

UNIVERSITY OF DUBLIN
TRINITY COLLEGE
MINUTES OF THE CAPITATION COMMITTEE
31st May 2016
at 10am, 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), Fionn McGorry (CSC), Cyril Smyth (DUCAC), Patrick Stodt (GSU), Shane Collins (GSU), Conor Clancy (SU), Molly Kenny (SU).Oisin Coulter (Trinity Publications),

APOLOGIES: Ronan Hodson (CSC), Christina Connaughton (DUCAC), Brian O Ruairc (DUCAC), Kacper Coulter (DUCAC), Aidan Kavanagh (DUCAC), Katie Crowther (GSU), Lynn Ruane (SU), Dylan Joyce-Ahearne (Trinity Publications),

IN ATTENDANCE: Joseph O’Gorman (CSC), Simon Evans (SU), Aisling Crabbe (Trinity Publications).

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

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

Item 1. ‘Review of Minutes of the last meeting, 8th March 2016’:

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

The Senior Dean asked members if there were any objections to the draft Minutes. There were no comments or edits received from the members and therefore the Minutes as proposed were accepted.

Action: The Senior Dean is to sign-off the final Minutes and the Committee Secretary is to circulate a copy of the signed Minutes to members.

Item 2. ‘Matters Arising from Minutes of the last meeting, 8th March 2016’:

Reference Item 3, bottom of page 2 ‘Funding Allocation’: *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. The Working group is to report back to the Capitation Committee at the Committee’s meeting to be held in May 2016:*

The sub-committee/working group was formed and met on 30th March 2016. The Minutes of this meeting were provided by Katie Crowther (GSU) and were circulated to all Capitation Committee members prior to today’s meeting.

As Katie Crowther was unable to attend today’s Capitation Committee meeting, Patrick Stodt (GSU) gave a summary of the sub-committee meeting and answered queries:

- i) **Reference page 1 of Sub-Committee Minutes:** The Senior Dean and members remarked that they were surprised to see the first item on the Sub-committee’s agenda was the ‘Capitation Committee’s Terms of Reference’, as they weren’t aware the Sub-committee was asked to review this topic. Patrick Stodt (GSU) explained that the GSU requested the Sub-committee to discuss the ‘Terms of Reference’ and also felt it was important to clarify the number and circumstances in which ‘ex-officio’ members may attend the Capitation Committee meetings.

Joseph O’Gorman (CSC) confirmed that the present ‘Terms of Reference’ document was written by the Capitation Committee and submitted to the Student Life Committee for approval.

The Senior Dean, Prof Brian McGing asked the Capitation Committee members if they felt whether it is time to review this document and if not today, perhaps at another date? Members agreed that the document does require some updating, particularly as it refers to the old funding allocation process.

Action: The Senior Dean will circulate the existing ‘Terms of Reference’ document to the capitated bodies for their review and update. The document will then be discussed at the Committee’s meeting in November 2016.

- ii) **Reference page 1 of Sub-Committee Minutes, point 3 - ‘Future Allocations’:** Elaine Sharkey (FSD) wished to clarify the point which was noted in the first paragraph, as follows: ‘Elaine Sharkey (FSD) indicated to Katie Crowther (GSU) that she could ask someone from TCD I-Procurement to meet the capitated bodies to explore ways of achieving procurement savings.’

Capitation Committee Members commented today, that a meeting with I-Procurement could be useful. Molly Kenny (SU) also commented that SU/GSU already hold a bi-monthly meeting to discuss finding ways of saving costs and allocating funding to events/programs.

The Senior Dean commented that even though the Sub-Committee was set up to discuss a possible internal review of the funding allocation split and also examine ways of improving efficiencies, it appears from the Minutes that the meeting didn’t address this.

Shane Collins (GSU, President elect) asked for clarification regarding the new allocation funding model and queried why the allocation wasn’t split by percentages. The Senior Dean and other members briefly explained the history of the old capitation funding process versus the new capitation funding model and that the new model is only in its first year. Shane commented that when the new capitation funding model is due for review after two years, it would be worthwhile to set up a sub-committee responsible for this review.

The Dean of Students, Prof Kevin O’Kelly indicated that for the review of the new capitation funding model, it would also be important to include an ‘allowance for inflation’ in the next model terms. Prof O’Kelly again raised the point that the use of the capitation allocation funding by each capitated body should be clearly transparent to students. Joseph O’Gorman (CSC) indicated that the purpose of the Capitation Committee was to obtain and allocate the funding to the capitated bodies and also to oversee the capitated bodies by reviewing their accounts and annual reports each year and that therefore this process provides ‘transparency’ on the use of the monies.

The Senior Dean suggested to members that perhaps the Committee would consider if there were other ways of presenting to the students such information as the funding figures and how the monies are being used by the capitated bodies.

Action: It was agreed that towards the end of the next academic year (2016/17), the Capitation Committee should set up a sub-committee to start the review of the new capitation funding model, in preparation of the negotiations for the following year.

- iii) **Reference page 3 of Sub-committee Minutes, point 3 - ‘Strategic Plan’:**

The Dean of Students, Prof Kevin O’Kelly was happy to see that this point was raised at the sub-committee meeting. He agreed with other members concerns that putting together a Strategic Plan for the Capitation Committee would have its difficulties, but he feels that it would be a very worthwhile process. If all the capitated bodies were involved and the Capitation Committee had an overall strategic plan, this plan could tie-in with many of the objectives of the Education Project and Co-Curricular Activity Program. Members commented that each capitated body is already working on its own strategic plan.

Action: The Senior Dean agreed that it would be common sense that a collective approach should be taken with regard to a Strategic Plan on behalf of the Capitation Committee. It was agreed that this Strategic Plan should be included in the review of the new capitation funding model.

Item 3. 'Final Student Numbers and Allocation Figures for 2015-16':

- a) Elaine Sharkey (FSD) presented the Student Registration numbers for 2015-16 at today's meeting, with the following comments:
- It took quite a long time to obtain the final student registration numbers from Academic Registry. However the figures are very encouraging.
 - Student figures confirmed as (EU registered 15,511 and non-EU registered 1,883 giving total registration 17,394 and providing capitation funding of €1,124,514). The non-EU registered students of 1,883 do not include 117 students from Singapore – Elaine was advised by AR that these students are categorised differently .

Comments from members regarding the figures:

Regarding the 'Singapore students', Molly Kenny (SU) clarified there is an arrangement in place whereby the students pay their fees to a private university in Singapore and the Singapore university then pays TCD (the students only attend TCD for 2 years).

Action: Elaine Sharkey (FSD) will further discuss this issue with Molly Kenny and then seek clarification from Academic Registry/FSD on the different 'student categories'.

- b) 'Draft Allocations – 2015/16 Capitation':
Elaine Sharkey (FSD) presented the draft allocation figures at today's meeting. The following comments were made and/or queries raised by members:

- Molly Kenny (SU) queried two items: the 'Global Relations GSU 30K' and also the 'Trinity Ball 2015 Surplus of 30,935'. Elaine Sharkey explained she was advised that GSU had been awarded funding from Global Relations for 30K per year over 4 years and that this was the second year of the program. Regarding the surplus from the Trinity Ball, Elaine explained that historically it was agreed by the capitated bodies, to include any surplus from the Ball in the allocation figures and then distribute this amount between the capitated bodies.
- Simon Evans (SU) expressed concern over the presentation of the 'Global Relations GSU 30K' figure in the draft allocation document today, as it appears that the 30K is coming out of the Capitation Income. He clarified that the 'GSU 30K' is separately funded by Global Relations and has nothing to do with the Capitation Income.

Action: As the 'GSU 30K' should have been kept separately, Elaine Sharkey will follow-up with FSD, as she will have to request this amount. Elaine will also check previous Capitation Committee Meeting Minutes for clarification on this point.

Action: Elaine Sharkey (FSD) also asked the capitated bodies to send her as soon as possible, their next request for the drawdown of their capitation allocation funding.

Item 4. 'Any Other Business':

There being no other business for discussion, the Chair called the meeting closed at approximately 11:15am.

Signed 

Date 17 November 2016