

## AMOSSHE Executive Meeting

30 January 2015, 11am – 3.30pm

AMOSSHE National Office, 275 Gray's Inn Road, London, WC1X 8QB



### Agenda

- Apologies
- Reserved Business
- Residential meeting minutes and actions

Item no.	Title	Presented by	Paper
1	Sue Endean - UCEA	Brian Hipkin	

Item no.	Title	Presented by	Paper
2	Finance, membership and national office update	Nicole Redman	14_15-09

Item no.	Title	Presented by	Paper
3	Corporation tax	John Bloomfield	14_15-10

Item no.	Title	Presented by	Paper
4	Strategy and values discussion	Brian Hipkin Maria Lorenzini	

Item no.	Title	Presented by	Paper
5	Conference update	Fay Sherrington Maria Lorenzini	

Item no.	Title	Presented by	Paper
6	CPD update Futures update	Sam Dale Brian Hipkin	14_15-11

Item no.	Title	Presented by	Paper
7	Business Engagement Policy	John Bloomfield	14_15-12

Item no.	Title	Presented by	Paper
8	Regional meetings feedback	Executive John & Benjamin	

Item no.	Title	Presented by	Paper
9	Peer to peer review process	John Bloomfield	14_15-13

Item no.	Title	Presented by	Paper
10	NASPA exchange	Ben Bailey	

Item no.	Title	Presented by	Paper
11	DSA meetings	Brian Hipkin	

Item no.	Title	Presented by	Paper
12	AOB		

	<ul style="list-style-type: none"> <li>- Insight mentors</li> <li>- Funding International representation</li> <li>- International students and the post office</li> </ul>	John Bloomfield John Bloomfield Benjamin Parsons	
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<b>Item no.</b>	<b>Title</b>	<b>Presented by</b>	<b>Paper</b>
13	Date, time and location of meetings <ul style="list-style-type: none"> <li>- 27 March, 10:30am – 3.30pm, Macadam House</li> <li>- 5 June, 10:30am – 3.30pm, Macadam House</li> </ul>	Brian Hipkin	

## AMOSSHE Executive Meeting

**30 January 2015, 11am – 3.30pm**

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### Agenda

**In attendance:** John Bloomfield (JB), Benjamin Parsons (BP), Mary Sy (MS), Brian Hipkin (BH), Maria Lorenzini (ML), Jayne Aldridge (JA), Mandi Barron (MB), Nicole Redman (NR), Helen McNeely (HM).

#### Apologies

Ben Lewis (BL), Christine Lowther (CL), Fay Sherrington (FS), Ian Munton (IM), Ben Bailey (BB) and Sam Dale (SD) were unable to attend.

Point	Detail	Who	When by
1	JB and officers discuss how to take this forward for future collaboration	JB, BH, NR, BL	13/03/2015
2	Provide the year end accounts at the next executive meeting. JB is looking to provide monthly reports to be available after sage has been fully imported, likely end of March	JB	27/03/2015
2	Feedback about what they want to see in the accounts report after first iteration sent through	EXECUTIVE	03/04/2015
2	Email new International members to see how we can cater for their needs	NO	06/03/2015
3	Expand the quote to include an evaluation of the company structure and suggest changes and timescales for implementation.	JB	06/03/2015
3	Contact HMRC with our findings	JB	27/03/2015
4	Amend the strategy accordingly and send to executives to sign off before going live on the website	MS	20/03/2015
4	Discuss AMOSSHE's strategy in their respective regional meetings	ALL	Ongoing
5	Create a slideshow of the venue to publicise at the winter conference	BP	06/02/2015
5	Announce the first keynote at the end of the day	ML	06/02/2015
6	Send out some ideas to executive (may help to look at archived materials on the website relating to LFHE's 3 day event a couple year ago).	NO, SD	02/03/2015
6	Send invite for second discussion and to contact the Chief Exec of Guild HE in the first instance and then Alex Bols for his availability	MS	16/02/2015
6	Contact William lock, Claire Calendar, Caroline Pike and Anthony Payne for their availability	MS	16/02/2015

6	Send through any recommendations for futures events	ALL	13/03/2015
7	Amend minor changes on business engagement policy and publish on website	JB	27/03/2015
7	Inform members of the business engagement policy through the newsletter	BP	27/03/2015
12	Send out to wider executive for the last mentor for Futures event	JB	20/02/2015
12	NO and NASPA leads to work on a criteria framework for evaluating participants for the meeting and refine this criteria for the next exchange	NO	16/03/2015
12	Send out guidance for the survey and then send out the survey at a later date (open for another month)	BP	20/02/2015
12	Add 'international engagement' to the next executive meeting agenda as requested by BH	JB	27/03/2015
12	Organise a meeting with Tom from Akro	BP	02/03/2015

#### Reserved Business

None

#### Executive meeting minutes and actions

All actions from the previous minutes are completed, just an action to number the pages

Item no.	Title	Presented by	Paper
1	Sue Endean – UCEA	Brian Hipkin	
<p>Sue Endean was invited to this executive meeting to discuss the potential opportunities of working together. She explained that UCEA are very much supporting universities on HR employment, where their main contacts are HR and vice chancellors. Their main area of work include pensions and pay, which ties into their bigger employment strand.</p> <p>Sue states that pensions within higher education is complex, as there are many different options. As a result, they have worked with UUK to write the guidance. They are also collaborating with UUK on the Diamond review.</p> <p>Other projects they are working on include: living wage of HE staff (NUS also support this), gender pay gap and supporting institutions on organisational change. Sue mentioned that they have put on master classes relating to pay and reward, these master classes are generally aimed at HR teams.</p> <p>A couple of points to reflect on – 1) how can AMOSSHE be the voice for our members and feedback to UCEA? 2) AMOSSHE could work with UCEA through research</p> <p><b>Action: JB and officers discuss how to take this forward for future collaboration</b></p>			

Item no.	Title	Presented by	Paper
2	Finance, membership and national office update	Nicole Redman	14_15-09
<p>AMOSSHE are currently in a transition period of migrating onto sage, whilst using the finance spreadsheet at the same time. The two systems are being used side by side in order to eliminate potential discrepancies.</p> <p>A quick update on AMOSSHE's finances:</p> <ul style="list-style-type: none"> <li>- we are currently waiting for sponsorship income</li> <li>- insurances have been paid for the whole year (instead of throughout the year)</li> <li>- underpayment of £5,000 for PAYE</li> <li>- changed our accountant from Axcel Accounting to McIntyre Hudson</li> </ul> <p><b>Action: JB to provide the year end accounts at the next executive meeting. JB is looking to provide monthly reports to be available after sage has been fully imported, likely end March</b></p> <p><b>Action: Executive to feedback about what they want to see in the accounts report after first iteration sent through</b></p> <p>AMOSSHE's membership is at its highest, with 3 new organisations joining since the previous meeting, totalling 158. It is common to pick up additional members in the lead up to conference, adding to our 500 plus members. Two of the three newest organisational additions are international institutions. It was suggested that it would be a good idea to have a face to face or conference call / email introduction and see what international members want from the membership.</p> <p><b>Action: NO to email new International members to see how we can cater for their needs</b></p> <p>National office update - BP is now full time and busy working on the winter conference. JB has changed the pay date with our new payroll (McIntyre Hudson).</p>			

Item no.	Title	Presented by	Paper
3	Corporation tax	John Bloomfield	14_15-10
<p>The advice from McIntyre Hudson led us to realise that we may be liable to pay corporation tax as our current status suggests that we do not pay this. It was not mentioned anywhere why we were in this position, but it has been suggested that our rules and articles of association could affect the result.</p> <p>During the conversation it became clear that AMOSSHE Executive were still unsure given the advice to date as to what we were liable for, and as a result, continuing the principal of due diligence the Executive would wish to seek further guidance from a legal firm to ensure that we can approach HMRC knowing exactly what our position is and what we believe our status is. We do not want to waste time and resources in approaching HMRC when the Executive is unsure of their position.</p> <p><b>Action: JB to approach a number of legal firms who specialist in the sector for quotes for this work and report back to the Executive board.</b></p> <p>The conversation developed around the theme of our actual structure as an organisation. We are currently structured as a company when we do not act like one, do not seek to make money and more importantly our work is more akin to charitable status taking into account the public benefit that our work involves. As a result the Executive committee tasked JB to include into the quotes a review of our current structure, and looking at the activities we run and our strategic plan what type of organisation we should be or could be.</p> <p>It was noted that if a change in structure was suggested then we should look at gathering enough information to enable a membership decision to be made at the AGM on 8 July.</p>			

**Action: JB to expand the quote to include an evaluation of the company structure and suggest changes and timescales for implementation.**

These quotes will need to be compiled fairly quickly and contact should be made with HMRC at the soonest time possible.

**Action: JB to contact HMRC with our findings**

Item no.	Title	Presented by	Paper
4	Strategy and values discussion	Brian Hipkin Maria Lorenzini	14_15_14

BH presented the strategy and values in our previous executive meeting. Since then he has worked with ML to create our current strategy. During the meeting, there were a few amendments which have now been drafted in the 14\_15\_14 document.

**Action: MS to amend the strategy accordingly and send to executives to sign off before going live on the website**

**Action: ALL to discuss AMOSSHE's strategy in their respective regional meetings**

Item no.	Title	Presented by	Paper
5	Conference update	Fay Sherrington Maria Lorenzini	

The conference team visited the venue in Newcastle, as well as the external locations for Wednesday night. The feedback from the team was very positive; as the organisers are flexible, the location is great and the physical space is just as good as last year, if not better (exhibition space is better than last year as there is a good flow). The accommodation as expected is to the same standard, with the added benefit of rooms on the lower floor.

As for the external venues, the team feels that The Baltic is a great location for hosting an outdoor BBQ with the idea of marketing it as a 'summer party'. The main concern is the fact that it will not be a fully seated event. However there will be a lot of space throughout the whole venue, with galleries opened for viewing and perhaps it could enable networking if delegates are not seated in one place throughout the whole evening. An idea was suggested that we could incorporate a networking activity in order to break ice, such as talking about the Insight projects. If we do decide to go with the Baltic, it is important to manage expectations by informing delegates on the type of dinner it is and the dress code.

One thing the conference team were looking at, was to bring in speakers for professional development sessions but this will depend on how many proposals we receive and also the budget we have allocated.

Bob Cryan has been booked in and confirmed as a keynote speaker for day one. We provisionally have Phyll Opoku-Gyimah from Black Pride for the second day where we will draw on her experience on leading positive change. ML is following up with her.

The third speaker we are exploring is Mal Fletcher who MS is currently chasing for availability.

Our target number of delegates is up to 220 residential delegates and from a budgeting perspective, it shows that we need to secure 180 delegates to break even for the overall AMOSSHE budget.

**Action: BP to create a slideshow of the venue to publicise at the winter conference**

**Action: ML could also announce the first keynote at the end of the day**

Item no.	Title	Presented by	Paper
6	CPD update	Sam Dale Brian Hipkin	14_15-11

Since the last meeting, we have put on hold the leadership and impact CPD event, which we are intending to hold next year. The winter conference is at full capacity with an agreed agenda.

The last CPD event (DSA) has been booked for 20<sup>th</sup> March in Birmingham but the schedule is yet to be arranged.

A potential Aspiring Managers of Student Services event was discussed, which perhaps AMOSSHE could host as a last CPD event. The idea has been approved by executive and BH has offered to lead this. Apparently this type of event was done through the leadership foundation a few years ago.

**Action: NO and SD to send out some ideas to executive (may help to look at archived materials on the website relating to LFHE's 3 day event a couple year ago).**

Futures update – currently there are 3 discussions lined up along with a list of potential delegates.

The first discussion came from the competition at last year's conference. MB would like to attend this discussion to observe before chairing future events.

**Action: MS to send invite for second discussion and to contact the Chief Exec of Guild HE in the first instance and then Alex Bols for his availability**

HM has offered to chair the last discussion. MB has offer to chair the second one.

Suggestions of inviting the head of university legal services as they will give a different perspective - Caroline Pike who is based in Birmingham and also to approach Anthony Payne.

SFE – William lock, Claire Calendar (for discussion to as potential people to approach.)

**Action: MS to contact William lock, Claire Calendar, Caroline Pike and Anthony Payne for their availability**

JB has also approached DODS to see if they have any recommendations.

**Action: ALL to send through any recommendations.**

Item no.	Title	Presented by	Paper
7	Business Engagement Policy	John Bloomfield	14_15-12

The business engagement policy should state how way we engage with sponsors. JB has written this policy which executive have agreed and signed off.

**Action: JB to amend minor changes and publish on website**

It is important to publish this document on the website so members are clear we do not endorse them.

**Action: BP to inform members through newsletter**



Item no.	Title	Presented by	Paper
8	Regional meetings feedback	Executive John & Benjamin	
<p>MB attended the southwest regional meeting where they spoke about DSA, sexual consent, ideas surrounding CPD events, peer support, peer led schemes and how we can continue with the funding cuts.</p> <p>The Midlands meeting which is chaired by Sally discussed topics including sexual consent, prevent, chaplaincy and the structure of how they work.</p> <p>The main issues which were discussed in the Northern Ireland meeting included: DSA, transgender issues, a potential CPD event about mental health in northern Ireland and Belfast, bullying, harassment and complaints from nightclubs.</p> <p>Wales have not met recently, but there is a meeting scheduled for the end of February.</p> <p>The LASER meeting is currently led by Jayne Aldridge. However, as the region includes such a large number of institutions, they may look into hosting meetings for additional members. The topics that will be covered included prevent and DSA. The Jiscmail list may be revisited to determine who should be on it.</p> <p>BP has created a colour coded map of all institutions and the regions they fall into. This is currently displayed on our website.</p>			

Item no.	Title	Presented by	Paper
9	Peer to peer review process	John Bloomfield	14_15-13
<p>It has been agreed that we will do a peer to peer review. This will be published on the website, where members can decide if they want to contact someone.</p> <p>Executive are happy with JB's paper, this will be published on the website with 2 announcements. One in the newsletter and the other as a separate announcement.</p>			

Item no.	Title	Presented by	Paper
10	NASPA exchange	Ben Bailey	
<p>We have currently received 15 expressions of interest for the NASPA exchange. BP has set up a meeting next Tuesday with BB, HM and NR, where the final decisions will be made on Thursday.</p> <p>The process of a NASPA exchange usually includes 1 executive officer attending the exchange and them choosing their team. NR has been chosen as the lead, so the next steps would be to pick members for her team.</p>			

Item no.	Title	Presented by	Paper
11	DSA meetings	Brian Hipkin	
<p>The draft guidance deadline for the DSA meeting has been extended where JA is an AMOSSHE representative.</p> <p>JB and BP had a meeting with Randstad where the focus was more on the support rather than the outcome. They are trying to get a range of HEI's in order to get a range of views.</p> <p>As we already have contact with the minister, the executive feel that there is no need to be involved with Randstad's meeting with Liam Burns.</p>			

Item no.	Title	Presented by	Paper
12	AOB	John Bloomfield Benjamin Parsons	
<ul style="list-style-type: none"> <li>- Insight mentors – there are currently 4 projects at the moment, with CL, NR and MB as mentors. <b>Action: JB to send out to wider executive for the last mentor</b></li> <li>- Funding International representation (NASPA) - BL is going to present our insight projects at their conference. Providing there is a clear understanding that this will benefit the AMOSSHE membership (and agreed by membership) then we can add this to the budget. We will need to articulate to members about how we benefit from this <b>Action: NO and NASPA leads to work on a criteria framework for evaluating participants for the meeting and refine this criteria for the next exchange.</b></li> <li>- International students and the post office - contact UCISA and UUK.</li> <li>- Student services benchmarking survey – this is the lowest response rate we have ever received. HM's feedback of the survey was that it was bit too long and it required a lot of information <b>Action: BP to send out guidance for the survey and then send out the survey at a later date (open for another month)</b></li> </ul> <p><b>Action: JB to add 'international engagement' to the next executive meeting agenda as requested by BH</b></p> <p><b>Action: Akro – Tom will be over in the UK. BP to organise a meeting with him</b></p>			

Item no.	Title	Presented by	Paper
13	Date, time and location of meetings	Brian Hipkin	
<ul style="list-style-type: none"> <li>- 27 March, 10:30am – 3.30pm, Macadam House</li> <li>- 5 June, 10:30am – 3.30pm, Macadam House</li> </ul>			