



**Minutes of the Association of Managers of Student Services in Higher Education Annual General Meeting held on Wednesday, 26 July 2006 at 5.15 pm in the Riverside Suite, Park Inn, York.**

The meeting was attended by 8 members of the Executive: Claire Powrie (Chair), David Dickinson (Secretary), Alexandra Brown (Treasurer), Sally Olohan (Vice-Chair), Chris Cooper, Stephen McAuliffe, John Martin and Simon Wright. 28 members of the association: Jayne Aldridge (London Goldsmiths), Mark Ames (Bath), Sarah Beer (Manchester), Elsa Bell (Oxford), Lyn Beverley (Newman), Kathleen Bird (Lancaster), Christine Buchanan (Robert Gordon), Christine Coleman (Edge Hill), Dr David Ellis (Wales Institute Cardiff), Ken Ewings (Arts, London), Tom Finnigan (Glasgow Caledonian), Raywen Ford (Roehampton), Geoff Haworth (Canterbury Christ Church), Dr Gareth Jones (Wales Aberystwyth), Amanda Leon (Bath Spa), Ben Lewis (Cardiff), Helen McNeely (Kings College London), Ros Morton (Glamorgan), James Nicholson (Abertay, Dundee), Steve Page (York), Roger Prout (Worcester), Ailsa Ritchie (St Andrews), Charlotte Scott-Beveridge (Staffordshire), Pat Sponder (Manchester), Selina Springbett (Buckinghamshire Chilterns), John Tibble (City, London), Lawrence Wilson (Wales, Newport) and Lande Wolsey (Queen Margaret, Edinburgh).

**1 Apologies:**

Apologies for absence were received from two Executive members Annie Grant and Julie Walking and members Sheila Aynsley Smith (Manchester Met), David Ball (Hertfordshire), Kate Dodd (Birmingham), Catherine Dowland-Pillinger (Trinity College Music), Karen Jackson (Brighton) and Carol Smith (Honorary Member).

Before commencing the business of the meeting the Chair introduced the members of the Executive in attendance and welcomed Jayne Aldridge and Helen McNeely who would be taking up their positions as new Executive members as from 1 September 2006.

**2 Minutes of the 2005 AGM held at Cambridge on Thursday 28 July 2005.**

The Minutes of the Executive Committee meeting held on 28 July 2005 at the Cambridge Garden House Moat House Hotel, Cambridge, were agreed as a correct record, subject to the following amendment:

Minute 10 i): change ‘... the only representative from an HEI.’ to read ‘... one of two from an HEI.’

AGM/28July05/Minutes

### **3 Matters Arising from the 2005 AGM Minutes.**

There were none.

### **4 Chair's Report**

- i) Received and approved: AGM/26July06/4.

The Chair's report recorded that AMOSSHE, through the Executive Committee, continued to be engaged in consultation on a number of key issues with the DfES and UUK, confirming the rise in our national profile over the last two years. Invitations had been received to attend meetings at the House of Commons with Bill Rammell (Minister of State for Lifelong Learning, Further and Higher Education).

The Chair reported that the Executive Committee would be attending a two-day planning event in October to set realistic objectives for 2006-07 and maintain the right balance between membership needs at local and regional level and national representation.

- ii) The Chair thanked Valerie Duggan (National Coordinator) and Leah Nicholls (Communications and Development Officer) for their continued enthusiasm and commitment. It was regretted that Leah, the first graduate trainee employed following the restructuring and relocation of the National Office, had now left the organisation, but this provided the opportunity for re-evaluation of the role in preparation for recruiting her successor.
- iii) The Chair recorded thanks to the Executive Committee on her retirement from office and the Committee for their personal support to her during her years in office. In particular Sally Olohan, who took over the co-ordination of the Association's Continuing Professional Development programme at a critical time and had done an excellent job, and Alex Brown (Treasurer), were thanked.

On behalf of the Association she thanked the Executive Committee for their unstinting efforts on behalf of the membership and wished those Officers who were continuing on the Executive every success for the future.

She took the opportunity to comment on the invaluable experience she had gained on both a personal and institutional level from being on the Executive and invited the membership to consider standing for committee.

- iv) The Chair highlighted the crucial role AMOSSHE plays in shaping the future for its members as a group rather than in isolation when facing new challenges and how the willingness of members to share thoughts, ideas and policies was highly valued.

The Chair invited the members, following the conference, to feedback to the National Office ideas for items and issues they would like AMOSSHE to focus on in the future.

She concluded by wishing AMOSSHE every success in the future.

## 5 Secretary's Report

- i) Received and approved: AGM/26July06/5.

The Secretary's report advised that institutional membership had doubled over the last decade. It now stood at 141, including 5 members within the EU/Overseas category. This, along with the invitations received to participate in National debates on areas of concern to members, reflected the ongoing development of the Association's influence and profile within the HE sector. AMOSSHE's profile and standing was further confirmed by our continued links with a wide range of bodies and peer organisations, government and other policy setters.

- ii) The AGM noted that there were currently no Corporate or Affiliate Members.
- iii) It was reported that 4 new Member Institutions had joined during the year and the Secretary extended a particular welcome to those present at the conference.
- iv) The Secretary announced the results of the recent Executive Committee election which were as follows:

### **Executive Committee Officer Roles:**

Julie Walkling, London Metropolitan University	Chair
David Dickinson, University of Surrey	Vice Chair
Helen McNeely, Kings College London (endnote <sup>1</sup> )	Secretary
Alexandra Brown, Plymouth University	Treasurer

### **Executive Committee Members:**

Jayne Aldridge, Goldsmiths London  
 Annie Grant, University of East Anglia  
 John Martin, London Metropolitan University  
 Stephen McAuliffe, Kent Institute of Art & Design  
 Sally Olohan, Nottingham Trent University  
 Simon Wright, University of Wales, Swansea

### **Resignations**

Chris Cooper, University College Northampton  
 Claire Powrie, Aston University

A warm welcome was extended to the two new members of the Executive, Jayne Aldridge and Helen McNeely and special thanks were extended to the two retiring Executive members Chris Cooper and Claire Powrie.

- v) The AGM noted that one nomination had been received and accepted by the Executive for Honorary Membership for the former AMOSSHE member:

John Rolfe, formerly IRM at Northumbria University

It was noted that the honour of lifetime membership would be awarded at the Conference Dinner in recognition of his long association with AMOSSHE and significant contribution to its development.

- vi) The Secretary said that the National Office would soon be inviting members to apply to be one of five delegates involved in the NASPA Exchange programme in June 2007, if they were interested in participating.
- vii) The Secretary also reported that Leah Nicholls (Communication and Development Officer) had resigned in early June and two temporary members of staff, namely Vaida Lukosiute and Alice Wriglesworth, who were at the conference, had been appointed until 31 August and 31 July respectively. The Executive were currently reviewing the vacant role prior to advertising the position and members would be kept informed.

## **6 Treasurer's Report**

- i) Received AGM/26July06/6.

The Treasurer reported on what was a year of consolidation and investment in IT to help the National Office keep both the Executive and members better informed. Investment has been put into developing a new AMOSSHE website to better support the membership. However, she expressed the view that if AMOSSHE was to continue to develop and grow it could not be dependent on subscription income alone and asked the members to think of new ideas for income generation.

- ii) The AGM noted that the main source of income for the Association continued to be from membership subscriptions and provided the membership level was maintained, the financial outlook for AMOSSHE remained positive.
- iii) The Treasurer was delighted to record that the Conference was oversubscribed and thanked the Vice Chair, Sally Olohan, the National Office and the Working Party for their magnificent efforts. She anticipated that by applying the agreed 15% levy there would still be a surplus after covering the extra costs incurred this year to deliver professional IT support for the benefit of both speakers and delegates.

Proceeds from the successful PDT events held during the year had also benefited from the application of the 15% levy.

- iv) The Treasurer proposed and the AGM agreed to continue to apply a 15% levy on all relevant events held by the Association (proposal 1). The proposal was carried by a majority approval.
- v) The Treasurer asked the members to endorse the 3% increase in membership subscriptions. This would help to cover increased staff and office costs incurred due to a change in landlord. The proposal received a majority approval. She further proposed an increase in the additional associate membership fee from £50 to £55 per member and a 3% increase in the Affiliate, International and Corporate membership, which the AGM also agreed (proposal 2) .

## **7 Continuing Professional Development**

- i) Received and approved: AGM/26July06/7.

The Vice Chair, Sally Olohan reported that two successful CPD training days, open to both the sector and UK wide organisations, had taken place during the year. Following the first one held in London in January entitled Professional Development, Standards and Accreditation in Student Services AMOSSHE had been invited to participate in an HEA Consultation Forum.

- ii) A second CPD event took place in Cardiff in March entitled Developing a Disability Equality Scheme and the AMOSSHE website was used to publicise the issues that emerged from the discussion sessions.
- iii) Sally Olohan informed the members that she was stepping down as Vice Chair to take on the non-officer Continuing Professional Development role on the AMOSSHE Executive. She was keen to keep up the momentum from the previous two events and reported that consideration was already being given to themes for training days for the coming year.

She also recorded her thanks to the members who had volunteered for the Conference working party and indicated that the collaborative approach to AMOSSHE events would continue.

- iv) Chris Cooper (the Executive Mentor Scheme Liaison Officer) reported that Sheila Aynsley Smith had continued in the role of Mentor Scheme Coordinator supported by the National Office. Following an extensive discussion with Sheila Aynsley Smith a review of the scheme had taken place in January 2006 and a number of recommendations considered for the future development of the scheme. These would be addressed during the coming year.

It was also reported that Sheila Aynsley Smith had decided to stand down as Coordinator and David Ball, who has extensive knowledge of the

scheme, had agreed to take it over. Thanks would be sent to Sheila for all her hard work over the years in supporting the scheme and, noting that she was currently unwell, also wishing her a speedy recovery to good health.

## **8 Regional Reports Scotland**

- i) Received and approved AGM/26July06/8.

Executive Member, John Martin reported that AMOSSHE was very well regarded in the eyes of the Scottish Executive and in particular with reference to student finance and the impact of variable fees in Scotland. He was involved in discussions regarding changing patterns of payments made to students.

The members noted that AMOSSHE had been invited to comment on an application from a Scottish institution seeking full university status, which confirms the respect in which AMOSSHE is held.

- ii) He informed the members that during one of this year's AMOSSHE Scotland regional meetings a joint session had been held with HUCS (Scotland), which further helped cement the continuing good communications between AMOSSHE Scotland and HUCS Scotland.

## **Wales**

- i) Executive Member, Simon Wright thanked Lawrence Wilson for coordinating the Welsh Group, which met regularly and reflected the priorities of the National organisation.
- ii) The group had been successful in establishing links with the Welsh Assembly Government.
- iii) Following a successful training day held in January for IRMs, it was planned to hold further training days.

## **9 Research & Development Report**

- i) Received and approved AGM/26July06/9.

Stephen McAuliffe presented the report for Annie Grant, who had sent her apologies.

During the year invitations had been received to contribute to various conferences and papers and, in particular, to the Higher Education Academy's conference in July, which provided the Executive with the opportunity to promote the role of AMOSSHE in HE.

- iii) Consideration would be given to holding a training day on writing for the Journal.

Members were invited to contact either Annie Grant or Steve McAuliffe if they were interested in developing skills for research.

- iv) It was planned to develop a mail base for policies on the new AMOSSHE website and further good practice guides and it was hoped that members would take on some of the work.
- v) The Vice Chair, Sally Olohan reported that work had continued on the production of a guidance document for HEIs on *Alcohol and Drug policies in HE*, which AMOSSHE had taken on. Despite the best efforts of herself, Leah Nicholls and the working party to produce a draft, which had been checked by a copywriter, because of complex variances throughout the UK, it had become clear that it did not meet the needs of all interested parties. However, with further work, she was hopeful that it would soon be in print.

## 10 External Relations Activity Report

- i) Received and approved AGM/26July06/10.

Simon Wright presented the report on behalf of the External Relations Officers.

The valuable links established with the UUK had been maintained, including discussions on Flu Pandemic and commenting on the draft publication 'Studentification', 'a guide to opportunities challenges and practice'.

- ii) The AGM noted that AMOSSHE was engaged with various other sector organisations and continued to lobby the DfES on a number of issues, including being part of the consultation exercise looking at the Student Finance Delivery End to End Review.
- iii) Whilst AMOSSHE had provided a full response to the consultation on the Post 16 Code of Practice, it was noted with concern that the ECU had not responded.
- iv) It was reported that the Association's website had been closed down and a temporary micro site launched, whilst development work on the new site was being carried out by Fastfloor, a web-development company that AMOSSHE had commissioned to take forward development of the website.

## 11 Any Other Business

There was none.

Before closing the business of the meeting the Chair informed the meeting that John Rolfe, who had been instrumental in the development of AMOSSHE, would be attending the Conference Dinner to receive his Honorary Membership in recognition of his long standing services to AMOSSHE.

She also formally thanked Sally Olohan for all her hard work regarding the organisation of the Conference and Valerie Duggan, National Coordinator, Vaida Lukosiute and Alice Wriglesworth, temporary Communications and Development Officers, for their unstinting efforts on behalf of AMOSSHE and presented them with thank you gifts.

The Chair declared the 2006 AGM of the Association closed at 5.57 pm.

Endnote<sup>1</sup> For initial term of one year.

vad/dagd  
August 2006