AMOSSHE Executive meeting

23 March 2018 | AMOSSHE National Office, London

Minutes

In attendance:

Jayne Aldridge (JA)	Fay Sherrington (FS)	Nicole Redman (NR)	Nic Streatfield (NS)
Mandi Barron (MB)	Nicola Barden (NB)	Jill Stevenson (JS)	Helen McNeely (HM)
Chris Warrington (CW)	Chris Shelley (CS)	Rotimi Akinsete (RA)	John Bloomfield (JB)
Benjamin Parsons (BP)	Anya Knight (AK)		

Apologies:

Richard Irons (RI)

Item no.	Actions
2	- NO and NS to discuss potential HUCS event - JB to chase JISC about GDPR impact on our processes - BP to determine potential member content from LFHE safeguarding guide - JS to submit sexual violence toolkit and MOOC to ethics committee after its April launch
3	- NO to reconsider contractual processes with sponsors, to ensure that agreements are written down as well as verbally agreed. Also, unsigned contracts should have an expiry time by which to sign - Exec to consider developing a membership tier for HEPs with up to 1000 FTE students in the next Exec cycle
4	- BP to create an online member survey to ask about AMOSSHE's professional development plans This should include these questions: do you think AMOSSHE should be doing this? what difference would members see between this and other providers? What are the gaps? Can we add value? We need to make sure we capture name, organisation and role - HM to introduce as a video - NO and FS to write script for video introduction We need the data before the next Exec meeting, only open the survey for two weeks. By Friday 12 of May for all data in at the latest
5	- JB to check whether we need to sign off change to Executive and accounting year at 2018 AGM - JB and BP to confirm Exec and accounting year change messaging to members. Make sure we are clear that we are not reducing the membership year - Officers to decide on residential date by Easter, and all Exec advised
6	NO and NS to discuss Topic ideas for 2018/19: - Not sexual violence because it will clash with UUK. - Hate crime

	- Mental health / HUCS - Disability? Inclusive learning? – possible CPD1 - Technology in student services? Learning analytics? – for winter conference - Drawing the line in the services we provide – where do we stop? – Futures discussion - Partnerships with NHS / third parties
8	No actions recorded.
9	- CS to identify demand for this member group and to report back with more thought
10	- BP to recirculate the template for giving feedback for representation - BP to ask Fiona Waye to send us an invite to the UUK group RE staff-student violence. - NR to send holding email to David Malpas RE representing on behalf of AMOSSHE at UUK - NO to investigate Gathering expertise areas from members and allocate representation to them, ensuring they use the same feedback loop as Exec use
11	- Exec to ask regional groups their thoughts on using insight funding differently
12	No actions recorded.
13	- Exec to feed back to JA & MB and gather from regional meetings to input in to post 18 education finance consultation - BP to ask members for input - JA and MB to lead on consultation - NO to set up a meeting with OfS to start engaging
14	- JB to feedback to Exec RE audit at next meeting
15	- BP to send Exec details of German polish colloquium - NS to check availability - JB to send Exec details if Chile Global summit (we need to RSVP by 9th April) - Exec to consider communications strategy project in next Exec cycle - Exec to consider NO workloads and ensure that projects don't keep getting deferred to the next Exec cycle - JB to review minutes and papers from 23.03.18 meetings and add anything not discussed to the next agenda

Item no.	Title	Timing: 11:00 – 11:30 (30mins)	Presented by	Paper
1	Reserved business		Jayne Aldridge	

Item no.	Title	Timing: 11:30 – 11:40 (10mins)	Presented by	Paper
2	- Previous meeting minutes and actions		Jayne Aldridge	17-18-18

Minutes: Previous minutes agreed

NS met with HUCS and they are interested in doing a joint event with AMOSSHE, this is something the Executive will discuss in future.

JB has confirmed that the £38,000 discussed at the last meeting can be offset until we hit zero, there's no time limit.

LFHE safeguarding: first draft is complete, on schedule for delivery to LFHE mid April. BP will review the content and then decide what content is published out to members.

Sexual violence toolkit launch has been pushed back to April.

Outstanding actions:
- NO and NS to discuss potential HUCS event
- JB to chase JISC about GDPR impact on our processes
- BP to determine potential member content from LFHE safeguarding guide
- JS to submit sexual violence toolkit and MOOC to ethics committee after its April launch

Item no.	Title	Timing: 11:40 – 12:15 (35mins)	Presented by	Paper
3	- Discussion: National office update - Management accounts February 2018 - Membership rates and core budget discussion		John Bloomfield Nicole Redman	17-18-19 17-18-20 17-18-21

The executive discussed the AMOSSHE budgets and agreed all budgets were OK, no queries.

AMOSSHE is to consider new contracts with corporate sponsors, to ensure all elements on the contract spoken verbally and via email are included in the contract as well as including an expiry date on unsigned contracts.

The board also discussed membership rates and if we needed to increase or decrease member rates for the next academic year 2018/2019. Executive agreed to keep membership rates static as this will be good for members and we don't currently have increased costs. We will hold fees subject to no other unforeseen fees coming out of the budget, and it was agreed with the £35k surplus, AMOSSHE will continue to add more value to the membership for members.

The board discussed looking into membership tiers to accommodate smaller institutions and HE providers with under 1,000 students. This Executive is to consider this tier development (including budgets and how this would affect AMOSSHE financially, etc.) within the next executive cycle as the National office are at capacity at the moment and we would need more time to create new categories as a true reflection of the sector.

Actions:
- NO to reconsider contractual processes with sponsors, to ensure that agreements are written down as well as verbally agreed. Also, unsigned contracts should have an expiry time by which to sign
- Exec to consider developing a membership tier for HEPs with up to 1000 FTE students in the next Exec cycle

Item no.	Title	Timing: 12:15 – 12:25 (10mins)	Presented by	Paper
4	Discussion: AMOSSHE development strategy		John Bloomfield	17-18-22

The board discussed gathering views from members at regional meetings and agreed putting together a survey to gather feedback would be the best option, this would allow gathering the following information from members: name, institution, job title, etc in order to categorise.

Executive agreed to a top level of the survey headlined by a 2 minute video from one of the executive to encourage members to fill in information about development meetings and take this forward to conference. HM offered to be the represent the Executive on video content and FS offered to help assist script for video, this is to be completed prior to the next executive meeting 25th May 2018. The executive agreed this survey should be held open to members to complete for two weeks and National Office would need this data collated by Friday 12th May 2018.

JA discussed the above in the recent LASER meeting and LASER members in attendance thought it was useful to pursue these new areas such as accreditation to make us stand out from other sector events. This would add more structure to CPD events and would be great to get recognition for participation in CPD within a structured framework.

Actions:
- BP to create an online member survey to ask about AMOSSHE's professional development plans This should include these questions: do you think AMOSSHE should be doing this? what difference would members see between this and other providers? What are the gaps? Can we add value? We need to make sure we capture name, organisation and role
- HM to introduce as a video
- NO and FS to write script for video introduction
  We need the data before the next Exec meeting, only open the survey for two weeks. By Friday 12 of May for all data in at the latest

Item no.	Title	Timing: 12:25 – 12:40 (15mins)	Presented by	Paper
5	Discussion: Accounting / executive year		John Bloomfield	17-18-23

The board had an in-depth discussion around AMOSSHE's current accounting and executive year. The executive agreed to change the accounting year to 1st August as of 2018. Changing the residential dates was also discussed, from a governance perspective the board have agreed to change this from September to August. This is to be discussed further on an officer call next week and a final decision will be made and sent out to all members.

Narrative of change to be clear, not changing / shortening membership. Aligning accounting years and tidying up executive take over.

Actions:

- JB to check whether we need to sign off change to Executive and accounting year at 2018 AGM
- JB and BP to confirm Exec and accounting year change messaging to members. Make sure we are clear that we are not reducing the membership year
- Officers to decide on residential date by Easter, and all Exec advised

Item no.	Title	Timing: 12:40 – 13:20 (40mins)	Presented by	Paper
6	Update: CPD Discussion: CPD 1 for 2018-19		Nic Streatfield CPD Leads	17-18-24

CPD leads updated the board on all upcoming and past AMOSSHE events. Winter conference went well, however we only received 19 responses with feedback, this is something we need to reassess and take in to consideration when planning registration desk lay outs, etc. Networking session for 1hr was slightly too long but all in all the event was a success. CPD4 event had to be rescheduled, we lost costs for venue hire before, however everything else has been smooth with the reschedule. CPD5 is going ahead as planned and planning is going well.

The executive discussed potential CPD ideas for the next academic year, including:

- Sexual violence – exec agreed to have this later on in the academic year as UUK have a conference on this topic in November. Do we want to collaborate?
- Collaborating with Unipol?
- Partnerships with NHS / Third Sector parties?
- Disabilities practice, supporting students with access requirements differently? – Interesting to know if this has changed since our last events on this topic.
- Technology / data – tech in Student services
- The line of student services, how far do we go? What else to we take under the remit of student services? (how many lectures does a student miss before receiving an email ' are you OK?', etc) Security staff, student services staff – where are the barriers

This would be 6 CPD events in total.

Item no.	Title	Timing: 13:20 – 13:50 (30mins)	Presented by	Paper
7	Lunch			

Item no.	Title	Timing: 13:50 – 14:00 (10mins)	Presented by	Paper
8	- Update: Elections timetable		Nicole Redman John Bloomfield	17-18-25

The executive agreed with the current timeline in place for AMOSSHE elections. The board also agreed that all members are able to vote, not just the leads, but only one member per institution.

The timeline has been agreed.

No actions recorded.

Item no.	Title	Timing: 14:00 – 14:15 (15mins)	Presented by	Paper
9	- Discussion: AMOSSHE Registrars		Chris Shelley	17-18-26

CS brought this topic to the executive and the board welcomed the idea of an AMOSSHE registrars tier. It was discussed that there would need to be benefits for existing members too, including: How will existing non-lead and lead members feel about their line managers being in the membership? What would the criteria be for who could be in this group? Is it a criteria that you have to have been in AMOSSHE before?

CS to investigate this further, creating another level membership, JISCmail lists. Peer support. Reaching out to colleagues and presenting this at the next meeting. Including potential options for them to attend conference.

Actions:
- CS to identify demand for this member group and to report back with more thought

Item no.	Title	Timing: 14:15 – 14:30 (15mins)	Presented by	Paper
10	Discussion: AMOSSHE representation and exec updates		John Bloomfield	

The team conversed it would be good to share presentations when Exec members present at events and agreed members who aren't on the AMOSSHE Executive can also represent AMOSSHE, as long as they provide feedback and fill out the current representation feedback form.

If Executive members aren't available to represent AMOSSHE, we should engage with non-exec members and colleagues to represent on their behalf.

Actions:

- BP to recirculate the template for giving feedback for representation
- BP to ask Fiona Waye to send us an invite to the UUK group RE staff-student violence.
- NR to send holding email to David Malpas RE representing on behalf of AMOSSHE at UUK
- NO to investigate Gathering expertise areas from members and allocate representation to them, ensuring they use the same feedback loop as Exec use

Item no.	Title	Timing: 14:30 – 14:45 (15mins)	Presented by	Paper
11	Discussion: Insight projects funding		Jayne Aldridge	

The Executive discussed changing who and what we allocate to the insight projects. We currently have a £10,000 budget is allocated which we divide to accommodate funding two projects, should we just have £10,000 up for grabs for one institution to award.

Members applying for insight funding should outline how this will be of benefit to AMOSSHE, instead of representing findings at a conference.

Actions:
- Executive to ask regional groups their thoughts on using insight funding differently.

Item no.	Title	Timing: 14:45 – 15:00 (15mins)	Presented by	Paper
12	Update: National Conference 2018 and 2019		Chris Shelley Helen McNeely	

The national conference leads updated the team on national conference progress, it is going really well. Booking opened Monday 26th March 2018. All keynote speakers have been confirmed.

No actions recorded.

Item no.	Title	Timing: 15:00 – 15:10 (10mins)	Presented by	Paper
13	Discussion: TEF consultation		Jayne Aldridge	

The board have agreed that AMOSSHE isn't going to issue a review or response to the TEF consultation, but colleagues will review. However, the executive have agreed to gather feedback on the post-18 education funding.

Actions:

- Executive to feed back to JA & MB and gather from regional meetings to input in to post 18 education finance consultation
- BP to ask members for input
- JA and MB to lead on consultation
- NO to set up a meeting with OfS to start engaging

Item no.	Title	Timing: 15:10 – 15:15 (5mins)	Presented by	Paper
14	Update: GDPR		John Bloomfield	

The National Office have a GDPR audit scheduled for the 12th – 13th April 2018.

Actions:
- JB to feedback to the executive about the progress on GDPR and the audit at next meeting

Item no.	Title	Timing: 15:15 – 15:30 (15mins)	Presented by	Paper
15	AOB - Capita - AMOSSHE Communications Strategy - German – Polish Colloquium attendance		John Bloomfield John Bloomfield Benjamin Parsons	

The board have agreed to defer the AMOSSHE communication strategy to the next academic year / executive cycle. Executive also agreed that the National Office have exceeded workloads this year and the strategy isn't something we can keep moving in to the next executive cycle.

AMOSSHE has been invited to various overseas conferences including the German – Polish colloquium and Chile global summit conference, we need to confirm who on the executive is available to attend and represent on behalf of AMOSSHE.

Actions:
- BP to send Exec details of German Polish colloquium
- NS to check availability
- JB to send Exec details if Chile Global summit (we need to RSVP by 9th April)
- Exec to consider communications strategy project in next Exec cycle
- Exec to consider NO workloads and ensure that's projects don't keep getting deferred to the next Exec cycle
- JB to review minutes and papers from 23.03.18 meetings and add anything not discussed to the next agenda

Item no.	Title		Presented by	Paper
16	Date, time and place of remaining meetings: - 25 May, 11:00 – 15:30, National Office		Jayne Aldridge	

National Office update

Management accounts

The management accounts to February 2018 demonstrate a good performance to date with income exceeding expectations overall, despite not reaching desired sponsorship targets at this point in the year. Please note that these accounts also include income for our Equalities event which was cancelled, if some members cannot attend the revised date then this will need to be reimbursed.

Expenditure has been consistently below target level which is excellent news and demonstrates we are still able to find and source good value event spaces for most of our events. Some of this perceived saving on expenditure will be down to profiling differences within the budget and we are also likely to lose the current savings on CPD expenditure to this point in the year with having to pay for an additional venue for the equalities event. Notes on these can be found on the paper reference 17-18-20.

The second set of accounts provides revised year end figures based on performance and expected savings for the remainder of the year. This management report shows a projected year end figure of £11,119.96 profit. Providing our remaining events, including national conference and GDPR all come in within budget I would expect this profit margin to increase to approximately £19,000. This takes into account contingency for the remaining events and expectations on delegate numbers at our remaining events.

Membership update

Figures for membership are of 16 March are as follows:

Membership type	March 2018	Previous meeting figures
Tier 1 organisation	72	71
Tier 2 organisation	61	61
Tier 3 organisation	27	27
Additional member	212	209
International member	14	11
International additional	11	11
Less than 50% HE	0	0
Corporate organisation	1	1
Corporate additional	0	0
Individual member	3	2
Non-profit organisation	2	2
Non-profit additional	0	0
Student member	3	3
Total organisations	175	171
Total members	672	656

We have had some additional organisations and individual members join us, these are below:

- Pearson College London
- Nazarbayev University
- Institute of Technology Tallaght, Dublin
- Trinity College Dublin

- Dominique Thompson (Buzz consulting)

Unite are still to join us as a corporate member and we are currently following up on this.

Office team

The office team are extremely busy at the moment preparing for conference booking opening, rearranging the Equalities CPD event and finalising details for the final CPD events of the year and creating time in April to manage the outcomes of the GDPR process.

As always is there are any specific questions please direct these to John Bloomfield.

Directors Finance Summary

Feb 2018

Code	Income	Year to date			Budget	% of full year budget achieved TD*	Notes
		Actual	Budget	Variance	Full Year		
200	Conference	£468.00	£0.00	£468.00	£120,131.00	0	
300	CPD	£46,415.00	£45,910.00	£505.00	£58,885.00	79	
	Sponsorship	£32,525.84	£40,040.00	(£7,514.16)	£54,725.00	59	No annual partner sponsor this year (would have been £8,000), still plenty of opportunities to bring money in through National Conference by splitting up partner package
	Membership	£126,769.29	£118,580.06	£8,189.23	£118,580.06	107	This will reduce due to VAT adjustments
	Other	£5.61					
	TOTAL	£206,183.74	£204,530.06	£1,653.68	£352,321.06	59	
	Expenditure						
10	Central	£33,334.54	£32,930.00	(£404.54)	£101,079.10	33	
200	Conference	£8,756.80	£12,124.00	£3,367.20	£149,532.12	6	
300	CPD	£15,401.56	£17,603.00	£2,201.44	£62,007.97	25	Likely £2k increase in expenditure due to cancelled CPD and rebooking venue for this
20	Executive	£5,568.46	£6,780.00	£1,211.54	£12,350.00	45	
400	Futures	£236.15	£1,879.00	£1,642.85	£3,717.51	6	
500	Insight	£470.07	£1,403.00	£932.93	£14,208.40	3	
100	Membership	£1,125.00	£2,475.00	£1,350.00	£6,600.00	17	DODS costs accounted for to date
	TOTAL	£64,892.58	£75,194.00	£10,301.42	£349,495.10	19	
	TOTAL Surplus / Deficit	**£141,291.16**	**£129,336.06**	**£11,955.10**	**£2,825.96**		
	Area specific expenditure						
6000	Staffing	£50,911.77	£54,262.00	£3,350.23	£114,310.49	45	
7100	Travel	£7,935.61	£9,210.00	£1,274.39	£15,140.00	52	
7020	Venue hire	£17,625.72	£19,377.00	£1,751.28	£113,287.20	16	
	TOTAL	£76,473.10	£82,849.00	£6,375.90	£242,737.69		

TOTAL Cash position	Main account	£106,024.43
28/02/2018	Savings account	£110,139.41
	TOTAL	**£216,163.84**

Notes on reading the management report

1 * The full year budget percentage relates to how much income / expenditure has been raised and spent against our budgeted expectations for the year to date

2 The year to date figure only is shown as the monthy figures can vary against budget

3 Area specific expenditure is shown against those areas that are of interest to the executive

4 Figures in red are negative figures

5 Any additional information is supplied on the corresponding executive paper

Directors Finance Summary

Feb 2018

Updated year end

Code	Income	Year to date			Budget	% of full year budget achieved TD*	Notes
		Actual	Budget	Variance	Full Year		
200	Conference	£468.00	£0.00	£468.00	£120,131.00	0	
300	CPD	£46,415.00	£45,910.00	£505.00	£59,390.00	78	Increased income by £505 for total year
	Sponsorship	£32,525.84	£40,040.00	(£7,514.16)	£53,225.00	61	Reduced by £1500 overall to take into account splitting up partner package
	Membership	£126,769.29	£118,580.06	£8,189.23	£123,580.06	103	Increased by £5000 on original budget to include increased membership
	Other	£5.61					
	TOTAL	£206,183.74	£204,530.06	£1,653.68	£356,326.06	58	
	Expenditure						
10	Central	£33,334.54	£32,930.00	(£404.54)	£101,079.10	33	
200	Conference	£8,756.80	£12,124.00	£3,367.20	£149,532.12	6	
300	CPD	£15,401.56	£17,603.00	£2,201.44	£64,007.97	24	Increased overall expenditure by £2000 (for cancelled CPD)
20	Executive	£5,568.46	£6,780.00	£1,211.54	£10,650.00	52	Reduced travel for exec by £1700 based on currently expenditure
400	Futures	£236.15	£1,879.00	£1,642.85	£3,717.51	6	
500	Insight	£470.07	£1,403.00	£932.93	£12,369.40	4	Reduced by £1839 to take into account unallocated funds for this year
100	Membership	£1,125.00	£2,475.00	£1,350.00	£3,850.00	29	Reduced by £2750 to take into account cancelled DODS package from April
	TOTAL	£64,892.58	£75,194.00	£10,301.42	£345,206.10	19	
	TOTAL Surplus / Deficit	£141,291.16	£129,336.06	£11,955.10	£11,119.96		

Code	Area specific expenditure	Actual	Budget	Variance	Full Year	%	Notes
6000	Staffing	£50,911.77	£54,262.00	£3,350.23	£114,310.49	45	Need to confirm this is correct, there will be a proportion of difference due to pension and NI contribution changes throughout the year
7100	Travel	£7,935.61	£9,210.00	£1,274.39	£15,140.00	52	
7020	Venue hire	£17,625.72	£19,377.00	£1,751.28	£113,287.20	16	
	TOTAL	£76,473.10	£82,849.00	£6,375.90	£242,737.69		

TOTAL Cash position		
28/02/2018	Main account	£106,024.43
	Savings account	£110,139.41
	TOTAL	**£216,163.84**

Notes on reading the management report

1. * The full year budget percentage relates to how much income / expenditure has been raised and spent against our budgeted expectations for the year to date

2. The year to date figure only is shown as the monthy figures can vary against budget

3. Area specific expenditure is shown against those areas that are of interest to the executive

4. Figures in red are negative figures

5. Any additional information is supplied on the corresponding executive paper

AMOSSHE Membership rates and core budget

For the past few years AMOSSHE have discussed and agreed membership rates for the coming year and core budget areas of work in advance of a draft budget being presented for discussion. This enables the Executive Director to accurately balance the budget in line with the expectations of the executive board and ensure that all aspects have been considered when it is presented for sign off in the final meeting of the year.

This paper provides the executive board with information to enable an informed decision to be agreed on the membership levels and core budget areas for 2018-19.

Membership rates

For the past 4 years AMOSSHE has increased the membership rates for members, this has been in response to changes that have been enforced upon AMOSSHE such as VAT, Corporation tax and the office move to Woburn House.

AMOSSHE will need to think carefully about increasing membership rates for 2018-19 and would need to effectively communicate to members the benefit in doing so.

Below is a table which outlines some percentage increase options for AMOSSHE to see the impact to members costs and overall the difference it would make to AMOSSHE finances.

	0%	1%	2%	3%
Tier 1	£ 610	£ 616	£ 622	£ 628
Tier 2	£ 761	£ 769	£ 776	£ 784
Tier 3	£ 913	£ 922	£ 931	£ 940
<50% HE provision	£ 550	£ 556	£ 561	£ 567
International members	£ 459	£ 464	£ 468	£ 473
Corporate members	£ 1,200	£ 1,212	£ 1,224	£ 1,236
Non-profit organisations	£ 700	£ 707	£ 714	£ 721
Individual member	£ 300	£ 303	£ 306	£ 309
Student member	£ 50	£ 51	£ 51	£ 52
Additional member (1-3)	£ 90	£ 91	£ 92	£ 93
Additional member (4+)	£ 50	£ 51	£ 51	£ 52
TOTAL AMOSSHE FUNDS	£ 121,422	£ 125,025	£ 126,262	£ 127,500
Increase on current level		£ 3,603	£ 4,841	£ 6,078

Factors to consider

There are some key elements / questions we should consider when making a decision, a few of these are outlined below:

1) AMOSSHE has raised membership rates for the last four years.
2) We are looking at expanding the National Office resources to enable us to carry out some longer-term development work for AMOSSHE members, to do this we need to ensure that we have suitable financial backing for sustained development work.

3) Can we demonstrate the positive impact to members that raising membership rates would bring? If we cannot do this effectively we should not consider increasing rates this coming year.
4) Members are coming under increasing pressure to save money on budgets, do we have justification to raise the rates?

Key areas for consideration for the 2018-19 AMOSSHE budget

AMOSSHE's budget is currently broken down into the following areas:

1) CPD (Including Winter Conference and Webinars)
2) Futures events
3) National Conference
4) Membership
5) Executive
6) Insight
7) Central costs

These are core activity for AMOSSHE that we continue to develop each year.

In order to develop the draft budget for 2018-19 effectively the following questions need to be answered:

1) Are we looking to add in additional budget areas such as AMOSSHE development fund?
2) Are we intending to continue to run with 6 CPD events?
3) Are we intending to change the format for Insight projects?
4) Are there any other initiatives that should be considered for inclusion in the 2018-19 budget?

Recommendations

I would recommend that AMOSSHE ask the Executive Director, based on our current level of activity, to devise a draft budget that explores the inclusion of money for National Office resources to enable work on the longer term development to take place. Bearing this in mind the budget should look to have an increase in fees of no more than 1% to take into account inflationary increases that we are likely to be faced with and to offset the increased costs of resources.

The AMOSSHE executive board is asked to consider and agree the following:
  1) That the AMOSSHE Executive agree a figure for the membership rates for 2018-19
  2) That, in order to develop a draft budget for 2018-19, the executive answer the 4 questions asked under the key consideration sub title
  3) That JB develops a budget based on this feedback and present back at the meeting on 25 May 2018

AMOSSHE regional / national meeting questions – information to Executive members

The development strategy of AMOSSHE on the professionalisation of student services was discussed at the last executive board meeting, since then further thoughts and queries were raised offline by executive members. The following is a summation of those points raised and the briefing paper that was sent out that is intended to be used to collate consistent feedback from members.

The points raised by members are outlined below for discussion and agreement. This paper will then be sent out for distribution and discussion at up-coming regional and national meetings.

Following on from these questions is the original text distributed to executive members for comment.

Questions / comments raised

- International collaboration could be part of the scope of work (Job swap, a little bit like Erasmus but for student services staff)
- What level of staff is this aimed at? What is already available to people through their university departments?
- What do we actually mean when we say core competencies?
- Should we link to international benchmarking?
- Are there any particular aspects of this topic that we should focus on? Is this a question we should be asking?
- Is there any initial feedback from AMOSSHE members at regional / national meetings where this has been discussed / raised?

Original briefing paper

Background:
One of AMOSSHE's key aims is to support the longer term professional development of its members, including ways to [evidence/demonstrate?] the impact of the services we deliver on the overall experience of students. The proposal is to resource a longer term (3-5 year) development project to investigate the opportunities and provide options for future development.

The Executive Board has been discussing ideas around the professionalization of Student Services and concluded that this is a key area that AMOSSHE could have significant and positive influence in. This would entail spending some time and resource initially to scope the breadth and depth of work before investing longer term funds for completion. The current working idea is this will result in a set of core competencies for Student Services that AMOSSHE can structure its activity around and which would serve to support the work of members.

We cannot predict the outcomes for this project before the initial scoping work has been done. We would also want to make sure that any project was led by you as members and is focused on areas you believe will provide the most benefit. It is therefore possible that the scope will change as it is developed, based on members feedback. However initial discussions have covered the fact that a set of Core Competencies for UK Student Services **_might_** enable us to:

- Tailor our AMOSSHE CPD events to ensure we are providing useful professional development in the key areas of your work
- Provide a useful framework which will help staff who are new into Student Services roles to understand the core aspects of the work we do
- Create a self-assessment tool so that individuals or universities can benchmark their work or their skills
- Give others within the HE sector an understanding of the work of a Student Services professional
- Improve the professional image of Student Services within and outside of HE
- Assist with recruiting, inducting and supporting the high performance of staff within Student Services

Questions:
We have some key questions to ask members to gain some very initial feedback on this:

1) Do you think this is the right area for AMOSSHE to be investing funds?
2) Would you be happy for AMOSSHE to spend some initial time and resource to investigate exactly what we could do in this area and accomplish for members? (amount currently unknown)
3) Are there any other areas that AMOSSHE could / should invest money to make a positive long term difference to our members and the sector?

The AMOSSHE executive board is asked to consider and agree the following:
1) That the direction and content of the briefing sheet is agreed
2) That executive members are responsible for ensuring that this is discussed at up-coming regional / national meetings
3) That this will be discussed at the May meeting with a view to officially launch a development strategy to members at the AGM in July 2018

AMOSSHE change of executive and accounting year

Overview

AMOSSHE is considering changing the executive and accounting year to start from 1 August rather than the 1 September. This paper briefly outlines some key considerations that need to be discussed before moving ahead with this change.

Effect on members
- We would need to budget for a shorter year for members (when we alter it members would only have 11 months rather than 12 for that year). Some members may have an issue with paying full price for a reduced year so we would need to consider if we would provide discounted membership (this could be in the region of £10,000).
- Members would receive membership renewal letters just after conference in mid July as the start of the membership year would be 1 August.
- AMOSSHE year would be in line with most institutions financial year.

Effect on National Office / finances
- We would need to alter the year end timing for the evaluation of the budgets, this is likely to fall in the September / November for sign off at the January meeting, this is not a major issue given the amount of work we have on at that time.
- There may be some overlapping expenses in the first year where we will need to ask MacIntyre Hudson to come in early to run the year end. I envisage this additional support would be a one off profiling difference that can be accounted for.
- Bringing the executive year forward would mean additional work for the national office in preparing for residential training (assuming that residential timing would change to August).
- Annual budgets would have to be altered to align to the new year, this should not have a huge impact on what we do and the overlap of finances would be minimal as we do not currently have much activity within this time period, the setup work for this would require a few days work to ensure that the budget profiling matches expectations.
- We would need to alter our VAT period to ensure that our quarterly VAT calculations fall in line with year end. In the past this was staggered across two years and was difficult to provide an accurate figure for the year end accounts.
- Changes to our membership CRM would require minimal effort and therefore not really an issue.
- We would need to log the changes on companies house and HMRC but this is not expected to be a time consuming exercise.

Effect on the executive
- At the moment we have a void through end of July / August when the executive board change over takes place, this change would enable us to move forward the dates for residential and start work with the new executive (and therefore the formal change of responsibilities) more quickly.
- Removes uncertainty around formal responsibilities as a Director when over the summer period when the national office is talking to both new and existing directors.

The AMOSSHE executive board is asked to consider the following:
1) AMOSSHE to decide whether to change the AMOSSHE year or to keep the current schedule
2) The executive need to consider the narrative to members regarding the shorter membership year and whether a discount should be offered as a consequence if the decision to change the year is agreed
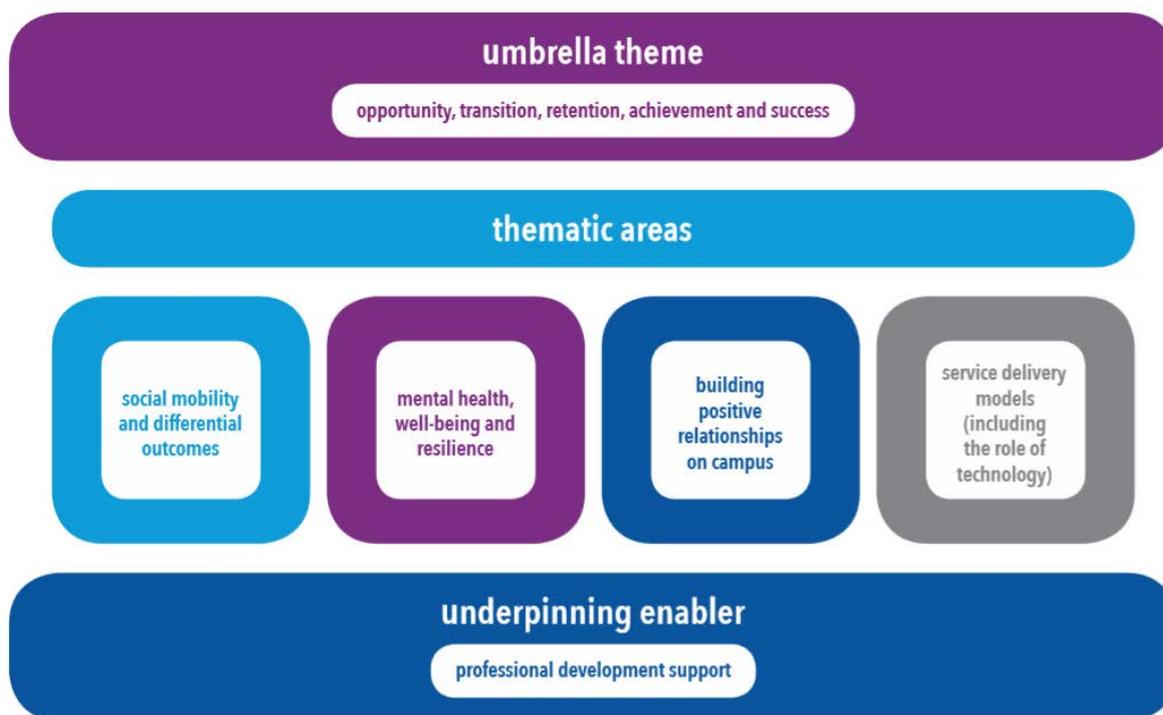
AMOSSHE CPD events

Over the past three years AMOSSHE has scheduled AMOSSHE activity decision making to ensure that the National Office and the Executive can most effectively manage the workload of events and decisions across the year. With this in mind, AMOSSHE needs to decide the topic for the first CPD event of the 2018-19 year along with leads for the event (preferably permanent leads).

Topics for a further two CPD events will need to be discussed and agreed by the meeting in May 2018 to enable us to schedule this into our planning cycle.

The first two CPD events should be on topics that are popular and relatively easy to provide content for to enable the planning to fit within the current schedule of work for the AMOSSHE leads and National Office.

Over the past two years AMOSSHE has been utilising the thematic strands to effectively focus our decision making on CPD, conference and project activity to ensure that members can see the focus of direction for AMOSSHE's work. The current thematic strands are below:

The AMOSSHE executive board is asked to consider the following:
1. To agree the topic and leads of the first CPD event of the new AMOSSHE year (to take place in or around October / November 2018).
2. To discuss topics for further CPD events for 2018-19. With the potential for a second event before the end of 2018.

Elections 2018 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?	Running again?
	Chair		
Fay Sherrington	Vice-chair	Yes	
Nicola Barden	Executive	Yes	
Rotimi Akinsete	Executive	Yes	
Helen McNeely	Executive	Yes	
Mandi Barron	Executive	Yes	
Chris Shelley	Executive	Yes	

Elections timeline

Activity	When	Where	Who
Notice of upcoming election	5 April	Newsletter	BP
Open nominations	18 April	Newsletter + email	BP
Close nominations	29 May	Newsletter + email	BP
Voting opens	1 June	Newsletter + email	BP
Voting closes	26 June	Newsletter + email	BP
Numbers & results confirmed	30 June	Through online system	BP
Nominees informed of results	2 July	Email	Nicole via – vice chair email
Results announced at AGM	4 July	Presentation @ AGM	Nicole

Processes used for election

- Nominations will be conducted through an online google application form for proposer
- An email will then be sent to the seconder asking them to confirm the statement attached and sent back before nominations close
- Once nominations close the information provided by the proposer will be uploaded to the website
- Only lead members can vote, the voting link via google forms will be sent to lead members only. If more than one person from an institution votes than the institutions vote will be null and void
- Once the voting closes the results will be evaluated and the elections lead will be informed of the vote
- Nominees will be told of the results in advance of the AGM in strict confidence
- The new executive members will be announced at the AGM

AMOSSHE Registrars

Background

AMOSSHE has had many members over the years who have gone on to other roles in UK HE institutions, often into more senior positions with wider remits. It has previously been discussed informally within Executive Committee that retaining a link with these members would be beneficial to AMOSSHE in terms of mentoring, sharing experience and producing guidance on demonstrating the value of Student Services. Often members who have gone on to other positions want to retain a link with AMOSSHE but don't feel they can without encroaching on the remits of their institutional AMOSSHE leads, and/or can't justify the additional cost of attending AMOSSHE events simply to 'keep in touch'.

It is estimated that there are currently around 10 people in Academic Registrar level roles who were formally members of AMOSSHE, and in many cases members of AMOSSHE Executive Committee, who would be interested in engaging in AMOSSHE in a more formal way. For the purposes of this document they will be referred to as 'Registrars' but that could cover a range of job titles.

This proposal sets out a suggested framework for engaging this group of people with the aim of benefitting both those individuals and AMOSSHE.

Proposal

It is proposed to create a network of former AMOSSHE members who are now Academic Registrars or similar. This network would be convened by a member of the group and not require any amendments to AMOSSHE governance but may need a small amount of time from the national office team to handle queries and logistics. This is anticipated to be minimal.

The suggestion is that AMOSSHE Registrars is formed as a group that is recognised by AMOSSHE. They would be invited to attend AMOSSHE Conference as associate members, invited to other CPD events as speakers where relevant, offer themselves as mentors to AMOSSHE members and have access to the mailbases as appropriate. Details of the above can be developed and agreed, but they must first of all be listed as an additional member on the AMOSSHE subscription. They would then be able to access the following:

Annual Conference

- AMOSSHE Registrars are invited as associate members and given access to keynote sessions and plenaries but not workshops or the AGM. They would essentially be treated as day delegates so access to refreshments and lunch but not breakfast or evening meal on the first night.
- They would not be eligible for residential places so as to not take up space otherwise in demand for AMOSSHE members. They would source their own accommodation in nearby hotels.
- They would be invited to the Gala Dinner.
- They would arrange their own networking dinner on the first night of conference, potentially sponsored by a recruitment company that operates in HE.
- They would pay a rate to be calculated by the National Office, which reflects the above.
- They would be able to submit session proposals providing the objectives of the session are relevant to their roles within a Student Services context.

- They would be promoted as potential mentors and appointments with them would be offered to conference delegates on a limited basis.
- They would have access to a networking space, within the conference venue if possible, so they can hold their own sessions or use as an office to catch up on work while the workshops are taking place.

Other CPD Events

- AMOSSHE Registrars would be invited, where appropriate, to deliver sessions or join panels for other CPD events throughout the year
- They would be eligible to book as delegates at these events but only after a certain period of time has been given for AMOSSHE members to book. If the events become fully booked then the option will not be offered to AMOSSHE Registrars, and if a waiting list is in operation they will be placed at the bottom of it.
- If enough AMOSSHE Registrars are attending an AMOSSHE CPD event then they may choose to arrange a networking dinner the night before or after under their own steam.
- They would not be invited to Regional meetings unless the specific region request it and it is agreed by the relevant AMOSSHE Lead(s).

Mailbases

- AMOSSHE Registrars would be eligible to be additional members of AMOSSHE via their institution's subscription (as they are now) but only given access to the main mailbase. If AMOSSHE Registrars aren't additional members then they would not be eligible to receive invitations to conference or CPD events as it must remain the decision of the AMOSSHE Lead as to whether they are happy for their respective Registrar to be present. If anyone not in this position wishes to join networking sessions with the AMOSSHE Registrars outside of AMOSSHE events they are of course welcome to.
- AMOSSHE could set up a separate mailbase for AMOSSHE Registrars to enable easier communication and allow for relevant discussions to take place

Conclusion and next steps

It is believed there would be good demand for this network to be created. Given many of those currently in this Registrar position do not attend conference, and some may not be listed as additional members, this is a potential revenue increase for AMOSSHE. With this year's conference approaching it could be a good opportunity to test the viability of the network and how it would interact with AMOSSHE. Given that the author of this paper is currently on the AMOSSHE Executive Committee, a conference lead, and has recently moved into a 'Registrar' position, he is in a good place to initiate the network this year.

If Executive Committee approve the recommendations then logistics can be explored immediately.

Recommendations:

1. The above parameters to be agreed/amended to establish the framework for what an AMOSSHE Registrar would be able to access
2. Chris Shelley to contact relevant colleagues in the sector and gauge demand for the AMOSSHE Registrars network to be created
3. National Office to price up a relevant Conference package for 2017 Conference
4. Progress to be reported at the next Executive Meeting