Incorporating any amendments approved at subsequent Board meetings

Minutes of Board Meeting of 12 October 2016

Present
Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor C Morash), Senior Lecturer/Dean of Undergraduate Studies (Professor G S Martin), Registrar (Professor P Murphy), Bursar/Director of Strategic Innovation (Professor V Campbell), Professor D Ahern, Professor S Alyn Stacey, Dr O Braiden, Mr S Collins, Professor S M Draper, Ms S Dunphy, Ms S Farrell, Dr D Fayne, Professor R Gilligan, Mr T Keohane, Professor C Laudet, Professor B M Lucey, Professor C McCabe, Mr K McNulty, Professor R Moss, Ms A Ní Lochlainn, Professor E O'Halpin, Professor D R Phelan, Professor A Seery, Professor R Timoney.

Apologies
Mr J Keogh, Mr D Whelehan.

In attendance
Assistant Secretary to the College (Ms V Butler).

(ex officio)
Secretary to the College (Mr J Coman), Treasurer/Chief Financial Officer (Mr I Mathews).

(by invitation)
Chief Operating Officer (Ms G Ruane), Vice-President for Global Relations (Professor J Hussey).

SECTION A

BD/16-17/032 Statement of Interest
The Secretary to the College advised that Professor Eunan O’Halpin had declared a potential conflict of interest in relation to Agenda item A.04. as a relative of his was Chair of the Oisín House Project Steering Group. The Bursar/Director of Strategic Innovation had confirmed that the Chair was acting in a pro-bono capacity and that Professor O’Halpin had no involvement in the project. The Secretary to the College recommended, and the Board agreed, that Professor O’Halpin should take a full part in the discussion on this item. However, it was noted that there may be occasions where a different course of action would be more appropriate and such decisions will be considered if and when they arise.

BD/16-17/033 Minutes - Meeting of 21 September 2016
The Minutes of the Board meeting of 21 September 2016 were approved and signed subject to the following amendment:
Attendance: ‘Professor Darren Fayne’ to be amended to ‘Dr Darren Fayne’.

It was agreed that action points are to be specifically identified in future sets of minutes and that it should be endeavoured to introduce a greater degree of brevity in future Board minutes.

The Provost welcomed the Assistant Secretary, Ms Victoria Butler, who was returning from leave and thanked Ms Sandra Kavanagh for her service to the Board during that time.

BD/16-17/034 Matters Arising from the Minutes
The following matter arising was noted:

BD/16-17/007 The Bursar/Director of Strategic Innovation advised the Board that the year that should be referenced in this minute is in fact 2020 and not 2021 as had been originally recorded.
Incorporating any amendments approved at subsequent Board meetings
• A multi-annual funding plan for the Sector;
• Postgraduate and Research Funding;
• International Education.

The Director of Public Affairs and Communications concluded by noting that the funding committed in the Budget was welcomed but that the importance of diversifying income streams to meet the needs of the Sector remained and highlighted the continued need to maintain a significant profile both with the Government and the media.

The Provost thanked Mr Molloy who left the meeting at this point.

**BD/16-17/036 Revised Oisin House Development Project**

The Provost welcomed the Dean of Students, Professor Kevin O’Kelly, who joined the meeting for this item, noting that while the Oisin House Development Plan had previously received Board approval (BD/15-16/060 refers), some revisions were now proposed. The Dean of Students invited the Board’s attention to his memorandum dated 4 October 2016, which had been circulated, and provided the Board with a summary of the strategy which had been adopted by the Steering Committee in response to the decision by An Bord Pleanála to overturn Dublin City Council (DCC) planning permission. He also outlined both the timing and financial implications of the proposed revisions for the project. In particular, it was noted that there would be no significant impact on user requirements as had been originally presented. The potential for generating income outside the academic year was also noted. The Dean of Students concluded with a visual representation of the revisions to the proposed new development.

In response to a query from a Board member, the Dean advised that he would make enquiries as to the likely cost to future proof the build for increased height being permitted in the future. With reference to the circulated memorandum from the Director of Estates and Facilities, Mr Paul Mangan, and himself, dated 30 September 2016, the Dean of Students clarified that it is not envisaged that demolition will commence until full planning permission has been received.

The Provost thanked the Dean of Students, the Bursar/Director of Strategic Innovation and all of those who had worked on the project from the Financial Services Division.

**Action/Decision**

**036.1** The Board noted and approved the Memorandum from the Dean of Students dated 4 October 2016.

**036.2** The Board noted and approved the Memorandum from the Director of Estates and Facilities, Mr Paul Mangan, and Dean of Students, Professor Kevin O’Kelly (Project Sponsor) dated 30 September 2016.

*The Dean of Students left the meeting at this point. Professor Phelan joined the meeting at this point.*

**BD/16-17/037 Trinity Cancer Strategy**

The Provost welcomed the Project Sponsor and Head of School of Medicine, Professor Paul Browne. Professor Browne, with reference to his circulated memorandum of 6 October 2016, provided the Board with the rationale for developing a Trinity cancer strategy. Noting that while it is proposed that the physical infrastructure of the Cancer Institute is to be based in St James’s Hospital, all academic health partners, including those based in the Coombe and Tallaght hospitals would be involved in the implementation of the strategy under the Trinity Health Ireland framework. Professor Browne concluded his remarks by informing Board members that the next step would be to establish a Development Group to progress the strategy and prepare a business case. The Provost thanked Professor Browne and opened the item for discussion. The following points were noted:

• The strategy has been endorsed by the Board of St James’s Hospital;
• There was consultation at a national level in advance of preparing this strategy;

Incorporating any amendments approved at subsequent Board meetings
• The establishment of the proposed Institute on the St James’s site will contribute to the national objective to have a comprehensive cancer centre;
• The proposed strategy will recognise the future requirements of the proposed National Childrens’ Hospital at the St James’s site;
• There will be opportunities for undergraduate research in the new Cancer Institute.

The Board considered and discussed the memorandum and report from the Head of School of Medicine and Project Sponsor, Professor Paul Browne, dated 6 October 2016.

Action/Decision

037.1 The Board approved in principle the Trinity Cancer Strategy and agreed that the Executive Officer Group should proceed with forming a Development Group.

Professor Browne left the meeting at this point.

BD/16-17/038 Annual Equality Monitoring Report

The Equality Officer, Ms Aoife Crawford, joined the meeting for this item.

The Chair of the Equality Committee, Ms Sheila Dunphy, introduced this item and invited the Equality Officer to present a summary of the report. The Equality Officer provided the Board with some of the notable findings in relation to Trinity’s staff, students, recruitment and promotion procedures as captured in the Annual Equality Monitoring Report, which had been circulated.

Comments from Board members included:
• Suggestions on how to improve the visual impact of the report and communication of its findings throughout the university;
• Consideration should be given to comparing national trends to those trends experienced in Trinity for future reports;
• Comparators could be expanded to include international comparisons;
• Where possible, future reports should reflect the full suite of gender identities; and should provide information on degree outcomes, on attainment of Scholarship by Faculty, and on staff disability types;
• A gender neutral approach needs to be ensured when preparing the statistics and findings;
• The importance of monitoring the data in relation to trends in the declaration of disabilities to allow the university to plan for the provision of the appropriate resources.

The report was welcomed by Board members and the Provost thanked the Equality Officer and the Equality Monitoring Advisory Group for their work on this item.

Action/Decision

038.1 The Board considered and noted the report from the Equality Committee dated September 2016.

038.2 It was agreed that details of how to undertake the Living Equality and Diversity eLearning Programme (LEAD) would be circulated to all members of the Board.

BD/16-17/039 Gender and Trinity Staff: Trends in Contracts Types

The Equality Officer remained for this item.

Ms Crawford advised the Board that this report was in response to a request of the Board in April 2016 (BD/15-16/245) and was considered by the Equality Committee at the meeting of 21 September 2016 (Eqal/16-17/008). Following a presentation by the Equality Officer, in which the key findings of the report were noted, the Board considered and noted the report from the Equality Officer dated September 2016.
The following were approved:

**Action**

039.1 Gender-neutral information on the available options for working part-time to be accessible to all staff from a central source, such as the HR website, and in outreach activities such as the ‘Your Trinity’ day.

039.2 Content to be added to existing training for line managers and Heads of School that will equip those key leaders to manage any gendered expectations they may have re: contractual arrangements (or leave related to parenting).

039.3 Possible reasons for low uptake of part-time working arrangements by female academics to be investigated in a qualitative study.

039.4 Ongoing monitoring of the gender distribution among permanent and temporary staff, looking at both headcount and WTE data.

The Provost thanked the report working group, and the Equality Officer left the meeting at this point.

**BD/16-17/040 University Council**

The Board noted and approved the draft Acta of the University Council meeting of 28 September 2016.

**BD/16-17/041 Any Other Urgent Business**

**Staff Retirements**

The Board noted the members of staff who retired at the end of September 2016 and the Provost, on behalf of the College and the Board, having named each retiree individually, thanked them for their much valued service and contribution to College.

**Action**

041.1 It was agreed that the Human Resources Committee should consider the potential for optimising the College’s level of engagement with retired members of staff.

**Provost’s Mid-Term Address**

It was noted that the Provost will be giving a mid-term address on Friday 14 October 2016 in the Edmund Burke Lecture Theatre with members of Board being invited to attend.

**BD/16-17/042 Revised Finance Committee Terms of Reference**

The Board noted and approved the revised Finance Committee terms of reference. It was noted that, as delegated, any decisions of the Finance Committee in relation to student charges/fees will be brought to Board for noting through the minutes of the Finance Committee. Should the Board have any specific queries or recommendations those items will revert to the Finance Committee for reconsideration.

**SECTION B**

**BD/16-17/043 Board Business**

(i) **Callover**

The Board noted the Board Callover from the meeting of 21 September 2016.

(ii) **Outcomes**

The Board noted the Board Outcomes from the meeting of 21 September 2016.

**BD/16-17/044 Equality Committee**

The Board noted and approved the draft Minutes of meeting of 21 September 2016 including Incorporating any amendments approved at subsequent Board meetings
the proposal that the Director of the Trinity Centre for Gender Equality and Leadership (TCGEL) be invited to join the committee. The Chair of the Equality Committee advised the Board that at the 2nd Workplace Equality Index Awards held by GLEN (Gay and Lesbian Equality Network) in 2016, Trinity placed 5th overall and was the highest-placed public sector employer receiving the award for “Workplace Equality Index Public Sector Employer of the Year for LGBT Equality” and “Workplace Equality Index Top Ten Employer for LGBT Equality”.

**BD/16-17/045 Finance Committee**
The Treasurer/Chief Financial Officer drew the Board’s attention to those minutes of particular relevance to the Board.

The Board noted and approved the draft minutes of Finance Committee meeting of 19 September 2016.

**BD/16-17/046 Audit Committee**
With respect to minute AD/15-16/57 it was noted that the Secretary to the College is preparing a policy on externally contracted services. The Board noted and approved the draft minutes of the Audit Committee of 14 June 2016.

**SECTION C**

**BD/16-17/047 Higher Degrees**
The Board noted Higher Degrees, circulated, approved by the sub-committee of Board and Council on 28 September 2016.

**BD/16-17/048 Prizes and Other Awards - Gold Medal Recommendations 2016**
The Board noted and approved the Memorandum from the Senior Lecturer/Dean of Undergraduate Studies, circulated, dated 4 October 2016 (see Appendix 1 to this minute).

**BD/16-17/049 Equality Committee Annual Report 2015/16**
The Board noted the Report, as circulated.

**BD/16-17/050 Sealings**
The Board noted the sealings as attached as Appendix 2 to this Minute.

**BD/16-17/051 Change of Title of School of Drama, Film and Music**
The Board noted and approved the memorandum from the Dean of Arts, Humanities and Social Sciences, as circulated, dated 3 October 2016.

**BD/16-17/052 Related Entity Financial Reporting**
- Science Gallery International
- HEAnet
- National Digital Research Centre (NDRC)
The Board noted and approved the memorandum from the Treasurer/Chief Financial Officer, circulated, dated 5 October 2016.

**SECTION D**

In compliance with the Data Protection Acts this information is restricted.

Signed: ...........................................

Date: ...........................................
## Gold Medals 2016

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Incorporating any amendments approved at subsequent Board meetings
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Sealings

15 September 2016

**Roisin Gartland**

**Unit 5.4, Trinity College Enterprise Centre**

**Lease**

The Seal of the College was put in duplicate for Agreement for Lease between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Roisin Gartland.

15 September 2016

**Roisin Gartland**

**Unit 5.5, Trinity College Enterprise Centre**

**Lease**

The Seal of the College was put in duplicate for Agreement for Lease between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Roisin Gartland.

15 September 2016

**Mr Seamus Gill**

**Unit 2.1, The Tower, Trinity Technology and Enterprise Campus, Pearse Street, Dublin 2**

**Lease**

The Seal of the College was put in duplicate for Agreement for Lease between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Mr Seamus Gill.

19 September 2016

**Ghala Limited**

and

**Brendan F Merry and Partners Limited**

**Deed of Novation**

The Seal of the College was put in triplicate for Deed of Novation between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Ghala Limited and Brendan F Merry and Partners Limited.

19 September 2016

**Ghala Limited**

and

**Image Supply Systems Limited**

**Deed of Novation**

The Seal of the College was put in triplicate for Deed of Novation between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Ghala Limited and Image Supply Systems Limited.
27 September 2016

The Department of Justice and Equality
51 St Stephen’s Green, Dublin 2

Licence

The Seal of the College was put for Licence between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and The Department of Justice and Equality, 51 St Stephen’s Green, Dublin 2.

27 September 2016

Fiona Snow and Michael Mohler trading as Snow
9 St Catherine’s Road, Glenageary, Co. Dublin

Licence

The Seal of the College was put for Licence between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Fiona Snow and Michael Mohler trading as Snow, 9 St Catherine’s Road, Glenageary, Co. Dublin.

27 September 2016

Virtual Access Ireland Limited
Unit 15, Trinity Technology and Enterprise Campus, Pearse Street, Dublin 2

Licence

The Seal of the College was put for Licence between the Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Virtual Access Ireland Limited, Unit 15, Trinity Technology and Enterprise Campus, Pearse Street, Dublin 2.

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