

## AMOSSHE Executive meeting

09 June 2017 | AMOSSHE National Office, Mezzanine Room, London

**In attendance:** John Bloomfield (JB), Benjamin Parsons (BP), Mary Sy (MS), Ben Bailey (BB), Nicole Redman (NR), Mandi Barron (MB), Jayne Aldridge (JA), Christine Lowther (CL), Jill Stevenson (JS), Chris Shelley (CS), Helen McNeely (HM), Sam Dale (SD), Nic Streatfield (NS)

### Minutes

- **Apologies – Fay Sherrington, Nicola Barden and Jayne Aldridge (arriving in the afternoon)**
- **Reserved Business**

Item	Detail	Who
2	BP to report back on DODS at the residential meeting (how useful is the information and the value it gives to members).	BP
2	JB to review professional fee in the next year to ensure we have further quotes and to add this as an agenda item to the meeting in March 2018	JB
3	NO to add a verbal explanation to the membership structure proposal and send out to lead members	NO
3	Officers to discuss feedback from lead members in their monthly meeting in June	OFFICERS
4	NO to scope venues for each CPD event	NO
7	JA will send snippets of Unite's publication to NR and JB	JA

Item no.	Title	Timing: 11:00 – 11:05 (5mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	16-17-29
<p>Executive confirmed the previous meeting minutes.</p> <p>All actions are complete with the following to note:</p> <ul style="list-style-type: none"> <li>- Item 3 (first) regarding membership will be on the agenda for today's meeting</li> <li>- Item 3 (second) regarding the circulation of independent institutions is ongoing</li> <li>- Item 6 is complete</li> <li>- Item 7 is complete</li> <li>- Item 9 (first) regarding winter conference venues is ongoing</li> <li>- Item 9 (second) regarding the two meetings; unfortunately, no one could attend</li> </ul>				

Item no.	Title	Timing: 11:05 – 11:50 (45mins)	Presented by	Paper
2	Discussion: Finance, membership and national office - Draft budget 2017-18		John Bloomfield Nicole Redman	16-17-30 16-17-31
<p><i>Membership</i> There have been no new institutions since the last Executive meeting but we have seen a slight increase of additional members, which is what we tend to see in the run up to national conference.</p> <p><i>National Office</i> Thanks were noted to the National Office for a seamless transfer to the new office. The move is complete and the team are settling well into their new office.</p> <p><i>Finance</i> The management accounts show a change in the central budget due to the relocation costs and increased tenancy costs. The Executive team previously agreed a deficit of £9,000 as the relocation costs were not considered in the original budget.</p> <p>CPD income shows that we have hit our target and by saving money on contingency and venue costs, we are expected to be positive by about £6,000.</p> <p>Sponsorship income is on target for the year although we expect to see additional income which will bring us over target. This will be an area of focus next year as it was difficult to secure all 14 conference supporters within the deadline date.</p> <p>Membership figures are on target with minor amendments to the expenditure.</p> <p>The end of year projection will be close to break even.</p> <p>The Executive team are happy with the format of departmental analysis, as it brings clarity to the budgets set out.</p> <p>In the 2017/18 draft budget, JB has made amendments in line with previous discussions with the Executive team. There are some assumptions built into the budget based on previous conversations. There is an indicative 2% increase in membership costs built in, in line with the proposal to be put to AGM, a £15 price increase for places at CPD events, and an indicative 2% increase in staff salary. There is also continued subscription with DODS, updated tenancy costs and a reduction in sponsorship income. This will ensure a</p>				

prudent but realistic budget that is in line with updated costs.

Following some further discussion about the value of DODS and the additional content that is not now covered by the WonkHE Daily we will continue with DODS while BP continues to track usage of the resources and engagement from members from the different sources. Further discussion to be scheduled for the Residential meeting of the Executive in September 17. It may also be useful to ask members who are on other sector mailing lists to forward on newsletters to the National Office which focus on key topics such as disability which BP can also include in the newsletter.

The Executive team are happy to approve 17/18 budget.

**Action: BP to report back on DODS at the residential meeting (how useful is the information and the value it gives to members).**

**Action: JB to review professional fee in the next year to ensure we have further quotes and to add this as an agenda item to the meeting in March 2018**

Item no.	Title	Timing: 11:50 – 12:20 (30mins)	Presented by	Paper
3	Discussion: Membership structure presentation and responses		John Bloomfield Ben Bailey	16-17-32

The Executive team will (or have) present the new membership structure in regional meetings to collect feedback from members. This will help to indicate whether this item is ready to be included at the AGM this year.

FS and BP presented at the North regional meeting. There were no initial objections to the proposed membership structure, but rather questions around the commercial and HE institutions and the competitiveness between them. They do not anticipate that this will be a problem.

They have expressed that providers with less than 50% HE within the extended core may not be relevant to the AMOSSHE context as it would focus on FE. This could affect the curation of conversations but members do not object to them being on the membership. This is also true for corporate members, there were no objections but they would encourage the screening process.

Having students in the membership could be problematic as it may change the dynamic and freedom of conversations. This would be the biggest objection from members in the North meeting.

Members of the North group needed clarity around the costs of additional members. The National Office can provide further clarification if needed and notes are also available on the membership structure PowerPoint.

The Executive team have agreed for the National Office to send the membership structure presentation with a verbal explanation to lead members. This will enable engagement with members before the AGM and ensure any questions or queries are answered beforehand.

**Action: NO to add a verbal explanation to the membership structure proposal and send out to lead members**

**Action: Officers to discuss feedback from lead members in their monthly meeting in June**

Item no.	Title	Timing: 12:20 – 12:40 (20mins)	Presented by	Paper
4	Discussion: CPD schedule for 2017-18		John Bloomfield Sam Dale	16-17-33

The Executive team agree the CPD topics discussed in the last meeting are accurate.

The 2016/17 budget over estimated on expected attendees, which JB has amended in the draft budget to reflect a more prudent target of 35 instead of 50.

The team proposed the idea of potentially focusing of different aspects of Student Services leadership skills rather than developing your career, if had any concerns about it being repeated too much. We also need to ensure that 'student death and suicide' is not repeated in the events proposed (support in residences versus mental health crisis). Equality and mental health can be switched around if necessary in the timing of the calendar of events, given UUK's annual event on mental health and wellbeing.

BP has received a list of the upcoming events organised by UUK which will prove useful in determining the AMOSSHE schedule so that there is no cross over.

**Action: NO to scope venues for each CPD event**

The last two CPD events of 2016/17 were extremely well received.

Understanding Cultural Differences – the feedback was very positive on a whole. Delegates were engaged from start to finish which is a reflection on Sarah Napoli's (speaker) presenting style. There were no staffing costs against this CPD as it was not initially accounted for, therefore showing a positive income.

Lead on – again we received positive feedback for this event. The venue (Liverpool Marriott) was great, with a good balance of speakers and workshops. Although we did not get as many delegates as we planned, it certainly worked in our favour with smaller groups for the workshop sessions.

The sexual violence webinar led by CS was very well received too.

Item no.	Title	Timing: 12:40 – 13:10 (30mins)	Presented by	Paper
5	Lunch			

Item no.	Title	Timing: 13:10 – 13:30 (20mins)	Presented by	Paper
6	Discussion: National conference 2017 and 2018		Chris Shelley Nicole Redman	16-17-34

The National conference is yet again another sell out event. All residential places have been booked and there is also a waiting list of 7 delegates. All supporter packages have been sold which reflects positively on targets. We have also secured a supporter for the Wednesday evening which means we will surpass our initial target.

Although all supporter packages have now been sold, it has been recognised that they sold much slower than in previous years. The team recognise the risks this change could have and will make it a priority area to look at next year.

The conference team are confirming the finer details such as the gala dinner and hub décor. This will be a new space, accommodating the catering as well supporters and networking session.

The conference team are looking at the potential to have a drop in with Executive members if any delegates want to ask any questions. They will also be allocating an Executive member to each supporter to ensure more

engagement.

The Guidebook app will be available shortly which we will send out to delegates.

Logistics of the event space may be a slight challenge but the conference team will ensure that enough signage around the venue and are confident that delegates will swiftly become familiar with the venue layout.

#### Conference venue 2018

The Crowne Plaza in Newcastle were not able to release the minimum number of bedrooms to us due to a mix up which means that we cannot go ahead with this as a 2018 conference venue. The two other contenders are Liverpool Hilton and Newcastle Hilton. The conference team agree the Liverpool Hilton would be more suitable as a 2018 venue as there is more flexibility with the exhibition area and we have not been to Liverpool since 2013.

If conference continues to have scope to increase in size year on year, we will need to look at other options for a city based offer. The work to investigate Liverpool opened up an option with a core deal with a hotel and a day delegate rate with cheaper accommodation in close proximity for additional delegates This would open a lot of city centre hotels as options that are currently regarded too small for our event.

Executive are happy to sign off Liverpool for the venue for the 2018 conference.

Item no.	Title	Timing: 13:30 – 13:45 (15mins)	Presented by	Paper
7	Update: Unite funding		Nic Streatfield Fay Sherrington Nicole Redman	

The project is in progress with timelines in place to ensure key stages are addressed. The researcher has been selected and is currently working on the marking criteria for the projects submitted. The next stage is for shortlisted projects to submit their full proposal.

JA addressed her concerns over Unite's publication, as some of the text published could influence the current project which AMOSSHE and Unite are working together on.

**Action: JA will send snippets of Unite's publication to NR and JB**

Item no.	Title	Timing: 13:45 – 14:05 (20mins)	Presented by	Paper
8	Update: Feedback from National and Regional meetings		Executive	

North – they are currently preparing for the NASPA exchange which is taking place as we speak. There were also big discussions about legalities.

Scotland – the meeting is scheduled for next Tuesday.

Vulnerable student stakeholder meeting – NR attended this meeting where Nicola expressed interest in working with AMOSSHE. The Executive team suggested that we could potentially work with standalone for our winter conference or set up a blog to document a collaboration.

Futures – the first Futures event this year saw 6 members and 4 sector experts attend an event focused on TEF. BP has written a summary of the meeting, along with a blog post from WonkHe.

Item no.	Title	Timing: 14:05 – 14:20 (15mins)	Presented by	Paper
9	AOB		Ben Bailey	
<p>Thank you to all the Executive members, particularly Sam and Christine for their huge contribution throughout the years. They will both be stepping down from the Executive team at the end of this academic year.</p> <p>MS will also be leaving AMOSSHE to pursue a new opportunity. The Executive would like to thank her for her tremendous contribution over her years of service to the organisation and National Office team. The Executive congratulated Mary and wish her every success in her new role.</p>				

Item no.	Title	Timing: 14:20 – 14:25 (5mins)	Presented by	Paper
10	Date, time and place of remaining meetings: - No remaining meetings this term in office		Ben Bailey	

Item no.	Title	Timing: 14:25 – 16:00	Presented by	Paper
11	Meet and Greet in AMOSSHE National Office		Ben Bailey	
<p>The Executive team hosted an event to launch the new national office with colleagues from other sector organisations based in Woburn House.</p>				