



**Trinity College Dublin  
The University of Dublin**

**Minutes of a meeting of Student Life Committee**

**17 February 2025, 11am, online – MS Teams**

Present: Prof Richard Porter (Dean of Students, in the Chair), Dr Stephen Smith (Senior Tutor), Ms Jenny Maguire (President, Students' Union), Mr Hamza Bana (Equality and Welfare Officer, Students' Union), Mr Ciaran Doherty (Director, Careers Advisory Service), Ms Trish Murphy (Director, Student Counselling Services), Ms Breda Walls (Director of Student Services), Mr Kieran Lewis (representative, College Disability Service), Mr Matt Dossett (representative, Sport & Physical Activity), Dr Donal MacDonaill (Junior Dean & Registrar of Chambers), Mr Nigel Stevenson (Warden of Trinity Hall), Mr Marcus Boggan (Chair of Trinity Sports Union), Mr Martin John McAndrew (Postgraduate Student Support Officer), Ms Eimear Rouine (Transition to Trinity Officer), Ms Faith Olopade (President, Central Societies Committee), Ms Susan Kirwin (Coordinator, SLD) Mr Luke Johnston (representative, Scholars' Committee), Ms Kay Williams (Secretary to Trinity Publications), Rev Peter Sexton (Chaplaincy) Mr Joel McKeever (Equality Officer).

Apologies: Dr David McGrath (Director, College Health Centre), Ms Michelle Tanner (Director of Sport & Physical Activity), Ms Louise Staunton (nominee, Director of Internationalisation), Mr Declan Treanor (Director, College Disability Service).

In attendance: Ms Cristina Boccardo (Secretary)

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The Dean of Students welcomed everyone to the third Student Life Committee meeting of 2024/25, first one of 2025. Due to a relatively small agenda, it has been decided to hold February SLC meeting online.

**SECTION A: Policy and Implementation Matters**

**SLC/24-25/24**

**A.1 Minutes**

The Committee approved the minutes dated 5<sup>th</sup> November 2024.

**SLC/24-25/25**

**A.2 Matters Arising**

The SU representative noted that the circulation of SLC paperwork occasionally extends beyond the agreed deadline. The Dean of Students acknowledged this and stated that every effort will be made to ensure timely distribution whenever possible, sometimes items come later than the week's circulation date.

Regarding the revised Mental Health Policy, it was confirmed that the document was presented at Board's meeting of December 4th.

**SLC/24-25/26**

**A.3 Capitation Committee update**

The Senior Dean provided a verbal update to the Student Life Committee (SLC) on the Capitation Committee, a sub-committee of the SLC.

- The Capitation Committee accounts were audited on 26 November 2024, with all findings confirming compliance.
- The additional €4 student levy has been implemented, with the funds primarily allocated to the Students' Union (SU) to support the Irish Language Officer role and other projects.
- The former Graduate Students' Union (GSU) funds have been redistributed among the SU, Central Societies Committee (CSC), Trinity Sports Union (TSU), and Publications, with 64% allocated to the SU. This reallocation is reviewed annually and may be adjusted accordingly.
- A portion of these funds is expected to be directed towards enhancing services for postgraduate students.
- The Trinity Ball is scheduled to take place on 11 April 2025.

**ACTION: Student Life Committee noted the verbal report from the Senior Dean on the Capitation Committee.**

**SLC/24-25/27**

#### **A.4 Postvention Addendum to the Death Response Plan**

The Director of Student Counselling Service presented the *Postvention Addendum to the Student Death Response Plan (2023)* to the committee. While the DRP provides a comprehensive framework for managing student deaths, the addendum specifically addresses the additional complexities and sensitivities associated with suicide. It outlines the University's duty of care to students, staff, and the bereaved, emphasizing a coordinated and clinically informed approach. The response is guided by principles of compassion, confidentiality, and best practice, ensuring that affected individuals receive appropriate support. A Postvention Team, chaired by the Director of Student Counselling Service, is activated in such cases, working alongside the Death Response Team to oversee communication, support structures, and necessary procedural steps, including liaison with external authorities such as the Coroner's Office. The discussion underscored the importance of structured debriefs, clear guidance for students and staff, and measures to manage social media and interactions with next of kin sensitively. The University's approach also aligns with best clinical practice regarding memorials, with remembrance focused on existing University-wide services rather than individual vigils. All SLC members were impressed with the work so-far, commenting on the need of a coordinated plan, to help in such tragic events. The Rose Garden on TCD grounds has also been approved to be the place where in the future memorials will be held.

**ACTION: Student Life Committee received the memorandum and presentation on Postvention Addendum by the Director of SCS.**

## A.5 Student Death Response Plan update

The Senior Tutor presented Version 1.2 of the Student Death Response Plan (DRP) to the Student Life Committee for approval. The original version of the DRP was devised by Martin McAndrew from the Postgraduate Advisory Service, and this latest update introduces key refinements aimed at improving clarity, navigation, and operational efficiency.

The main changes introduced in Version 1.2 include:

- **General Editing and Reformatting:** The document has undergone extensive editing, reordering of sections, and expansion of content to improve readability and ease of use.
- **Clarification of Scope (Section 1.4):** The revised DRP explicitly defines its applicability, confirming that it covers undergraduate students, postgraduate students (both taught and research), and visiting students enrolled in Trinity programmes for a semester or more. The plan applies to both registered and off-books students, including those studying abroad under Trinity's programmes. Additionally, the DRP extends to students who have completed their courses but have not yet formally graduated, with the plan remaining in effect until the recorded course end date in my.tcd.ie.
- **Senior Tutor Contact Details (Section 2.2):** A mobile contact number for the Senior Tutor has been added to facilitate communication in urgent situations.
- **Procedures in SITS Following a Confirmed Death (Section 4.1):** The updated plan clarifies that, upon confirmation of a student's passing, their record in the SITS system will immediately become unavailable to standard my.tcd.ie users. However, the Senior Tutor will retain a secure PDF copy of the student's record for official purposes.
- **New Sections 9.2 & 9.3:**
  1. **Credits on Account (Section 9.2):** The Senior Tutor will work with Student Finance to determine whether there is a credit balance on the deceased student's account. If funds are available, the family will be contacted to arrange either a refund or the option to donate the sum to the Student Hardship Fund or a charity of their choosing.
  2. **Digital Legacy (Section 9.3):** In accordance with GDPR regulations, a student's digital records, including email and other electronic accounts, remain private. Requests from parents or family members seeking access to these digital resources must be directed to the College Secretary, who will assess such requests on a case-by-case basis.
- **Annual Memorial (Section 10.1):** Further refinements have been made to clarify the procedures surrounding the annual memorial service held in remembrance of deceased students.

- Visual Update: To enhance the document's presentation, an image of the Rose Garden has been added to the cover page.

The Committee was grateful to the Senior Tutor for the SDP update, it has been confirmed again that the Rose Garden will become the physical space for remembering the deceased students. In March there will be the memorial for the deceased students, remembering all the students who passed in the past 3 years.

The Chair of Trinity Publications suggested that there may be a role for Publications in student deaths and suggested a meeting with the Senior Tutor to discuss further.

It's been clarified that the missing or absent student policy is a different policy.

This policy and the postvention prevention addendum should work very well together.

Unfortunately, it is not possible to remember all deceased graduate students, as there would be too many. One committee member suggested an online space, perhaps 'Trinity Angles' where all deceased students could be remembered.

**ACTION: Student Life Committee received and noted the memorandum and reviewed policy document from the Senior Tutor.**

**SLC/24-25/29**

#### **A.6 Dean's report**

The *Dean of Students* updated SLC and mentioned working closely with student bodies and services, aiming to deliver and enhance: the students centre, clubs and societies, sports initiatives (particularly welcoming the news of funding being allocated for the investment on Iveagh grounds restoration).

At times of Student Union elections, the Dean of Students also reminded that in order to take up the sabbatical office, students need to be in good academic standing.

Lastly, Trinity on the Move is scheduled for 19<sup>th</sup> March, with all sponsorships going towards the Student Hardship Fund (Senior Tutor's Office and Trinity Access Programme Hardship accounts).

**ACTION: Student Life Committee received the update from the Dean of Students.**

**SLC/24-25/30**

#### **A.7 Any other urgent business**

The SU Welfare and Equality Officer updated the Committee on the period products project to say that funds were stretching well, as the pricing which was sought was very good, and also there hadn't been as high an uptake as expected. It was envisaged that the project could be extended to the Lir, Pavillion and GMB.

**SLC/24/25/31**

#### **B1. Student Centre Working Group**

The SU President updated that the student space has been officialised by Board in December. The Dean of Students added that an invitation to tender for interest in carrying out the required works for the students' space had already been issued and things are progressing and taking shape.

A committee member asked if it is known what students' groups will have access to the space, but it has not been decided yet who will get to use the space.

**ACTION: Student Life Committee received the update from the SU President and Dean of Students.**

**SLC/24-25/32**

## **B.2 Orientation Steering Group**

The Transition to Trinity Officer updated the Committee on the Visiting and Erasmus students orientation, which happened in January, with slightly less in person attendance than expected, compared to previous years.

The three-minutes thesis competition is happening, with over 40 applications received and finals scheduled for 28<sup>th</sup> March.

The Students Survey for postgraduates will continue for February and March.

The Dean of Students complemented the Transition to Trinity Officer for the amazing variety of events organised at all times.

**ACTION: Student Life Committee received the update from the Transition to Trinity Officer.**

## **SECTION C: Items for noting and/or approval**

**SLC/24-25/33**

### **C.1 Undergraduate Financial Assistance Committee minutes**

The Committee approved the minutes dated 20<sup>th</sup> June 2024.

**SLC/24-25/34**

### **C.2 Student Life Committee circulation and meetings dates 2024-25**

To note the remaining Student Life Committee dates for this academic year as follows:

<u>Circulation date</u>	<u>Meeting Date</u>
11 March	18 March
22 April	29 April
13 May	20 May

**Venue:** Trinity Boardroom, Trinity Business School

**Meeting times:** 11am – 1pm