

**UNIVERSITY OF DUBLIN**  
**TRINITY COLLEGE**  
**MINUTES OF THE CAPITATION COMMITTEE**  
**8<sup>th</sup> March 2016**  
**at 10:30am, Elizabethan Room, House 6**

**PRESENT:** Prof. Brian McGing (Chair/Senior Dean), Bernadette Banahan (Committee Secretary), Elaine Sharkey (Financial Services Division), Prof. Kevin O'Kelly (Dean of Students), Andrew Burrows (CSC), Jamie Buckley (CSC), Ronan Hodson (CSC), Fionn McGorey (CSC), Cyril Smyth (DUCAC), Brian O Ruairc (DUCAC), Kacper Coulter (DUCAC), Katie Crowther (GSU), Patrick Stodt (GSU), Oisín Coulter (Trinity Publications), Lynn Ruane (SU), .

**APOLOGIES:** Christina Connaughton (DUCAC), Dr Gianna Hegarty (GSU), Conor Clancy (SU), Molly Kenny (SU).

**IN ATTENDANCE:** Joseph O'Gorman (CSC), Aidan Kavanagh (DUCAC), Dylan Joyce-Ahearne (Trinity Publications), Simon Evans (SU).

---

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

Professor Brian McGing as Chair of the Capitation Committee opened the meeting by commencing with the first item on the agenda as follows:

**Item 1. 'Review of Minutes of the last meeting, 26<sup>th</sup> November 2015':**

The draft minutes were previously circulated to members, for their review.

Jamie Buckley CSC Treasurer advised the Committee Secretary of two small errors in the draft minutes, in relation to the presentation of CSC's accounts as follows: It should be noted that it was Jamie Buckley who presented the accounts and the comment should read: 'It should be noted that CSC expenditure can often fluctuate due to the unpredictability of the amount which societies claim back in expenses throughout the year'.

There were no other comments or edits received from members and therefore the Minutes were agreed by all.

**Action:** the Committee Secretary is to edit the final Minutes accordingly, the Senior Dean is to sign-off the final Minutes and the Committee Secretary is to circulate copy of signed final Minutes to members.

**Item 2. 'Matters Arising from Minutes of the last meeting, 26<sup>th</sup> November 2015':**

- **Refer to Item 3, 'Presentation of Accounts':** In order to address the issues faced by members when new officers are appointed and to ensure a smooth hand-over of the duties and responsibilities of newly-appointed treasurers, Elaine Sharkey (FSD) contacted the relevant Committee members to organise a 'workshop' on this topic. Elaine reported that unfortunately there was not a great uptake for this in January/February. Elaine confirmed that the timing of this workshop, or perhaps one to one meetings would be more effective if held soon after incoming Treasurers were appointed.  
**Action:** It was agreed that the capitated bodies would notify Elaine of the relevant incoming officers who might benefit from such a workshop/information.

**Item 3. 'Funding Allocation Model for Capitated Bodies – Minute from Finance Committee Meeting (Minute FN/15-16/78, 16<sup>th</sup> December 2015):**

Elaine Sharkey (FSD) had received a request from Katie Crowther, President (GSU) querying how the funding allocation split among the capitated bodies had evolved. Katie Crowther, President (GSU) also raised the issue at the Finance Committee Meeting of 16<sup>th</sup> December 2015 and as a result the Capitation Committee have been asked to review the funding allocation split.

After searching through records, Elaine was unable to find the basis for the current allocation split and commented that the present funding allocation split has been historically accepted for some time. Elaine suggested that rather than trying to establish the reason for the legacy split, the Committee looks forward to the basis for the allocation in the future.

Katie Crowther, President (GSU) and Patrick Stodt, Treasurer (GSU) presented a paper asking the capitated bodies for their review and comments. They also indicated that this type of exercise could assess how the capitated bodies might work together and share costs.

The members of the capitation committee held a lengthy discussion on this topic, the main comments being noted as follows:

- Some members would be satisfied with such a review, but for Capitation Committee 'internal purposes' only rather than a response to a request by the Finance Committee.
- Some members accepted that such an internal review could help clarify how the funding is split among the capitated bodies and why it is split in that way. In addition some members asked whether such an internal review could assist the Capitation Committee in asking College for more funding.
- Regarding funding allocation, members accept that the capitated bodies are accountable to students and that the Capitation Committee was set up to provide accountability and ensure transparency.
- Some members indicated that this type of review would need to be done thoroughly by each capitated body covering all its services. Such a review would take a lot of time and the end purpose would need to be carefully considered.
- Katie Crowther, President (GSU) asked the members to consider doing such a review, as she feels 'we should be working together to share costs and find ways of accessing other College funding rather than only the capitation fee funding'.
- The Senior Dean clarified that unfortunately there is 'only one pot of money' available which is divided among the capitated bodies. If a decision is made to increase an allocation to one body then this obviously affects the other capitated bodies. Therefore it is up to the capitated bodies to agree the funding allocation split.
- A member noted that under the 'Terms of Reference' of the Capitation Committee, the Committee has the responsibility and ability to review the funding allocation of the capitated bodies.
- The Dean of Students indicated that as College aims to strategically grow student numbers this will continue to bring issues regarding 'growth versus capacity to provide for those students'.
- The Dean of Students also suggested looking to other Universities to see how they modelled their capitation allocations.
- Many members accepted that in order to continue to provide services, the capitated bodies may have to in future directly ask the students for funding.

**Action:** It was agreed that the capitated bodies would form a 'working group/sub-committee' to discuss holding a possible internal review of the funding allocation split. The working group would also look at ways of improving efficiencies among the capitated bodies. (Ronan Hodson/Andrew Burrows, CSC; Kacper Coulter, DUCAC; Oisín Coulter, Trinity Publications; and Lynn Ruane, SU to meet with GSU within the next three weeks. Working group to report back to the Capitation Committee at the Committee's meeting to be held in May 2016.

**Item 4. 'Final Student Numbers and Allocation Figures for 2015-16':**

Elaine Sharkey (FSD) presented the student registration numbers for 2015-16 at today's meeting with the following notes/comments:

- Student figures to March 2016 are provisional, as Elaine is still waiting for the final numbers from Academic Registry at this time. (EU registered 15,543 and non-EU registered 1,995 giving total registration 17,538 and providing capitation funding of €1,134,402).
- The funding allocation does not include the Trinity Ball 2015 surplus, which is approximately €30K.

Comments from members regarding the figures:

Ronan Hodson (CSC) feels that the student numbers will continue to rise as Global Relations are working hard to increase the non-EU student intake. Joseph O'Gorman (CSC) indicated that the new funding model is very welcome versus the old process.

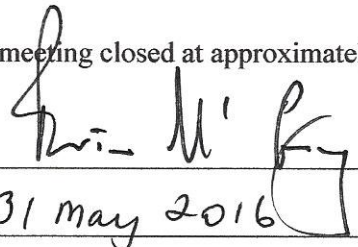
**Item 5. 'Any Other Business':**

Trinity Ball Licence Agreement with MCD Promotions – It had come to the attention of the Capitation Committee Secretary that this agreement was to be placed on the Capitation Committee's agenda during 2016, as the existing agreement would be coming up for renewal. Simon Evans, Administrative Officer (SU) confirmed that the existing contract runs until 2017. Therefore it was agreed that this topic to be discussed by the Capitation Committee during the new academic year 2016/17. **Action:** Bernadette Banahan, Committee Secretary to file for the relevant meeting agenda.

There being no other business for discussion, the Chair called the meeting closed at approximately 11:45am.

Signed

Date

  
31 May 2016