

# AMOSSHE Executive Residential Meeting

12.30 pm 19 October - 2 pm 20 October 2011

Crewe Hall, Cheshire

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## Agenda

### Wednesday 19 October 2011

Timing	Item
12.30 – 2.00	Lunch
2.00 – 3.00	Welcome and introductions
3.00 – 4.00	Executive roles and responsibilities
4.00 – 4.45	Stakeholder working and modelling
4.45 – 5.30	'On the radar'
5.30 – 7.00	Free time
7.00	Meet for dinner
7.30 - ?	Dinner *Continue 'On the radar' discussions

### Thursday 20 October 2011

Timing	Item
9.00 – 10.45	Executive mini meeting <ol style="list-style-type: none"><li>1. Reserved Business</li><li>2. Apologies</li><li>3. June meeting minutes and actions</li><li>4. Officer updates<ol style="list-style-type: none"><li>a. Vice Chair (Finance)</li><li>b. Vice Chair (Operations)</li></ol></li><li>5. Membership Survey</li><li>6. Update from CPD1 Students at Risk</li><li>7. CPD programme 2011/12</li><li>8. Annual Conference</li><li>9. Any Other Business</li></ol>
10.45-11.15	Finance and modelling
11.15-12.00	Risk Register
12.00-12.45	Strategy review; future planning *reflecting back on 'On the radar'
12.45 – 1	Member Accountability
1 – 2	Lunch

# Executive Meeting - agreed minutes

20 October 2011

Nantwich Room, Crewe Hall, Cheshire

9.00 – 11.00



## Present

Andrew West, Chair  
Liz Bromley, Vice Chair (Operations)  
Gillian Jack, Vice Chair (Finance)  
Ben Lewis, Vice Chair  
Ben Bailey  
Jenny Briggs  
Sara Doherty

Brian Hipkin  
Chris Lusk  
Sally Olohan  
Nicole Redman  
Raegan Hiles, Policy and Public Affairs  
Manager (meeting secretary)

## 1. Reserved Business

- 1.1 There was no reserved business.

## 2. Apologies

- 2.1 Julie Walkling.

## 3. June meeting minutes and actions

- 3.1 The minutes of the June Executive meeting were agreed as a true and accurate record of the meeting, subject to the following amendment:
- a. 'Treasurer' to be amended to 'Vice Chair (Finance)' throughout, with the exception of paragraph 3.2 as this is a direct quote from previous minutes.
- 3.2 All of the actions identified in the June minutes and to be completed by October are completed or addressed elsewhere on the agenda, with the exception of:
- a. **National Office to update contact details held in office for professional sector bodies to include international organisations for student services managers (paragraph 4.2).**  
Deadline to be revised to autumn 2011.

**Action:** National Office to update contact details held in office for professional sector bodies to include international organisations for student services managers in autumn 2011.

## 4. Officer Updates

- a. **Vice Chair (Finance)**
- 4.1 The Vice Chair (Finance) introduced an update on the organisation's finances, noting that the operating budget for 11/12 is tight. The Executive discussed the modelling methods used when developing the operating and event budgets, recognising that they were deliberately conservative but agreed the targets are realistic. For the first time, events budgets include core staff time, which allows the organisation to fully consider the resource requirements and implications of offering a full CPD programme. This is not included in the expenditure shown against events in the operating budget, as staff are listed as core expenditure, and to list this in both lines would effectively double count staff costs.

4.2 The Executive discussed whether events budgeting in future might look to achieve a total income target for all events rather than individual budgets. Whilst pricing structures have been published for 11/12, AMOSSHE might consider whether high demand events carry higher registration fees in the future. Budgeting and fee setting will be a serious consideration if any practical working days are offered outside of London.

4.3 The Vice Chair and Vice Chair (Finance) reported on a recent meeting with the web developer. It has become necessary to invest in more robust server provision which will remedy some of the operational issues in the current site. The Vice Chair (Finance) noted that this will mean remodelling the 11/12 budget, but the group agreed that the work must be undertaken and it was impractical to seek alternate provision as this would be unlikely to deliver at the same price or have sufficient knowledge of the business and existing CRM.

**Action (i):** Vice Chair to liaise with CRM and web provider to authorise server realignment and web support

**Action (ii):** Vice Chair (Finance) and Policy and Public Affairs Manager to review budget and accommodate increased web provision costs.

4.4 The Vice Chair (Finance) reported that two gold annual sponsors had taken up supporter packages for AY 11/12, which will alleviate some of the budget constraint for the year.

4.5 The National Office is now using the financial monitoring systems developed in 10/11. Early indications are that this is more efficient than using an external provider, and helps with prompt debt recovery activity.

#### **b. Vice Chair (Operations)**

4.6 The Vice Chair (Operations) updated the Executive on membership cancellations and new memberships. Since the June meeting:

- a. One tier 1 HEI has left membership (Birkbeck College London).
- b. One tier 1 HEI has joined AMOSSHE (College of Estate Management).

4.7 The Vice Chair (Operations) updated the Executive on National Office staffing matters, including the appointment of David Stoker to the Value and Impact Project Officer post.

**Action:** Update on Value and Impact continuation work to be added to the November agenda.

### **5. Membership Survey**

5.1 The Policy and Public Affairs Manager introduced the summary findings from the 2011 membership survey. The Executive discussed the relevance of the content, and agreed some minor revisions to the document for publication.

**Action:** Policy and Public Affairs Manager to finalise text for publication, and publish 'Members Survey 2011: the Outcome' to AMOSSHE members only via the website by 31 October 2011.

### **6. Update from CPD1 (Students at Risk)**

6.1 The CPD lead introduced a summary of delegate feedback and an overview of finances from the first 11/12 CPD event. 'Students at Risk: Sharing Practice' on 7 October 2011. The event attracted 32 delegates when the target was 30. The National Office has yet to

receive some speakers' travel claims; a £300 profit is anticipated, some £290 higher than the original budget (and including staff time; excluding staff time the profit is c. £2200).

- 6.2 'Students at Risk' was the first of the practical sessions introduced for 11/12, and hosted at Drummond Street. The group agreed that the venue worked well, and subject to addressing some practical considerations, should be appropriate for further events as planned.
- 6.3 'Students at Risk' was well received by delegates. It was oversubscribed, with a waiting list of 17. The Executive noted that there was also interest in this event in other regions, and discussed whether to offer the programme again later in the year, either at Drummond Street or a location out of London.

**Action:** Policy and Public Affairs Manager to informally canvas AMOSSHE regions to ascertain interest in attending a similar event later in the year.

- 6.4 The Executive thanked the CPD lead, event lead, and National Office administration for their contribution to the CPD programme and the success of 'Students at Risk.'

## 7. CPD programme

- 7.1 The CPD lead introduced a summary of the CPD plans for 11/12, noting that the availability of space at Drummond Street offered opportunities to repeat successful practical days at low cost. They noted that events budgeting in 11/12 is tight, but largely because of the inclusion of staff time which might also be considered as a staff rather than events cost.
- 7.2 The CPD lead discussed the evolution of the CPD lead role. This is a new introduction for 11/12, and working methods and support required is still developing.

**Action:** CPD lead to report back on evolution of CPD lead role at end of 11/12.

- 7.3 The CPD lead encouraged Executive members to express interest in leading the three events planned for early 2012.

**Action:** National Office to liaise with volunteers for events, establish key dates and working methods for planning.

- 7.4 The Executive noted low delegate registrations for CPD2, 'Wider Horizons: Developing a Vision for Internationalising Student Services' in November. They also noted that the event opened late for booking, and thus far very little marketing communications had been sent out. The CPD and event lead agreed to monitor this further, and alert the Vice Chair (Finance) if registrations did not improve by the end of the month.

**Action:** CPD2 lead, Events lead and National Office to monitor CPD2 registrations and invoke the events and booking protocol if necessary.

## 8. Annual Conference

- 8.1 The Policy and Public Affairs Manager introduced a summary of the delegate, Executive and office feedback from the 2011 conference. The conference was generally well received, although there were some concerns about the venue. It was also clear that high profile keynote speakers are a key factor in the conference' success, and that these should be sought as early as possible in the academic year.

- 8.2 The Vice Chair updated the Executive on site visits conducted by the Vice Chair, Vice Chair (Finance) and Administrative Officer in Bristol. They noted that the conference traditionally moves location each year, and might normally move to the South East after a Northern venue, but the Olympics in 2012 makes the South East too costly and hence the proposal for a South West location. The Executive agreed a potential venue.

**Action:** National Office to explore potential three year contract with conference chain and to arrange contracts for the 2012 venue.

- 8.3 The Executive agreed the need for a committed programme that appeals to the membership in its widest sense without compromising quality. They agreed that this might best be delivered by establishing a working group from the Executive. These would each take on particular roles relating to conference, but there would be just one lead identified for the National Office to liaise with. The group will meet once in the first instance, but for the remainder of the year communicate electronically, unless risks are realised that require further in person meetings.

**Action (i):** Executive members interested in joining the working group to contact the Vice Chair.

**Action (ii):** Vice Chair to convene a meeting of the working group in early November, including a site visit to the conference location.

## **9. Any Other Business**

- 9.1 The Chair noted two speaking invitations from external organisations, and encouraged interested colleagues to take part in these.
- 9.2 The Chair noted the draft consultation response to BIS' consultation 'A new, fit-for-purpose regulatory framework for the Higher Education sector' which was circulated to the Executive in September. Comments were broadly in agreement with the draft proposed. The Executive agreed that minor editing changes could be made by the National Office and agreed by the Chair for submission.

**Action:** Policy and Public Affairs Manager to update consultation response and submit to BIS.

## **10. Future meetings**

- 10.1 22 November 2011, Drummond Street, London.
- 10.2 17 February 2012, Drummond Street, London.
- 10.3 4 April 2012, Drummond Street, London.
- 10.4 1 June 2012, Drummond Street, London.