are ratified by the Finance Committee. It was suggested that the Chair will go through these accounts with the Senior Dean and will bring the information back to the next Student Services Committee.

The accounts of the Capitation Committee go to the Finance committee for approval and then go on to Board. The Activities of the Capitation Committee go to Board via the Student Services Committee. Maybe the relationship between these committees ought to be clarified.

Decisions

The Senior Dean will get information concerning accounts from the Finance Committee and will meet with the Chair between May 19th and 23rd. The results of this will be fed back at the next committee meeting. The report will therefore go to Board with the minutes of the meeting 3 June rather than from 29 April.

The Senior Dean was thanked for his presentation and work on the committee.

SS/07-08/116 **College Day Nursery Annual Report** The Senior Tutor (Dr. M. O'Regan) presented this report to the Committee. She began by thanking the Chair for her input and help and by stressing that this is not a formal annual report. Rather it is a statement of the highlights of 0607 and the main issues facing the Nursery currently. She also thanked the Nursery Staff for all their help and work throughout the year.

There were two main issues facing the Day Nursery. The first is the lack of a dedicated full-time line manager. Without a line manager there is no one to co-ordinate such tasks as the annual report or the risk register. Also, expansion and strategic planning cannot progress without a manager. This situation is compounded as the Nursery supervisory is currently on maternity leave.

Secondly, there is the issue of funding and staffing. There are HSE guidelines regarding staff to child ratios. Maintaining these requires a certain level of funding for sessional emergency staffing. Furthermore, funding is needed to examine the viability of expansion and development (for example, to examine the possibility of a further nursery at Greenane House, Trinity Hall). €5000 was awarded through the estimates process to the Nursery in the last year and it is proposed to use this to employ someone to investigate the needs of the service.

Discussion

Regarding sessional workers, it was stated that the service should have a list of possible registered or agency staff whom they could call on when needed. The policy of using sessional workers in order to maintain the necessary staffing ratios should be formalised.

There was a discussion of the funding possibilities for sessional workers, including the possibility of applying to PAC and applying to the Finance Committee. It was agreed that the Student Services Committee would instruct the Day Nursery to maintain the HSE staffing ratio on the grounds of health and safety.

The job description of the Line Manager, and how it differs from that of the supervisor was discussed. The Line Manager is responsible for Strategic Implementation for example, while the supervisor looks after the day to day running of the Nursery.

Decisions

It was agreed that Board would be alerted to the staffing and funding needs of the Day Nursery. The Secretary will write a letter to the Nursery to say that the Student Services Committee has advised that they use agency staff when necessary in order to remain within the recommended HSE staffing levels so as to ensure best practice and the protection of all concerned. The Secretary and Senior Tutor will offer to meet the Nursery to discuss this with them. Also, the urgent need for a line manager will be highlighted to Board.

The Senior Tutor was thanked for her presentation and preparation of this document.

SS/0708/117 Student Services Strategic Plan The preparatory phase of the Strategic Plan will take place over May and June. A facilitator has been chosen and will meet with people working within Student Services over May 8th and 9th. There will be an away day on June 24th for the group to work on a review of the plan. Only preparatory work can currently take place as the full Strategic Review must wait until the whole College Strategic Plan is updated and the Chief Operating Officer is appointed.

SS/07-08/118 Any other Business There was no other urgent business.

Date of Next Meeting - June 3rd 2008.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:.....

Date:.....