

AMOSSHE Executive meeting

15 September 2017 | Liverpool Hilton, Boardroom

Agenda

- **Apologies: Nic Streatfield, Nicola Barden**
- **Reserved Business**

Item no.	Title	Timing: 11:40 – 11:45 (5mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	17-18-01
Minutes: Passed as an accurate record Actions: All actions in progress as expected or completed				

Item no.	Title	Timing: 11:45 – 12:15 (30mins)	Presented by	Paper
2	Discussion: National office update		John Bloomfield	17-18-02
	- Management accounts August 2017		Jayne Aldridge	17-18-03
	- Draft budget 2017-18			17-18-04
<p>The management accounts indicated that AMOSSHE has had a better than expected result, overall achieving a positive position for the year end. It was noted however that there are numerous adjustments to be made between the meeting and the year-end accounts finalisation which includes a number of VAT adjustments. The National Office will report back the year end position at the November meeting providing AMOSSHE has been able to finalise the accounts by this point.</p> <p>The 2017/18 draft budget includes adjustments for an additional CPD event in December and small adjustments in the budgeted areas of expenditure. As a result AMOSSHE is currently budgeting for a small surplus for the 2017/18 budget year. The AMOSSHE executive have signed off the budget whilst providing the opportunity for the Vice chair operations to approve minor changes in the lead up to events.</p>				

Item no.	Title	Timing: 12:15 – 12:30 (15mins)	Presented by	Paper
3	Discussion: DODS political monitoring		Benjamin Parsons	17-18-05
<p>The executive discussed the merits and potential impact of removing DODS from our political monitoring intelligence and therefore our newsletters. It was decided that the money involved would have a greater impact if it was used on other areas of work. Action: JB to contact DODS and cancel contract. Please note that there is a 6 month cancellation clause in the contract so the budget can only be adjusted by 50%.</p>				

Item no.	Title	Timing: 12:30 – 12:40 (10mins)	Presented by	Paper
4	Discussion: CPD schedule for 2017-18		John Bloomfield	17-18-06
<p>The executive discussed and agreed a schedule of 6 CPD events in 2017/18 with the ambition of also hosting 4 webinars. These are in line with the thematic work of AMOSSHE and covers a number of areas of focus for members. The areas of focus are as follows:</p> <ul style="list-style-type: none"> - CPD1: Mental Health Crisis - CPD2: Inclusive Learning and Teaching - CPD3: Winter conference: residences support - CPD4: Equalities - CPD5: Leadership - CPD6: Student resilience - Webinar1: Policy - Webinar2: Handling disclosures of sexual violence - Webinar3: TEF - Webinar4: Responding to security incidents on campus 				

Details and dates will be released to the membership as soon as further details are confirmed.

Item no.	Title	Timing: 12:40 – 12:55 (15mins)	Presented by	Paper
5	Update: TEF and representation		Ben Bailey	
<p>The executive will seek to complete a TEF webinar to provide some focus to members on the impact of TEF on student services. Nicola Barden will lead the logistics for a webinar. Action: NO and NB to work on TEF webinar.</p> <p>The subject of increasing demand on the executive members time to represent AMOSSHE was discussed. The executive will actively seek to engage a wider net of members in representing AMOSSHE to the wider sector. There will be a need for members to work within a basic framework when presenting to ensure that the quality of work is adequately presented. Action: JB to devise a basic framework for member engagement and create a contacts list for members and interests to be added to over time.</p>				

Item no.	Title	Timing: 12:55 – 13:05 (10mins)	Presented by	Paper
6	Update: Charity status		Ben Bailey John Bloomfield	
<p>Now that AMOSSHE has concluded its work on the membership re-structure AMOSSHE will seek to clarify its position as an organisation. JB will provide an update summary paper on the position and the narrative of charity status for the next executive meeting to enable members to understand the implications of such a move and the impact on resources. Action: JB to create a summary paper on charity status for the next executive meeting.</p>				

Item no.	Title	Timing: 13:05 – 13:15 (15mins)	Presented by	Paper
7	Update: Strategy		Ben Bailey	
<p>AMOSSHE will seek to continue to build on its longer term strategy to enable AMOSSHE to continue to forward plan. The executive discussed various elements that could be part of a future strategy with two main strands being discussed.</p> <ol style="list-style-type: none"> 1) Influencing and being sector leading 2) Providing high quality support through research, collaborations and partnerships <p>AMOSSHE will continue to refine longer term strategic goals at forthcoming executive meetings in order to refine work to be presented to members.</p> <p>24 month goals were discussed as part of the strategic conversation to help AMOSSHE understand the impact of the longer term discussion. The resulting decision was for two working groups to be created to further detail short term understanding and impact of the longer term strategy. The two working groups are:</p> <ol style="list-style-type: none"> 1) Framework for sustainable growth 2) Marketing and communications strategy <p>These working groups will report back to the next AMOSSHE executive meeting in November. Action: NO to administrate the groups.</p>				

Item no.	Title	Timing: 13:15 – 13:30 (15mins)	Presented by	Paper
8	AOB		Executive	
<ol style="list-style-type: none"> 1) Student research surveys – how should AMOSSHE handle requests to survey our membership. Action: for executive members to ask this question in regional and national meetings 2) Modern slavery – the Crown prosecution service for Wales has produced UK guidance for universities about preventing modern slavery, and want to work with AMOSSHE to promote it. The exec felt that other organisations would be better suited to do this, as the guidance is aimed at staff across the university 				

Item no.	Title		Presented by	Paper
9	Date, time and place of remaining meetings:	<ul style="list-style-type: none"><li data-bbox="320 192 903 226">- 24 November, 11:00 – 15:30, National Office<li data-bbox="320 230 868 264">- 26 January, 11:00 – 15:30, National Office<li data-bbox="320 268 817 302">- 6 April, 11:00 – 15:30, National Office<li data-bbox="320 306 829 340">- 25 May, 11:00 – 15:30, National Office	Ben Bailey	