

AMOSSHE Annual General Meeting (AGM)

Wednesday 4 July 2018, 13:00 – 13:45

Hilton Liverpool City Centre, Liverpool

All individuals named in AMOSSHE memberships are invited to join this year's AGM. Please note that for organisation membership, votes are by member organisation, not by individuals.* Individual and student members have one vote each.

Agenda

Item no.	Title	Paper
1	Apologies**	n/a

Item no.	Title	Paper
2	Minutes of the 2017 AGM	17-18-AGM1

Item no.	Title	Paper
3	Matters arising from the 2017 AGM	17-18-AGM1

Item no.	Title	Paper
4	AMOSSHE Chair update	n/a

Item no.	Title	Paper
5	AMOSSHE finance and operations update <ul style="list-style-type: none"> - Membership fees 2018-19 - Change in membership and financial year 	17-18-AGM2

Item no.	Title	Paper
6	Elections 2018	n/a

Item no.	Title	Paper
7	Any other business (AOB)	n/a

*One vote per member organisation. This is normally the lead member but can be delegated to a proxy vote.

**Email apologies to the Vice Chair (Operations) at vicechair@amoshe.org.uk no later than Friday 29 June 2018.

AMOSSHE AGM 2017

Thursday 6 July, Hilton Brighton Metropole

Apologies:

- Sam Dale, Vice Chair (Professional Development) and Deputy Academic Registrar, Durham University
- Helen McNeely, Executive member and Head of Student Affairs, Queen's University Belfast

Minutes and matters arising from the 2016 AGM

Passed as a true and accurate record, no matters arising.

AMOSSHE Vice Chair update

Financial update

As recorded in paper 16_17-AGM2. Key points mentioned by Vice Chair Fay Sherrington:

- At the 2016 AGM in Glasgow AMOSSHE forecast a loss in the financial year ending August 2016, due to the need to invest in the website, pay fees for advice regarding corporation tax, and investment in Insight project funding. However, AMOSSHE achieved a breakeven position, by reducing overall expenditure and the cost of the website redevelopment and running an additional continuing professional development event. The end result was a £279 surplus.
- The financial performance during the 2017 financial year was impacted by the requirement to move office location. We have therefore incorporated the new ongoing costs into the 2016/17 and 2017/18 budgets. A breakeven position is therefore expected in this current financial year, including investment in Insight research as a core element of expenditure.
- AMOSSHE holds reserves of £107,594, which ensures that we have six months' worth of operating costs.
- Inflation and the office move have impacted expenditure at AMOSSHE in the last 12 months. Therefore we are proposing an increase of 2% for 2017/18 membership fees. Fees for additional members, however, would not increase past the current level of £90.

Member vote

No questions.

35 members in favour of the membership fee increase. Zero members against, and zero abstentions.

Motion passed.

AMOSSHE Executive elections

Two Vice Chair roles were due to be filled this year: Vice Chair (Operations) and Vice Chair (Professional Development). Nicole Redman and Sam Dale have supported AMOSSHE in these roles for the past three terms, and therefore were unable to re-stand for these particular positions.

- The position of Vice Chair (Operations) was not contested. We received one nomination from Jayne Aldridge, Director – Services for Students at Kingston University.
- The position of Vice Chair (Professional Development) was not contested. We received one nomination from Nic Streatfield, Head of Student Services at York St John University.

We received more nominations than we had spaces for the Executive Member positions this year, so as you know this went to a vote. Members representing 64 institutions voted, representing 38% of the membership. The successful candidates are:

- Richard Irons (Head of Student Services, University of Derby)
- Nicole Redman (Director of Student Services, University of East London)
- Jill Stevenson (Head of Student Support Services, University of Stirling)
- Chris Warrington (Head of Student Support, University of Leeds)

Thanks very much to outgoing Executive members Sam Dale from University of Durham and Christine Lowther from University of Glasgow for the amazing contribution you have made to the organisation.

Membership category proposal

As set out in paper 16_17-AGM3.

Member vote

Questions:

- Can you confirm that members representing corporate organisations will not be able to be part of the Executive Committee? – Response from Ben Bailey: yes, I can confirm that.
- Can student sabbatical officers become members? – Response from Ben Bailey: not as individual student members, because this category of membership is for students studying on AMOSSHE approved courses in areas of study related to Student Services development. However, Students' Unions will be able to apply to join AMOSSHE as affiliated sector non-profit organisations, and in the future it may well be that sabbatical officers could be an extension of the individual member category having experienced success with the student member category as it stands currently.

33 members voted in favour of introducing the new membership categories. Zero members against, one abstention.

Any Other Business

None.

AMOSSHE AGM Finance and Operations update

2016/17 Year end accounts

The accounts for year ending 31 August 2017 demonstrate a good year for AMOSSHE. The organisation relocated the National Office to Woburn House in London, started work on the resilience toolkit (<http://resiliencetoolkit.org.uk>) with the help and support of Unite Students and increased the number of CPD events within the year to 6 events and a national conference. A few points below highlight some of the more significant savings for AMOSSHE last year, culminating with prudent spending and good attendance at all our events has led to the solid position at the end of August 2017 as demonstrated in the attached year end accounts.

The Executive took the decision to include an additional CPD event mid-year, this was not budgeted for and therefore no staffing costs or significant hire costs were associated with it.

The national conference in Brighton exceeded expectations, it was the biggest AMOSSHE conference to date, and we had the opportunity to increase some sponsorship both at the conference and at other events such as the Winter conference.

Over the summer period the AMOSSHE National Office had reduced staffing levels when Mary Sy left the organisation which created a saving on staffing costs whilst we recruited.

In April 2017 the National Office moved. We budgeted expenditure for the move including equipment and furniture costs. Due to prudent spending and willingness of the staff team to instigate a lot of the move themselves we managed to come in under budget

We also started the resilience toolkit work with funding and support from Unite Students. Whilst this do not produce any significant savings it was an important element of the work of AMOSSHE which spans across two years and has produced an excellent resource for the sector.

AMOSSHE National Office operations

We would like to take this opportunity to welcome Anya Knight into the National Office staff team. Anya joined AMOSSHE in November 2017 as our Operations Coordinator and has settled in extremely well into the organisation. This year has also seen AMOSSHE deliver a high level of CPD events, completion of the resilience toolkit and continuing to support the executive in enabling representation across the sector.

The new membership structure approved at last years AGM has seen a number of new members coming on board including two corporate organisations and several individual and student members and we hope to continue to ensure that AMOSSHE is in keeping with the rapidly diverse nature of the sector. Figures for members and further information will be provided at the AGM within our year in review presentation.

Membership fees 2018-19

Given the performance of AMOSSHE over the past year the Executive Board has proposed that there should be no rise in membership fees this year. AMOSSHE has budgeted to absorb any inflationary rises that may come from our usual work.

Change in membership and financial year

The official AMOSSHE year runs from the 1 September through to 31 August each year. The Executive Board discussed the benefit and logic of moving the AMOSSHE year to sit in line with the usual academic calendar year which starts on 1 August through to 31 July each year. This would mean altering our financial year, changing the membership year and the Executive Board year in office.

There is no financial incentive in doing this, the benefit would see AMOSSHE having a smoother transition process for the executive board. At present there is effectively a 'gap' in the year after the national conference where the existing committee are asked to sign off decisions that will immediately impact the new executive committee coming in. This is problematic for the executive board members (given they are directors of the organisation from a legal perspective) but also from the staff teams perspective as decisions are delayed whilst the transition takes effect. In addition, it was deemed that given the type of organisation we are we should reflect our members calendars where possible. Existing members would not see any impact on their membership and those who do not wish to renew membership with AMOSSHE would see their year finish on 31 August 2018 as per the current arrangement.

Therefore, it was agreed to change the AMOSSHE operational year to 1 August at the Board meeting in May 2018. The Executive would welcome the opportunity to hear members' views and take questions at the AGM.

**THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER
EDUCATION**

(A Company Limited by Guarantee)

UNAUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2017

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)
REGISTERED NUMBER:04778650

BALANCE SHEET
AS AT 31 AUGUST 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	4	<u>3,706</u>	<u>347</u>
		3,706	347
Current assets			
Debtors: amounts falling due within one year	5	146,885	129,401
Cash at bank and in hand	6	<u>162,540</u>	<u>113,757</u>
		309,425	243,158
Creditors: amounts falling due within one year	7	<u>(170,449)</u>	<u>(135,911)</u>
Net current assets		<u>138,976</u>	<u>107,247</u>
Total assets less current liabilities		<u>142,682</u>	<u>107,594</u>
Net assets		<u><u>142,682</u></u>	<u><u>107,594</u></u>
Capital and reserves			
Other reserves		69,360	69,360
Profit and loss account		<u>73,322</u>	<u>38,234</u>
		<u>142,682</u>	<u>107,594</u>

The Directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements. The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities. The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The Company has opted not to file the statement of comprehensive income in accordance with provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on

J Aldridge
Director

F Sherrington
Director

The notes on pages 2 to 5 form part of these financial statements.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

1. General information

The Association of Managers for Student Services in Higher Education is a Company limited by guarantee registered in England and Wales. The Company registration number is 04778650. The registered office is given on the Company information page in these financial statements.

The financial statements are presented in pound sterling which is the functional currency of the Company and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.3 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

2. Accounting policies (continued)

2.3 Tangible fixed assets (continued)

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Plant and machinery	-	25% reducing balance basis
Fixtures and fittings	-	25% reducing balance basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Comprehensive Income.

2.4 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.5 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.6 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.7 Finance costs

Finance costs are charged to the Statement of Comprehensive Income over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount. Issue costs are initially recognised as a reduction in the proceeds of the associated capital instrument.

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

2. Accounting policies (continued)

2.8 Pensions

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Comprehensive Income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.9 Interest income

Interest income is recognised in the Statement of Comprehensive Income using the effective interest method.

3. Employees

Staff costs were as follows:

The average monthly number of employees, including directors, during the year was 17 (2016 - 9).

4. Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 September 2016	7,262	-	7,262
Additions	3,234	1,398	4,632
At 31 August 2017	<u>10,496</u>	<u>1,398</u>	<u>11,894</u>
Depreciation			
At 1 September 2016	6,915	-	6,915
Charge for the year on owned assets	924	349	1,273
At 31 August 2017	<u>7,839</u>	<u>349</u>	<u>8,188</u>
Net book value			
At 31 August 2017	<u>2,657</u>	<u>1,049</u>	<u>3,706</u>
At 31 August 2016	<u>347</u>	<u>-</u>	<u>347</u>

THE ASSOCIATION OF MANAGERS OF STUDENT SERVICES IN HIGHER EDUCATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

5. Debtors

	2017 £	2016 £
Trade debtors	145,632	117,448
Prepayments and accrued income	1,253	11,953
	<u>146,885</u>	<u>129,401</u>

6. Cash and cash equivalents

	2017 £	2016 £
Cash at bank and in hand	162,540	113,757
	<u>162,540</u>	<u>113,757</u>

7. Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	3,921	2,029
Other taxation and social security	3,915	20,772
Accruals and deferred income	162,613	113,110
	<u>170,449</u>	<u>135,911</u>

8. Company status

The Company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

9. First time adoption of FRS 102

The policies applied under the entity's previous accounting framework are not materially different to FRS 102 and have not impacted on equity or profit or loss.