

AMOSSHE Executive meeting

27 March 2020 | Zoom video conference

Minutes

Attendees:

Anya Knight (AK)	Benjamin Parsons (BP)	Claire Slater (CS)	Chris Warrington (CW)
Fay Sherrington (FS)	Helen McNeely (HM)	Jayne Aldridge (JA)	John Bloomfield (JB)
Jill Stevenson (JS)	Kirsteen Coupar (KC)	Lesley O'Keeffe (LO)	Nic Streatfield (NS)
Rotimi Akinsete (RA)	Simon Lee (SL)		

Apologies:

Anji Gardiner (AG), Hiba tul Habib (HH)

Item no.	Title	Timing: 11:00 - 11:15 (15mins)	Presented by	Paper
1	Standing item: Reserved business None		Jayne Aldridge	

Item no.	Title	Timing: 11:15	Presented by	Paper
2	Standing item: Conflicts of interest To be declared in advance of the meeting via email to info@amoshe.org.uk		Jayne Aldridge	
The Executive Board collectively acknowledged the conflict of interest for all regarding AMOSSHE elections decisions confirmed later in the meeting.				

Item no.	Title	Timing: 11:15	Presented by	Paper
3	Standing item: Previous meeting minutes and actions Any amendments/comments to be raised in advance of the meeting via email to info@amoshe.org.uk		Jayne Aldridge	19-20-23
Previous minutes agreed and matters arising moved to AOB.				
ACTION: ALL to review action log and report back to NO.				

Item no.	Title	Timing: 11:15 - 11:35 (20mins)	Presented by	Paper
8	National Office papers: - COVID-19 planning - Management report		Helen McNeely John Bloomfield	19-20-24 19-20-25
<p>The AMOSSHE National Office and the Chairs have been discussing the implications of the Coronavirus on the work of AMOSSHE. JB presented papers covering current staff working, CPD events, National Conference, Financial implications and all COVID-19 contingency recommendations.</p> <p>The Executive Committee agreed to postpone all physical CPD activity until January 2021. To mitigate risk, webinars and other online activity will replace CPD1 and CPD2 due to take place in November and December 2020. The committee agreed to cancel all venue contracts currently in place for CPD events as we can do this at no additional cost. This decision was made due to several reasons discussed in the meeting, including:</p> <ul style="list-style-type: none"> - Risks associated with booking venues with no definitive lockdown end date. - Start date of the next academic year likely to be delayed until November 2020 (at the earliest). - Members' CPD budgets are likely to be impacted, so an online CPD programme will be cheaper and more accessible. <p>CW agreed to collaborate with NS and the National Office on the delivery of the virtual CPD programme.</p> <p>ACTION: NO to work on virtual CPD programme with NS and CW, to consider whether we can charge for webinar CPD by the new academic year.</p> <p>ACTION: NS to research good practice for webinars and virtual CPD.</p> <p>ACTION: AK to cancel all booking contracts with venues for 2020 CPD events and keep considered venues on hold until physical CPD can resume.</p> <p>ACTION: NS, CW, NO and Chairs to make a decision about Winter Conference planning offline.</p> <p>ACTION: AK to research SCONUL online programmes (what they have been doing is really interesting and our members are dealing with similar issues).</p> <p>With the above in mind, the Executive then agreed that the following should be key considerations for the virtual CPD programme delivery:</p> <ul style="list-style-type: none"> - If the new academic year begins in November, it may be possible to do an early September CPD, but the first three weeks of the academic year will need to be kept free of CPD. - The online programme is another great way to generate new sponsorship income to substitute revenue lost. - We should look for ways in the future for members to connect without needing to travel. - Webinars should be 30 minutes maximum, because it's tiring to look at the screen for a long time. - AMOSSHE should use our member forums to enable member sharing of practice without overusing Jiscmail. <p>The Executive then agreed to postpone the National Conference until the latest possible date in July 2021. In line with the National Conference team's recommendations, having reviewed several scenarios and options, postponing until summer 2021 felt like the least risky option to the team. This will still be held at the Crowne Plaza Newcastle and the postponement comes at no additional cost to AMOSSHE due to the exceptional circumstances. JB has also looked into the different financial implications and presented this to the committee, as outlined in the papers.</p>				

The committee took the following into consideration:

- Looking at other venues for 2021 to avoid paying for the Crowne Plaza up front, however this would incur a loss of £22,000.
- The time the conference team has already spent planning for Newcastle should be considered because there's value in that work already done.
- We can't claim anything back through insurance because policies aren't available to cover the current pandemic. However, our accountants are looking into what we can get back.

ACTION: AK to postpone National Conference to the latest date in July 2021 and manage correspondence with the venue, external partners and AGM Event Solutions.

HM then presented three different options to the Executive for AMOSSHE elections:

- Open and run the elections as planned and according to the original timetable.
- Roll over the current Executive team term of office for 12 months (six months makes the situation more complicated). This also means that people who have already served eight years will need to remain on the Executive Committee for longer than their permitted time.
- Go out to the membership for approval and confirmation of the second proposal.

The Executive agreed that now is perhaps not the best time to be changing the leadership of the organisation, and decided to postpone elections for 12 months if the membership votes to approve this.

HM discussed contingency: if the membership decided against the current Executive team extension for 12 months, then AMOSSHE should hold an election as normal. The committee agreed that the communications to be sent out to the membership need to be clear, outlining the reasons behind our recommendation to postpone elections. The committee agreed a Yes / No response by a certain date and going with the majority vote. All lead members can vote on this, including current Executive members.

ACTION: HM and BP to undertake a member poll to determine whether elections should be postponed for 12 months.

The Executive will discuss Insight project funding and the Professionalisation project at the next Executive meeting in June. The committee agreed to pause the Professionalisation tender process and review in June.

ACTION: JB to present financial modelling on the next academic year, including Insight and Professionalisation, at the next Executive meeting.

The Executive has also decided to host the 2020 residential meeting virtually.

ACTION: AK to cancel all residential contracts for August 2020.

ACTION: BP to send a poll to agree dates for 2020/21 Executive meetings

Finally, HM presented to the Executive that the National Office team is due to review HR legal compliance and confirmed with the Executive that this can still go ahead remotely at a cost of roughly £1,500.

Item no.	Title	Timing: 11:35 – 11:55 (20mins)	Presented by	Paper
4	Discussion: AMOSSHE Governance review		Helen McNeely	19-20-26
<p>The Executive reviewed this in advance and prepared comments. HM and JB prepared the papers for this discussion and understanding the Executive roles as directors of the association. HM presented the paper briefly on the call before opening up to the wider team for questions.</p> <p>The Executive Committee agreed that there is a lot more that happens behind the scenes at AMOSSHE. Information needs to be given at the right time and we need to think about how this is distributed; emphasising what people gain from taking part in the Executive personally and professionally. A longer, slimmer induction would help to help alleviate overload for new Executive members.</p> <p>Upon request, the Chairs calls have now been made more transparent to the Executive so that everyone knows what is going on.</p> <p>The Executive agreed that Microsoft Teams is a common platform used by all, so this will now be used to facilitate subgroup meetings throughout the year.</p> <p>Risk management:</p> <ul style="list-style-type: none"> Each work stream for AMOSSHE work should produce a terms of reference / project charter document outlining key objectives, risks, and time frames to give a high level overview of each work stream. These can be used by new Executive members joining the work stream to pick up on the objectives and current progress. <p>ACTION: NO to incorporate the production of terms of reference / project charter into the work stream process.</p>				

Item no.	Title	Timing: 11:55 - 12:15 (20mins)	Presented by	Paper
6	Discussion: Rules and Articles of Association To be read in advance, to be discussed on the call		John Bloomfield	19-20-27
<p>JB presented this paper and the amendments and updates to the Executive. The Chairs were previously tasked with reviewing and renewing the Rules and Articles of Association. The Executive Committee agreed some key points:</p> <ul style="list-style-type: none"> Do we want honorary members of AMOSSHE? We do not have any at the moment, nor a process for choosing them. The Executive decided that they would have honorary membership and would work out the details at a future meeting. Who should have the right to call an Emergency General Meeting? At present the articles indicate that any member can. The Executive decided that lead members of UK higher education providers (that is, those members with voting rights) should be the only members able to call an Emergency General Meeting. 				

- Do we want to change the length that a person can remain on the Executive once they are no longer a member, or their institution is no longer a member? The Executive decided that Executive members who are no longer eligible to remain on the Executive Committee are able to stay on to the next election unless there's a conflict of interest within their normal two year term.

ACTION: JB and BP to update the Rules and Articles of Association with regard to calling an Emergency General Meeting, and Executive members remaining on the committee if they leave the membership.

ACTION: JB to add Rules and Articles of Association on to the June meeting agenda, including the development of an honorary membership category, and provisions for tied voting in Executive elections.

Further key questions:

- Do we want to propose a change in length of term for either the Chairs or Executive members? The Executive decided to retain two year terms as currently specified in the rules and articles.
- Do we want to introduce a measure so that the Chair and Vice Chair are no longer eligible for re-election in the same year? The Executive decided that this should be left as currently stated in the rules and articles, because there is a benefit in separating the election of the Chair and Vice Chair (Operations) into separate years. Also, if members change role mid-term it would be difficult to enforce that two roles would never be up for election at once.

We need new rules to govern a tied vote in an election, here are some options:

- The Returning Officer (or their nominee) has the ultimate decision on a tied vote, based on considerations such as representation from AMOSSHE group/nation, member category etc.
- The Returning Officer (or their nominee) should be someone external to the voting process (for example, a non-eligible member, or external stakeholder from another association such as AUA, UKCISA).
- AMOSSHE appeals to an external person or body to review the tied nominee statements in order to cast the deciding vote.
- Change the voting system so that voters prioritise candidates rather than name one. AMOSSHE will be able to use second choices in order to resolve a tied election.

The decisions about tied votes are now deferred to the June meeting because there needs to be more scheduled discussion time.

Item no.	Title	Timing: 12:15 - 12:30 (15mins)	Presented by	Paper
5	Comfort Break		-	-

Item no.	Title	Timing: 12:30 - 12:50 (20mins)	Presented by	Paper
7	Standing item: Strategy development Presentation with highlights for changes agreed in the previous meeting and next steps including decisions.		Strategy Group	19-20-28

ACTION: Executive to review Strategy Development document within two weeks and put this out to members after the Easter break.

Item no.	Title	Timing: 12:50 – 13:00 (10mins)	Presented by	Paper
9	Update: Conference 2020 update Discussion: Conference 2021 venue Confirmation of shortlisted venues for 2021 for agreement		Conference Team	19-20-29
Not discussed on the call.				

Item no.	Title	Timing: 13:00 – 13:05 (5mins)	Presented by	Paper
10	Update: AMOSSHE professionalisation project Verbal update, no decision required		Simon Lee	-
Not discussed on the call.				

Item no.	Title	Timing: 13:05 – 13:10 (5mins)	Presented by	Paper
11	Update: Social media strategy Verbal update, no decision required		Benjamin Parsons Hiba tul Habib	-
Not discussed on the call.				
ACTION: HH to circulate social media strategy document to the Executive.				

Item no.	Title	Timing: 13:10 – 13:20 (10mins)	Presented by	Paper
12	AMOSSHE updates: Sector meetings report		Jayne Aldridge	-
JA updated the committee about Universities UK meetings she has recently attended, explaining that Universities UK has convened a taskforce to consider COVID-19 with AMOSSHE and several sector bodies. The group has met twice so far, and has now split into five work streams, including business continuity and staff welfare.				

Item no.	Title	Timing: 13:20 – 13:30 (10mins)	Presented by	Paper
14	AOB		Jayne Aldridge	-

Item no.	Title	Timing: 13:30 – 13:40 (10mins)	Presented by	Paper
12	Update CPD: 2020 - 2021 CPD programme written update		Nic Streatfield	19-20-30
Not discussed on the call.				

Item no.	Title	Timing: 13:40 – 13:50 (10mins)	Presented by	Paper
15	Date, time and place of remaining meetings: 5 June 2020, Zoom video conference		Jayne Aldridge	-

AMOSSHE Executive meeting

17 January 2020 | AMOSSHE National Office, London

Minutes

Attendees:

Hiba tul Habib (HH)	John Bloomfield (JB)	Anji Gardiner (AG)	Jill Stevenson (JS)
Chris Warrington (CW)	Anya Knight (AK)	Jayne Aldridge (JA)	Kirsteen Coupar (KC)
Nic Streatfield (NS)	Claire Slater (CS)	Fay Sherrington (FS)	Helen McNeely (HM)
Rotimi Akinsete (RA)	Simon Lee (SL)		

Apologies:

Benjamin Parsons (BP), Lesley O'Keeffe (LO)

Item no.	Title	Timing: 11:00 – 11:20 (20mins)	Presented by	Paper
1	Standing item: Reserved business		Jayne Aldridge	

Item no.	Title	Timing: 11:20 – 11:25 (5mins)	Presented by	Paper
2	Standing item: Conflicts of interest		Jayne Aldridge	

No conflicts of interest to declare.

Item no.	Title	Timing: 11:25 – 11:30 (5mins)	Presented by	Paper
3	Standing item: Previous meeting minutes and actions		Jayne Aldridge	19-20-15 19-20-16

The Executive agreed the minutes from last meeting were true and accurate.

Action no.112 – closed

Co-option and elections due to be discussed in the governance discussion and the next meeting in spring will include a tidy up on governance, etc.

Action no.113 – ongoing

Paperwork has now been signed and the transition is now underway, due for completion in late January 2020. To be actioned by the end of July Vice Operations HM to chase this up and ensure completion.

Action no.123 – ongoing

JS to pick up action and send Annie an email.

Action no.125 – closed

ACTION: in relation to action no. 125 National Office will continue the conversation and think about different ways to engage with the membership to have an outcome before the next Executive meeting in March.

Action no.149 – closed

Notifications needed further in advance to AMOSSHE NO to ensure we are represented.

Action no.157 - closed

Action no.166 - closed

AK has sent the proposal through to the CPD5 team to review.

Action no.176 – ongoing

RA to chase potential sponsor contact once more.

Action no.177 – closed

JA to resend email to JB.

Action no.184 – closed

On the agenda for this meeting.

Action no.189 – closed

On the agenda for this meeting. To be completed by the next Executive meeting in March.

Action no.191 – closed

HH has been in touch, but no response yet from lead members from small and specialist institutions.

Action no.192 – closed

Action no.200 – closed

Any other suggestions from the Executive very welcome.

Action no.201 – closed

Any other suggestions from the Executive very welcome.

Action no.203 – closed

On agenda today and call w/ delegates and NASPA has been scheduled.

Action no.206 – ongoing

Group currently closed because of elections.

Action no.210 – closed

Strategy actions to be discussed during strategy discussion.

UKCISA webinar – To be recorded and produced in February after Brexit

Item no.	Title	Timing: 11:30 – 12:15 (45mins)	Presented by	Paper
4	Discussion: AMOSSHE Governance <ul style="list-style-type: none"> • Charity status • Diversity 		Helen McNeely John Bloomfield	19-20-17 19-20-18

The Executive undertook a self-audit at the last residential meeting in August 2019 using the National Council for Voluntary Organisations governance wheel as a guide and agreed to re-evaluate at regular intervals throughout the academic year. JB and HM are taking the lead on this in advance of 2020-21 AMOSSHE elections and will review how the AMOSSHE Board takes on governance, considering the following: in depth inductions for new Executive members and re-induction when required, appointing mentors from the existing Board to help new Executive members throughout their first year in post, providing further clarity on expectations and minimum commitments and a skills audit of the Executive to understand where the gaps in our current skillset lie. HM then opened a discussion about the potential skills audit on the Committee, reasoning that we could be missing key skill sets and the Board considered how best can we understand the gaps in our current skill set.

Alongside the above considerations, the Executive also agreed to implement contingency planning for Executive members facing competing priorities and as a result, being unable to fulfil AMOSSHE commitments. The Board agreed that colleagues should raise this early enough, so the National Office and Officers are able to discuss the impact. Finally, HM raised difficulties around AMOSSHE representation at key sector meetings, due to volume of requests and time needed to attend meetings it is becoming difficult for AMOSSHE to commit to attending all meetings. The Board confirmed that all opportunities for engaging at policy meetings and events should go out to both National Office and Executive members, those who are best placed and available to take on the opportunity. This included the possibility of both the National Office and an Executive lead attending the meetings and/or an Executive member briefing the National Office team and taking responsibility for any actions from a meeting the National Office attend on behalf of AMOSSHE.

The Board then discussed the diversity of AMOSSHE, since the last audit Officers have referred to this in various meetings to clarify our definition. We should seek to encourage those from regional and national groups to put themselves forward and encourage members from diverse backgrounds and underrepresented groups.

Board effectiveness – a mid-year review. Group discussions and questions.

Decision making, risk and control feedback:

- Are we assuming other people are picking things up? People not having specific roles is challenging – what if there was a legal aspect we were missing? How would we go about this?
- What are the roles we need to cover, what are our gaps? Finance, HR, etc
- Certain skillsets every board should be expected to have however recognising that we are different due to our voting elements, could we seek external consultant advisors for areas of concern or encourage members with particular skills or interests to put themselves forward?
- Need to understand the balance between the Board and expectations on staff experience, competency, skillset in NO, etc
- Risk register, to be reviewed annually as part of the Executive meetings
- Encouraging the membership for plurality
- Could we list skillsets needed? Listing current Executive members areas of expertise, portfolios, responsibilities in current roles, etc to help other members know who to get in touch with on a particular issue or to encourage those with skills we are currently seeking to get involved

Board Effectiveness feedback:

- (No. 5) officer meetings/conversations to be more transparent – to be made aware of decisions being made without others consent since the responsibility for the organisation still falls on the entire board
- What does it involve being an officer? Requirements, etc. Transparency on conversations would help with this
- Succession planning for future officers, mentoring available, what other ways can we enable this to ensure there is understanding of the role
- How do we know we've done a good job as an organisation? What are the measurables? Could we put together some KPIs?

ACTION: Officers to consider decision making on officer calls and how to make this more transparent to the wider board

ACTION: JB and HM to review feedback and questions to present options at the next executive meeting 27th March

Charity status options:

JB presented a short paper on charity status options for the board to consider. It was agreed that we would not consider this at the present time and raise this again in the following year once the strategy was up and running properly.

ACTION: JB to bring the Charity Status paper to the first or second meeting of the 2020-2021 Executive committee

Item no.	Title	Timing: 12:15 – 13:00 (45mins)	Presented by	Paper
5	Standing item: Strategy development		Strategy Group	19-20-19

The strategy group presented a paper to the Executive with areas for discussion and approval:

- 1) Amendments were suggested to outcomes 4,5,6. The Executive agreed to sign off those amendments in the review of strategy outcomes empowering the strategy group to make the changes
- 2) Agreement in principle on the direction of workstreams as structured operationally and not within the priorities with the strategy group empowered to review fully and make any final amendments before promoting them to the membership

The Executive discussed aspects of the document and presentation to the committee:

- Is there an overlap of outcomes 2 and 3? Decided these should stay the same as there is a clear difference
- How should the strategy objectives be delivered? In line with the priorities or operationally given that some of the objectives overlap within priorities? Which way would be cleared for members to get involved? Agreed that these would be delivered operationally.

ACTION: Strategy group to merge outcomes 4 and 5 given they are very similar and to add on 'research and data through an AMOSSHE lens' to outcome 6

ACTION: NO to present mood board / A3 copies of strategy points on walls for Exec to review at each Executive meeting

ACTION: Strategy and finances to be a standing item on the Executive agenda with KPI's attached to them

ACTION: Strategy subgroup to look at operational approach, define workstreams based on discussions,

allocate responsibilities

Item no.	Title	Timing: 13:00 – 13:20 (20mins)	Presented by	Paper
6	Lunch		Jayne Aldridge	

Item no.	Title	Timing: 13:20 – 14:10 (50mins)	Presented by	Paper
7	Student Minds presentation: MH Charter		Leigh Spanner Gareth Hughes	

LS, GH updated the Executive committee on the mental health charter progress since its published date in December 2019. LS shared their 6-stage process, the how, what, who, why, etc. This has been developed in line with UUK mentally healthy Universities which is the refreshed StepChange framework.

MHC will be putting out a call for universities interested in piloting their charter, accepting applications for student panel webinars, etc.

Q&A:

Curriculum to support wellbeing?

GH – yes, looking at this and working on an OfS funded projects, Advance HE and Scotland Sparks are also looking at this so we will seek to work with them on the outcomes

Partnerships with the NHS, how much is expected as part of the charter?

GH – huge differences depending on location in the UK, some have no relationship at all despite best efforts. There should be demonstrable effort that work is being put into building eternal relationships

Any radical suggestions from students that you can share?

Co-creation workshops with students were good but nothing too radical, these included: simple quiet spaces on campus that are accessible, not having counselling sessions in the middle of campus (so everyone can see what your walking in to), utilising black history month to demonstrate cultural disconnect in counselling services and helping understand why this is an issue

How do we start working on these areas when we don't have resources to be proactive?

It has to be led by someone at a university executive level, to start a push back. If this starts thinking and reflection, it's still a move in the right direction – once some universities move ahead with this it would then open up a wider conversation. It needs to be a wider university response.

An audit tool – where are universities in comparison to the Charter?

UUK StepChange tool will be released shortly (pushed back after elections in December)

Design and delivery of the curriculum is very important

Some can be quite complicated but simple changes often rap excellent rewards and therefore certainly worth the effort linking to similar charters? (ProtectEd) Have the elements of this and other recognition

initiatives been considered in MHC as part of fulfilling elements of the charter?

Yes, we have thought about other charters evidence towards work done by the institution will be considered

UUK guidance around initiation ceremonies, field trips, etc?

Hugely complex issue, we need to rethink this, these ceremonies have the tendency to stir up the feeling of safety on campus. Must be mentioned that initiations can be seen as a really successful well of improving mental health in feeling part of a team but there must be balances to this. This is not part of the charter mark at the moment

How can we be accredited to the charter?

- When we submit charter applications, can they ask for successful bids that have been involved? This would give SS leaders a heads up, i.e. case studies to share best practice etc

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Item no.	Title	Timing: 14:10 – 14:30 (20mins)	Presented by	Paper
8	Discussion: National office update		Helen McNeely	19-20-20
	• Management accounts December 2019		John Bloomfield	19-20-21
	• Membership update		Benjamin Parsons	
	• Year end accounts		John Bloomfield	19-20-22

JB gave a summary of the AMOSSHE management accounts and explained to the Executive that the report shows good progress towards the projected budget for the year. The budget profiling differences include CPD and Sponsorship income are well ahead of expectations for this point in the year, which is fantastic, and membership income is showing slightly lower, but this is due to a minor accounting error in the yearend adjustments. The new accountants need to move membership invoices from July 2019 into August 2019 to account for the 2019/20 academic year. Expenditure differences include unexpected central costs due to IT support and website maintenance as this is normally spread throughout the financial year and we have also made savings in venue hire for CPD events and Executive travel.

AMOSSHE membership is continuing to grow, as we have gained two new small and specialist member institutions and we haven't lost any Tier 1 member institutions as a result, the reduced number was due to an error on the previous figures.

The 2018/19 Year End accounts show that AMOSSHE had another successful year with profits in line with expectations predicted in the residential meeting management report. Initial budgets set profit expectations at £20,000 and our revised budget in March 2019 projected £30,000 profit. This is due to sustained income for sponsorship, membership fees and increased income for National Conference. This was offset against reduced costs for CPD and a reversal of money for Insight projects saving £20,000 vs budget. There are some minor adjustments still to make to these accounts but the Executive agreed that if these were minor that they were happy to sign off the accounts once approved by the officer team.

ACTION: JB to liaise with the accountants for a final version of the accounts to be signed off by the officer team.

The National Office team are doing well, we are busy prepping for Winter Conference, CPD4, CPD5 and developing the work of the office in line with the new strategy.

Item no.	Title	Timing: 14:30 – 14:35 (5mins)	Presented by	Paper
9	Update: AMOSSHE professionalisation project		Anji Gardiner Simon Lee	

AG updated the Board on the work of the steering group for the Professionalisation project who have met since the consultation to clarify some areas of the work including:

- who the framework is aimed at, who do we target, etc.
- Expectations around timelines etc

The steering group meeting was very productive and we now have various elements to move forward with

This is a good example of using members as well as Executive.

Query: timeline has slipped. Are the group assessing a new timeline for the Exec board to agree? We need

to review this and give an update to membership. Does the membership still want this? With the wraparound of context – with a SS lens?

Exec agreed and empowered the steering group to ensure that the project stayed on track to deliver for members. Reports will be provided at future executive meetings.

Item no.	Title	Timing: 14:35 – 14:45 (10mins)	Presented by	Paper
10	Update: CPD update - Webinars - Recording of events		Nic Streatfield	
<p>CPD programme is well underway, the National Office received great feedback from both CPD1 and CPD2.</p> <p>An additional topic that we could cover is around advice for student services leaders when dealing with coroner's courts. A Webinar on this could provide a good resource (here are the steps that are likely to happen). This could be followed by a physical CPD event where members are likely to want to discuss the impact on them as part of this</p> <p>Max 2-3 people to facilitate a webinar to then keep in mind others?</p>				

Item no.	Title	Timing: 14:45 – 15:00 (15mins)	Presented by	Paper
11	AMOSSHE updates: • NASPA exchange • AMOSSHE resilience toolkit • Benchmarking survey		Benjamin Parsons	
<p>NASPA exchange – Reports are still coming through.</p> <p>ACTION: CS and RA to report back on the resilience toolkit at the next meeting</p> <p>Benchmarking survey. To think through the impact on results and capacity. Thinking about a captive audience at National Conference – what we're asking and what level were asking at? IS this possible to get elsewhere? Surveys need to be short and sweet, but this is a complex area.</p>				

Item no.	Title	Timing: 15:00 – 15:10 (10mins)	Presented by	Paper
12	Update: Conference 2020 update		Conference team	
<p>Conference planning is ticking along nicely, the team are finalising keynote speakers for conference. We currently have confirmed: Paul Redmond to speak about 'Generation Z', our AMOSSHE chair JA, a Panel discussion on 'The future of Student Services' consisting of university leadership, the student voice, international organisations, etc and compered by Chris Shelley, finishing with an uplifting slot by Laughology 'how to use humour in your working life' on the Friday.</p>				

Item no.	Title	Timing: 15:10 – 15:30 (20mins)	Presented by	Paper
13	AOB	<ul style="list-style-type: none"> • OfS consultation: harassment and sexual violence in HE • Rotimi update on UUK national student mental health data 	Jayne Aldridge Rotimi Akinsete	
<p>OfS – their reach, reportable incidence and what this is. They are suggesting penalties for institutions that don't handle this well. AMOSSHE should put a response in and be considered in response.</p> <p>Executive agreed and happy to do so – the deadline is the end of March (27th). Determining what best practise looks like, from a regulatory standpoint. Fiona Druet with the 'Emily test' has now secured £100k funding for a new charter release.</p> <p>Rotimi circulated UUK national student mental health data, he has been involved with meetings with both organisations alongside Nic. RA would like to circulate confidential document to Executive for review.</p> <p>ACTION: AK to circulate UUK document to wider Exec, Executive to review and let RA know thoughts.</p>				

Item no.	Title		Presented by	Paper
14	Date, time and place of remaining meetings:	<ul style="list-style-type: none"> • 27 March 2020, AMOSSHE National Office • 5 June 2020, AMOSSHE National Office 	Jayne Aldridge	

Exec Board	Action No.	Agenda No.	Action	Actioned to	Status
Apr-19	113	3	Explore how our finance system Xero can integrate with our membership software Wild Apricot to aid in reducing admin burden and potential for human error	JB	Ongoing - to be completed by July 2020
Apr-19	123	4	BP to contact Annie Grant about the pitfalls / tips for producing a journal for AMOSSHE members	JA	Ongoing - JA to pick this up from BP and get in touch with Annie Grant
Aug-19	176	10	RA to put AK and JB in touch with potential international sponsors for 2020	RA	Ongoing
Oct-19	189	3	JB to add Action 112 on to the next January meeting agenda	JB	Ongoing - will need to be complete at the March executive meeting
Oct-19	191	4	HH to get in touch with the lead members at the new Small and Specialist members to ask how they had heard of AMOSSHE	HH	Ongoing
Jan-20	214	4	JB to bring the Charity Status paper to the first or second meeting of the 2020-2021 Executive committee	JB	Ongoing
Jan-20	216	5	NO to present mood board / A3 copies of strategy points on walls for Exec to review at each Executive meeting	NO	Ongoing - to be completed for June executive meeting
Jan-20	218	8	JB to liaise with the accountants for a final version of the accounts to be signed off by the officer team.	JB	Ongoing - accounts are complete, JB to send them to JA and FS for signature
Jan-20	219	11	CS and RA to report back on the resilience toolkit at the next meeting	CS, RA	
Jan-20	220	13	AK to circulate UUK document to wider Exec, Executive to review and let RA know thoughts.	AK	
Key: Closed- here action is time limited and now expired Complete – where action has been taken					

Coronavirus planning

The AMOSSHE National Office and Chairs have been discussing the implications of the Coronavirus on the work of AMOSSHE.

Staff working

- All staff are currently working from home
- AMOSSHE has paid for some minor equipment to enable staff to work more effectively whilst at home
- New systems of working have been developed to ensure we keep each other up to date
 - o Internal calls and meetings via Microsoft Teams
 - o External meetings via Zoom
 - o More frequent team catchups on core work being completed so we can continue business as usual
- Some scenarios have been developed to include consideration for illness, school closures, and self-isolation to ensure we are able to continue with core business as much as is practicable

CPD events

The National Office and Officers took the decision late last week to postpone CPD 4 and 5 until the following academic year. This was based on the balance of probabilities of workload and ability to travel. Unfortunately, we are not in a position to run online-only CPD events at the moment.

We are looking to enhance the offering of webinars to members over the coming months to ensure that we are providing some resources and information for members, and we are shifting priorities to ensure this happens.

National Conference

The National Office and conference leads are working on contingencies for the National Conference. At the moment the venue has confirmed that we would need to honour the contract, however we can postpone the event for up to 12 months without financial penalty if necessary.

The team is looking at what other options are open to us such as extending early bird booking, full repayment on conference postponement and other elements we can put into place.

Financial implications of cancelling events

AMOSSHE does not make a lot of profit out of CPD events and National Conference. We do, however, cover a lot of staff salary costs for these activities. The figures below take into account financial implications for this year on the already cancelled CPD events, and also some thoughts on the implications of cancelling National Conference.

CPD4: Cancelled
Cost: £5,585

CPD5: Cancelled
Cost: £4,849

TOTAL CPD cost = £10,434

National conference: TBC

This table outlines the potential costs of cancelling the National Conference at different times.

Cancellation date	Venue	Staffing	Sponsorship	Other	TOTAL	Notes
11 May 2020	£22,265	£42,146	£38,797	£0	£103,208	25% venue cancellation
18 May 2020	£44,530	£42,146	£38,797	£0	£125,473	50% venue cancellation
8 June 2020	£66,795	£42,146	£38,797	£10,000	£157,738	75% venue cancellation, deposits for external venues, AV
After 8 June 2020	£89,060	£42,146	£38,797	£14,000	£167,000	100% venue cancellation, deposits for external venues, AV, entertainment, photography, delegate merchandise

Postponing (rather than cancelling) the event:

- The venue will allow us to postpone the entire conference for up to 12 months. We can invoke this at any time providing we have paid for the conference in full at the time of postponement.
- Staff and sponsorship costs for this year will be affected primarily: £80,943
- After June 2020 further costs may be incurred where deposits would need to be paid for entertainment, external venues etc.
- We would need to consider whether to postpone to summer 2021 (effectively cancelling 2020 from members' point of view) or postponing to a date earlier in the 2020/21 academic year, which would result in two National Conferences in one academic year.
- The postponement date would also depend on the venue's availability.

Other considerations for National Conference if neither cancelled nor postponed:

- Early bird booking (and booking in general) could be lengthened by five to nine working days to secure rates for delegates who may be wary of booking early due to the changing situation.
- Booking could be extended significantly, this may however mean that AMOSSHE would be liable for additional costs without guarantee of income. Our contracts are for a minimum of 180 residential places with the option (until 1 June) to purchase the additional 20 residential places. The cost of this is: £7,400 minimum. This would effectively buy us the remaining 20 rooms for the 2 nights regardless.
- Extended booking would also be reliant on when we need to provide final day delegate numbers to the hotel.

Recommendations

- AMOSSHE to continue to plan at least 2 webinars in place of CPD events during May/June
- AMOSSHE to continue with National Conference in July 2020 on the basis of making a decision on postponement at the 5 June Executive meeting (unless updates determine a decision can be made before then)
- AMOSSHE to extend the booking period for an additional week minimum; in addition we can extend early bird for at least an additional week
- AMOSSHE to include 1 extra CPD event in 2020/2021 year to help loss of revenue from CPD (providing we are able to manage this within the National Office team)

- Remove £10,000 set aside for Insight projects for this year and next year
- Consider delaying the start of the professionalisation tender outsourcing until a final decision is made on National Conference

Decisions from the Executive Committee

- Status of the AMOSSHE conference (postponement/cancellation) and at what point is this decision made
- If the initial decision is to continue at present, then to confirm booking contingencies in advance of publication
- Removal of Insight project funds from this year and next year's budget
- Delay to the professionalisation project, review the decision at the June Executive meeting

National Office update

Management report

Currently the management report demonstrates that AMOSSHE is doing better than expected thanks largely due to the increased delegate numbers at the Winter Conference. There are still some profiling differences which will be revised for future reports.

HR audit recommendations

In February 2020 the Executive Director sought quotes for an audit to take place for the central office HR functions. It has been 3 years since we have completed any review of our central staff contracts and policies, in addition the Executive Director has a basic overview of HR function and process but would benefit in having external expertise that could be called upon as and when necessary. A minimum of three quotes were sought for the following:

- Legal compliance audit of all functions of AMOSSHE: A review document with priority areas to address would be produced for review with next steps to be considered on the outcomes of the report
- Staff pay structure and basic benefits guidance: Guidance on pay structures for AMOSSHE staff alongside guidance on benefits that we could provide for staff
- Ongoing adhoc support: A quote for providing support for areas such as new contracts, recruitment practices, disciplinary etc

On review of the quotes received and further discussion with the VC Operations we have decided to go with People Risk Solutions. They were very knowledgeable and understanding of our needs as a small organisation, they had a range of expertise they could call upon for the work and we can manage each section of the work on an independent basis so we can effectively deliver one element at a time.

Supporting members

We will continue to look at ways we can support members through this time. One element that we have done for some members, and we will be suggesting to others is running regional and national meetings by video conference. This has already taken place for LASER as part of a condensed agenda and they were very appreciative to AMOSSHE for arranging this (they have asked for another condensed meeting in a month's time). We are also doing the same for South West, North and shortly Scotland. We will be reaching out to other members and groups in the coming weeks to see how we can support them and their networks during this critical time.

Membership update

Membership level	January 2020	March 2020
Small and specialist	33	33
Tier 1 organisation	45	45
Tier 2 organisation	59	59
Tier 3 organisation	27	27
Additional member	281	292
International organisation	16	16
International additional member	23	23
Less than 50% HE organisation	0	0
Corporate organisation	1	2
Corporate additional member	2	2
Individual member	3	3
Non-profit organisation	1	1
Non-profit additional member	1	1
Student member	2	2
Total organisations	181	182
Total members	718	733

New member organisation in the Corporate category:

- Brain in Hand (South West)

GDPR update

Wild Apricot has four settings for members to control email contact. Here are the named members who have unsubscribed, using one of more of the settings:

- 7 members have ticked not to receive AMOSSHE updates about news and events (including the AMOSSHE newsletter).
- 3 members have disabled receiving any emails through Wild Apricot.
- 5 members have unsubscribed from Wild Apricot mailings (newsletters, event announcements).
- 7 members have unsubscribed from Wild Apricot event announcements.

13 members in total have used one or more of these settings to unsubscribe.

In addition, 34 members have ticked not to share their details with other members for networking purposes (including Jiscmail and the online lists).

Directors Finance Summary

February 2020

Code	Income	Year to date			Budget	% of full year budget achieved TD*	Notes
		Actual	Budget	Variance			
200	Conference	£1,350.00	£0.00	£1,350.00	£139,060.50	1	
300	CPD	£59,032.50	£50,531.00	£8,501.50	£48,536.00	122	Includes CPD1,2,3(WC)
	Sponsorship	£43,125.25	£3,773.00	£39,352.25	£60,370.00	71	Includes a number of conference sponsors as well
	Membership	£117,181.19	£124,656.54	(£7,475.35)	£124,656.54	94	
	Other	£0.00	£0.00	£0.00	£4,000.00	0	Projected reclaimed VAT
	TOTAL	£220,688.94	£178,960.54	£41,728.40	£376,623.04	59	
	Expenditure						
10	Central	£71,813.84	£70,332.00	(£1,481.84)	£119,602.24	60	
200	Conference	£45,836.74	£34,402.00	(£11,434.74)	£166,256.01	28	Paid conference deposit outside profiling in budget
	CPD	£42,726.80	£39,630.00	(£3,096.80)	£61,409.71	70	
300	Executive	£5,612.25	£9,204.00	£3,591.75	£12,248.00	46	Increased cost for Winter Conference delegate places due to demand, reflected in increased CPD income
400	Futures	£1,840.95	£0.00	(£1,840.95)	£0.00	0	Savings against travel mainly, please can you ensure all receipts are given to the NO
500	Insight	£2,837.72	£2,746.00	(£91.72)	£14,708.01	19	Costs for staffing from previous splits
100	Membership	£0.00	£1,100.00	£1,100.00	£1,100.00	0	
	TOTAL	£170,668.30	£157,414.00	(£13,254.30)	£375,323.97	45	
	TOTAL Surplus / Deficit	£50,020.64	£21,546.54	£28,474.10	£1,299.07		

TOTAL Cash position Main account £87,450.24

30/10/2019

Savings account £200,789.58
TOTAL £288,239.82

Notes on reading the management report

- * The full year budget percentage relates to how much income / expenditure has been raised and spent against our budgeted expectations for the year to date
- The year to date figure only is shown as the monthly figures can vary against budget
- Area specific expenditure is shown against those areas that are of interest to the executive
- Figures in red are negative figures
- Any additional information is supplied on the corresponding executive paper

Governance Review Outcomes

As part of a review of Executive governance, the Executive undertook a self-audit at the residential meeting in August 2019 using the National Council for Voluntary Organisations governance wheel as a guide and agreed to re-evaluate at regular intervals throughout the academic year.

The purpose of the review was to assure ourselves that;

- As company Directors we have the protocols and mechanisms in place to assure ourselves and our stakeholders that AMOSSHE is managed and governed appropriately
- To assure ourselves that those areas of governance in place are visible, transparent, and understood by all Directors, both new and continuing
- To identify areas of risk in terms of governance and put in place measure to address the governance risk

Three main areas were identified for further discussion - Board Diversity, Decision Making and Risk management. These were discussed at the January Board and inevitably lead to a wider discussion on our roles as Executive Directors. Based on the outcomes of the discussion an action was taken for the VC Operations and Executive Director to come forward with suggestions to the Executive at the March meeting, ahead of implementation as part of the next set of Executive Elections (17 April) and to help with planning for the Residential Meeting August 2020. It was agreed that the issue of Diversity of Board members was tied up in the fact that Board members were elected to represent their institution, rather than themselves or another constituent group, therefore the primary focus of the diversity discussion was to ensure that, through the elections, we had a diverse group of HEIs represented on the Board in order to represent our member organisation.

This paper therefore focuses primarily on how we address the issues around Decision Making and Risk Management, though does address other issues which came up in discussion on these areas of our work.

Understanding our roles as Directors

There is a lot of information available to candidates and current exec members about the role, including the role of a Director.

- Better communication of the requirements of an AMOSSHE Director
- Develop a video clip of a current exec member stating what is required and expected as an AMOSSHE exec member as well as the benefits
- Have a specific mini-Induction for new Directors at Residential
- Appoint a mentor / buddy for new exec members
- Include in the advertisements for exec posts specific skills requirements while at the same time ensuring that colleagues are not prohibited from standing
- Have in place transparent contingency planning, particularly for major events or projects when Directors may not be in a position to fulfil their roles and in turn cause a business continuity risk
- Undertake an overall review of Residential in terms of format and purpose
- Clarify at Residential the role of National Office v role of Executive members
- Have formal governance training every 3 years and this to be supplemented by an online overview of governance which we all take on an annual basis

Decision making

The Board has the responsibility to make decisions which are in the best interests of the organisation. There are some decisions which can only be taken by the Board including budgets, staffing, issues related to strategy development and others which can be delegated to individuals / sub groups / National Office – for example CPD teams or the content of the weekly AMOSSHE email. There is in place already a standard mechanism for recording Executive decisions and monitoring actions. Executive time is precious and travelling to meetings is an investment of time and of money therefore we need to ensure that the Executive are sufficiently briefed to make good decisions and that discussions are framed in such a way that all can contribute in a meaningful way.

- Review the agenda and format of exec meetings – ensuring that we have enough time to be up to speed on issues that need discussion and so that we can contribute to those discussions – for example breaking into smaller groups in meetings and feeding back
- Ensure that there are no unintended barriers to members contributing including timing of paper circulation, venue, timing and tone
- Agree a business schedule for the year so that we know when we are making certain decision and/or receiving an update on risk management
- Through this schedule enable sub groups to know the timescales they are working to in order to report to the Executive
- Clarify the role of the Officers monthly catch up and make the minutes available on the executive micro site to increase transparency
- Consider the feasibility of having one Zoom Executive meeting per year
- As part of our revised Residential, agree a decision making health check at residential each year

Risk Management

As an Executive we are charged with managing risk which includes reputational, financial, staffing etc. As agreed at the January Executive meeting, when you join a Board you assume that things are ‘just being done’ and members do not always get visibility on how the day to day risks are being managed on behalf of the board. The following are suggested therefore;

- A briefing at each residential about how AMOSSHE as an organisation manages risk management (Finance, HR, NO etc)
- An overview of risk management added to the Executive Handbook
- Standard risk reporting at Executive meetings – even if only to note as part of the agenda paper and that the risk register is classified as red, amber and green so that members can see at a glance how the risks are being rated
- Each stream of work to have a ‘Project Charter’ with its own risk register – for example we already have these for national conference and CPD events but roll them out for other projects such as ‘Professionalization Project’ and report by exception to Board where there are serious risks.
- VC Operations and Executive Director to regularly review the risk register for the organisation as well as for each strand and be enabled to raise at exec or with relevant Officer for action – for example the VC CPD

Measuring success

At the January Executive meeting the questions was asked, how do we know we are doing a good job. It was therefore agreed that we needed to come forward with some measurable data that we can review at each AGM and/or Residential. To measure whether or not we have done a good job

the following are in place;

- An agreed strategy with dedicated work streams each with a work stream charter with measure of success and risk management
- Annual Financial sustainability against budget
- Absence of complaints
- KPIs around member engagement (project, discussion groups, ezines) noting that this is part of the member engagement workstream

The Executive is asked to discuss and agreed the above suggestions as well as contribute further suggestions in each of the categories. The executive need to agree a final list of areas by the end of the discussion to enable the officers and national office to make the necessary arrangements.



AMOSSHE

The Student Services Organisation

Rules and Articles of Association



Context

Articles of Association

Rules of Association

Context

The officers were tasked with reviewing and renewing the Rules and Articles of Association. A majority of the amendments of updates however there are some key questions to be discussed and agreed.

Articles of Association

Key Questions

- Do we want honorary members of AMOSSHE? We do not have any at the moment nor a process to choosing them.
- Who should have the right to call an Emergency General Meeting? At present the articles indicate any member can.
- Do we want to change the length that a person can remain on the executive once they are no longer a member or their institution is no longer a member.

Rules of Association

Key Questions

- Do we want to propose a change in length of term for either the chairs or executive members?
- Do we want to introduce a measure so the chair and vice chair are no longer eligible for re-election in the same year?
- We need new rules to govern a tied vote in an election, here are some options:
 - The Returning Officer (or their nominee) has the ultimate decision on a tied vote, based on considerations such as representation from AMOSSHE group/nation, member category etc.
 - The Returning Officer (or their nominee) should be someone external to the voting process (for example, a non-eligible member, or external stakeholder from another association such as AUA, UKCISA).
 - AMOSSHE appeals to an external person or body to review the tied nominee statements in order to cast the deciding vote.
 - Change the voting system so that voters prioritise candidates rather than name one. AMOSSHE will be able to use second choices in order to resolve a tied election.



AMOSSHE

The Student Services Organisation

Strategy update

Changes to strategic outcomes

Changes as agreed at the previous executive meeting:

- Outcomes 4 and 5 to be merged
- Outcome 6 to include content around research being interpreted effectively for members

Outcomes revision

Outcome 4 (original version)

- Academics, sector and national bodies, policy makers and government proactively seek to work with AMOSSHE to create impactful contributions within the sector

Outcome 5 (original version)

- AMOSSHE has developed a knowledge base of members and external influencers based on members' remits and key sector challenges to enable us to more effectively influence the sector on behalf of our members

Outcomes revision

Outcome 4 & 5 (revised version)

We have developed and nurtured strong, mutually beneficial collaborations with key influencers (including academics, sector bodies, policy makers, funders and government), based on our understanding of the key challenges and opportunities facing students and student services, to deliver impact on behalf of our members

Outcomes revision

Outcome 6 (original version)

AMOSSHE has, through the commissioning, analysis and dissemination of research and data, enabled members to effectively influence internal and external stakeholders

Outcome 6 (revised version)

Through our distinctive understanding of student services and the holistic student experience, we commission, analyse and disseminate research which enables members to effectively influence internal and external stakeholders

Strategic workstreams

- 3 workstreams
- Designed to be clear to members with particular areas of expertise/interest
- Each workstream chaired by a member of the executive committee
- Chairs of each workstream to have update meetings and report back into executive meetings

Workstream: Resources

		Objective	Outcomes										
			1	2	3	4	5	6	7	8			
			SP1			SP2		SP3					
Resources	1	Create a working group to <u>look into</u> the specifics of the project (specifically size and scope of the project).											
	2	Agree how we measure the impact of the platform, including the data from this platform can be utilised to measure success/impact of AMOSSHE work within institutions											
	3	Collate member feedback on the composition of the platform and ensure that the platform includes our current resources, the resilience project, insight reports, CPD and other event information and future potential work (such as webinars, external content)											
	4	Finalise phase 2 of the professionalisation project through an external consultant with the support of an AMOSSHE steering group to ensure aims are met											
	7	Create a skills guide to help members understand what they would need to do to effectively present on behalf of AMOSSHE											
	11	Identify which data is currently available and that which our members need, including gaps in current knowledge and understanding.											
	12	Design an approach to gathering and analysing research and data (our own or others') and disseminating that through an AMOSSHE lens for the benefit of our members.											
	13	Identify how we will measure the impact of this <u>approach, and</u> agree plans to keep it under review.											

SP1	Strategic Priority 1 Enable our members	SP2	Strategic Priority 2 Collaborate & Influence	SP3	Strategic Priority 3 Establish a movement
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Workstream: Member engagement

		Objective	Outcomes									
			1	2	3	4	5	6	7	8		
			SP1			SP2		SP3				
Member Engagement	5	Establish a baseline of current activity (such as member attendance at meetings, events and conferences)										
	6	Create measurable targets of increasing member opportunities and what <u>these look like</u>										
	14	Define and promote our definition of a common narrative to help members understand and be able to articulate the context in which this is meant										
	15	Understand how our members are currently engaging with AMOSSHE, including the number of members doing so and how often										
	16	Agree what impactful (relevant) engagement looks like and how this feels as an AMOSSHE member and a member of the executive										
	17	Develop a narrative of how <u>this feeds</u> into the wider success of the AMOSSHE strategy and promote this to members										
	18	Identify a % of engagement with members once we understand how members are currently engaging and how we would like them to engage with us										
SP1		Strategic Priority 1 Enable our members	SP2		Strategic Priority 2 Collaborate & Influence		SP3		Strategic Priority 3 Establish a movement			

Workstream: External Development

		Objective	Outcomes										
			1	2	3	4	5	6	7	8			
			SP1		SP2		SP3						
External Development	8	Working group to look at stakeholder mapping and establish which networks and relationships we currently have, and which do we wish to pursue.											
	9	Create a statement of what we mean by impactful contributions within the sector to enable us to measure success											
	10	Complete stakeholder mapping exercise to include individuals as well as organisations who may be able to help AMOSSHE to positively impact the student experience agenda											
	19	Identify a priority group of global partners to build reciprocal partnerships with											
	20	Identify mutual benefits of partnership											

SP1	Strategic Priority 1 Enable our members	SP2	Strategic Priority 2 Collaborate & Influence	SP3	Strategic Priority 3 Establish a movement
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Executive committee decisions

- Agree or provide alternative content for the revised outcomes
- Agree or provide alternatives to the strategic workstreams
- Volunteer to be involved in a workstream



AMOSSHE

The Student Services Organisation

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[@amosse_uk](#)

Workstream: Resources

Objectives associated with workstream:

- Objective 1: Create a working group to look into the specifics of the project (specifically size and scope of the project)
- Objective 2: Agree how we measure the impact of the platform, including the data from this platform can be utilised to measure success/impact of AMOSSHE work within institutions
- Objective 3: Collate member feedback on the composition of the platform and ensure that the platform includes our current resources, the resilience project, insight reports, CPD and other event information and future potential work (such as webinars, external content)
- Objective 4: Finalise phase 2 of the professionalisation project through an external consultant with the support of an AMOSSHE steering group to ensure aims are met
- Objective 7: Create a skills guide to help members understand what they would need to do to effectively present on behalf of AMOSSHE
- Objective 11: Identify which data is currently available and that which our members need, including gaps in current knowledge and understanding.
- Objective 12: Design an approach to gathering and analysing research and data (our own or others') and disseminating that through an AMOSSHE lens for the benefit of our members.
- Objective 13: Identify how we will measure the impact of this approach, and agree plans to keep it under review.

Workstream: Member engagement

Objectives associated with workstream:

- Objective 5: Establish a baseline of current activity (such as member attendance at meetings, events and conferences)
- Objective 6: Create measurable targets of increasing member opportunities and what these look like
- Objective 14: Define and promote our definition of a shared narrative to help members understand and be able to articulate the context in which this is meant
- Objective 15: Understand how our members are currently engaging with AMOSSHE, including the number of members doing so and how often
- Objective 16: Agree what impactful (relevant) engagement looks like and how this feels as an AMOSSHE member and a member of the executive
- Objective 17: Develop a narrative of how this feeds into the wider success of the AMOSSHE strategy and promote this to members
- Objective 18: Identify a % of engagement with members once we understand how members are currently engaging and how we would like them to engage with us

Workstream: External Development

Objectives associated with workstream:

- Objective 8: Define what we mean by “impact on behalf of our members.
- Objective 9: Identify key priorities for our members, based on the identification of key challenges and opportunities facing students and student services. Review and redefine these priorities on at least an annual basis (potentially as part of a revised residential meeting.)
- Objective 10: Conduct stakeholder mapping to establish which networks and relationships currently exist, and which we wish to pursue and nurture to achieve the greatest impact on behalf of our members.
- Objective 19: Identify a priority group of global partners to build reciprocal partnerships with
- Objective 20: Identify mutual benefits of partnership



NATIONAL
conference

National Conference 2021

Venue scoping

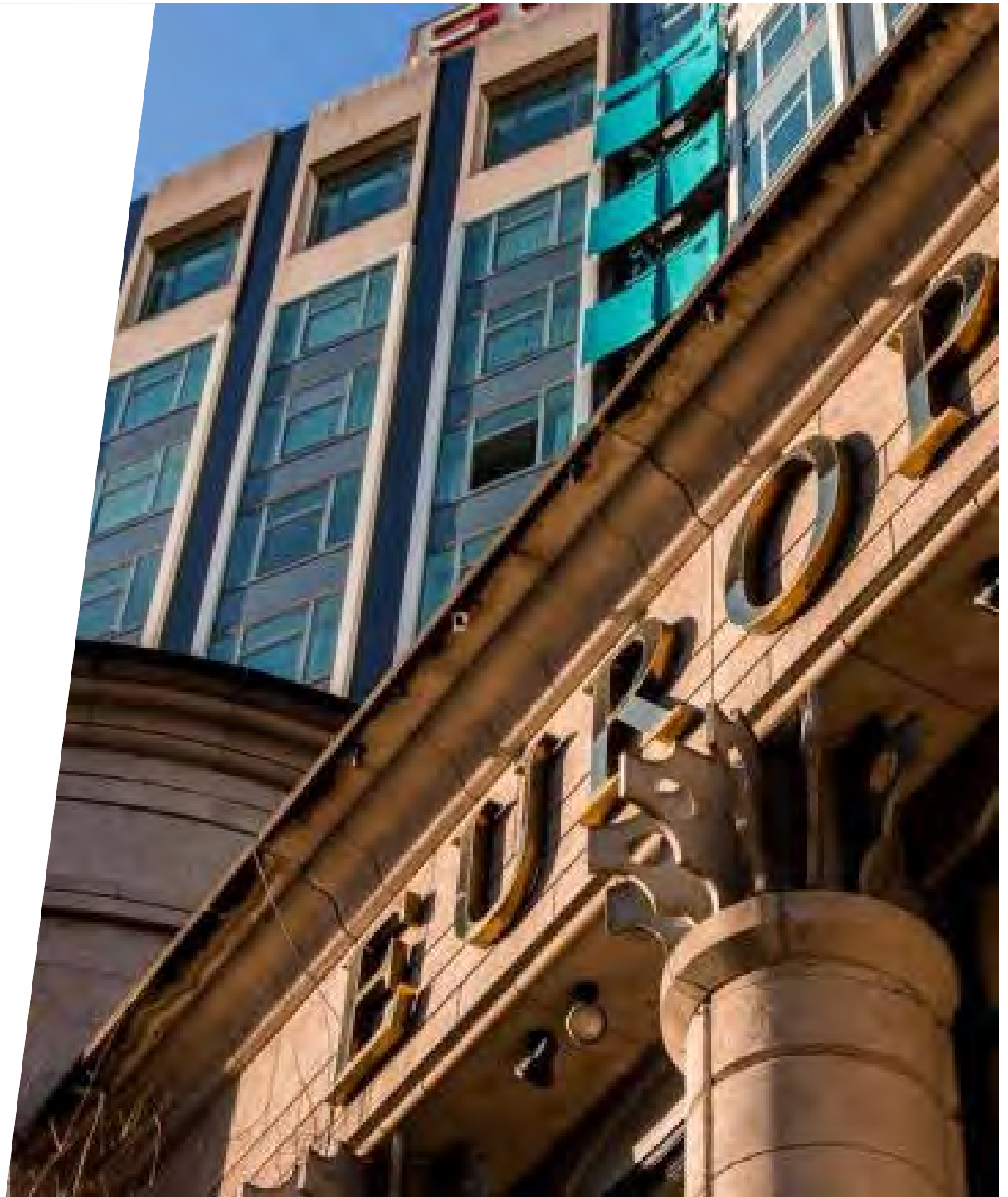


Belfast

- Europa hotel
- Hilton hotel

Europa hotel

www.hastingshotels.com/europa-belfast





main plenary



main plenary



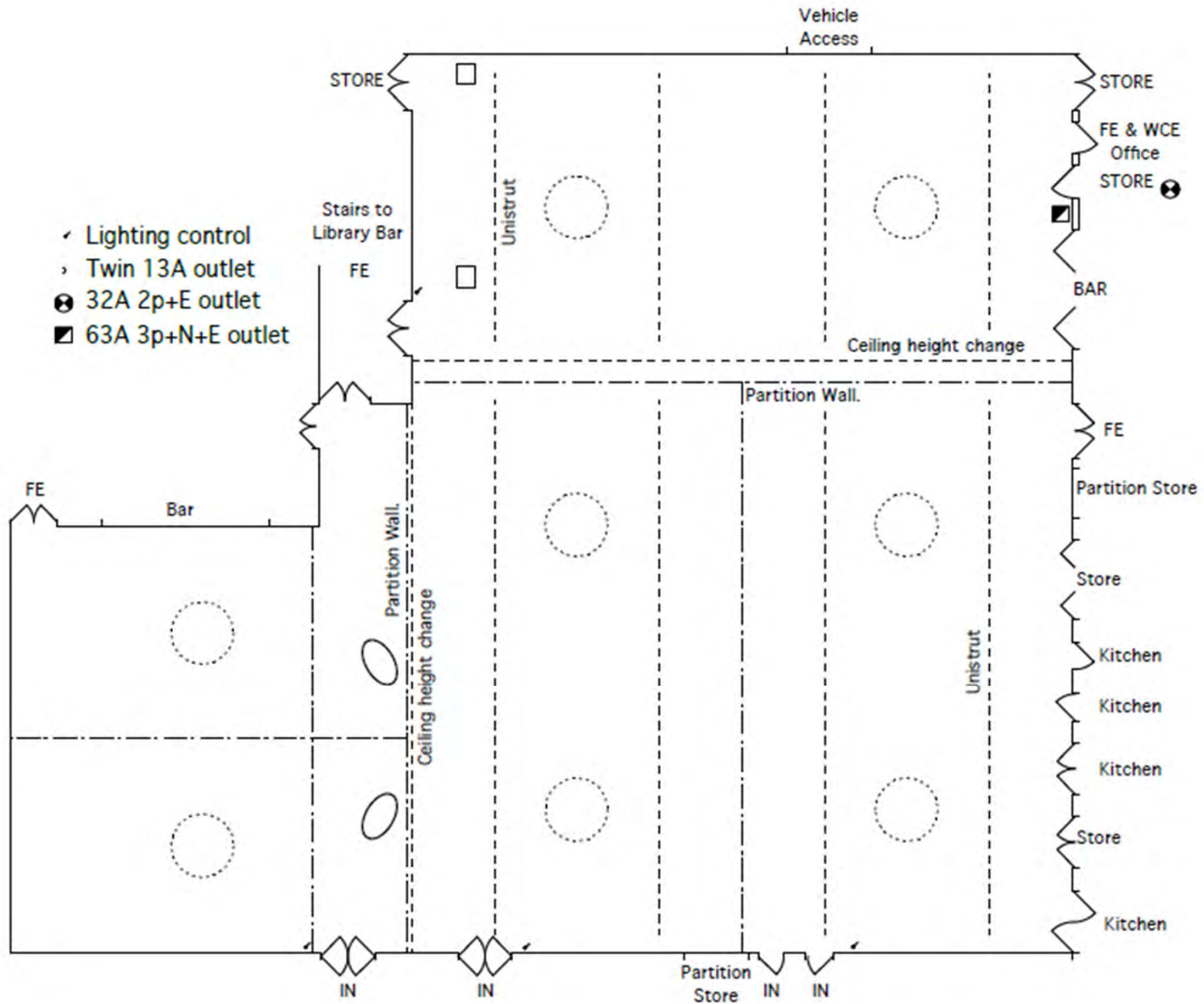
exhibition space



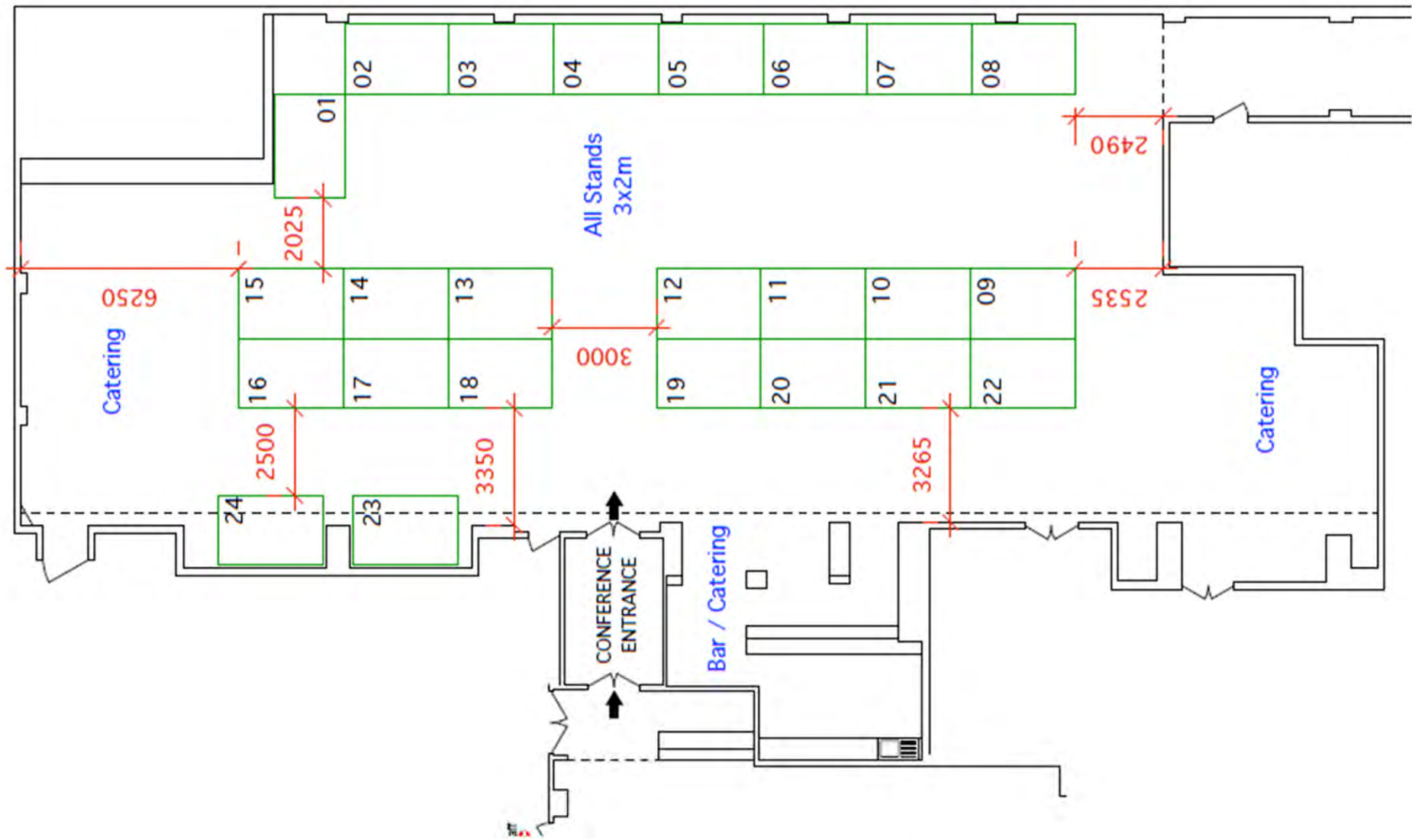
classic bedroom



lobby bar



main plenary



exhibition space

Europa hotel

Advantages:

- Famous Belfast hotel
- City centre
- Well connected for transport
- 4 star
- 272 bedrooms (total)
- Exhibition for up to 24 stalls

Challenges:

- Across three floors
- Small breakout rooms
- Semi-seated lunch in exhibition space

Ballpark price
(negotiable, including VAT)

£73,050

Hilton Belfast

[www3.hilton.com/
en/hotels/united-
kingdom/hilton-
Belfast-BFSHITW/
index.html](http://www3.hilton.com/en/hotels/united-kingdom/hilton-Belfast-BFSHITW/index.html)





main plenary



main plenary



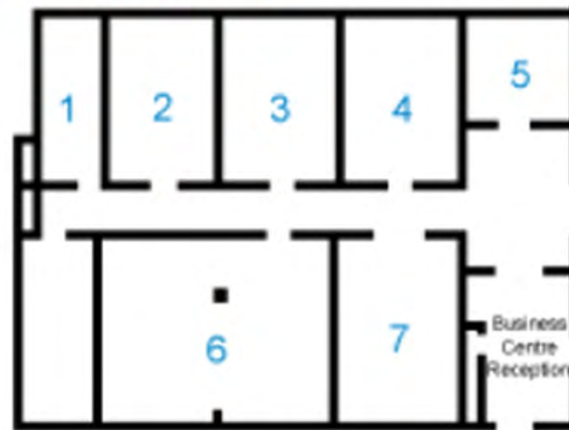
classic bedroom



bar

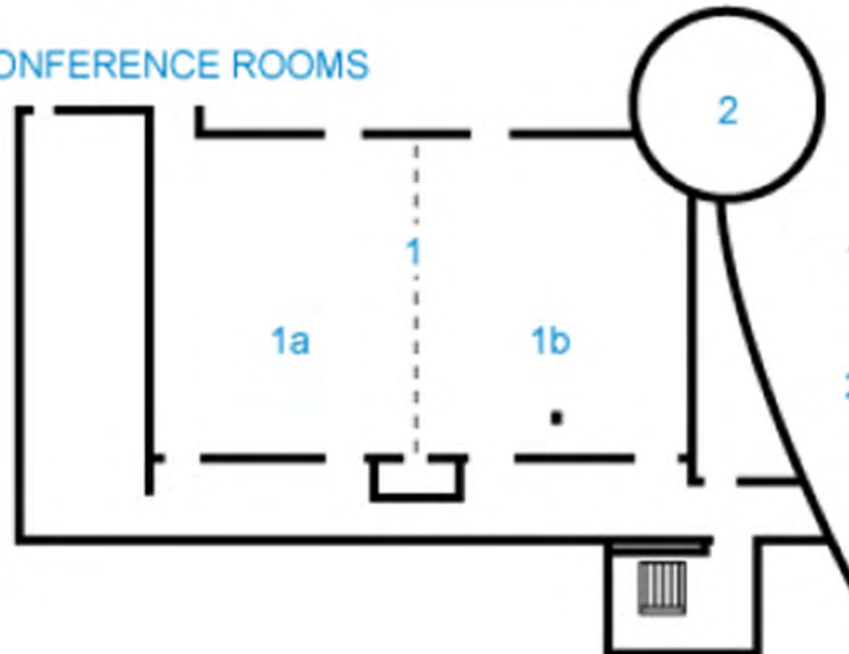
HILTON BELFAST - MEZZANINE LEVEL

HILTON MEETING ROOMS



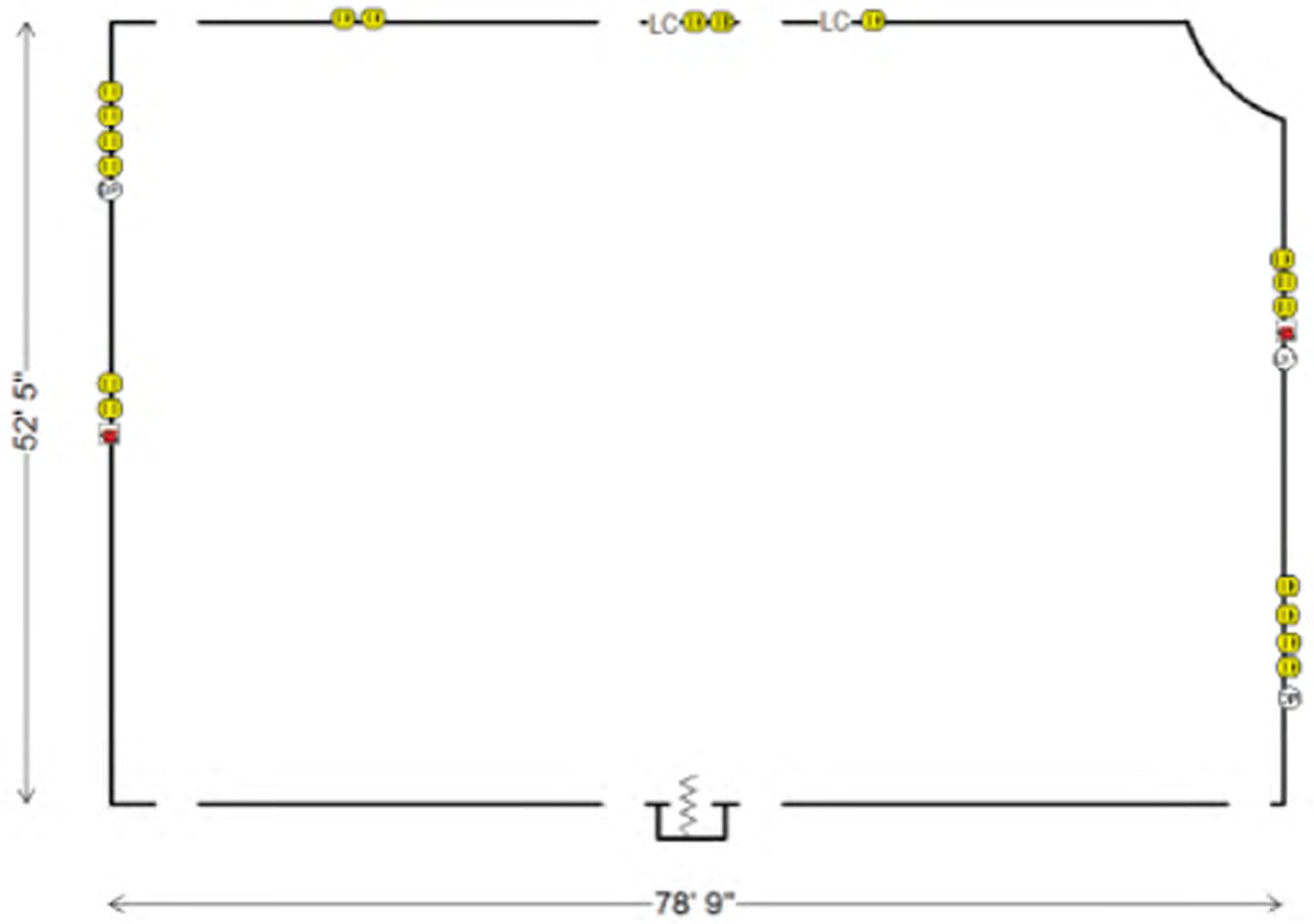
1. ROSEBANK SUITE
2. BROOKFIELD SUITE
3. BROADWAY SUITE
4. GLENBANK SUITE
5. EWART SUITE
6. LISBURN SUITE
7. BOARDROOM

CONFERENCE ROOMS

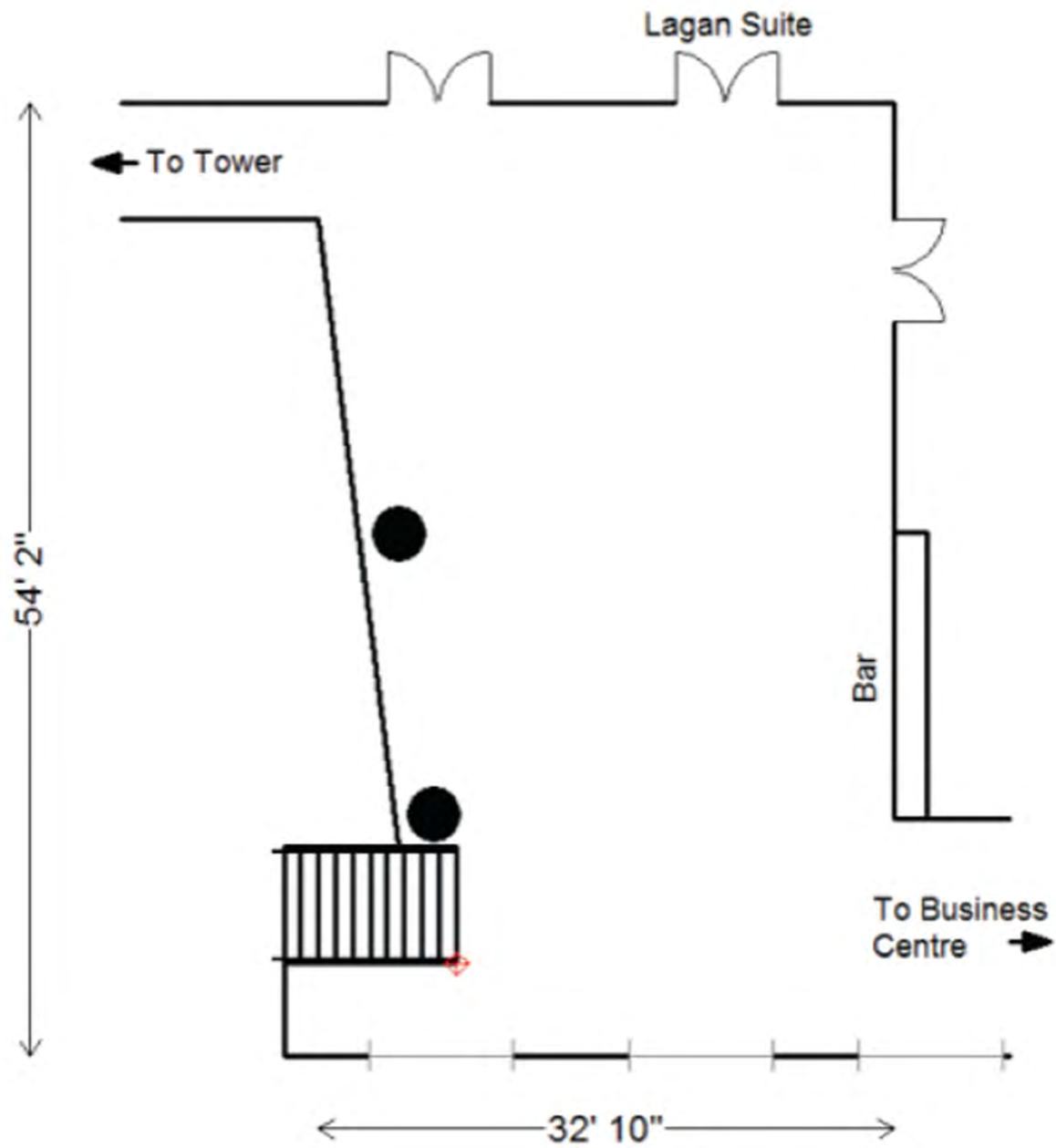


1. LAGAN
1a. LAGAN A
1b. LAGAN B
2. TOWER SUITE

conference rooms



main plenary



exhibition space

Hilton Belfast

Advantages:

- City centre
- Well connected for transport
- 4 star
- 200 bedrooms (total)
- Event rooms and exhibition on the same floor
- Seated lunch in restaurant
- Confidence in Hilton brand

Challenges:

- Exhibition for up to 18 stalls
- Refurbishment (ongoing)

Ballpark price
(negotiable, including VAT)

£74,550

AMOSSHE CPD: Written update

AMOSSHE has run 3 CPD events to date and 1 webinar

- AMOSSHE CPD1: Safeguarding and Duty of Care
- AMOSSHE CPD2: Student centre vs students at the centre
- AMOSSHE CPD3: Winter Conference on Mental Health and Wellbeing
- AMOSSHE Webinar: Brexit implications on international students

AMOSSHE CPD 4 & 5

Both AMOSSHE CPD4 and 5 have been postponed until 2020/2021 academic year. This has meant a loss of revenue however the first three CPD events were extremely successful which will help offset the costs.

Feedback

All CPD events so far this year have received excellent feedback, content and relevance of the events to delegates roles have usually been no lower than 4.5/5 demonstrating that we are providing good information on our CPD programme to enable members to make an informed decision on what to attend.

AMOSSHE Webinar

This was the first event that we have hosted in collaboration with an external organisation before. We pre-recorded the content and played it during the webinar. This ensured that everything went smoothly on the day and this system worked well.

Feedback was too low to provide an opinion on future webinars however in light of the postponement of CPD4 & 5 we will be looking to run at least 2 further webinars in the coming months.

Future CPD activity

Future CPD topics will be discussed at the June executive meeting with the priority to agree a topic area for the Winter Conference 2021.