

UNIVERSITY OF DUBLIN
TRINITY COLLEGE
MINUTES OF THE CAPITATION COMMITTEE
10th March 2015
at 10am, Elizabethan Room, House 6

PRESENT: Prof. Brian McGing (Chair/Senior Dean), Bernadette Banahan (Committee Secretary), Annemarie Moore (Financial Services Division), Ronan Hodson (CSC), Andrew Burrows (CSC), Cyril Smyth (DUCAC), John Lumsden (DUCAC), Claire Buttanshaw (DUCAC), Conor O'Connell (GSU), Lara Connaughton (Trinity Publications), Domhnall McGlacken-Byrne (SU), Ian Mooney (SU).

APOLOGIES: Eanna Drury (CSC) – Caitriona Sheil deputising, Kacper Coulter (DUCAC), Megan Lee (GSU).

IN ATTENDANCE: Joseph O'Gorman (CSC), Simon Evans (SU), Aidan Kavanagh (DUCAC), Adam Hanna (GSU), Jennifer McCahill (Trinity Publications).

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.

Item 1. 'Review of Minutes of the last meeting 25th November 2014':

The draft minutes were previously circulated.

- Note: There is one typing error on Page 3. There were no other edits/comments received from members. **Action:** Bernadette Banahan to edit Minutes. Senior Dean to sign-off and B.Banahan to copy members.

Item 2. 'Matters Arising from Minutes of the last meeting 25th November 2014':

- **Trinity Ball:** Simon Evans (SU) reported that the surplus of the Trinity Ball 2014 is €37,411. The accounts should be finalised and signed this week. The surplus will then be available for distribution. **Action:** Simon Evans and Annemarie Moore to arrange.
- All Action Items from Last Meeting were completed:
 - The Working Party was set up and regular meetings arranged.
 - Senior Dean met with the Vice Provost, Linda Hogan.
 - Senior Dean contacted VP Global Relations, Juliette Hussey regarding GRS funding.
 - GRS €30K funding for GSU: B.Banahan copied Megan Lee (GSU) on relevant correspondence. Annemarie Moore (FSD) arranged payment to GSU.
 - Each capitated body submitted an Executive Summary, for inclusion in the Capitation Committee's Annual Report which was submitted to the Student Life Committee at the end of Michaelmas term.
 - Annemarie Moore (FSD) provided final set of draft accounts of the Capitation Committee and Senior Dean submitted this, together with the Capitation Committee's Financial Report, to the Finance Committee in December 2014.

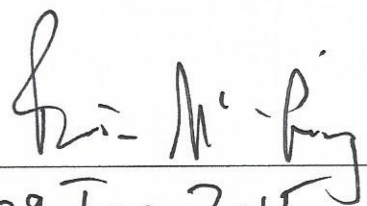
Item 3. 'Funding of Capitated Bodies and the ABC Process':

- The Senior Dean met with the Vice Provost, Linda Hogan, to ask that the Capitation Committee not be included in the 'ABC process' and to express their concern regarding funding allocation for 2015/16.
- In addition the 'Working Party' sent a letter to the Vice Provost to inform her that the Capitation Committee does not wish to be part of the 'ABC process'.
- The Vice Provost has corresponded with the Senior Dean and the 'Working Party' indicating that she is willing to meet with the Senior Dean and the 'Working Party' to discuss and agree what 'mechanism' could be put in place for capitation funding. The Vice Provost and Chief Financial Officer (Ian Matthews) are open to discussing the Capitation Committee's proposals for a capitation fee per student in addition to a percentage of funding from the Global Relations Fund. The Vice Provost has cancelled the planned 'ABC meeting'. **Action:** Members agreed the Senior Dean is to arrange a new date for the 'Working Party' to meet with the Vice Provost and Chief Financial Officer.
- Cyril Smyth (DUCAC) commented that the two recent budgetary cuts impact the non-pay element of capitation funding, but this in turn impacts the pay element of each capitated body and affects the running of services. Senior Dean confirmed that he previously advised the Vice Provost of this issue.
- Joseph O'Gorman (CSC) commented that the work of each capitated body is different. For Students Union and Graduate Students Union their work can be measured in terms of providing a service. However the other capitated bodies e.g. Central Societies Committee, DUCAC and Trinity Publications do not provide a service 'per se' and therefore it is more difficult to measure the 'value'. The Senior Dean agreed that this is a very important point, but he believes that College places very highly the importance of clubs and societies in the student educational experience.
- John Lumsden (DUCAC) commented that he was satisfied to hear that the Vice Provost and the Chief Financial Officer are willing to meet the representatives of the Capitation Committee and not as part of the 'ABC process'. He emphasised that the representatives would be entering those discussions in 'good faith' in order to negotiate an agreement on the funding mechanism for the capitated bodies.
- Ronan Hodson (CSC) is happy to hear that a proposal for a capitation fee is being discussed again. His preference would be: Stage 1 – a percentage of the student registration fee to go to the capitated bodies and Stage 2 – ask the students for a supplement perhaps €5 - €10 per student. In addition apply to GRS for specific funding projects. He indicated these options were discussed in the last academic year and expressed his frustration at the apparent lack of continuity with the change-over in staff at SU.
- Domhnall McGlacken-Byrne (SU) expressed confusion over Ronan's suggested proposal and feels that it contradicts arguments for maintaining core funding from College. Domhnall explained that during this academic year and at the recent 'Working Party' meetings it was discussed and agreed that it would be better to stabilise the 'core funding' from College over the next three years by introducing a genuine capitation fee, and obtain a percentage of GRS funding. SU do not feel it is appropriate to ask students for a supplement.
- The Senior Dean emphasised to members the importance of putting together good proposals with a strong case to present to the Vice Provost and the Chief Financial Officer. Members discussed and agreed that it would be extremely useful if more 'homework' was done to obtain statistics to support the Capitated Bodies arguments for more funding, as services are being stretched particularly in relation to the increased number of international students, who require more support. A comparison of the amount of capitation per student in other universities globally versus TCD, is difficult to do. TCD's financial model is tied in with the other Irish Universities.

- Joseph O’Gorman (CSC) expressed concern that if the Capitation Committee agreed to ask the students for a supplement/contribution, College will definitely reduce the ‘core grant’. He was also happy to see the Vice Provost’s correspondence confirming that the Capitated Bodies are not to be part of the ‘ABC process’.
- It was agreed by all members that the best approach would be firstly to negotiate an agreement with College for a capitation fee per student as a ‘visible percentage’ of the student registration fee to be allocated to the capitated bodies. **Action:** Senior Dean to arrange for the ‘Working Party’ to meet as soon as possible, to discuss and prepare proposal. Then the meeting with the Vice Provost and Chief Financial Officer to be arranged.

Item 4. ‘Any Other Business’:

There being no other business for discussion, the Chair called the meeting closed at approximately 11:10am.

Signed 
 Date 29 June 2015