

**UNIVERSITY OF DUBLIN**  
**TRINITY COLLEGE**  
**MINUTES OF THE CAPITATION COMMITTEE**  
**4<sup>th</sup> June 2015**  
**at 11am, Elizabethan Room, House 6**

**PRESENT:** Prof. Brian McGing (Chair/Senior Dean), Bernadette Banahan (Committee Secretary), Annemarie Moore & Elaine Sharkey (Financial Services Division), Ronan Hodson (CSC), Andrew Burrows (CSC), Jamie Buckley (CSC), Fionn McGorry (CSC), Cyril Smyth (DUCAC), John Lumsden (DUCAC), Claire Buttanshaw (DUCAC), Megan Lee (GSU), Domhnall McGlacken-Byrne (SU), Oisín Coulter (Trinity Publications).

**APOLOGIES:** Joseph O’Gorman (CSC), Aidan Kavanagh (DUCAC), Ian Mooney (SU), Katie Byrne (SU), Lara Connaughton (Trinity Publications).

**IN ATTENDANCE:** Simon Evans (SU), Jennifer McCahill & Dylan Joyce-Ahearne (Trinity Publications).

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Bernadette Banahan, Committee Secretary circulated the attendance sheet for members’ signature.

Prof. Brian McGing, Senior Dean and Chair of the Capitation Committee opened the meeting. As there were a number of new incoming sabbatical officers present at the meeting, the Senior Dean requested that each person give a brief introduction.

**Item 1. ‘Review of the Draft Minutes of the last meeting held on 10<sup>th</sup> March 2015’:**

- The draft minutes were previously circulated, together with the relevant correspondence between the Vice Provost and the Capitation Committee’s Working Party, confirming that the Capitation Committee will not be included in the ‘ABC process’ and that a new capitation allocation process is to be worked out.
- As there were no edits/comments received from members regarding the draft Minutes, they are taken as read and agreed. **Action:** Senior Dean to sign-off and B.Banahan to copy members the final agreed Minutes.

**Item 2. ‘Matters Arising from the Draft Minutes of the last meeting held on 10<sup>th</sup> March 2015’:**

- As there were no matters arising, it was agreed to move directly to Item 3 below.

**Item 3. ‘Review of the meeting between representatives of the Capitation Committee and FSD (Deirdre Savage and Keith Creedon), concerning future funding of the Capitated Bodies :**

The Senior Dean advised the members that he and the Capitation Committee representatives had met with FSD earlier this morning. FSD had provided a ‘Proposed Model for Discussion’ document, which the Senior Dean now circulated to all Capitation Committee members present. The proposal aims to set a capitation amount per student as €64 (EU) and €70 (non-EU) starting from the next academic year (i.e. 2015/16). This model will be subject to a review after three years by the Vice-Provost, Treasurer/CFO, Senior Dean and representatives of the Capitation Committee. Confirmation of the non-EU amount will be contingent on evidence from the capitated bodies that non-EU students require greater resources than EU students. The EU student numbers from 2015/16 onwards are projected to remain steady, but there is a danger that EU student numbers will fall slightly from this year’s figures (2014-15). Non-EU student numbers are projected to rise in line with GRS 2 Targets, as set out in the January 2015 paper to Board.

Capitation Committee members made the following comments on the proposed model:

- The existing capitation allocation process was difficult to understand and there is a real need to formalise a process for the future. Overall this new model is positive, as it formally relates student numbers to a relevant funding amount.
- The €6 variance between EU and non-EU students does not properly address the extra demands caused by non-EU students. It was agreed by all members that the non-EU amount is undervalued and seems to be out of line with College's emphasis on promoting this area.
- Megan Lee, GSU, asked if this new proposal will affect their existing funding agreement. The Senior Dean clarified that the GSU amount is built-in to the total allocation figure and that the Capitation Committee will need to 'ring fence' €30,000 for the GSU amount each year. Regarding the GSU's existing funding agreement, to date Year 1 of the 4 year agreement has been paid.
- Members queried why the proposed model indicates that EU student numbers will drop for year 1 (2015/16). The Senior Dean explained that he was informed that there is a projected drop in Post-Graduate figures, affecting EU student numbers only.
- Members are satisfied to see the proposed model being put in place as it has the potential for stability. However, over the last two years the capitated bodies suffered a reduction of 8.75% and the funding amounts in this proposed model will really only bring us back to 2007/8 figures.
- Members also discussed GRS Funding: 70% of GRS income is allocated to Academic Services. The 30% is for non-academic. The 70% GRS income is allocated straight to the schools of the relevant students recruited. Members would like clarification regarding the 30% GRS income element, i.e. how is it being distributed, and what percentage of the GRS 'profit' is coming to the capitated bodies?
- Members agree that the proposed model is better than the 'old begging system' but there is concern as to what happens at the three-year review. If the Global Relations Strategy is very successful will the Capitation amount per student remain stagnant or even be reduced? It was felt strongly that a reduction in the capitation fee should not be envisaged.
- Members feel that at the end of the three years, the Capitation Committee should get 'professional advice' regarding any new funding proposals and seek clarification on College financial strategy and how the capitated bodies will fit in with the strategy. This new proposed model is the product of the Committee's genuine engagement with College authorities over the last couple of years, and this engagement needs to be repeated at the three-year review.
- All members agree that the proposed model has risks ('the value of your investment can fall, as well as rise'). It is expected that the proportion of non-EU students will increase. Perhaps the Capitation Committee should when re-negotiating terms at the three-year review, request a 'buffer of 10%'. On the other hand other members felt that as the Irish economy improves the number of EU students should also increase.
- There was discussion of whether the capitation fee should be mentioned in the College Calendar. It is too late for this year, and it might be best to let the new system run for a time first. It needs to be absolutely clear that the capitation fee is NOT an additional demand of €64/70 on students, but is included in the Registration charges.
- All members accepted the new capitation fee model, as it ensures stability for the next three years and aids future financial planning by Capitated Bodies.

**Action:** Senior Dean requested that over the next week each **Capitated Body** send him (via email) a paragraph which appropriately illustrates how non-EU students require greater resources than EU students, and how this is affecting each relevant capitated body. The **Senior Dean** will include this information when sending the response of the Capitation Committee to FSD regarding the newly proposed capitation model.

The Senior Dean also drew to members' attention the undertaking of the Vice Provost to consider special applications to fund specific needs/projects. The Senior Dean indicated that the capitated bodies should keep this option in mind. He suggested, as an example that DUCAC might like to consider this type of funding application for the World Student Games.

**Item 4. 'Final Allocation including the Trinity Ball 2014 Surplus:**

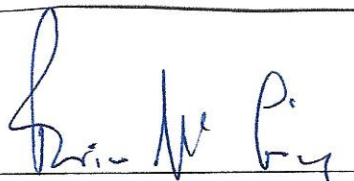
- At today's meeting, Annemarie Moore (FSD) circulated the revised draft 2014/15 Capitation Allocation. She requested that each Treasurer send her by email their request to draw down their final allocation for this academic year (this includes the Trinity Ball surplus).
- Annemarie Moore (FSD) drew members' attention to a surplus in the Capitation Committee's accounts of €5,509. It was agreed by all members that the surplus should remain in the accounts and not be re-distributed among the capitated bodies.

**Item 5. 'Any Other Business':**

- Annemarie Moore (FSD) briefly explained to the new members of the Capitation Committee that there are approximately three meetings held per year. The first meeting is held in Michaelmas Term usually in November. This meeting focuses on the presentation of accounts and annual reporting of each capitated body, together with the preparation of the Capitation Committee's draft accounts and annual report. At the end of September, the Committee Secretary (Bernadette Banahan) will send out the meeting notification, together with the details of the information that is required. Members should ensure that all incoming sabbatical officers are given an appropriate hand-over of duties and responsibilities in relation to the Capitation Committee (in particular the incoming Treasurers). Annemarie Moore and Elaine Sharkey may be contacted directly regarding accounts reporting queries.
- Annemarie Moore (FSD) confirmed that she is stepping down from the Capitation Committee and she introduced Elaine Sharkey as the new FSD representative. The Senior Dean and members of the Committee welcomed Elaine and thanked Annemarie for her long and committed service on the Capitation Committee, and all expressed their best wishes to Annemarie on her continued role in FSD.
- Professor Brian McGing also thanked the members of the Capitation Committee for their hard work and support particularly over the past year, since he was appointed as Senior Dean and Chair to the Committee.

There being no other business for discussion, the Chair called the meeting closed at approximately 12 noon.

Signed



Date

16 December 2015