



Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

The following are the outcomes of the discussions which took place at the Board meeting on 23 March 2016.

They are **not** a formal minute of the discussion.

Circulation: Board members and members of the Executive Officers Group.

AGENDA

No	Item	Outcome
	Statements of Interest	The Secretary to the College made a statement in relation to a potential conflict of interest for himself, the Treasurer/Chief Financial Officer and the Bursar in relation to agenda item C.37 Related Entity Financial Reporting for Ghala Ltd as all three were directors of that company. The Provost made a recommendation to the Board that, as Ghala Ltd was effectively dormant in 2014-15 with no transactions, there was no reason for the Officers to absent themselves. This recommendation was accepted by the Board.
A.1	Minutes Meeting of 24 February 2016.	The Minutes of the Board meeting of 24 February 2016 were approved and signed.
A.2	Matters Arising from the Minutes	BD/14-15/170 (BD/14-15/128) Quality – Implementation Plan for Accommodation and Catering Services A Board member commented on delays experienced when some issues are returning to the Board. The Chief Operating Officer reassured the Board that the Commercial Revenue Unit will address this issue in a document at the Board meeting in April. Hepatitis B immunisation status for Medical Students In response to a query from a Board member, the Chief Operating Officer informed the Board that Dr David McGrath, Director of the College Health Service, will attend a meeting on 1 April 2016 with the School of Medicine regarding Hepatitis B immunisation status for medical students. The Chief Operating Officer extended an invitation to the Board member to attend this meeting.

No	Item	Outcome
A.2 (cond)	Matters Arising from the Minutes	<p>BD/14-15/170 (BD/15-16/136) Establishment of Al-Maktoum Centre for Islamic Studies</p> <p>In response to a query by a Board member, the Provost and the Secretary to the College informed the Board that negotiations regarding the establishment of the Al-Maktoum Centre for Islamic Studies are ongoing and the agreement will come before Board for approval in due course.</p> <p>BD/15-16/174 Planning Group Report No. 14</p> <p>The Treasurer/Chief Financial Officer informed the Board that the Financial Services Division and the Vice-Provost/CAO are working to meet the balanced budget target for 2016-17 as mandated by Board. As a result, the Annual Budgeting Cycle (ABC) meetings with Schools are postponed for a few weeks to allow additional time to conclude the resource allocation proposals.</p> <p>BD/15-16/195 Appeals Process for the decisions of the Review Committees for Administrative, Professional and Support Staff</p> <p>In response to a query by a Board member, the Registrar will supply a schedule for the appeal cases.</p>
A.3	Provost's Report	<p>The Provost provided an update to Board on:</p> <ul style="list-style-type: none"> • The report of the Expert Group on Future Funding for Higher Education • The Provost's successful interactions especially on philanthropy and alumni relations during his visit to the USA during March. • Highlights of the events held on Proclamation Day.
A.4	<p>Trinity Commercial Services Limited (TCSL) – Clarifications following February 24th Board meeting (ref: BD/15-16/174)</p> <p>Memorandum from the Commercial Director, Mr Adrian Neilan, dated 16 March 2016.</p>	<p>The Board noted and approved the memorandum from the Commercial Director, Mr Adrian Neilan, dated 16 March 2016, which provided clarification on:</p> <ul style="list-style-type: none"> • Terms and Remuneration for TCSL Employees. • Short framework document on Brand protection at a governance level. • Membership of TCSL Board and Remuneration Committee. • TCSL Governance - Responsibilities of Trinity and TCSL Boards. <p>Mr. Neilan is to bring the draft Constitution and the Legal Agreement for TCSL to a future Board meeting.</p>

No	Item	Outcome
A.5	<p>Consolidated Financial Statements for the year ended 30 September 2015</p> <p>(i) Memorandum from the Chair of the Audit Committee, dated 16 March 2016.</p> <p>(ii) Memorandum from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer dated 16 March 2016.</p> <p>The Internal Auditor, Mr Francis Sheeran, the Chair of the Audit Committee, Ms Julie O’Neill, the Deputy Chief Financial Officer, Ms Louise Ryan, Mr Sean O’Keefe from KPMG and Mr Denis McCarrick from the Office of the Comptroller and Auditor General, attended.</p>	<p>(i) The Board noted and approved the memorandum, dated 16 March 2016, from the Chair of the Audit Committee regarding the Annual Financial Statements for the year ended 30 September 2015,.</p> <p>(ii) The Board noted and approved the memorandum, dated 16 March 2016, from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer regarding the Consolidated Financial Statements for the year ended 30 September 2015,.</p>
A.6	<p>Trinity Endowment Funds – year ended 30 September 2015</p> <p>(i) Memorandum from the Chair of the Audit Committee dated 16 March 2016.</p> <p>(ii) Memorandum from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer dated 16 March 2016.</p> <p>The Internal Auditor, Mr Francis Sheeran, the Chair of the Audit Committee, Ms Julie O’Neill, Mr Sean O’Keefe of KPMG and the Deputy Chief Financial Officer, Ms Louise Ryan, attended.</p>	<p>(i) The Board noted and approved the memorandum, dated 16 March 2016, from the Chair of the Audit Committee regarding the Trinity Endowment Funds – year ended 30 September 2015.</p> <p>(ii) The Board noted and approved the memorandum, dated 16 March 2016, from the Treasurer/Chief Financial Officer and Deputy Chief Financial Officer regarding the Trinity Endowment Fund Financial Statements for the year ended 30 September 2015.</p>

No	Item	Outcome
A.7	<p>Audit Committee Annual Report to Board 2015/16 Memorandum from the Chair of the Audit Committee, dated 15 March 2016.</p> <p>The Chair of the Audit Committee, Ms Julie O'Neill, attended.</p>	<p>The Chair of the Audit Committee informed the Board that the Audit Committee Annual Report to Board 2015/16 will be presented at the Board meeting in April.</p> <p>The Chair informed the Board that the Board Statement of Governance and Internal Control, included in the 2014/15 financial statements, is compatible with the Annual Report which is in draft and being finalised.</p>
A.8	<p>Science Gallery – Annual Review 2015 Document from the Director of Science Gallery, Ms Lynn Scarff, dated 15 March 2016.</p>	<p>The Board noted and approved the Science Gallery – Annual Review 2015 and the Provost, on behalf of the Board, congratulated Ms Scarff on her appointment as Director of the Science Gallery.</p>
A.9	<p>Proposal for Tobacco Free Zones Memorandum from Dr David McGrath, Director of the College Health Service and Chair of the Trinity Tobacco Policy Committee, dated 16 February 2016.</p>	<p>The Board noted and approved the memorandum from Dr David McGrath, Director College Health Centre, dated 16 February 2016.</p> <p>The location of the smoking shelter for Zone 1, Fellows' Square, is to be proposed to and approved at a future meeting of the Executive Officers Group.</p>
A.10	<p>Strategic Estates Review Review from Turnberry Consulting dated March 2016.</p>	<p>The Board endorsed the Strategic Estates review, conducted in conjunction with Turnberry Consulting, dated March 2016. It will now move to the implementation phase.</p>
A.11	<p>Gender and Trinity Staff: Trends in Populations, Recruitment and Progression Memorandum from the Chair of the Equality Committee, Professor Catherine McCabe, dated 15 March 2016.</p>	<p>This item was deferred to the meeting of 27 April 2016.</p>
A.12	<p>Guidelines for the Allocation of Staff Residential Accommodation and Office Space Memorandum from the Registrar, Chair of the Staff Accommodation Working Group, dated 16 March 2016.</p>	<p>This item was deferred to the meeting of 27 April 2016.</p>
A.13	<p>College Risk Register Memorandum from the Chief Operating Officer dated 15 March 2016.</p>	<p>This item was deferred to the meeting of 27 April 2016.</p>
A.14	<p>Deferral of Implementation Plans for College Health Service & Student Counselling Service Memorandum from the Chief Operating Officer dated 17 February 2016.</p>	<p>The Board noted and approved the memorandum from the Chief Operating Officer dated 17 February 2016.</p>

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A.15	Guidelines on noting large research projects at Board Memorandum from the Dean of Research dated 11 February 2016.	The Board noted and approved the memorandum from the Dean of Research dated 11 February 2016, subject to including that educational projects should engage with the VP/CAO in the pre-award phase. The Dean of Research updated the Board on the Rankings Strategy.
A.16	Foundation Scholarship 2016 Memorandum from the Senior Lecturer/Dean of Undergraduate Studies dated 14 March 2016.	The Board noted and approved the memorandum, dated 14 March 2016, from the Senior Lecturer/Dean of Undergraduate Studies.
A.17	University Council Draft Acta of meeting of 9 March 2016.	The Board noted and approved the draft Acta of meeting of 9 March 2016.
A.18	Any Other Urgent Business	There were no items of urgent business.
Section A2		
A.19	Revised Proposal for a Tenure-Track System for Entry-Level Academics Memorandum from the Vice-Provost/Chief Academic Officer dated 16 March 2016.	The Revised Proposal for a Tenure-Track System for Entry-Level Academics was approved at the Board meeting of 24 February 2016 (BD/15-16/138 Acta of the University Council). The Board noted the memorandum from the Vice-Provost/Chief Academic Officer dated 16 March 2016, presented at the Board meeting with the new Policy attached.
A.20	Revised Travel Policy Memorandum from the Financial Operations Manager, Ms Áine Mulcahy, dated 16 March 2016.	The Board noted and approved the memorandum, dated 16 March 2016, from the Financial Operations Manager, Ms Áine Mulcahy, and the revised Travel Policy circulated with it.
A.21	Revised Hospitality and Entertainment Policy Memorandum from the Financial Operations Manager, Ms Áine Mulcahy, dated 16 March 2016.	The Board noted and approved the memorandum, dated 16 March 2016, from the Financial Operations Manager, Ms Áine Mulcahy, and the revised Hospitality and Entertainment Policy circulated with it.
A.22	Gift Voucher Policy (new) Memorandum from the Financial Operations Manager, Ms Áine Mulcahy, dated 16 March 2016.	The Board noted and approved the memorandum, dated 16 March 2016, from the Financial Operations Manager, Ms Áine Mulcahy, and the Gift Voucher Policy circulated with it.
A.23	Revised Sick Leave Policy Memorandum from the Director of Human Resources	The Board noted and approved the memorandum, dated 16 March 2016, from the Director of Human Resources, and the revised Sick Leave Policy circulated with it.

No	Item	Outcome
	dated 16 March 2016.	
A.24	Revised Annual Leave Entitlements Memorandum from the Director of Human Resources dated 16 March 2016.	The Board noted and approved the memorandum, dated 16 March 2016, from the Director of Human Resources, and the revised Annual Leave Entitlements circulated with it.
A.25	Revised Special Unpaid Leave for Career Breaks Memorandum from the Director of Human Resources dated 16 March 2016.	The Board noted and approved the memorandum, dated 16 March 2016, from the Director of Human Resources, and the revised Special Unpaid Leave for Career Breaks circulated with it.
Section B		
B.26	Board Business (i) Callover for noting; (ii) Outcomes	(i) Noted (ii) Noted
B.27	Audit Committee Draft Minutes of meeting of 11 February 2016.	The Board noted and approved the draft minutes of the Audit Committee meeting of 11 February 2016. The Audit Committee Annual Report to Board 2015/16 to be presented at the Board meeting in April will address the FIS system issues. It was noted that the interim workflow for processing invoices outside of iProcurement has closed since the Audit Committee meeting of 11 February 2016, apart from three areas of the University not in iProcurement.
B.28	Engagement Advisory Group Minutes of 16 November 2015.	The Board noted and approved the minutes of the Engagement Advisory Group dated 16 November 2015.
B.29	Estates Policy Committee Draft Minutes of meeting of 19 February 2016.	The Board noted and approved the draft minutes of the Estates Policy Committee dated 19 February 2016. In response to a comment by a Board member, the Chair of the Estates Policy Committee acknowledged concerns regarding the proposed closure of the Hamilton Restaurant. It was noted that the Chief Operating Officer would follow up on this matter.
B.30	Finance Committee (i) Minutes of meeting of 15 February 2016.	

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	(ii) Draft Minutes of meeting of 7 March 2016.	<p>(i) The Board noted and approved the minutes of the Finance Committee meeting of 15 February 2016.</p> <p>(ii) The Board noted and approved the draft minutes of the Finance Committee meeting of 7 March 2016.</p> <p>In response to comments by a Board member, the Treasurer/Chief Financial Officer reiterated that the Finance Committee had mandated that TBSI Schools should repay the loan to College.</p>
B.31	<p>Human Resources Committee Draft Minutes of meeting of 11 February 2016 and Circular from the Higher Education Authority re Revised Sick Leave Arrangements for all Staff of Universities and other Third Level Colleges under the remit of the HEA, dated 1 December 2015.</p>	<p>The Board noted and approved the draft minutes of meeting of the Human Resources Committee of 11 February 2016.</p> <p>The Board noted the circular from the Higher Education Authority re Revised Sick Leave Arrangements for all Staff of Universities and other Third Level Colleges under the remit of the HEA, dated 1 December 2015.</p> <p>The Board noted the arrangements for Contracts for Professional, Administrative and Support staff as outlined in minute HRC/15-16/13.</p>
Section C		
C.32	<p>Board Membership - Students' Union Elections 2016 to note that the following had been elected, and would serve as members of the Board of the College for the academic year 2016-2017:</p> <p>President: Mr Kieran McNulty Welfare and Equality Officer: Ms Aoibhinn Ní Lochlainn Education Officer: Mr Dale Whelehan</p>	Noted
C.33	<p>Higher Degrees to note Higher Degrees, approved by the sub-committee of Board and Council on (i) 10 February 2016 and (ii) 9 March 2016.</p>	Noted

No	Item	Outcome
C.34	Civic Engagement Annual Report 2014-15 to note Report from Civic Engagement Officer dated 10 November 2015.	Noted
C.35	Committees - Secretarial and Executive Staff Review Committee Membership to note and approve memorandum from the Secretary to the Secretarial and Executive Staff Review Committee dated 14 March 2016.	Noted and approved
C.36	Prizes and Other Awards (i) Law Quatercentenary Fund to note and approve memorandum from the Student Support Officer, Ms Helen Richardson, dated 7 March 2016. (ii) Downes Exhibition to note and approve memorandum from the Student Support Officer, Ms Helen Richardson, dated 7 March 2016.	(i) Noted and approved (ii) Noted and approved
C.37	Related Entity Financial Reporting for Ghala Limited to note and approve memorandum from the Treasurer/Chief Financial Officer dated 14 March 2016.	Noted and approved
C.38	Borrowing Framework and Loan Guarantees to note and approve memorandum from Mr Paul Coote, Project Appraisal Manager, dated 16 March 2016.	Noted and approved
Section D		
D.39	Nominations for Appointment	Noted and approved
D.40	Selection Committees to note and approve memorandum from the Director of Human Resources, dated 15 March 2016.	Noted and approved