

AMOSSHE Executive meeting

11 November 2016 | AMOSSHE National Office, London

Minutes

- **Apologies** – Nicole Redman (NR)
- **Reserved Business** – None

Item	Detail	Who
1	MS to correct the minutes to include DODS discussion in the January Executive meeting	MS
2	JB to add a key to the management report explaining what the percentages mean	JB
2	JB to email Executive the different office options	JB
3	JB to amend the document as per above and circulate the revised version	JB
5	BB, CL, HM to create Venn diagram and membership structure for approval at the next executive meeting	BB, CL, HM
6	BP to send event details through ARC and HUUCS's mailing list	BP
6	MS to arrange a conference call for CPD3	MS
6	Executive to put themselves forward to lead CPD3 with NS	EXEC
6	JB to contact Sarah Napoli regarding the intercultural competencies CPD event	JB
6	MS to arrange a conference call for CPD4 for December	MS
7	JB to rank the events by priority in the Executive weekly update and state which events were declined	JB
8	JA, PQ and JB to discuss. JB to set up conference call	JA, PQ, JB
9	JB and CL to work with the organisations to draw up agreements for the chair to sign	JB, CL
10	Executive to send through recommendations of keynote speakers	EXEC
10	MS to contact Lee Elliott – Sutton Trust and check if we have already contacted Janet Beer	MS

Item no.	Title	Timing: 11:02 – 11:05 (3mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	16-17-05
<p>The actions from the previous meeting are either completed or related to items on the agenda for discussion.</p> <p>The outstanding actions are as follows:</p> <ol style="list-style-type: none"> 1) Item 1 – NR will action this within the next couple of weeks. 2) Item 1 – JA has not been able to find her original consultation and policy response to share with Executive members. 3) Item 2 – MS to correct the minutes to include DODS discussion in the January Executive meeting <p>ACTION: MS to correct the minutes to include DODS discussion in the January Executive meeting</p>				

Item no.	Title	Timing: 11:05 – 11:25 (20mins)	Presented by	Paper
2	Discussion: Finance, membership and national office			16-17-06
	- Confirmation of AMOSSHE budget		John Bloomfield	16-17-07
	- Future office moves		Nicole Redman	16-17-08
<p>AMOSSHE webinars will be free to members and external attendees as decided in the previous meeting. To enable this cost to balance within the budget, there has been a reduction in the travel budget for AMOSSHE staff as we have not utilised the portion in the budget up to November. The target for the year remains that we hold four CPD events and one national conference. The Executive team are happy to sign off the budget presented. The year-end accounts will be presented at the next AMOSSHE executive meeting.</p> <p>Action: JB to add a key to the management report explaining what the percentages mean</p> <p>AMOSSHE membership remain consistent at this point with additional members increasing from the last update.</p> <p>The National Office team are currently organising the first two CPD events as well as the national conference and ensuring the key dates and targets from the planning calendar are met.</p> <p>There is a potential that the National Office will have to relocate premises due to a reshuffle in the NUS offices. AMOSSHE will have a three months' notice period if the decision goes ahead. JB in the meantime has looked into the different options and has made a recommendation within the papers presented. JB has visited UUK offices and felt that the space is very much aligned to the needs of AMOSSHE staff and the current working environment, however the cost is almost double what is currently paid. The Executive team feel that looking at relocating to UUK offices would be an added value to AMOSSHE and making use of their discounted facilities and conference space. They understand that the current cost would be hard to achieve and therefore suggests we use funds from contingency/reserves in year one to compensate for this. The UUK office is also located at a very close proximity to the current AMOSSHE National Office and with good transport and educational partner links. When looking at the potential of relocating, it is important to bear in mind a longer term solution for security and budget purposes.</p> <p>If the current landlord cannot provide a long term lease, the Executive team would like to see options of office space alongside the potential of relocating to UUK offices and other sector bodies such as ECU. The Executive are happy for JB to utilise an agency to bring forward a few options and to remove the potential of relocating to an institutions due to their lack of space. They are happy for National Office staff to work from home on a short term period if necessary but this is not an effective long term solution.</p> <p>Action: JB to email Executive the different office options</p> <p>All areas of consideration in the paper were agreed.</p>				

Item no.	Title	Timing: 11:25 – 12:15 (50mins)	Presented by	Paper
3	Discussion: AMOSSHE Strategy work		Ben Bailey	16-17-09
<p>The Executive team responsible for discussing AMOSSHE's two year strategy have come up with an umbrella of themes presented in the papers. It was noted that well-being should be spelt with a hyphen throughout the document. It was agreed that some of the wording was to help understand the remit of the theme rather than be a comprehensive list although some amendments were suggested. Comments from the Executive team include:</p> <ul style="list-style-type: none"> • Slide 13: 'Differential outcomes' does not tie us down with one particular strand • Slide 13: 'success' section of bubble was discussed as something that crosses multiple bubbles, after discussion this was not changed • Slide 13: building relationships on campus but also off campus • Slide 14: replace 'development of knowledge' with 'sharing of knowledge' • Slide 20: add 'life after education' to the end of point 4 • Slide 20: amend 'supporting' to 'enabling' • Slide 24: change 'Integrated wellbeing services' to 'Integrated services' • Slide 24: remove 'service' from 'online service delivery' • Slide 25: on the last bullet point add 'promote opportunities' • Slide 26: on the first bullet point take away everything after 'framework' • Slide 27: spelling mistake 'NADAP' should be 'NADP' <p>The Executive are happy with structure and would like to see a revised version.</p> <p>Action: JB to amend the document as per above and circulate the revised version</p> <p>All areas of consideration in the paper were agreed.</p>				

Item no.	Title	Timing: 12:15 – 12:45 (30mins)	Presented by	Paper
4	Lunch			

Item no.	Title	Timing: 12:45 – 13:35 (50mins)	Presented by	Paper
5	Discussion: AMOSSHE structure		Ben Bailey John Bloomfield	16-17-10
	- Membership structure			
	- Charity status			

This discussion centred on seeking to agree who our key audiences are for AMOSSHE and if they should be members of AMOSSHE. This will enable us to then seek the best membership structure to implement. The key point to remember when thinking about AMOSSHE's structure is the common goal which all members share; providing a great student experience. To do this, members are collaborating and working with one another to share good practice. The danger of broadening the membership out to non-member organisations is we could lose focus on what AMOSSHE represents. Our current structure does not allow us to be agile as it ties to institutions only. Unite for example are a corporate organisation who work closely within the HE sector but could provide insight and a different perspective to particular issues which arise in institutions.

The main concern would be the effect it could have on JISCMail conversations. Some corporate organisations working within the HE sector could prove useful In terms of providing viewpoints and experience. An example of this is when AMOSSHE received a booking from a lawyer wishing to attend the upcoming CPD event. As a result of the particular theme set out for the event, the delegate could share her knowledge and contribute to interesting conversations.

Some of the Executive team feel that although there is a risk of introducing professional affiliates/corporate organisation, it is worth the risk. The benefits seem to outweigh risks and one of these would be the fact that it could create communities that can benefit AMOSSHE and its members. AMOSSHE can also look at partnering

with these companies in different ways other than membership. In terms of ensuring that corporate organisations know the boundaries, the National Office can moderate the JISCMail lists as per usual. The Executive team are happy with the timeline presented.

Action: BB, CL, HM to create Venn diagram and membership structure for approval at the next executive meeting.

All areas of consideration in the paper were agreed.

Item no.	Title	Timing: 13:35 – 13:55 (20mins)	Presented by	Paper
6	Discussion: CPD events		Sam Dale	16-17-11

The upcoming CPD event is looking good in terms of bookings. We can perhaps send the event details through ARC and HUCS's mailing list for a final push.

Action: BP to send event details through ARC and HUCS's mailing list

The winter conference is underway with the venue confirmed in Manchester (Hilton Deansgate) on Friday 17 February 2017. There have been 15 proposals submitted which will then be scrutinised by the conference leads and National Office.

JA had suggested Sara Fernandez (Chief Executive of Student Hubs) as one of the keynote speakers for the event, which fortunately she has agreed to be involved in.

Due to the conflicting schedule of the UUK MWBHE conference, the CPD3 event we had pencilled in is now cancelled. As a result, we will need think of an alternative theme to replace this event. One idea was the possibility of reaching out to Sarah Napoli to lead an event on intercultural competencies. If we decide to go ahead we would need to think about the potential of pricing it at a different rate if billed as a training event rather than a traditional CPD event. The planning for this event is due to start in late November/early December. NS has suggested that the events could be run at his institution which would save on costs.

Another suggested CPD event was 'What's TEF go to do with it?' which would be based around the areas of the TEF relevant to student services and seek to understand how student services can respond to these areas. This was agreed as a replacement for CPD which NS is happy to continue to lead on with another executive member.

It was suggested that we discuss with Sarah Napoli about running an event for us and then decide if we look to running an additional event this year or keeping to the minimum four CPD events.

Action: MS to arrange a conference call for CPD3

Action: Executive to put themselves forward to lead CPD3 with NS

Action: JB to contact Sarah Napoli regarding the intercultural competencies CPD event

AMOSSHE will be hosting a minimum of four CPD events over 2016-17 whether we decide to get in touch with Sarah to host as a CPD event or as an additional to this can be decided later. CPD4 will take place at planned (May 2017) and will start off with a call in December to kick start the planning process.

Action: MS to arrange a conference call for CPD4 for December

All areas of consideration in the paper were agreed.

Item no.	Title	Timing: 13:55 – 14:15 (20mins)	Presented by	Paper
7	Discussion: Representation requests and feedback - Representation and responding to requests - Engaging broader members in wider work		Ben Bailey John Bloomfield	16-17-12

The National Office receives many invitations from private providers and HE sector organisations keen for an AMOSSHE representative to attend their various events. Some of the Executive team have voiced that if the main purpose of the event is for profit (rather than sharing good practice), then we should only agree on the basis that there is a return such as discount to attend their events or payment to AMOSSHE for an executive members attendance to present.

One of the obstacles we tend to run into is the availability of Executive members and the difficulty of attending events based in London. AMOSSHE could approach members who are likely to be interested and an Executive member could brief them beforehand. This allows for AMOSSHE members to engage within a wider network and promote AMOSSHE as a brand.

It was also discussed that JB can look to refine the lists of activities that we receive to rank them in perceived priority. This will enable JB to start to filter out events that are not deemed a priority for AMOSSHE and not to be extended to other members.

The Executive are happy with JB's weekly update, with an addition of ranking the events by priority. Executive will have one week to respond before it is distributed to the wider network of AMOSSHE members. In the event that no one is available to attend the event, JB will report back to the Executive in the next update.

Action: JB to rank the events by priority in the Executive weekly update and state which events were declined

All areas of consideration in the paper were agreed.

Item no.	Title	Timing: 14:15 – 14:35 (20mins)	Presented by	Paper
8	Discussion: Event feedback and evaluation		Jayne Aldridge	16-17-13

In order to progress with the event feedback and evaluation, we need to determine what outcomes we want for members. Whether it includes; skills, expertise, confidence, knowledge – we need to look at these four keywords against the CPD events planned.

Action: JA, PQ and JB to discuss. JB to set up conference call

All areas of consideration in the paper were agreed.

Item no.	Title	Timing: 14:35 – 14:45 (10mins)	Presented by	Paper
9	Discussion: International exchange / development - CACUSS and ANZSSA		John Bloomfield Christine Lowther	16-17-14

ANZSSA are keen to for us to start an international exchange next year. Their conference will be taking place in December and they are keen want their delegate to attend our Brighton conference. CACUSS are also seeking a similar agreement in line with those in the reference paper.

JB's recommendation is for one exchange place at present and to ensure that the exchange is worth roughly the same amount as our conference. We can then seek to expand the agreement to include reciprocal membership and resources and a study tour in the coming years. The executive agreed this was a good idea and happy for this to happen with both CACUSS and ANZSSA.

Action: JB and CL to work with the organisations to draw up agreements for the chair to sign

All areas of consideration in the paper were agreed.

Item no.	Title	Timing: 14:45 – 15:00 (15mins)	Presented by	Paper
10	Update: National conference		John Bloomfield	
<p>The National Office visited the conference venue a couple of weeks ago and have reshuffled the rooms we have on hold, in order to accommodate the conference requirements. The conference team will be meeting later today to finalise this. The Wednesday night venue is also pencilled with room for discussion in terms of logistics.</p> <p>We currently have four sponsors confirmed which is excellent considering our timeline compared to the previous years. We also have two keynote speakers pencilled in and will confirm this shortly after discussion with the conference leads.</p> <p>Action: Executive to send through recommendations of keynote speakers</p> <p>Action: MS to contact Lee Elliott – Sutton Trust and check if we have already contacted Janet Beer</p>				

Item no.	Title	Timing: 15:00 – 15:10 (10mins)	Presented by	Paper
11	Update: Insight project		Jayne Aldridge Christine Lowther	
<p>The agreed time frame for the Insight projects is a period of 18 months and completion within two years. AMOSSHE will fund projects at the rate of £3,500 with the potential of increasing it to £5,000 dependant on the quality of the project. The funds will be released in stages rather than in one go.</p> <p>It is not compulsory for Insight project leaders to present at the national conference, but AMOSSHE will require at least a paper of the project and its findings.</p>				

Item no.	Title	Timing: 15:10 – 15:30 (20mins)	Presented by	Paper
12	AOB		Ben Bailey	
<p>The executive are happy for AMOSSHE to be a supporter of the Standalone pledge, there is no financial or administrative costs for doing so.</p> <p>National Office – office is closed from 22nd December 2016 to 3rd January 2017</p>				

Item no.	Title	Timing:	Presented by	Paper
13	Date, time and place of remaining meetings:		Ben Bailey	
	- 27 January, 11am – 3.30pm, National Office			
	- 31 March, 11am – 3.30pm, National Office			
	- 9 June, 11am – 3.30pm, National Office			