

AMOSSHE Executive meeting

31 March 2017 | AMOSSHE National Office, London

In attendance: John Bloomfield (JB), Benjamin Parsons (BP), Mary Sy (MS), Ben Bailey (BB), Nicole Redman (NR), Fay Sherrington (FS), Mandi Barron (MB), Jayne Aldridge (JA), Christine Lowther (CL), Jill Stevenson (JS), Chris Shelley (CS), Nicola Barden (NB), Helen McNeely (HM)

Minutes

- **Apologies**
Sam Dale and Nic Streatfield
- **Reserved Business**
None

Item	Detail	Who
1	FS to send through programme to Executive team	FS
3	JB to go ahead with option one with the caveat of reconsidering the pricing of the extended core and affiliated commercial members. Also to amend the membership as per points above.	JB
3	JB and BB to update on membership structure in the June Executive meeting and then decide if necessary to discuss at the AGM	JB, BB
3	JB to circulate to Executive the independent institutions so we can have an idea of which category they belong in	JB
6	NO to reiterate to members (when applicable) what day the elections email was sent rather than resending it as it could have an effect on the results (only one lead member can vote)	NO
7	MS to check ease of access to Liverpool and Newcastle and how far they are from the station	MS
7	JB/BP to add an additional question in the feedback form to ask delegates how they would feel if we hosted conference in the same city every year	JB, BP
9	National Office to scope venues for winter conference 2018	NO
9	JA is unable to attend the SLC Stakeholder Operations meeting on the 5th April so JB will ask SD for his availability	JB
9	JB will send out to see if any Executive members are free to attend the HEFCE discussion 5th April	JB

Item no.	Title	Timing: 11:00 – 11:05 (5mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	16-17-23
<p>Executive are happy with the previous meeting minutes.</p> <p>All actions are complete with the following to note:</p> <ul style="list-style-type: none"> - Item 2: the next Executive meeting to be held in London as it is more cost effective than hosting in Manchester. FS will be leading the NASPA exchange in Manchester so will not be able to make the next meeting. FS also said that Executive members were welcome to take part in other aspects of the NASPA exchange. Action: FS to send through programme to Executive team - Item 3: item relating to looking at the potential of making adjustments to the newsletter to monitor and increase member engagement will be ongoing until summer. - Item 3: JB, BB and CS had a meeting with Wonkhe and have discussed potential opportunities of working together (webinars, CPD events, co-badge AMOSSHE Futures events, policy discussions, media partner and live blogging for national conference) and in return we would also be subscribed to their daily posts. They have suggested that they could run an hour workshop at the 'Lead on' event in May. JB to will follow up. - Item 6: JB will change 'wellbeing' to 'well-being' in the strategy paper within the next two weeks, on clarification of the difference between the two terms. - Item 10: All details of the course NS is attending can be found here: https://www.lfhe.ac.uk/en/programmes-events/index.cfm/future-professional-directors-fpd2 - Item 10: Item relating to the estranged students data. The minutes have been received and the next meeting will be in May. 				

Item no.	Title	Timing: 11:05 – 11:20 (15mins)	Presented by	Paper
2	Discussion: Finance, membership and national office - Office relocation		John Bloomfield Nicole Redman	16-17-24
<p><i>Finance</i> There is a slight variance in the central accounts due to a profiling variance so there is nothing to be concerned about. CPD bookings have been a bit slow this year compared to the previous year, however we are still on target due to the savings made on venue hire and contingency. The sponsorship income is also on target and is looking to exceed this. The accounts also show the income and expenditure figures from Unite funding the student resilience project. In terms of conference expenditure, this is higher than expected as we have had to pay deposits beforehand which causes profiling variances. There is also a slight amendment due to additional costs for the office move.</p> <p><i>Membership</i> Shortly before booking opens for national conference, we usually see a rise in additional memberships which is again true this year.</p> <p><i>Office relocation</i> The contract for the office move is yet to be exchanged, as there are some finer details to be confirmed. JB will follow up with solicitors to ensure the contracts are signed as soon as possible.</p> <p><i>National Office</i> National office will have a month overlap at NUS and UUK. The team are hoping to announce the relocation in next week's newsletter.</p>				

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Item no.	Title	Timing: 11:20 – 12:20 (60mins)	Presented by	Paper
3	Discussion: Membership structure		John Bloomfield Ben Bailey	16-17-25

JB and BB have created a paper which sets out proposals for a revised AMOSSHE membership structure. This was initially put forward for discussion to ensure that AMOSSHE continues to be fit for purpose and not to alienate certain people or organisations from joining AMOSSHE. The key issue which Exec members are concerned about is the relationship with commercial organisations, affiliated sectors and students, and the issues it could cause (i.e. access to JISCMail lists). To ensure that AMOSSHE is more inclusive within the HE sector, JB has put forward alternative options which provide clarity on who our future members could be.

When speaking about membership for students, it is important to note that these ‘affiliated students’ will be linked to an accredited provider of specific courses (agreed by the Executive team). The AMOSSHE membership will not be available to all students, which means the National Office team will have to assess the memberships as they come through. The Executive team also recommend that we contact the lead member of that institution so they are aware of the new member.

The Executive team are happy with the three tiered membership structure as presented with a few amendments below:

- Move ‘International providers’ to the ‘Affiliated sector’
- ‘Affiliated Commercial’ should have access to a separate survey (not the membership survey)
- Reconsider international exchange for ‘Affiliated Commercial’
- Executive agreed that managerial responsibility should not be a condition of membership eligibility

JB has outlined the two payment options from a budget perspective and the team agree that option one is more clear and practical for AMOSSHE members. CL raised the point that some institutions with few students are paying more than the ‘Extended Core’. We need to ensure that we are not disadvantaging our current members.

Action: JB to go ahead with option one with the caveat of reconsidering the pricing of the extended core and affiliated commercial members. Also to amend the membership as per points above.

Action: JB and BB to update on membership structure in the June Executive meeting and then decide if necessary to discuss at the AGM

Action: JB to circulate to Executive the independent institutions so we can have an idea of which category they belong in

Item no.	Title	Timing: 12:20 – 13:20 (60mins)	Presented by	Paper
4	Discussion: CPD schedule for 2017-18		John Bloomfield Sam Dale	16-17-26

As mentioned in previous meetings, it is in AMOSSHE’s best interest to structure events in advance so we can look how we can plan for the year and provide a more accurate budget for each event.

The two year strategic plan agreed at the residential meeting was to ensure that we could start planning for the start of the academic year and promote events in good time. Surveys and feedback from members suggest a range of topics we can explore for these events.

The ‘Supporting trans students’ event was structured really well and the team felt that it was a well-run event. This could potentially be something we could look to explore again or introduce a lead on event, as we are with

the leadership event. This topic in particular has been extremely well received so it may be a good idea to develop this and continue next year too. We could perhaps look at hosting a CPD event on campus depending on the size and date of the event, as this may restrict our planning.

The Executive team discussed potential topics for AMOSSHE CPD events. BB highlighted that these can also be hosted as a Futures event, or webinar and we could potentially hold smaller events that are replicated around UK institutions.

Here are the event topics and Executive leads agreed so far for 2017/18:

1. Equality – HM and FS
2. Support in residences – MB, NR, JS (winter conference) not just student residences (come up with a dissemination plan. Could focus on suicide and death support.
3. Mental health crisis (suicide and student death, postvention / prevention) – NB and CS
4. Underpinning skills – leadership
5. Policies (could be a follow up from the HE bill)
6. Student resilience

1, 2, 3 are confirmed topics and will be led by the corresponding Executive.

4, 5, 6 are suggested areas to consider and will be confirmed at a later Executive meeting.

Exec will also consider exploring the topics of relationships on campus, service models and technology, to be in line with our strategic themes.

Item no.	Title	Timing: 13:20 – 13:40 (20mins)	Presented by	Paper
5	Lunch			

Item no.	Title	Timing: 13:40 – 14:00 (20mins)	Presented by	Paper
6	Discussion: Elections timetable		John Bloomfield Nicole Redman	16-17-27

The announcement for elections went out in yesterday's newsletter which details which roles are up for nomination. The process will be the same as last year and nominees will be told of the results before the AGM at national conference. The election results will be announced at the start of conference (Wednesday), before the AGM on Thursday.

Action: NO to reiterate to members (when applicable) what day the elections email was sent rather than resending it as it could have an effect on the results (only one lead member can vote)

The Executive team are happy to explore an amendment to the start date for the new Executive roles to the 31 July so there is more lead in time for new executive members before the start of the new academic year. This is to be discussed at the next executive meeting.

Item no.	Title	Timing: 14:00 – 14:40 (40mins)	Presented by	Paper
7	Discussion: National conference 2017 and 2018		Chris Shelley Nicole Redman	16-17-28

The national conference team have secured all four keynote speakers (Wes Streeting, Nicola Dandridge, Ben Smith and Lee Elliot Major) and are extremely happy with the selection. Details will be available on the website once announcements have been made in the newsletter to encourage bookings.

This year the team have decided to do things slightly differently with the exhibition area. The hired event space will be 'a hub' where both the exhibitions and lunch will take place. The team are excited for this change as there will be new aspects being introduced such as a presentation and technology zone.

BP has released details of the programme on the AMOSSHE website which shows a great range of sessions and are mostly member generated too. We currently have 129 registrants and the majority are residential delegates.

The National Office team presented a shortlist of 2018 conference venues to the Executive team for consideration; three central hotels (Liverpool Hilton, Newcastle Hilton and Newcastle Crowne Plaza) and one out of town venue (Aviemore hotel near Inverness). There is a unanimous vote to discount Aviemore hotel due to the fact that would be too difficult to get to, although the look and feel of the hotel ticks all the boxes.

Executive are happy for the conference team to choose out of the remaining three venues.

Action: MS to check ease of access to Liverpool and Newcastle and how far they are from the station

Action: JB/BP to add an additional question in the feedback form to ask delegates how they would feel if we hosted conference in the same city every year

Item no.	Title	Timing: 14:40 – 14:55 (15mins)	Presented by	Paper
8	Update: Unite funding		Nic Streatfield Fay Sherrington Nicole Redman	

The steering group for the Unite funded student resilience project has been set up. The team have met for the first time and have discussed ideas in a lot more detail. There will be two parts to the project; the production of the toolkit and the action research project.

Currently there is a setback in the timescale as the graduate researcher is no longer available to assist with the project. JB encourages Executive members to put forward anyone they think would be suitable for this role. The call for proposals will be sent out next week and will be shortlisted in June. FS feels that it is going well so far and will update the Executive team in due course.

Item no.	Title	Timing: 14:55 – 15:15 (20mins)	Presented by	Paper
9	Update: Feedback from National and Regional meetings		Executive	

East – members were very interested and keen on the AMOSSHE strategy presented. They all felt that AMOSSHE was heading in a good direction.

Scotland – members were again very positive in terms of voicing their thoughts on the AMOSSHE strategy. They felt that the themes helped shape the Scottish meetings.

Northern Ireland – meeting yet to be scheduled in

Wales – members were positive about the approach to theming from AMOSSHE and will look to use the thematic areas as a way of structuring discussions at future meetings. Also discussion communicable diseases planning with Public Health Wales to look at a consistent approach to process and procedure.

Midlands – members spoke about the challenges they are currently facing with DSA. The Midlands group has a non-leads meeting which other regions may want to look into.

LASER – this leads meeting invites other colleagues to attend the first half of the meeting. For example colleagues from the counselling department will arrive first to speak about specific agenda items and the latter part of the day will consist of leads only.

South West – this meeting was held last month where members spoke about the recent UUK guidance on sexual violence and the DSA review.

Item no.	Title	Timing: 15:15 – 15:30 (15mins)	Presented by	Paper
9	AOB		Ben Bailey	
Action: National Office to scope venues for winter conference 2018				
Action: JA is unable to attend the SLC Stakeholder Operations meeting on the 5th April so JB will ask SD for his availability				
Action: JB will send out to see if any Executive members are free to attend the HEFCE discussion 5th April				

Item no.	Title	Timing:	Presented by	Paper
10	Date, time and place of remaining meetings: - 9 June, 11am – 3.30pm, TBC		Ben Bailey	
The June Executive meeting will take place at Woburn house. It would be a good idea to invite colleagues from UUK too as part of an invitation to meet the new tenants and establish relationships.				