

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 20th January 2009

<i>Present</i>	Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Senior Lecturer (Dr A Douglas); Acting College Secretary (Ms A FitzGerald); Deputy Treasurer's Representative (Janet Byrne), Senior Tutor (Dr M O'Regan), SU Welfare Officer (Ms O Foley), GSU President (Mr R Hodson), Director, College Disability Service (Mr. D Treanor).
<i>Apologies</i>	Vice-Provost (CAO) (Prof P Prendergast); Deans' Representative (Prof C Williams); Head of School (Prof N Claffey); Dr E MacCarthaigh.
<i>In attendance</i>	Ms G Conroy. Ms Rita Melia

SECTION A

SS/08-09/35 College Day Nursery Ms Rita Melia, Policy Advisor to National Children's Nurseries Association had undertaken a review of the College Day Nursery at the request of the Chief Operating Officer. A routine and independent Pre-school Inspection, carried out by the HSE, had also recently taken place. Ms Melia had been invited to present a summary of her report to the Committee. Emphasising that she had found the standard of care to be very good, she nonetheless pointed out that the maintenance of quality required review and ongoing improvements were always necessary. In the absence of direct line management since 2006, the staff had carried on the operation of the Day Nursery, guided by the Day Nursery Committee up to June 2008, and most recently under the direct line management of the COO. The five main recommendations of the review were as follows:

- Review and restructuring of a childcare committee that would utilize expertise from within the College.
- The immediate appointment of a qualified childcare manager as line manager
- Immediate action on physical modifications to the Day Nursery building, to include construction of 2 adult and 2 child toilets, and modifications to the baby room, with connecting outside canopies in two locations. All structural modifications would require the approval of the HSE Environmental Inspector.
- Put in place intensive 1-day per week mentoring and support for the supervisor and her staff pending the arrival of the manager.
- Examine and devise a means to address future needs of staff and students in regard to childcare facilities.

The Committee considered and accepted the above recommendations and approved the retention of Ms Melia as mentor pending the appointment of a manager. A Day Nursery Advisory Group was in the course of being formed, draft terms of reference had been drawn up. Money had been sourced to fund the first year of an appointment of a qualified childcare manager/Day Nursery line manager reporting to the Chief Operating Officer; the post would have to be self-funding in the future through the Committee and the Estimates. The cost of physical modifications had been estimated and sourced; the Secretary (Dr McGrath) would coordinate with the COO in activating the Buildings Office in this regard. The Senior Tutor reported that the future needs survey of staff and students was well under way. This report was expected by the end of HT. The Committee offered its warm thanks to Ms Melia for her swift and practical assessment and recommendations, her

professional support to both the committee and the staff in the day nursery, and for her ongoing support in the nursery.

- SS/08-09/36 **Minutes** The Minutes of the meeting held on 25th November 2008 were approved, and signed.
- SS/08-09/37 **Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minutes SS/08-09/38, SS/08-09/39, SS/08-09/40, SS/08-09/41, SS/08-09/42).
- SS/08-09/38 **Trinity Experience Forum** The expected roll out of the questionnaire by the Geary Institute had been delayed. Explanation and update had been sought by the Dean of Students.
- SS/08-09/39 **Strategic Plan Update** The final report would be presented as an agenda item for the next SSC meeting, 27th January 2009.
- SS/08-09/40 **Student Centre Update** Broad consultation was under way with the aim of developing a building plan. A meeting with the Buildings Office was planned as the first step. Financial strategy meetings would follow.
- SS/08-09/41 **Student Charter** Work on the Student Charter was ongoing.
- SS/08-09/42 **Self Assessment of Student Services Committee** A final draft of the self evaluation form had been produced. It would be circulated to all Committee members for its approval at the next meeting and then circulated electronically for completion and return to the Acting Secretary by to the College by a date to be decided.
- SS/08-09/43 **Estimates** The Committee discussed and prioritised submissions by services for consideration under the Estimates. Dr McGrath would compile the Student Services submission and submit it to Ms Byrne, with brief supporting statement to include risk element, and recurrent or once-off, for each request. The Chair would endeavour to meet with both the COO and the VP/CAO ahead of the executive officers' meeting the following Tuesday.
- SS/08-09/44 **Any other Business** The Student Services year end accounts would be finalised by Ms Byrne with the Chair, the Secretary, the Dean of Students and the president of the SU.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:..... *AJ Press*

Date:..... *27th Jan 09*