

AMOSSHE Executive Residential Meeting

12.30 pm Wednesday 10 October - 2 pm Thursday 11 October 2012

Crewe Hall, Cheshire

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Agenda

Wednesday 10 October 2011

Timing	Item
12.30 – 2.00	Lunch
2.00 – 3.00	Welcome and introductions
3.00 – 5.00	Facilitated session – aspirations and hopes from Exec involvement
5.00 – 5.30	Strategy refresher
5.30 – 7.00	Free time
7.00 – 7.30	Pre dinner drinks
7.30 - ?	Dinner Consider 20 th birthday campaign

Thursday 11 October 2011

Timing	Item
9.00 – 10.00	Exploring New Student Experience Professional Support Models
10.00 – 10.30	CPD Programme planning: future planning and risk
10.30 – 11.00	Break and check out
11.00 – 12.00	Operational business <ol style="list-style-type: none"> 1. Reserved Business 2. Apologies 3. June meeting minutes and actions 4. Officer updates <ol style="list-style-type: none"> a. Vice Chair (Finance) b. Vice Chair (Operations) 5. Membership Survey 6. Update from CPD1 Getting It Right 7. Annual Conference 8. Any Other Business
12.00 - 12.30	Strategy Review and Reflections - outcomes from the Residential
12.30 – 1.00	Stop! Start! Go! Priority activity areas
1.00 – 2.00	Lunch
2.00	Close

Executive Meeting - agreed minutes

Thursday 11 October 2012

Crewe Hall, Cheshire

11.00am – 12.30pm



Present

Ben Lewis, Chair
Brian Hipkin, Vice Chair
Nicole Redman, Vice Chair (Operations)
Gill Jack, Vice Chair (Finance)
Ben Bailey
Sam Dale
Sara Doherty

Chris Lusk
Sally Olohan
Fay Sherrington
Chris Twine
Raegan Hiles, Policy and Public Affairs
Manager (meeting secretary)

1. Reserved Business

- 1.1 Exempt from formal minute.

2. Apologies

- 2.1 Julie Walkling.

3. June meeting minutes and actions

- 3.1 The minutes of the June Executive meeting were agreed as a true and accurate record of the meeting.

- 3.2 All of the actions identified in the June minutes and to be completed by October are completed or addressed elsewhere on the agenda, with the exception of:

a. **CPD5 leads to update Value & Impact Onsite facilitator resources** (paragraph 3.2a).

To be completed by end of year.

b. **National and regional leads to enquire amongst their groups for institutions that might wish to host AMOSSHE CPD events** (paragraph 3.2b)

No institutions volunteered to host events.

c. **Policy and Public Affairs Manager to add 'Quality Indicators' to the October meeting agenda** (paragraph 4.5)

Deferred until November meeting.

d. **Conference lead to discuss the possibility of a media partnership with the media provider on an informal basis** (paragraph 4.7)

The Executive agreed that further discussion is needed on the exact nature of the relationship AMOSSHE might wish to nurture with the media.

e. **Continuing officers and officers elect to work with the Policy and Public Affairs Manager to develop a 20 year celebratory campaign** (paragraph 5.19)

Discussed as a dinner item at the residential meeting; Policy and Public Affairs Manager to collate ideas for AMOSSHE's 20 year celebratory campaign and facilitate Executive vote.

4. Officer Updates

a. Finance

4.1 The Vice Chair (Finance) introduced an update on the organisation's finances. They reported a significant contribution to core finances generated in 2011/12 that far exceeded the operational budget. The Executive agreed that half of this should be reinvested in bolstering membership support and services, and half retained in reserves for future membership investment.

4.2 The Executive noted the operational budget for 2012/13, and approved the indicative spends and approach. This included the reinvestment of £30,000 generated in 2011/12 into additional staffing.

4.3 The Vice Chair (Finance) introduced the Financial Reserves Strategy. They explained that the strategy documents the approach to financial management that the organisation operates. The Executive agreed that setting out the organisation's approach to financial management in this way acts as a helpful reminder for the Executive and National Office, improves organisational transparency and demonstrates AMOSSHE's financial rigour and commitment to members.

Action: Policy and Public Affairs Manager to publish Financial Reserves Strategy via www.amosshe.org.uk.

b. Membership

4.4 The Vice Chair (Operations) updated the Executive on membership cancellations and new memberships. Since the June meeting:

- a. Two tier one HEIs have joined AMOSSHE (Newman University College and BPP University College);
- b. One tier two HEI has returned to AMOSSHE (London Metropolitan University)
- c. Seven additional members have left AMOSSHE; and
- d. Four additional members have joined AMOSSHE

4.5 The Executive agreed that membership criteria should be changed from 'higher education institutions' to 'higher education providers,' in light of the changes to the HE landscape since the articles of association were last reviewed.

Action: Policy and Public Affairs Manager to draft amendments to articles of association, for consideration at 2013 AGM.

4.6 The Executive considered a request from a non HEI to join AMOSSHE as a professional affiliate member. The Executive determined that as the request came from a service provider, the access to membership that this would offer would be inappropriate.

Action: Policy and Public Affairs Manager to respond to membership request.

c. National Office

4.6 The Vice Chair (Operations) advised the group that the NUS plans to move office in March 2013. The intention is that AMOSSHE will move with them, and the Executive was satisfied that this proposal met AMOSSHE's best interest and offers reasonable stability. The Executive was pleased that the location remains accessible in central London, and that AMOSSHE will continue to have access to space that can be used for events.

Item 4.7 exempt from publication – policy in development

5. Membership survey

- 5.1 The Policy and Public Affairs Manager introduced an overview of the initial survey findings:
- The response rate from members was disappointing at just 25%.
 - The most noticeable trend is that, in addition to pressure on staffing resources and an expectation to deliver more varied services, budgets have been cut for departments.
 - Many managers are viewing this as an opportunity to think creatively and introduce innovative solutions, often using technology, to maximise the support they can offer students.

5.2 The Executive expressed concern at the low response rate to the membership survey. They agreed the survey is a vital tool both for members in benchmarking and the organisation in representing the sector.

5.3 The Executive noted that the survey report will be published by 31 October 2012.

Action (i): Policy and Public Affairs Manager to circulate draft findings from the 2011/12 membership survey to Executive for comment.

Action (ii): Policy and Public Affairs Manager to finalise and publish summary report of the membership survey findings in members' area of www.amosshe.org.uk.

6. CPD updates

a. 'Getting It Right', 15 October 2012

6.1 The Policy and Public Affairs Manager advised that, despite late opening of the practical workshop on student complaints, the event was fully booked in just ten days. There is a waiting list of six for the event.

6.2 The Executive commended the event lead for their work on developing the programme for the day.

b. 'From your Idea to your Success,' 16 November 2012

6.3 The Policy and Public Affairs Manager advised that booking for the conference style event focusing on technology and Student Services was scheduled to open on 11 October 2012.¹

7. Annual conference

7.1 The annual conference leads for 2012 introduced a summary of the 2012 conference including budget and delegate feedback. They noted the substantial contribution of the conference to organisational income, the positive comments from delegates, the richness of the programme and lessons learned.

7.2 The Executive thanked the conference leads and Administrative Officer for their work in delivering such a high quality and popular conference.

7.3 The Executive considered planning for the 2013 conference. They approved the continuation of 2012 conference leads for a 2013, and that the conference should be located in the North West of England.

Action: National Office to compare tenders already received for locations in Liverpool and Manchester with other suitable options in Manchester, for conference leads to advise on and secure a conference venue for 2013.

¹ Secretary's note: booking for CPD2 went live during the Executive meeting. By the close of business on 11 October 2012, the office had already received four bookings for this one day conference.

- 7.4 The Executive noted the need to identify a theme for the 2013 conference as early as possible, so that the conference team may approach potential speakers and sponsors, and promote the conference.

Action: Executive colleagues to e-mail suggestions for conference themes to the conference leads for further discussion.

8. Any Other Business

a. New membership groupings

- 8.1 The Executive noted appetite amongst members for new communities based on the type of institution.

Action: Policy and Public Affairs manager to add 'new membership groupings' to November agenda.

b. Requests to support, endorse and work with other organisations

- 8.2 The Executive discussed several opportunities to work with HE professional associations that have arisen since the June meeting.

c. Website

- 8.4 The Executive noted ongoing work to finalise the website structural development.

- 8.5 The Executive noted ongoing discussions around online event booking functionality.

d. NASPA exchange

- 8.5 The Chair noted that the incoming NASPA exchange is due to take place in 2013. The Policy and Public Affairs Manager noted discussions and advice taken from the previous incoming NASPA exchange coordinator, and a NASPA 2013 lead was identified within the Executive.

Action: NASPA lead and Policy and Public Affairs Manager to discuss next steps and liaise with NASPA about the 2013 exchange.

e. Projects: Students FIRST

- 8.6 The Executive noted the completion of the Students FIRST project and media coverage. The Executive thanked the HEIs and other project partners for their work in creating a suite of practical resources for moving technology discussions forward in the sector.

9. Next meeting(s)

Friday 23rd November 2012, Drummond Street, London

Friday 22nd February 2013, Drummond Street, London

Friday 12th April 2013, London (exact location to be confirmed)

Friday 7th June 2013, London (exact location to be confirmed)

The business meeting closed at 12.30pm.