

## HELOA Anglia Group

### Minutes of meeting held 7 December 2018

#### Earlham Hall, University of East Anglia

#### Present:

Anglia Ruskin: Amy Stanton

University of Cambridge: Rachael Bailey, Millie Beach, Grace Dickinson, Jenny Hunt, Nuala Murray

University of East Anglia: Scott Knight, Andrew Underwood

University of Hertfordshire: Manisha Maju, Sharon Tamale, Sarah Bouvier

University of Suffolk: Tanesha Wedderburn, Emily Rowling, Debra Gingell, Daisy Robinson

University Centre Colchester: Ashley McMullin

Middlesex University: Aishah Piprawala

Brunel University: Krishna Maroo

**Apologies:** Rachel Cox

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#### 1. Welcome

#### 2. Update from HELOA Anglia Committee

In Rachel Cox's (RC) absence Scott Knight (SK) gave an update on the UK Committee (UKC) that met in September. The key discussion points were as follows:

- Work is being done at a national level to establish formal partnerships with HELOA, e.g. with the Quality Assurance Agency and Neon. The aim is to provide members with value for money on their memberships and it may lead to training and speakers being more readily available.
- HELOA has a surplus of money and they are keen for individual groups to bid for more money to use it up. In some recent years HELOA Anglia's bid has been small in comparison to other groups and all the budget is spent on training. Ideas were requested on how the group could spend additional money.
- Membership fees are currently being collected from the primary contacts. Primary contacts were asked to ensure they are paid.
- UKC are working to clarify what the role of primary contacts are and what is expected of them. One key responsibility is to attend the Annual General Meeting and vote. If primary contacts can't make the AGM they should nominate a proxy to vote as it's important for Anglia institutions to be represented.

- SK reminded the group that there is a HELOA membership survey and encouraged members to complete it. The feedback from the survey will be shared in due course and will likely inform how the surplus money can be spent.
- Work is ongoing into registering HELOA as a charity.
- Due to Robbie Pickles stepping down as HELOA Chair nominations are requested for a new Chair.
- The Anglia group is still looking for someone to sit on the committee as Vice Chair, Administration. Anyone who is interested in this role should speak to SK or RC. If there is not sufficient interest in the administration position the committee may look to change the role to an additional Training Vice-Chair position.
- Work is being done to the HELOA website to make it more informative as currently it is not well-used.

### **3. UCAS fairs**

Emily Rowling updated the group on UCAS fairs. The official notes will be circulated to the Anglia group when they are available.

### **4. National Conference**

SK said that bookings are still open for the National Conference on 23-25 January 2019. There will be more break-out session than ever before and the new conference manager is Jonas Rae. Planning has started for the 2020 National Conference which is likely to be in Stratford upon Avon. Following feedback, the 2020 conference will be held the week earlier (15-17 January).

### **5. 2019 meeting dates**

It was agreed that Fridays are still the best day for institutions to attend Anglia meetings. The May 2019 meeting will be hosted by Hertfordshire, the September meeting will be hosted by ARU in Chelmsford and Suffolk will host in December. SK will circulate proposed dates shortly.

### **6. 2019 training discussion**

The group came up with some ideas for training and other ways to spend the Anglia budget.