



Incorporating any amendments approved at subsequent Board meetings

Minutes of Board Meeting of 27 May 2015

<i>Present</i>	Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor L Hogan), Bursar (Professor G J Lacey), Senior Lecturer/Dean of Undergraduate Studies (Professor G Martin), Registrar (Professor S P A Allwright), Dr O Braiden, Ms K Byrne, Mr F Cowzer, Professor P Coxon, Professor W J Dowling, Ms S Dunphy, Mr D Frost, , Mr G J Garrahan, Ms M Lee, Professor B Lucey, Professor C McCabe, Professor J F McGilp, Mr I Mooney, Professor D O'Neill, Professor C O'Farrelly, Professor M Ó Siochrú, Professor D R Phelan, Professor A Seery.
<i>Apologies</i>	Vice-President for Global Relations (Professor J Hussey), Professor S Draper, Professor E Drew, Mr J Gallagher, Mr D McGlacken-Byrne.
<i>In attendance</i>	Assistant Secretary to the College (Ms Victoria Butler).
<i>(ex officio)</i>	Secretary to the College (Mr John Coman), Treasurer/Chief Financial Officer (Mr Ian Mathews).
<i>(by invitation)</i>	Chief Operating Officer (Ms Geraldine Ruane). The Interim Director of Human Resources for BD/14-15/252 Professor Joe Barry for BD/14-15/253 The Dean of Research for BD/14-15/271

SECTION A

BD/14-15/244 Statement of Interest

The Secretary to the College informed the Board that in considering the nominations for Annual Officers (agenda item A.7) a potential conflict of interest could arise as the names of some existing College Officers, who are also Board members, would be included in the nominations. It was agreed to continue with existing practice and that the relevant Officers should remain in the room for the discussion on this item.

BD/14-15/245 Minutes of the Meeting of 29 April 2015

The minutes of 29 April 2015 were approved and signed subject to the following amendments:

BD/14-15/221(ii)(b) amend the last sentence of the third paragraph to read '...the Chief Operating Officer could discuss this issue further with the Board member, with a view to addressing the points raised in the Implementation Report which will be submitted to the Board.'

BD/14-15/225 delete the last sentence of the second paragraph and include the following sentence 'A Board member highlighted the need to address the issue of equity between all levels of staff in relation to teaching load.'

BD/14-15/246 Matters Arising from the Minutes

There were several matters arising from the minutes and they have been recorded below.

BD/14-15/225 Investment in Higher Education and Associated Issues

Following comments from a Board member, the Board endorsed the view that further discussion regarding investment in Higher Education was required at both a College and a national level.

BD/14-15/217 (BD/14-15/192(i)) Departures Framework Appointment

The Vice-Provost/Chief Academic Officer confirmed to the Board that the contract issued for a recent Professorial appointment under the Departures Framework contained details of the required deliverables and associated key performance indicators.

BD/14-15/247 Provost's Report

The Provost provided an update to Board members on the following items:

(i) Government affairs and liaison

The Provost advised the Board that there had recently been contact with Government representatives to discuss several items including the following:

- Tax treatment of student residences

The Provost advised the Board that discussions were ongoing in relation to the tax treatment of the proposed new student residences development. This item would be considered when contributing to the preparation of the national Budget for 2016. The potential contribution of student residences development to the current housing crisis was also being emphasised.

In response to a query from a Board member, the Treasurer/Chief Financial Officer clarified that discussions on this issue were continuing but at present it is not anticipated that there would be restrictions on the use of the student residences outside of the academic teaching term.

- Voluntary Severance

The Provost informed the Board that preliminary discussions regarding a possible voluntary severance scheme for College had been continuing and that progress may be made with the development of such a scheme.

- Capital Funding for E3 Project

Noting the importance of securing Government funding and support for the E3 project, the Provost had been advised that the Government is currently developing a capital investment programme which may provide a contribution towards the E3 project.

In response to a query regarding the decanting of the Printing House extension, the Bursar/Director of Strategic Innovation advised that it is envisaged that this process would occur during the summer months of 2016.

(ii) Trinity Creative Arts Challenge

The Provost noted that the launch of the Trinity Creative Arts Challenge held on 14 May 2015 reflected part of the implementation of the strategic goal B5.3 'Trinity as a creative arts catalyst' as contained in the Strategic Plan 2014-2019.

In addition, the Provost advised the Board that the Centre for Inclusion and Intellectual Disability (CfIID), formerly the NIID, had recently been established at the School of Education to promote the inclusion of people with intellectual disability within education and society. The Provost expressed his thanks to the Vice-Provost/Chief Academic Officer, the Academic Secretary and the Head of School of Education for

their contribution on this item to date.

(iii) **Global Engagement Awards**

The Provost advised the Board that the inaugural Global Engagement Awards had taken place with Dr Roger West from the School of Engineering, Dr Lorna Carson from the Trinity Centre for Asian Studies and Professor Mac MacLachlan from the Trinity Centre for Global Health receiving awards. A special acknowledgement was also given to the Digital Resources and Imaging Services (DRIS) at the event as Trinity's Digital Library Collections website has contributed substantially to the College's visibility internationally. He advised Board members that these awards will be held annually to recognise the contribution to developing and maintaining the University's international profile.

(iv) **Recent Visits**

The Provost provided a summary of recent visits including:

- A visit to the TCD Association of Northern Ireland

It was noted that the Provost and the Senior Lecturer had recently travelled to Belfast to meet with the TCD Association of Northern Ireland. The Provost advised the Board that the College's Feasibility Study for A-Level Admissions was welcomed by the Association and that the actions taken by Trinity to encourage admissions from Northern Ireland had been favourably received.

In response to comments from a Board member, the Senior Lecturer clarified for the Board that this initiative was originally introduced as a pilot for a one year period. She advised the Board that a more favourable recalibration of the A-Level conversion scales vis a vis the Irish Leaving Certificate and the A-Level examinations will be implemented in 2016. Discussions are ongoing on whether to extend the feasibility study for a further year to overlap with the new conversion scale. It was noted that a discussion paper on this item is to be brought to a future meeting of Council for consideration. The Senior Lecturer noted that, while this initiative had been widely welcomed, it will be important to ensure that the application process remains equitable for all students considering third level education.

- Intel

The Provost and the Director of Trinity Research and Innovation had met with the Vice-President and General Manager of Intel to discuss future relationships and collaboration between Intel and Trinity.

- A visit by Mrs Carrie Lam, Chief Secretary for Administration to the Hong Kong Government

The Chief Secretary for Administration to the Hong Kong Government, Mrs Carrie Lam, in the course of her European visit, had visited Trinity and provided a public address and explored possible ways to further develop the relationship between Hong Kong and the University.

(v) **Oisín House**

The Provost invited the Bursar/Director of Strategic Innovation to provide Board members with an update on the student residences project. The Bursar/Director of Strategic Innovation advised the Board that an architectural firm had been selected for this project and that work on an initial design for the building is progressing. He noted that it is envisaged that an update would shortly be provided to the Estates Policy Committee and a detailed presentation would be brought to a future meeting of the Board for consideration.

(vi) **Fundraising**

The Provost advised the Board that progress in relation to the development of the

structure for Trinity Development and Alumni was continuing. He informed Board members that the Board of Trinity Development and Alumni is scheduled to meet in June and will be preparing a draft 'case for support' for the University and that it is envisaged that this case will be finalised for the next academic year and brought to the Board. He also noted that the process of identification of a Chair for the Board of Trinity Development and Alumni was underway.

(vii) Recent Recruitment Processes

The Provost informed the Board that the recruitment processes for both the Director of Public Affairs and Communications and the Director of Human Resources had progressed. In particular, he noted that the nomination for appointment of the Director of Human Resources was on the agenda of the meeting and expressed his thanks to the Chief Operating Officer, the Secretary to the College and all who had been involved in the processes to date.

(viii) Governance

With reference to a recent breach of Board confidentiality, the Provost emphasised the need for strong governance in Trinity. He re-iterated the current provisions for the functions of the Board as contained in the Statutes which specify that no Board member is authorised to speak on behalf of the Board in any internal or external forum without the express permission of the Board and noted the importance of ensuring confidentiality of Board business. He advised Board members that the Board Self-Evaluation process was currently underway, noting that this represents the appropriate channel for feedback in relation to Board effectiveness on an anonymous basis. It was noted that, in comparison with other Irish Universities, the Board of the College has the smallest number of members (27) and meets more frequently than the others. Board members were advised that they were encouraged to contact the Secretary to the College or the Provost at any stage should they have queries or concerns regarding Board business. He invited the views of Board members regarding additional methods by which queries or comments in relation to Board business may be raised. The Provost advised the Board that the deadline for submission of Board Self-Evaluation responses is to be extended by one week to facilitate further submissions. The responses to the Self-Evaluation would be brought to the next meeting of the Board for consideration. With reference to the College's Code of Governance, the Provost also noted his duty as Chair of the Board to ensure efficient time management of Board meetings and also of individual items on Board agendas. He noted the importance of ensuring that agendas facilitate the appropriate discussion of items and advised the Board that efforts are made to ensure that Board members have a full opportunity to express their views on items of business. He noted that he had allowed discussion under Any Other Urgent Business of an item relating to the issuing of fixed-term contracts. Due to the length of the agenda, and the numbers of contributions made on agenda items, there had not been sufficient time to deal with the matter. The Provost had spoken with the Chair of the Human Resources Committee and the matter would be discussed under that Committee's minutes in Section B of today's meeting.

The Provost then summarised for Board members recent events which lead to the featuring of an article on the College Board by a publication. In particular, he noted his receipt and acceptance of an apology from a Board member for the lack of transparency regarding communications on this item. The Provost also acknowledged the contribution of the Secretary to the College and the staff in the Secretary's Office to the preparation and timely circulation of Board papers.

In response to comments from a Board member, the Provost noted the good relationships and lines of communication which have been in place to date between College Officers and the Students' Union Sabbatical Officers and noted that such a relationship is encouraged. In response to comments from a Board member about continuing contact with student representatives, the Provost referred to numerous

contacts which he had during the academic year with student representatives and he referred in particular to regular meetings between the Dean of Students and the Students' Union. The Board noted comments from several Board members clarifying their lack of contribution to the published article and the unauthorised use of official documentation in the piece was noted as disappointing. The Board also noted the significant responsibility of the role of a Board member and the importance of addressing any potential issues through appropriate mechanisms.

(xi) Upcoming visit to Boston for Trinity Fusion Event

The Provost advised the Board that he is to attend a Trinity Fusion Event in Boston which will be opened by the Minister for Education and Skills, Ms Jan O'Sullivan, TD. This event will provide an opportunity for 5 researchers from Trinity to present and showcase their research to a US audience and will significantly contribute to enhancing the University's reputation abroad.

BD/14-15/248 Consolidated Financial Estimates 2014-2015

The Treasurer/Chief Financial Officer invited the Board's attention to his memorandum, dated 20 May 2015, which had been circulated. He advised the Board that an operating deficit was being projected for the 2014/15 Annual Budgetary Cycle/Funding Statements. Noting the Board agreed requirement to deliver a balanced budget, the Treasurer/Chief Financial Officer advised the Board of some of the actions which had been taken to mitigate this projected deficit. He also advised the Board that such mitigation was proving challenging with all Faculties relying on financial reserves to meet operational needs and that this challenge had been previously advised to the Board in Planning Group Report #11 and through the minutes of the Finance Committee. The Treasurer/Chief Financial Officer noted that significant efforts were being made to reduce spending but that this was difficult to achieve given the committed and inflexible nature of pay costs. As such, it is proposed that the Strategic Staffing Subgroup should meet regularly to review all post applications in order to mitigate the projected deficit.

The Treasurer/Chief Financial Officer advised the Board that the Higher Education Authority (HEA) had been informed that a Section 37 letter would not be issued at this point, and notwithstanding the significant challenges being faced due to limited non-pay flexibility and pay constraints, the College will take appropriate steps to achieve a balanced budget in 2014/2015. He informed the Board that it is envisaged that revenue from strategic income-generating projects is anticipated to emerge in 2015/2016 and beyond which will assist in reducing the projected deficits and could facilitate, where necessary, new investments in Schools and other areas across the College. The Treasurer/Chief Financial Officer concluded his remarks by noting that the continued reliance on financial reserves to deliver a balanced budget was not sustainable and that 2015/2016 would represent a challenging year for the University financially. The Provost thanked the Treasurer/Chief Financial Officer and opened the item for discussion and comment.

The following comments from Board members were noted:

- The importance of continuing to address the significant reduction in State funding at Government level;
- The need to rely on reserves to deliver a balanced budget;
- A potential 1% overrun on budget was a significant achievement in this time of constrained financial resources and limited flexibility on expenditure;
- A policy regarding the replacement of contract staff could impact on the range and level of services provided in the College;
- The need to monitor the growth in international student recruitment and the associated use of revenues generated and the importance of ensuring appropriate services and supports for such students.

In response to a query from a Board member, the Treasurer/Chief Financial Officer clarified that in previous years reserves which had not been committed across the three divisions had been identified and redistributed as appropriate.

Following a query from a Board member the Treasurer/Chief Financial Officer clarified that a Section 37 Letter was not being issued at this time as several actions were being taken to deliver a balanced budget for 2014/15. The Provost advised the Board that the Global Relations Strategy and the Commercial Revenue Unit had achieved their targets to date and that this additional revenue would assist in minimising the deficit. The Chief Operating Officer also noted the potential future savings to come from the recent investment in IT systems and the benefits that can be realised from such investment.

In response to queries from Board members, the Treasurer/Chief Financial Officer advised the Board that it is envisaged that a greater transparency of the staffing requirements across all areas of College is to be achieved by the Strategic Staffing Subgroup so that there is a robust understanding of each area's needs and priorities.

He further advised that, while desirable, it was not feasible at this point to include an amount for contingency in the budgetary process as allocations were already posing operational difficulties for most areas. The Vice-Provost/Chief Academic Officer, noting the growth targets which have been set for the College, emphasised the importance of ensuring that such targets are met, without compromising the core activity of the College, and that if managed correctly such growth plans could see an improvement in the College's financial position in the near future.

The Board noted and approved the memorandum from the Chief Financial Officer, dated 20 May 2015 and noted the actions from Executive Officers, Finance Committee and Planning Group currently being pursued to manage the College financial situation.

BD/14-15/249 Proposal for a Tenure Track System for Entry-Level Academics

This item was deferred to the meeting of 17 June 2005.

BD/14-15/250 New European Investment Bank Loan (EIB)

The Treasurer/Chief Financial Officer invited the Board's attention to a memorandum from the Financial Planning Manager, dated 20 May 2015, proposing to Board that following negotiations with the European Investment Bank (EIB), loan approval had been received for an additional loan up to €70m over 30 years at a fixed interest rate. It was noted that this item had been considered and recommended for approval by Board by the Finance Committee at its meeting on 8 May 2015 and the Treasurer/Chief Financial Officer advised that the College was in a financial position to draw upon such a loan. He also advised the Board that the loan is requested specifically for four projects all of which had been previously approved by Finance Committee and Board except for the Oisín House project which will shortly come to Board for approval. The Treasurer/Chief Financial Officer provided the Board with a summary of the terms and conditions of the loan and noted that the Higher Education Authority (HEA) had been consulted on this item.

In response to a comment from a Board member, the possibility of fixing an interest rate for the loan was welcomed.

The Board noted and approved the memorandum from the Financial Planning Manager, dated 20 May 2015 and the request to finalise and sign the loan agreement with EIB contained within. The Treasurer/Chief Financial Officer expressed his thanks to the Financial Planning Manager for his contribution on this item to date.

BD/14-15/251 Annual Officers

The Board noted and approved the nominations to Annual Office as presented in the memo from the Provost, dated 13 May 2015 which was tabled. The Provost on behalf of the Board thanked the outgoing Officers for their contributions to date.

BD/14-15/252 Human Resources Strategy 2014-2019

The Provost welcomed the Interim Director of Human Resources, Mr Sean O' Driscoll, to the meeting.

The Interim Director invited the Board's attention to the Human Resources Strategy 2014-2019, which had been circulated. He provided a summary of the strategy noting that this strategy was a response to the College Strategic Plan 2014-2019 and also a revision to the existing HR Strategy, 'Excelling Together' produced for the period 2013-2015.

Noting the recent restructuring of the Human Resources Department, the Interim Director informed the Board that to effectively support Trinity as a University of the 21st Century the following initiatives are to be prioritised:

- Organisational design support focused on the needs of a global digital campus;
- Academic and professional leadership and talent development;
- Organisational change support to build a lean administrative capability that is positioned to realise the vision of an Administration for a 21st Century university;
- Talent management and the development of a Performance for Development and Growth programme;
- A web-enabled, easy to use, integrated HR experience for all Trinity staff.

The Interim Director advised the Board that the implementation of the HR strategy will require several individual projects which are in the process of development. He noted that while some of these projects will be funded from the existing Human Resources budget, extra funding will be required for some projects and that these projects would be progressed through the College's existing governance procedures. He informed the Board that it is intended to develop appropriate service level agreements and a Customer Charter which will assist in the evaluation of the Human Resources function.

The Interim Director also advised the Board that a staff survey and a review of existing Human Resource policies is to be conducted to ensure that the appropriate policies are in place. In addition to this, it is envisaged that the Human Resources Department would assist the College in implementing change and noted the recent recruitment of the Head of Change Capability.

The Provost thanked the Interim Director of Human Resources and opened the item for discussion. The following issues were noted:

- The use of terminology focused on 'customers' did not reflect the diverse composition of the College Community;
- Recognition of the ongoing achievements of staff should be noted;
- Further thought should be given to ways by which staff may be rewarded for performance, which will also assist in motivating staff;
- Further discussion and consultation is required in relation to the development of a Performance Development and Growth programme and in particular, the detail of the associated KPIs to reflect the broad range of roles in the College would need to be agreed before such a programme could be approved;
- The strategy should be accompanied by a detailed Risk Register;
- The importance of ensuring engagement with staff representation;
- The need to clearly identify career paths for staff;
- The challenges for the Strategy in light of the changeable nature of the research staff community.

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The Interim Director advised the Board that the development of the Performance Development and Growth Programme would be conducted through consultation with Heads of School and Heads of Area to define what would be appropriate. He noted that this issue had been discussed by the Human Resources Committee and that a sub-group of the Committee had been established to progress this item.

In response to comments from Board members in relation to the use of terminology focused on 'customers', the Interim Director advised the Board that this terminology had been used to reflect the mind-set and approach that the Human Resources will adopt through the implementation of the strategy. The importance of using language which reflected the academic mission of the University was noted. The Provost advised that the wording of the next draft of the strategy should be amended so that appropriate terminology is used to reflect the complexity of internal relationships while the customer and service focused mind-set objective is retained.

In response to a query from a Board member, the Chief Operating Officer informed the Board that the Human Resources Department had been reviewed and restructured in 2013/14. A gap analysis had been conducted and measures were taken to ensure that there was an efficient allocation of resources across the functions.

The Board noted the Human Resources Strategy 2014-2019 as presented by the Interim Director of Human Resources. It was agreed that a revised version of the strategy, including a risk register, and incorporating the views of the Board is to be brought back to the Board for further discussion before the end of the academic year. Noting that the nomination for appointment of the Director of Human Resources had been tabled for approval at the meeting, the Provost thanked the Interim Director for his contribution to the College to date.

The Interim Director of Human Resources left the meeting at this point.

BD/14-15/253 Institute of Population Health

The Provost welcomed Professor Joe Barry who attended for this item. Professor Barry invited the Board's attention to the Institute of Population Health proposal which had been circulated. Professor Barry advised the Board that this proposal had previously been considered twice by the Capital Review Group and also by the Executive Officers Group. He provided a summary of the proposal and outlined the underlying principles, the academic case, the governance structure and the relevance of this proposal to the Strategic Plan 2014-2019. In addition, Professor Barry outlined the business case underpinning the proposal noting the specific request for Board approval for the expenditure for fit out costs associated with the project.

The Provost thanked Professor Barry and opened the item for discussion.

In response to a comment from a Board member, Professor Barry, clarified that seven months had been identified by the vendor as the time required to complete the fit out of the building as this was the time taken to complete a similar task in a neighbouring site.

In response to comments from a Board member, Professor Barry clarified that liaison with the relevant staff in Tallaght Hospital was ongoing and that it was envisaged that much of the activity in the Institute would be jointly delivered, however, the lack of consultation rooms in the facility would limit the degree of interaction with practicing Clinicians. A Board member raised concerns that Tallaght Hospital, a major health provider and major focus of TCD health sciences research and education did not feature in the governance of the IPH, and further stated that reassurances about consultation were not sufficient in this regard. The Registrar noted that as part of the consultation process for this proposal an open discussion forum was held which was attended by many staff members from Tallaght Hospital.

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In response to comments from a Board member, the Provost informed the Board that this proposal had been approved by the two Heads of School, the relevant School and Faculty Executives and the Faculty Dean. The Vice-Provost/Chief Academic Officer advised the Board that the business case and financial projections for this proposal had been carefully considered with the Head of School of Medicine and that a further piece of work regarding academic planning and workload was on-going.

The Board noted and approved the Institute of Population Health proposal as presented by Professor Joe Barry. The Board also approved the expenditure for fit out costs as contained within. Noting the concerns of Board members, it was agreed that the Vice-Provost/Chief Academic Officer is to liaise with the Head of School of Medicine and the Dean of Health Sciences regarding the allocation of non-EU fee income and associated budgetary implications.

The dissent of Professor O'Neill in relation to the allocation of revenue streams from projected growth in non-EU student numbers in the School of Medicine was noted.

The Provost thanked Professor Barry and his colleagues in the School of Medicine for their work on this proposal to date and Professor Barry left the meeting at this point.

BD/14-15/254 Overview of Staff: Student Ratios 2005-2006 to 2013-2014

This item was deferred to the meeting of 17 June 2005.

BD/14-15/255 Quality

(i) Disability Service Review Report

The Chief Operating Officer introduced this item noting that the quality review had been very insightful and helpful. She advised the Board that the review report and recommendations were discussed at the Quality Committee on 7 May 2015. The Chief Operating Officer advised the Board that recommendations in the Reviewer's Report can be categorised in to three main areas:

- systems and processes;
- College responsibility towards those with disabilities; and
- funding.

She also advised the possibility of providing a disability module in the Student Information (SITS) is to be further explored in 2015/16. Noting the importance of this service, the Chief Operating Officer informed the Board that she is to liaise with the Director of the Disability Service and with other College Officers as appropriate to address the recommendations arising from the review and to prepare a detailed implementation plan.

The Board noted and approved the Quality Review of the College Disability Service.

(ii) Student Counselling Service

The Chief Operating Officer invited the Board's attention to her memorandum dated 18 May 2015. She advised the Board that the Review Report for the Student Counselling Service along with the response from the Director of the Student Counselling Service had been discussed at the Quality Committee on 27 April 2015. The Chief Operating Officer provided a summary of the key recommendations of the Reviewer's Report under the following headings:

- Staffing;
- Alignment to Strategy;
- Operational Issues;
- Accreditation.

In response to queries from Board members, the Chief Operating Officer confirmed that the implementation plan in response to the recommendations in the review would be brought to a

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future meeting of the Board for consideration. She also advised the Board that all student services are to be reviewed to ensure that common issues could be identified and addressed.

The Board noted and approved the Quality Review of the Student Counselling Service.

The Vice-Provost/Chief Academic Officer advised the Board that following a comment from a Board member at the meeting of Board on 27 April 2015, she had liaised with the Director of the Disability Service and the Director of the Student Counselling Service in relation to the quality reviews of their areas. She advised the Board that the Directors had confirmed that they are in agreement with the current process by which such reports are considered. It was noted that all quality reports are brought to the Quality Committee for consideration, in the first instance, and that the Head of function attends the relevant meeting of the Committee. The reports are then forwarded to Council and Board for final consideration and approval.

BD/14-15/256 University Council

The Board confirmed the draft Acta of the meeting of 13 May 2015.

BD/14-15/257 Any Other Urgent Business

There were no items of urgent business.

Section B

BD/14-15/258 Board Business

(i) Callover

The Board noted the Board Callover from the meeting of 29 April 2015.

(ii) Outcomes

The Board noted the Board Outcomes from the meeting of 29 April 2015.

BD/14-15/259 Finance Committee

The Treasurer/Chief Financial Officer advised the Board that the minute numbering in the minutes of the meeting of 8 May 2015 would be corrected. He invited the Board's attention to three minutes in particular Minute FC/14-15/109 and FN/14-15/110 which had been discussed in the meeting and minute FC/14-15/116 noting that a full report on the Trinity Business School is to come to a future meeting of the Finance Committee for consideration.

The Board noted and approved the draft minutes of meeting of 8 May 2015.

BD/14-15/260 Human Resources Committee

The Board noted and approved the draft minutes of the meeting of 23 April 2015, with the revised Maternity Leave Policy and Policy on Professional Subscriptions for Professional, Administrative and Support Staff.

The Chair of the Committee advised the Board that the Committee, while noting current financial constraints, had again queried as to whether the practice of issuing fixed-term contracts for non-academic staff constituted a change in College policy. In particular, he advised the Board that the Committee was of the view that there was a lack of clarity in relation to the scope of the current practice and welcomed the opportunity to discuss this item in more detail. It was suggested that the Chief Operating Officer would prepare a discussion document on this item which could be considered at a future meeting of the Human Resources Committee. The Provost advised the Board that changes to policy were a matter for decision by

the Board. However, the Executive Officer Group had considered this item and the current practice was not viewed as a change to existing policy but a way of implementing policy which ensures that there is adequate flexibility to realise benefits from recent investment in IT systems and programmes of change. He further advised the Board; that following consideration by the Human Resources Committee, should a revision to policy be required, the appropriate documents would be brought to Board for consideration. The importance of ensuring that the Human Resources Committee had an opportunity to fully consider the relevant staffing data was noted. Following a comment from a Board member, the oversight role of Principal Committees was also noted.

It was agreed that the Chief Operating Officer is to prepare a document on the current practice of issuing fixed term contracts for non-academic staff which will be considered by the Human Resources Committee at its next meeting. In response to comments from a Board member, the Provost advised the Board that, following discussion with the Secretary to the College, appropriate training is to be arranged for those chairing Principal Committees.

SECTION C

BD/14-15/261 Almanack 2015-2016

The Board noted a memorandum from the Secretary to the College, circulated, dated 19 May 2015.

BD/14-15/262 Board Membership – Graduate Students’ Union

The Board noted that Ms Katie Crowther had been elected as President of the Graduate Students’ Union for and would serve as a member of the Board in 2015-2016.

BD/14-15/263 Higher Degrees

The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 13 May 2015.

BD/14-15/264 Headship of Schools

The Board noted and approved the following nominations:

- (i) **Drama, Film and Music (2015-2018)**
Professor Brian Singleton (second term);
- (ii) **Mathematics (2015-2016)**
Professor Sinéad Ryan.

BD/14-15/265 School of Nursing and Midwifery – Change of Name of Discipline of Paediatric Nursing to Children’s Nursing

The Board noted and approved a memorandum from the School Administrator, circulated, dated 28 April 2015.

BD/14-15/266 Prizes and Other Awards – New Medal Awards 2015-2016 – TCD/SJH Intern Medal and TCD/Tallaght Hospital Intern Medal

The Board noted and approved a memorandum from the Programme Manager, School of Medicine, circulated, dated 5 May 2015.

BD/14-15/267 Tutorship

The Board noted and approved a memorandum from the Senior Tutor, circulated, dated 20 May 2015.

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SECTION D

In compliance with the Data Protection Acts this information is restricted

Signed:

Date: