

Date: Tuesday 11 December 2018

Host: UCL

Time: 12:00 – 13:00

Members present

Name	Institution
Khashim Hussain	Brunel University
Becky Robson	Brunel University
Andy Cotterill	City, University of London
Ben Copsey	City, University of London
Conor Jackson	Coventry University
Ashleigh Hope	Guildhall School of Music & Drama
Tim Dhir	Kingston University
Marina English	London Metropolitan University
Nikki Jell	Middlesex University
Zee Mohammed	Middlesex University
Maria Tkacenko	Middlesex University
Rupa Lakhani	UCL
Alice King	UCL
Sian Earl	University of East London
Bev Pullen	University of Roehampton
Sophie Threfall	University of Salford
Laura Young	University of the Arts London
Krishna Maroo	University of West London
Jenny Tait	University of West London
Daniel Bailey	University of West London
Jacob Brown	University of West London
Natalie Hyde	University of West London
Shaawlina Pun	University of West London
Leon Harris	University of Westminster
Amanda Barton	University of Winchester

1. Minutes of last meeting

1.1 No changes made

2. UCAS Working Group update

2.1 Minutes from the meeting on 23 November 2018 will be circulated to members separately.

2.2 UCAS want to set up a working group specifically to discuss the scanners used at events. If you are interested in this please get in touch.

2.3 There is opportunity for your feedback to the UCAS working group, if you have any feedback on the items in the minutes please get in touch.

3. UKC update T

3.1 There have been two UKC meetings since the last London Group meeting to report back on.

3.2 We need to submit our bid for the 2019/20 budget, below are the proposed amounts we will ask for:

3.2.1 £2000 for the London Group Training & Development Day

3.2.2 £1200 for the LAC event

3.2.3 £450 for catering for the Group meetings

- 3.2.4 A vote on these amounts was cast and no one was against. We will bid for more money for the Training & Development Day and LAC event to allow us to increase the activities we offer
- 3.3 The way in which we bid for money for meeting catering has changed. We used to be allocated £150 for each meeting, which works for the London Group, however other groups have longer meetings and provide more catering or lunch. Therefore each group chair will now bid for the amount of money they will spend on meetings over the year, rather than being allocated the £150. We have decided to stick with the £150 allocation per meeting as we have never spent more than this.
- 3.4 We need a new UCAS Working Group Representative for the London region as Daniel Dutton has resigned from the role. The post will be a two year role and will have a formal role descriptor which will be agreed on at the AGM in January. We will open elections after this and it will run in the same way we run elections for committee positions. The UCAS Working Group Rep will need to commit to attending all UCAS Working Group meetings as well as the regional group meetings.
 - 3.4.1 If you are interested in the role please get in touch with Becky at Rebecca.robson@brunel.ac.uk. We can also put you in touch with other reps from other regions if you have any questions.
 - 3.4.2 HELOA will reimburse all travel and accommodation expenses for travelling to UCAS Working Group meetings
- 3.5 At the last London group meeting we had discussion points in order to feedback information to the UKC. It has now been decided that regional meetings do not need to be organised around UKC meetings and we will only be given discussion points if there are topics UKC want us to discuss.
- 3.6 At the National Conference there will be the AGM meeting. At this meeting only Primary Contacts can vote. If your Primary Contact is not attending the AGM please get in touch with office@heloa.ac.uk in order to arrange a proxy voter.
 - 3.6.1 The London Group Chair will be attending conference and can act as proxy for any London institution if necessary
- 3.7 Any HELOA member can now attend meetings in any region. The only restriction is on voting; you cannot vote on any issues in a meeting unless your university has a physical base in that region.
- 3.8 HELOA is still looking for someone to fill the Vice-Chair: Finance role on the Exec Committee. Please do apply if you are interested in this role, you do not need to have previous budgeting or financial experience in order to put yourself forward.
- 3.9 Every region has a rep from the Student Loans Company. Going forwards the London Committee needs to build a relationship with this person, if you already work with the London SLC rep, please do pass their details on to us so we can get in touch.
- 3.10 If you have not already paid for your Conference place please do so asap as this is the biggest outstanding payment that HELOA is waiting for.
- 3.11 UKC has voted to change the title of one of the regional committee roles. The Vice-Chair: Administration role will now be Vice-Chair: Membership and Communications. This is to better represent the duties of the role surrounding communicating regularly with regional members.
 - 3.11.1 Our VC Membership and Communication role will become vacant in January, we will advertise it once the formal change has gone through. If you think you are interested in the role and joining the London Committee please do get in touch with Becky.

4. Update on Scotland

- 4.1 The Scottish government is moving towards creating more university places for Care Leavers. All Care leavers will be offered a place at university in Scotland regardless of where they are based and will be given a bursary of £8000.

4.2 They are also moving for more university places to be given to students from the most deprived area of Scotland, which will make it harder for Scottish students to secure a university place in Scotland.

4.3 Scotland has a Gender Action Plan to ensure no course has more than a 75/25 gender split by 2030.

5. Date of next meeting

5.1 The next meeting will be at the National Conference in January. Future 2019 meetings will be decided by the committee and circulated in the New Year

6. AOB

6.1 Rupa will now be stepping down from the London Group Chair and Becky will take over from 2 January 2019. We want to say a massive thank you to Rupa for all of her work on the committee over the past year and wish her all the best as she goes on maternity leave.