



**INTER-OFFICE MEMORANDUM**

**FROM:** Senior Dean

**TO:** All members of the Capitation Committee

**DATE:** 22<sup>nd</sup> February 2017

**RE:** **Capitation Committee Meeting – 7<sup>th</sup> March 2017 at 10am sharp  
DRAFT AGENDA**

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There will be a meeting of the Capitation Committee on Tuesday 7<sup>th</sup> March 2017 in the Elizabethan Room, House 6 at 10am sharp.

The Agenda for the meeting will be as follows:

1. Minutes of the last meeting of 17<sup>th</sup> November 2016 ('Draft' previously circulated).
2. Matters arising.
3. The Proposed Student Centre Levy - for the Capitation Committee to approve the wording of the student centre levy referendum to be brought in March 2017.
4. Terms of Reference of the Capitation Committee
5. Student numbers and allocation figures for 2016-2017.  
(to be presented at meeting - Elaine Sharkey)
6. Any Other Business

**Professor Brian McGing**

SENIOR DEAN