

## AMOSSHE Executive meeting minutes

30 January 2026 | Online teams meeting

Formal meeting time: 10:30 to 15:30

Attendees: Sarah Sweeney (SSW), Emma Bales (EBA), Chris Warrington (CWA), Andy Shanks (ASH), Aleata Alstad-Calkins (AAL), Keith Houghton (KHO), Paul Rossi (PRO), John Bloomfield (JBL), Emma Maslin (EMA), Julia Jean-Baptiste (JJE), Jaimee Shan (JSH), Ian Munton (IMU), Sammy Li (SLI), Sally Lambah (SLA) Tricia Wombell (TWO), Ann Duncan (ADU)  
Apologies: Angela Scanlon (ASC), and Sarah Richardson (SRI)

### Minutes

Welcome, minutes and matters arising: 10:30 – 12:30

#### 1. Standing item: Reserved business

SSW welcomed Tricia Wombell (TWO) to the National Office team and Ann Duncan (ADU) to the Executive Committee.

#### 2. Standing item: Minutes and matters arising

Minutes were passed as true and accurate records.

SSW went through the list of outstanding actions and requested an update from all involved. These have been noted on the action log.

### 3. Standing item: Policy update

#### *OIA consultation*

EMA detailed the process through which the AMOSSHE National Office team collected data for the OIA consultation, and the response is set to be sent out by Friday 6 February 2026. The Executive agreed that the data collection process for the OIA consultation was comprehensive and provided a strong foundation for future work.

EBA suggested we make the recommendation that OIA engage sector solicitors when developing guidance. The point centred on the role of legal representation and whether the OIA is confident in its position on how it liaises with legal professionals at higher education providers.

**ACTION:** National Office to identify the typology of our members who attend meetings to inform our consultation responses. This may include size of institution, region of the UK, and so on. It'll become standard practice for future consultations.

#### *Statutory duty of care*

EMA updated the Executive about the current conversations happening in the sector regarding statutory duty of care. Here are the main talking points from the conversation:

- Executive noted the need to monitor how HEMHIT positions itself with providers compared with AMOSSHE, as this dynamic may influence future expectations and sector alignment.

- IMU reported on the Medr Mental Health Framework working group that we're represented on.

### *Involvement in external projects*

EMA briefly summarised the requests for projects to the Executive Committee and opened the floor for questions.

#### Young adult's sexual attitudes and research project

The Executive emphasised that we need more detailed information when these requests come in. The projects carry institutional significance, and students already receive a high number of feedback requests. To avoid adding unnecessary pressure on students, we need academics to provide clearer context and justification before work proceeds.

SLI advised that engagement would be more effective through Student Unions and student bodies (such as NUS) rather than Student Services.

**ACTION:** EMA to suggest to the project lead to contact NUS about this project.

#### Student Services benchmarking project with Advance HE

General consensus that we should be involved in this work, although there were questions about how strategic the overall approach is.

The following points were raised:

- There is no consistent definition of Student Services across institutions, which affects how findings could be interpreted.

- Once the work is released, we need clarity on whether we'll be responsible for leading the queries on the information.
- CWA asked how closely this work relates to the work of the Student Needs Framework, which was led by Professor Edward Peck, previous Higher Education Student Support Champion. He noted that participation increases visibility of our work and allows us to steer the conversation more effectively.

### *Operational considerations include*

IMU commented that the project connects to broader questions about how professional services are shaped across the sector. EBA cautioned that the query may lead towards shared services and we need to be aware of the implications.

Organisational perspective

JBL expressed interest in exploring this further. Our organisation has completed benchmarking in the past and comparisons across institutions are difficult due to structural differences. We can support the framing of the project by sharing our insight. AAL highlighted that we can differentiate ourselves by being explicit about our approach to risk management, etc as the work will more than likely be done with other professional services that don't quite fit under the Student Services umbrella.

**ACTION:** EMA/JBL to keep the Executive members updated on the progress and direction of the Advance HE project for future decision making.

Discussion and approval items: 13:00 – 14:45

## 4. Online security

JBL updated the Executive team on the security breach experienced by the National Office team in December 2025. Access was restored and JBL and EBA carried out a review of the organisation's online security. The review led JBL to introduce a new risk action plan to guide the organisation in the event of a hack or outage.

JBL has already implemented new internal processes and consulted with the organisation's external IT team.

JBL then opened the floor for comments on the risk register. The Executive agreed that the plan was comprehensive.

**ACTION:** JBL to develop business continuity guidance outlining the steps to follow in the event of a breach or outage for online events. It will ensure clarity if an outage occurs when key team members are out of the office. The aim is to define roles clearly to map out how the organisation will respond, including during online event delivery.

Recommendations were approved to implement Barracuda as a more secure back-up system for our online filing systems and to consider cyber security insurance.

## 5. Strategy update and mobilisation of strategy groups

JBL explained that the strategic groups had started up again, and the strategic oversight group had highlighted recommendations, priorities and suggestions for each stream, presented in these papers.

Here are the main conversation points for each stream:

*Empower our community*

There have been regular requests for AMOSSHE to provide a mentoring scheme. It was recommended that this might be connected to career stages. The Executive recognised that this would be a major AMOSSHE initiative that would require project management and that it would be good to make use of the co-creation and development skills of the Executive in the initial development of the mentoring programme.

- JJE asked how the mentoring project would link to the PRCD portal, particularly as we are due to implement Phase 2 in the coming months. EBA noted that it was important not to lose progress of the portal given that it's in progress.
- IMU suggested that alumni from those who have previously served on the Executive committee should be asked to be involved in the mentoring project.
- PRO offered to reach out to NASPA to see if they had any examples of best practice that they would be willing to share in this area.
- JBL said the Executive will need to drive the mentorship work by speaking to their team members to allocate time to map out what is needed to move the mentoring project forward.
- KHO said we can drive engagement from the wider community who would find value in the project. IMU added that some of these conversations can take place during regional and national meetings and suggested thinking about how our members can volunteer to get involved as many would be keen to get involved.

**Conclusion on the priority for the workstream:** It was agreed that the mentoring project would be the priority for this workstream, with the other priority actions being woven into the annual renewals plan where possible.

**ACTION:** JBL to develop and arrange an in-person 'design day' to help structure of a mentoring programme. It was suggested that it could take place the day before the next Executive meeting. JBL to contact Executive to gather availability for this workshop.

**ACTION:** JJE/TWO to explore website functionality on how it could support a mentoring scheme

**ACTION:** Executive Members to share expertise/knowledge of project management/sprint design workshops on mentoring that can be utilised to maximise outputs from the design day.

### *Influence our sector*

The key issue for this workstream would be in defining AMOSSHE's role/position and ensuring that members understand the value of this work that takes place on their behalf. The work is collaborative and can't be accomplished without AMOSSHE's influence.

- PRO noted that we should tidy up the remaining actions and keep key connections open with UKCISA as their CEO will be stepping down, and we want to ensure continuity so that we don't lose contact during the leadership transition.
- PRO also highlighted NASPA as a relevant link that might result in more collaboration as they have taken notice of our collaboration with EucA.
- CWA suggested that this may be an appropriate moment to rethink the direction the strategic group intends to take. He advised that we shouldn't wait for the HEMHIT outputs before positioning ourselves. Our remit cuts across multiple governmental departments in the UK, which places us in a strong position to take a proactive role.

The group should think about the role of AMOSSHE when connecting organisations that may not currently be communicating with one another. As well, the Executive group how we could facilitate a UK-wide approach for sector issues, drawing on our membership which spans all parts of the UK.

**Conclusion on the priority for the workstream:** HEMHIT work and work that involves tackling harassment.

### *Cultivate excellence*

JBL clarified that the suggested priority of benchmarking activity for this workstream relates to the work of Student Services and not the strategy outcome measures, which is already taking place.

- See if the organisation utilise the Advance HE benchmarking project to move the work forward, if it doesn't occur or the timescales are incompatible, we will seek to reinstate some of our previous benchmarking work for members.
- AAC offered to support this work if the benchmarking project we've recently been invited to participate in doesn't materialise.

**Conclusion on the priority for the workstream:** Benchmarking Student Services effectively would be subject to the outcome of the Advance HE project.

## 6. AMOSSHE Governance

JBL took the Executive through a presentation as a refresher on the governance responsibilities as an Executive member.

Presentation:

[https://www.canva.com/design/DAG\\_zXiXWt4/ENJiDj4c\\_Jl4EraBkcb1SA/edit?utm\\_content=DAG\\_zXiXWt4&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAG_zXiXWt4/ENJiDj4c_Jl4EraBkcb1SA/edit?utm_content=DAG_zXiXWt4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

JBL sent a 'skills audit' form to all Executives to rate their expertise and interest in a few areas. They were also requested to suggest other areas of expertise that are relevant to have amongst the Executive.

Once he's received all the forms, JBL will gather the information to discuss with the Chairs to decide how to go forward to strengthen our perspective as an organisation based on our external expertise.

Here are the main talking points for the conversation:

- EBA raised the need to introduce an annual return conflict of interests for each Executive Member to help identify and disclose any interests that could be perceived to influence decisions or actions in their role.
- CWA suggested that there may be a suitable template available from the Charity Commission that could guide the development of this process.
- PRO asked the Executive to consider how our members might perceive situations where Executive Members win sponsor raffles at our own conference. He suggested to implement a 'gifts and hospitality' log which Executive Members would report any gifts received to ensure transparency. All other potential exchanges of gifts to be considered in line with our anti-bribery policy.

We'll conduct a yearly governance checklist to ensure we are in line with governance expectations and provide opportunities for Executive Members to have conversations with the Chair about the organisation's progress.

**ACTION:** JBL to implement a yearly process for the Executive to submit a skills audit. The start of the new financial year was suggested.

**ACTION:** JBL to contact Executive to double-check that their details are correct, in preparation for the new process for ID verification requirements at Companies House.

**ACTION:** JBL/EBA to look at timelines and structure for governance checklist activities and approve a schedule with the chairs.

**ACTION:** JBL to create a gifts and hospitality form for executive and staff members to log gifts received.

## 7. AMOSSHE Elections

JBL discussed the elections 2026 information sheet. CWA was confirmed as the Returning Officer for the elections given the Vice Chair Operations role will be up for election.

No questions were raised.

**ACTION:** JBL to brief CWA on the responsibilities of the Returning Officer.

Points for noting and Any Other Business (AOB): 1500 – 15:30

## AMOSSHE papers for noting

JBL gave an overview of the items for noting.

### 8. Operations update

Nothing for noting

### *9. Membership update*

JBL flagged the number of members who have not retained membership this year. They are mostly small and specialist organisations and the financial impact of this is currently manageable.

### *10. Financial update*

JBL noted an administrative error in the financial report on CPD expenditure and that this had been corrected. Costs aren't in line with expectations.

JBL highlighted key points of the financial reports, highlighting that the Winter Conference had not hit its financial targets, but we do have the opportunity to claw back some of that loss in the remaining months of the year.

**ACTION:** National Office to update the online member directory as some of some inactive members appear on our website.

### *11. CPD update*

Nothing for noting

### *12. Any Other Business (AOB)*

PRO asked when we would know the venue for the planning residential. JSH stated that work on this would take place in March/April and the venue would be confirmed as soon as possible after that.

## AMOSSHE Executive meeting

30 January 2026 | Online teams meeting

### Navigating these papers

These papers are designed to enable you to navigate them on a tablet or PC using a variety of links throughout the document. Any wording that's underlined will take you to either an external page or another point in this document. To get back to the agenda from this document please click on any of the AMOSSHE logos you will see throughout the papers. These papers are best viewed using a PDF viewer such as Adobe.

### AGENDA

Welcome, minutes and matters arising: 10:30 – 12:30

Item	Title	Status	Presented by	Paper
1	Standing item: Reserved business	Discussion	Sarah Sweeney	
2	Standing item: Minutes and matters arising	Approval	Sarah Sweeney	<a href="#">25-26-17</a>
3	Standing item: Policy update	Discussion	Emma Maslin	<a href="#">25-26-18</a>

Lunch: 12:30 – 13:00

Discussion and approval items: 13:00 – 14:45

These agenda items are to be discussed and approved as part of the directives within each paper.

Item	Title	Status	Presented by	Paper
4	AMOSSHE online security	Discussion	John Bloomfield	<a href="#">25-26-19</a>
5	Strategy update and mobilisation of strategy groups	Discussion	John Bloomfield	<a href="#">25-26-20</a>

Break: TBC

6	AMOSSHE governance	Discussion	John Bloomfield	Presentation
7	AMOSSHE elections	Discussion	John Bloomfield	<a href="#">25-26-21</a>

Break: TBC

Points for noting and Any Other Business (AOB): 1500 – 15:30

Item	Title	Status	Presented by	Paper
8	Operations update	Noting	John Bloomfield	<a href="#">25-26-22</a>
9	Membership update	Noting	John Bloomfield	
10	Finance management update	Noting	John Bloomfield	
11	CPD update	Noting	Chris Warrington	
11	Any Other Business (AOB)	Discussion	Sarah Sweeney	

## Winter policy update

### Quick links

#### [Policy updates for discussion](#)

- [AMOSSHE response to OIA consultation on tackling harassment and sexual misconduct](#)
- [Statutory duty of care](#)
- [AMOSSHE involvement in external projects](#)

#### [Policy updates for noting](#)

- [AMOSSHE policy and research work](#)
  - [Policy and Research intern](#)
  - [Medr condition of registration](#)
  - [Office for Students' Sexual misconduct survey](#)
- [UK and international legislation and policy updates](#)
  - [Higher education mental health implementation taskforce](#)
- [Devolved nations legislation and policy updates](#)
  - [The Tertiary Education and Training \(Funding and Governance\) \(Scotland\) Bill](#)

### Policy updates for discussion

#### AMOSSHE response to OIA consultation on tackling harassment and sexual misconduct

The Office of the Independent Adjudicator (OIA) has opened a consultation on a new draft section of its Good Practice framework<sup>1</sup>. The section addresses how providers should handle reports of harassment and sexual misconduct.

The deadline for responses to the consultation is Friday 6 February 2026. On Friday 16 January 2026 we held an open discussion for members to share their views on our response to the consultation. 14 members attended this meeting. We've also used the regional and national meetings to gather members' thoughts on this topic.

#### **Questions for the executive:**

- EMA to provide a verbal summary of our proposed AMOSSHE response at the executive meeting.
- Does the executive have any further comments they'd like included in our response?

[Back to index](#)

---

<sup>1</sup> OIA. (2025). Consultation – handling reports of harassment and sexual misconduct. Retrieved 20 January 2026, from <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/consultation-handling-reports-of-harassment-and-sexual-misconduct/>

## Statutory duty of care

On Tuesday 13 January 2026, Members of the UK Parliament debated whether a statutory duty of care should be introduced for English higher education providers<sup>2</sup>. Speakers highlighted that the introduction of a legal requirement would provide clarity on the expectations for providers, yet would require extra funding. The Minister for Higher Education stated that the government wouldn't be pursuing a statutory duty of care. Instead it'd monitor how providers were implementing the outputs from [HEMHIT](#) (Higher Education Mental Health Implementation Taskforce)<sup>3</sup>.

On Thursday 15 January 2026, we outlined the main discussion points of the debate in our newsletter<sup>4</sup>. The newsletter item also reaffirmed our position on introducing a statutory duty of care<sup>5</sup>.

Following conversations with sector colleagues, we don't anticipate a statutory duty of care will be implemented in the immediate future. The Public Office (Accountability) Bill, also known as the Hillsborough Law, will require higher education providers to follow a duty of candour. A duty of candour refers to an open and honest culture when dealing with incidents, and was also highlighted in the recommendations following the National Review of Student Suicides<sup>6</sup>. Meanwhile, HEMHIT is exploring ways in which providers can be held accountable for student mental health without a statutory duty of care being implemented.

We know members are keen to prepare for the eventuality of regulation and/or governmental action in this space. So far, it's been suggested by members that we contact the Association of Colleges to understand the application of a duty of care in this educational context. Also, that we consult education lawyers to refamiliarize ourselves and members with the current legal context.

For now, we propose to keep a watching brief in this space. This'd involve regular discussions with sector bodies like the Office for Students and Universities' UK to

---

<sup>2</sup> Parliamentlive.tv. (2026). Westminster Hall debate: Potential merits of a statutory duty of care for universities. Retrieved 20 January 2026, from

<https://www.parliamentlive.tv/Event/Index/54ac5e7e-ddad-4dad-b3f1-ba5924eee9e4>

<sup>3</sup> UK Parliament. (2026). Universities: Statutory duty of care. Retrieved 20 January 2026, from <https://hansard.parliament.uk/commons/2026-01-13/debates/1B813B00-7F46-42AC-BA6D-091C48BE15C2/UniversitiesStatutoryDutyOfCare>

<sup>4</sup> AMOSSHE. (2026). Parliament debates duty of care for English universities. Retrieved 20 January 2026, from <https://www.amoshe.org.uk/resource/parliament-debates-duty-of-care-for-english-universities.html>

<sup>5</sup> AMOSSHE. (2023). AMOSSHE's position on a proposed additional statutory duty of care. Retrieved 20 January 2026, from <https://www.amoshe.org.uk/resource/amoshe-s-position-on-a-proposed-additional-statutory-duty-of-care.html>

<sup>6</sup> Gov.uk. (2025). National review of student suicides. Retrieved October 14, 2025, from <https://www.gov.uk/government/publications/national-review-of-higher-education-student-suicide-deaths>

remain informed of any shifts within the sector landscape. Through our representation on [HEMHIT](#), we'll receive intelligence on how the outputs are being utilised across the sector.

[Back to index](#)

### **Questions for the executive:**

- Does the executive agree with our proposed approach to this policy area?

#### AMOSSHE involvement in external projects

We've had two requests for our involvement in external projects. Information about each project, and the requirements for the National Office and Executive team, are listed below.

#### Young adult's sexual attitudes research project

Academics at Nottingham Trent University are currently bidding for internal institutional funding for their research exploring young adult's sexual attitudes. The research will explore experiences of victims and survivors around specific coercive behaviours and technology-facilitated sexually violent acts.

They're asking AMOSSHE to be involved in the dissemination and co-creation of a survey to understand students' sexual experiences. They want to ensure the dissemination of the research is useful to Student Services staff.

We envisage this opportunity will involve a member of the executive representing us at a couple of meetings in Spring/Summer 2026 to co-create the survey with the project leads.

If their funding bid is declined, the project won't run. They'll find out if their funding bid is successful in February 2026.

#### Student Services benchmarking project with Advance HE

AdvanceHE approached JBL for our participation in a Student Services benchmarking project. The project aims to collate an evidence base for how student support services are configured, resourced and delivered across UK higher education.

The project is in its early stages. AdvanceHE plan to create a toolkit for providers to use to support system learning and institutional decision-making, but not to assess performance management of staff or to inform redundancy plans. The toolkit would be an output of Universities' UK Transformation and Efficiency Taskforce.

### **Question for the executive:**

- Based on the project(s) content and time requirement, does the Executive believe we should participate in these opportunities?

[Back to index](#)

## Policy updates for noting

### AMOSSHE policy and research work

#### Policy and Research intern

We reopened applications for the Policy and Research intern position. As part of the role, they'll support EMA in conducting original research into the use of artificial intelligence in higher education.

We're operating a rolling application process until we find a suitable candidate. We had to reopen applications as the previously successful candidate declined the role, due to conflicting fieldwork responsibilities.

#### **Update for executive:**

- EMA will provide the executive with an update on the recruitment process at the meeting.

[Back to index](#)

### Medr condition of registration on staff and student welfare

On 10 December 2025 AMOSSHE responded to Medr's consultation on a new regulatory system for tertiary providers in Wales<sup>7</sup>. Medr was seeking the view of Welsh tertiary education and training providers to ensure a smooth transition for their new regulatory system. Our response was informed by the expertise of our Welsh community, so the implementation of the regulation is effective, proportionate, and genuinely supportive of staff and student wellbeing.

As part of a proactive approach to influence our sector, we shared the response with Wonkhe for possible distribution through their email briefings. On this occasion, it wasn't shared with their wider mailing lists. We'll decide dissemination plans for future consultation responses on a case-by-case basis, in consultation with members of the Executive committee.

---

<sup>7</sup> AMOSSHE. (2025). Medr regulatory system: consultation response. Retrieved 20 January 2026, from <https://www.amoshe.org.uk/resource/medr-regulatory-system-consultation-response-2025.html>

### **Update for executive:**

- The response is publicly available on our website.

#### Office for Students' sexual misconduct survey

At the [Autumn 2025 executive meeting](#), the executive agreed that we should write to the Office for Students to provide our feedback on the sexual misconduct survey. It'll offer suggestions for improvement on how the data from the 2025 survey results could be effectively disseminated to the sector.

We've been delayed due to staff resourcing in the National Office, but we plan to write to the Office for Students in Spring 2026.

### **Update for executive:**

- EMA to draft a response which'll be reviewed by members of the Executive before its submission.

[Back to index](#)

## UK and international legislation and policy updates

### Higher education mental health implementation taskforce

In December 2025, HEMHIT (Higher education mental health implementation taskforce) updated its terms of reference and published the meeting minutes from 10 October 2025<sup>8</sup>. The minutes highlight the taskforce's new priority area to explore measures to hold English providers more accountable for improving student mental health. This commitment was reinforced in the Government's response to the [statutory duty of care debate](#). In their response, the minister also stated that the HE-NHS partnership report would be published 'soon'.

We've been asked by the Chair of the taskforce to provide information on the work of the National Student Mental Health Partnerships Programme in Wales. They want to understand how this programme will report on the impact and outcomes of service provision in Wales. The taskforce wants to use this information to create common data measures for student mental health in England. This is also the aim of our sector-wide collaborative group dedicated to shaping the development of a national UK mental health dataset.

---

<sup>8</sup> Gov.uk. (2025). Higher education mental health implementation taskforce. Retrieved 21 January 2026, from <https://www.gov.uk/government/groups/higher-education-mental-health-implementation-taskforce#terms-of-reference>

JBL is facilitating the taskforce's relationship with Beth Allender who is the Programme Manager for the project.

**Update for executive:**

- EMA to share the HE-NHS report with the wider membership when available.
- JBL and EMA to continue to monitor taskforce and sub-group updates and circulate with executive and wider membership accordingly.

[Back to index](#)

## Devolved nations legislation and policy updates

The Tertiary Education and Training (Funding and Governance) (Scotland) Bill

The Scottish Parliament has passed The Tertiary Education and Training (Funding and Governance) (Scotland) Bill<sup>9</sup>. It includes new requirements for providers to adopt fair work opportunities, and prevent gender-based violence. The requirements to prevent gender-based violence will cover both students and staff<sup>10</sup>. Providers will be expected to review their progress and commit to further improvement on a yearly basis<sup>11</sup>. There'll be a consultation with the sector before any guidance comes into force for providers.

**Update for executive:**

- The Act is expected to gain Royal Ascent in Spring 2026. EMA will communicate the implications of the act to AMOSSHE Scotland members in an online written briefing.
- We'll respond to the consultation on proposed guidance when published. EMA will work with AMOSSHE Scotland to put together a response accordingly.

---

<sup>9</sup> The Scottish Parliament. (2026). Tertiary Education and Training (Funding and Governance) (Scotland) Bill. Retrieved 21 January 2026, from <https://www.parliament.scot/bills-and-laws/bills/s6/tertiary-education-and-training-funding-and-governance-scotland-bill>

<sup>10</sup> Wonkhe. (2026). All about Scotland's newly passed Tertiary Education and Training Act. Retrieved 21 January 2026, from <https://wonkhe.com/blogs/all-about-scotlands-newly-passed-tertiary-education-and-training-act/>

<sup>11</sup> Scottish Parliament. (2026). Tertiary Education and Training (Funding and Governance) (Scotland) Bill. Retrieved 21 January 2026, from <https://www.parliament.scot/-/media/files/legislation/bills/s6-bills/tertiary-education-and-training-funding-and-governance-scotland-bill/stage-3/spbill57bs062026.pdf>

## AMOSSHE online security risk assessment

In December 2025 AMOSSHE faced a hacking incident of our main outlook email account. Thankfully this was localised to just that account, access was restored quickly and members were unaffected. Following on from the incident we have conducted a review of our online security measures and we now have a bespoke section on our risk register to address this alongside a set of processes we would follow to mitigate any online disruption to AMOSSHE either in the event of a hacking attack or a general outage which might restrict our ability to work with members and sector stakeholders.

The Risk assessment can be accessed here:

[https://amoshe275.sharepoint.com/:w:/g/IQD-wO\\_KL2DPRKbKFRWISdAgAVrvcwB7NSeqLdFIA4zgiB4?e=6lrHgX](https://amoshe275.sharepoint.com/:w:/g/IQD-wO_KL2DPRKbKFRWISdAgAVrvcwB7NSeqLdFIA4zgiB4?e=6lrHgX)

*Please note the following:*

- This has been designed to address the two main factors that might impact our ability to operate digitally.
- There is a link within the document to the process we would follow in the event of an outage or hacking attack.

### *Recommendations*

Ensure further security of our files through a secure backup system (we already use this for emails) called Barracuda. This cost is £31.50 per month with an initial setup cost of £220.

*Dependant on cost, authorise the chairs to sign off on;*

Cyber security insurance

Microsoft software which locks down software access to specific devices only

### Executive discussion:

Are there any other factors to consider implementing on the risk register?

Do you agree with the recommendations detailed above?

## Strategy update and mobilisation

As part of our planning at the beginning of the year the Executive Committee agreed to pause the majority of our strategy workstreams whilst recruiting for the role of Head of Engagement and Communications. This allowed us to focus on ensuring that the core activities to AMOSSHE membership and financial stability could proceed.

We are now at the stage to reinstate these strategic workstreams and ensure that we are clear on the priorities for the groups over the next 6 months. Whilst we agreed the priorities for the groups at the residential meeting factors may have changed our thoughts on these.

This document contains a list for each workstream, all activities that were discussed at the executive residential meeting and recommended priorities for the executive to consider. Executive members may wish to change these recommendations after discussion at the executive meeting.

### Empower our Community (EoC)

#### *Recommendation:*

- Creating a mentoring scheme for AMOSSHE members. The nature and structure of this would still need to be determined.

#### *Other Priorities:*

- Using the Executive Committee members to promote AMOSSHE publicly and the resources to the wider AMOSSHE membership.
- Look at enhancing the induction process for new members to AMOSSHE. This includes new welcome videos, infographics and resources they can use, support in navigating the benefits of AMOSSHE and how to access them (resources area on the website for example).

#### *Other suggestions:*

- Rejuvenate regional meetings to increase member engagement
- Helping members to co-create with students
- Providing members with training toolkits to use within institutions
- Supporting members to navigate change (resources and discussions)

## Influence our Sector (IoS)

### *Recommendation:*

- Focus on the outputs and future direction of HEMHIT given the impact this work will have on members, this includes engagement with the new chair, direction of new work and how progress and prioritisation of outputs from HEMHIT are implemented and monitored by the sector.

### *Other Priorities:*

- More focus on connecting with Office for Students, Medr and Scottish government on plans that impact AMOSSHE members

### *Other suggestions:*

- More focus on international students and collaborating on policy and practice with UKCISA
- More focussed work with Advance HE on student/professional services and frameworks/charters (DSC in particular)

## Cultivate Excellence (CE)

### *Recommendation:*

- Benchmarking reporting through our strategy outcome measures and other relevant work we can provide for members

### *Other Priorities:*

- Implement a CPD event and resources for AI, this was a key area of developing work for members that AMOSSHE can help support with. This is already being implemented.

### *Other suggestions:*

- Develop CPD aligned to personas and PRCD portal
- Services design structures and resources
- Project mapping regulation and charters for members to align with student needs framework
- Training programme for peer mentoring scheme
- Looking at what other knowledge and resources we can offer for free

## Executive discussion:

- Executive members to agree the top priority for each workstream.
- Executive members to consider the timescales and resources needed to complete each of the prioritised activities.

## Elections 2026 Information sheet

This is intended to provide information to the executive board on the up-coming election.

### Executive up for election

Name	Position	Can run again?
Andy Shanks	Vice Chair	Yes
Emma Bales	Vice Chair Operations	Yes
Ian Munton	Executive	Yes
Keith Houghton	Executive	Yes
Angela Scanlon	Executive	Yes
Ann Duncan	Executive	Yes

### Elections timeline

Activity	When	Who
Notice of upcoming election	5 March 2026	JJE/TWO
Open nominations	13 March 2026	JJE/TWO
Close nominations	1 April 2026	JJE/TWO
Voting opens	9 April 2026	JJE/TWO
Voting closes	7 May 2026	JJE/TWO
Numbers & results confirmed	8 May 2026	JBL/AAC
Nominees informed of results	11 May 2026	JBL
Results announced at AGM	13 May 2026	AAC

## AMOSSHE papers for noting

### Operations update

#### Staffing update

We are pleased to welcome Tricia Wombell to AMOSSHE as the new Head of Engagement and Communications. We look forward to continue to build Tricia's knowledge of the organisation and utilise her knowledge and expertise to build on our work.

#### Strategy workstreams

You will see that MSC has started to implement the meetings required for the remainder of the CPD series alongside the workstream group meetings. We anticipate that not everyone will be able to attend every meeting but we are looking to try and find consistent timings for the meetings that work as well as possible with executive members and national office staff diaries.

### Membership update

Membership level	October 2025	December 2025
Small and specialist	46	40
Tier 1 organisation	31	29
Tier 2 organisation	59	59
Tier 3 organisation	43	42
Additional member	388	433
International organisation	11	10
International additional member	27	10
Corporate organisation	1	1
Corporate additional member	6	6
Individual member	5	5
Non-profit organisation	3	3
Non-profit additional member	4	0
Student member	3	2
<b>Total organisations</b>	<b>194</b>	<b>184</b>
<b>Total members</b>	<b>905</b>	<b>884</b>

*These organisations have joined the membership:*

- RCSI – University of Medicine and Health Sciences Ireland

*These organisations have left the membership:*

- SUMS consulting - Corporate
- London Academy of Music and Dramatic Art – Small and specialist
- Brain in Hand – Corporate
- Rose Bruford College – Small and specialist
- Royal Academy of Music – Small and specialist
- London School of Architecture – Small and specialist
- Goldsmiths, University of London – Tier 1
- Lincoln Bishop University – Small and specialist
- St Georges, University London – now part of City, University London

## GDPR update

85 members have said that they do not want to receive emails, or they haven't yet set whether they want to receive emails or not – previously 90.

214 members have said that they do not want to share their details with other members for networking purposes (including Jiscmail and the online lists) – previously 186.

205 members in total have used one or more of these settings to unsubscribe – previously 223.

## Finance management update

*You can view the current management report here:*

<https://amoshe275.sharepoint.com/:x/g/IQDfu-sVRQktTpZGHTS02m30AShf0Yl83olTzfw8GX8yxo?e=HWnoph>

### *Context of the finance figures*

The management report highlights a couple of areas of risk at the present time, most notably from CPD income. A current update to the figures in January indicates attendance and sponsorship figures for Winter Conference have not

met expectations. This means that we will be behind expectation at this point of the year. This is not an indication on performance expectations for the final in-person event of the year, National Conference. Our performance for our online events have met expectations so far and we have no reason to believe this will change for the remainder of the year.

Membership income will be investigated as the figures do not match expectations, budget should be the same or slightly behind due to losing some small and specialist members this year. This anomaly is due to the work around the year end accounts.

AMOSSHE remains in a stable situation at the present time, we will continue to monitor the finances in more detail in the coming months.

## CPD update

### CPD programme update

Below are the remaining events for 2025-2026.

[CPD4: Winter Conference 2026: the Student Services effect.](#)

In-person event, Manchester Deansgate hotel. Friday 13 February 2026

Target numbers: 170 | Actual numbers: TBC

[CPD5: Supporting yourself, your colleagues and your future \(part 2\)](#)

Online 3-part 90min webinar series. No target numbers, no cost.

[CPD6: HEMHIT inputs: developing compassionate and data driven wellbeing services](#)

Online half day event. Thursday 26 March 2026

Target numbers: 50 | Actual numbers: TBC

[CPD7: A holistic approach to embedding reasonable adjustments in higher education](#)

Online half day event. Wednesday 15 April 2026

Target numbers: 50 | Actual numbers: TBC

[CPD8: AI: the new members of your student services team?](#)

Online half day event. Wednesday 6 May 2026

Target numbers: 50 | Actual numbers: TBC

[CPD9: Supporting yourself, your colleagues and your future](#)

Online 3-part 90min webinar series. No target numbers, no cost.

[CPD10: National conference. No theme or title.](#)

In-person event, Hilton Newcastle Gateshead. 1-3 July 2026.

Target numbers: Residential: 140 | Actual numbers: TBC

Day delegates: 40 | Actual numbers: TBC

We have created an early bird discount to support members coming for residential places. At the present time a limited number of member and non-member (but associated with universities) can book tickets up to £150 cheaper than a full price.

## Key points for consideration

Winter conference booking has closed and unfortunately, we have not made target numbers. Final figures are still to be determined but there are a few factors that have contributed to this. Namely that our association partner EucA were unable to persuade many people to attend alongside our member numbers being a little less than previously, this has had a significant impact on numbers. We are also one sponsor short of budget for the event. JSH negotiated costs down with the venue which has helped a significant amount and the event will still have around 120 attending so the reduced numbers from AMOSSHE's perspective will not negatively impact the event.

We are mindful that this is the first of our two in-person events of the year but at the present time there is nothing to indicate this will repeat for our national conference apart from the continual pressure on finances for members. We do know that some have decided to attend national rather than winter so are making conscious choices based on the size and nature of the event.

## CPD development

The CPD development team will be investigating a number of avenues to help us develop our CPD programme and enhance value for members in the coming academic year. These will be presented at the executive meeting in March.