



## Group Development Annual Report 2020

This year has been like no other, and the way in which the Group Chairs and committees have dealt with the changes introduced due to COVID, including the introduction of online meetings and budget freezes on group spend, all whilst everyone's day jobs changed beyond recognition, has been remarkable.

The support and guidance provided by HELOA at a group and national level has proved invaluable this year as everyone has had to adapt to the huge changes in the sector during the pandemic. This can be seen in the increase across the majority of groups in terms of attendance at online meetings. This can be attributed to the platform being accessible for more members, without the need to travel to venues for group meetings, but also the support of groups in these uncertain times has been crucial.

Despite everything changing and even if certain events couldn't go ahead as originally planned, such as full day training events, groups were quick to implement changes to ensure the content wasn't lost, so some groups held training sessions over a number of weeks, some over a period of a week and others introduced additional virtual sessions to chat over lunch.

Although group spend was put on hold during the pandemic, due to a decrease in revenue from events, groups still managed to provide a great range of activity for members\*, utilising expertise from across the membership and the wider sector, which can be seen in the group reports.

The innovative mentoring scheme created by the North West & Northern Ireland group and also adopted by the Scotland group is proving to be extremely beneficial for members. The aim is to roll the scheme out to all groups during 2021. NW & NI group have already worked with SW & SE, Anglia and Wales groups this year to help them to develop their own mentoring programmes going forward.

The training spreadsheet created by the training team, which contains all training information in one place, continues to be extremely useful for groups to consult before booking training for their group. In addition to this, I would like to solidify the approach needed when booking

training for groups, in terms of a flowchart of who to contact, e.g. training/partnership/finance etc. prior to making a booking and who makes the final decision on whether a booking can be made. This should make things easier and quicker for group chairs/VCs when considering potential training providers.

Myself and Dawn from the HELOA office are currently in discussions regarding the groups' needs in order to comply with GDPR. We are looking at various options at the moment and this will continue in more detail in 2021.

I would like to thank Ali Clark who stepped down from her group chair role during 2020. Ali made a fantastic impact on group activity in HELOA Scotland and she will be missed. Thank you for all your hard work and dedication. Thanks also to Grant Cullen for taking on the role of group chair in Scotland and Jen Barton for taking on the role of group chair in the North East, Yorkshire & the Humber. With limited time and having to undertake handovers online, it has certainly been a challenging start to their term!

I would also like to thank Rebecca Bowen for her continued support and hard work as group chair for Wales, again, she will be missed when she steps down in January. Special thanks to Rebecca for acting as our first group chair 'buddy' to HELOA Scotland's Grant. This worked well for both parties and allowed Grant to speak to a more experienced group chair on an informal basis when taking over the role. This will be something we will roll out to other groups as new group chairs come into post, to hopefully make the transition less daunting. I must also mention the hard work Rebecca and others put in to the Study in Wales virtual events this year. As Rebecca stands down after AGM, we look forward to welcoming her replacement Andy Jackson into the role in 2021.

Also, I would like to thank both Rebecca Oliver and Rachel Cox for continuing their term as group chair for longer than expected due to a lack of applications for the roles when advertised. It can always be a struggle to fill committee roles, for various reasons, but understandably this year may have put members off applying due to increases in workloads in the 'day job'. I am currently working with group chairs to come up with solutions of how to convert member engagement into applications. The introduction of name blind applications may help with some of the issues we have had in the past and it has already worked well for group committee roles for Wales and NW & NI where 3 applications were received for both, whereas the majority of roles last year were uncontested elections.

Thanks also go to Rebecca Robson for her time as group chair for London, I wish her all the best with her imminent arrival in the new year and hope she enjoys her maternity leave to the full! We hope to see you back in the HELOA family once you return.

As there will shortly be three group chair positions going out for election, I would like to engage with the relevant groups at their forthcoming group meetings to encourage applications and to hopefully dispel any fears about the workload of the roles. With regard to the Training/Partnerships committee roles, there were some variations of the role title in some groups, so after discussion with all group chairs we have now streamlined all the titles to VC Training & Partnerships, to allow the post holder to get involved in both areas. Even though it is likely that training will be the most predominant part of the role, it allows some variation within the role by having the partnership element included.

Finally, I would like to recognise and thank all group chairs and committees for their amazing support and guidance to members through the changing landscape of 2020. You have all shown tremendous resilience and dedication to ensure members have remained engaged and supported throughout this uncertain time. It is a pleasure to work with all of you and I look forward to 2021 and all that it may bring!

**Amanda Kenningley**  
**HELOA Vice-Chair (Group Development)**  
**November 2020**

**\*Please note that some group information is missing from the reports due to activity taking place after the report deadline.**

## HELOA Anglia Annual Report 2020

### Group Committee Officers

| Committee Position                      | Name              | Institution                    |
|---|-------------------|--------------------------------|
| Chair                                   | Rachel Cox        | University of Cambridge        |
| Vice Chair (Membership & Communication) | Annabel Osborne   | Norwich University of the Arts |
| Vice Chair (Training & Partnerships)    | Olivia Matthewson | University of Cambridge        |

### 2020 Group Meetings

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 29 May 2020  |
| <b>Location</b>                           | Zoom   |
| <b>Number of Attendees / Institutions</b> | Approximately 25 attendees / 7 institutions                            |
| <b>Summary of activity</b>                | Anglia meeting and sharing how everyone's work has adapted to Covid-19 |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 2 October 2020   |
| <b>Location</b>                           | Zoom   |
| <b>Number of Attendees / Institutions</b> | Approximately 25 attendees / 7 institutions  |
| <b>Summary of activity</b>                | Anglia meeting follow by a session on postgraduate WP and breakout rooms to share best practice. |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | 11 December 2020                                  |
| <b>Location</b>                           | Zoom  |
| <b>Number of Attendees / Institutions</b> | Tbc   |
| <b>Summary of activity</b>                | Anglia meeting followed by two training sessions. |

### UCAS Conventions held in the region

N/A

**Publications/Events (if any)**

N/A

**Challenges**

As with many things this year, it has been challenging moving our meetings online. Sharing details about how our teams have adapted has been great though and we're working towards including more training for future meetings.

**Special Mentions**

A huge thank you to Scott Knight at UEA who finished in his Vice Chair (Training) role this summer. Scott was on the committee for three years and made a huge difference to the group - including co-organising our first Anglia overnight conference and planning a wide variety of training sessions for us. We'll hugely miss you on the committee Scott!

**Finance**

| Purpose                     | Amount |
|-----------------------------|--------|
| Well-being training session | £100   |
| Mental Health training tbc  | tbc    |

**Future Plans**

After discussion at the October meeting, we are planning to launch an Anglia mentoring scheme in 2021. We're also working to put together a range of training sessions over the next year.

**Dates for 2020 Group Meetings: tbc**

**HELOA Anglia Membership**

| List of Group institutions  |                                |
|-----------------------------|--------------------------------|
| Anglia Ruskin               | University of Bedfordshire     |
| University of Suffolk       | University of Cambridge        |
| UEA                         | Norwich University of the Arts |
| University of Hertfordshire | Writtle University College     |

Rachel Cox  
HELOA Anglia Group  
November 2020

## HELOA London Annual Report 2020

### Group Committee Officers

| Committee Position                                   | Name           | Institution                            |
|--|----------------|--|
| Group Chair  | Rebecca Robson | Brunel University London               |
| Group Vice Chair:<br>Membership and<br>Communication | Nick Chambers  | City, University of London             |
| Group Vice Chair: Training<br>and Partnerships       | Ashleigh Hope  | Guildhall School of Music<br>and Drama |
| Group Vice Chair: Training<br>and Partnerships       | Krishna Maroo  | University of West London              |

### 2020 Group Meetings

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | Tuesday 26 - Friday 29 May  |
| <b>Location</b>                           | Virtual   |
| <b>Number of Attendees / Institutions</b> | Day 1: 28<br>Day 2: 32<br>Day 3: 27<br>Day 4: 30  |
| <b>Summary of activity</b>                | Day 1: Presentation Skills, James Wilmshurst <i>Be Presentable</i><br><br>Day 2: Careers Panel, The benefits of becoming a school governor, Will Durham, <i>Governors for Schools</i><br><br>Day 3: London Group meeting, HELOA feedback & breakout rooms, quiz<br><br>Day 4: Spotlight on HEI achievements, sharing best practice breakout rooms |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | Friday 18 September   |
| <b>Location</b>                           | Virtual   |
| <b>Number of Attendees / Institutions</b> | 49/23   |
| <b>Summary of activity</b>                | UCAS Working Group update, Kat Knight, <i>City, University of London</i><br>Insights from a Sixth form, Amar, <i>William Perkin CofE High School</i><br>Making the most of HELOA's partners, Fiona Curry, <i>HELOA</i><br>Careers Panel |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | Tuesday 8 <sup>th</sup> December                  |
| <b>Location</b>                           | Virtual   |
| <b>Number of Attendees / Institutions</b> | TBC   |
| <b>Summary of activity</b>                | London Group meeting followed by training session |

#### UCAS Conventions held in the region:

West London - 11 & 12 March

#### Publications/Events (if any)

N/A

#### Challenges

We have historically struggled with attendance numbers, especially for a group with a large number of members. Having moved meetings to a virtual platform we have found that engagement with members has improved.

It took a year to fill the VC: Membership and Communication role so we were a person down on the committee for a long while. We are now recruiting for 3 roles at the same time which may also present challenges.

#### Special Mentions

N/A

**Finance**

| <b>Purpose</b>                  | <b>Amount</b> |
|---------------------------------|---------------|
| Be Presentable training session | £300          |

**Future Plans**

Currently running an election for both VC: Training & Partnerships roles, these will hopefully be filled by the beginning of December.

The election for Group Chair will be opened after the December meeting with a handover period in the new year.

**Dates for 2021 Group Meetings:**

TBC

**HELOA London Membership**

| <b>List of Group institutions</b>   |                                  |
|-------------------------------------|----------------------------------|
| Birkbeck, University of London      | Middlesex University             |
| Brunel University London            | Queen Mary University of London  |
| City, University of London          | SOAS University of London        |
| Coventry University (regional)      | St George's University of London |
| Goldsmiths, University of London    | St Mary's University             |
| Guildhall School of Music and Drama | UCL                              |
| Imperial College London             | University College of Osteopathy |
| King's College London               | University of East London        |
| Kingston University                 | University of Roehampton         |
| London Metropolitan University      | University of the Arts London    |
| LSE                                 | University of West London        |
| London South Bank University        | University of Westminster        |

**Rebecca Robson**  
**HELOA London Group**  
**November 2020**



## HELOA Midlands Annual Report 2020

### Group Committee Officers

| Committee Position                        | Name                  | Institution              |
|---|-----------------------|--------------------------|
| Group Chair                               | Dylan Cozens          | Coventry University      |
| Vice Chair Memberships and Communications | Georgina Linton-Smart | University of Birmingham |
| Vice Chair Training and Partnerships      | Victoria Spink        | University of Derby      |
| Vice Chair Training and Partnerships      | Dan Flatt             | University of Leicester  |

### 2020 Group Meetings - all start with a Midlands Chair and UCAS Working Group update

|                                    |   |
|------------------------------------|---|
| Date of Meeting                    | Midlands Meeting - 18/2/20  |
| Location                           | Newman University   |
| Number of Attendees / Institutions | 31 from 21 institutions   |
| Summary of activity                | <ul style="list-style-type: none"> <li>- Meet the HELOA UK Chair</li> <li>- Midlands project overview (HELOA Midlands pack sent to Midlands schools to highlight our outreach offer, currently on hold due to COVID)</li> </ul> |

|                                    |  |
|------------------------------------|--|
| Date of Meeting                    | Networking and Development Day - 28/5/20   |
| Location                           | Virtual  |
| Number of Attendees / Institutions | 55 from 21 institutions  |
| Summary of activity                | <ul style="list-style-type: none"> <li>- Student Finance England update, Ahmar Ehsan</li> <li>- Governors for Schools overview, Shaun Paskin</li> <li>- Midlands Quiz</li> </ul> |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | Training Day - 10/9/20  |
| <b>Location</b>                           | Virtual   |
| <b>Number of Attendees / Institutions</b> | 50 from 20 institutions   |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>- Keynote by Jim Dickinson, WonkHE</li> <li>- Breakout sessions (Autumn plans, a look back at lockdown, exhibitions, reaching out to WP students)</li> </ul> |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | Meeting - 1/12/20  |
| <b>Location</b>                           | Virtual  |
| <b>Number of Attendees / Institutions</b> | 65 (correct as of 23/11 but might increase)  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>- Student Finance England update, Ahmar Ehsan</li> <li>- Breakout sessions</li> <li>- Midland Christmas Quiz</li> </ul> |

### Other meetings

In addition to the Group meetings, we have held 6 smaller informal sessions during 2020 for members to chat over a virtual lunch. These sessions have been well received and have been a welcome replacement for not being able to catch up whilst at events across the region.

The conversations have been valuable as members don't have the opportunity to have an informal chat at Group meetings for an hour because of time restrictions.

### **UCAS Exhibitions held in the region:**

N/A

### **Publications/Events (if any)**

### **Challenges**

N/A

### Special Mentions

Thank you to Rebecca Brown, UCB, who recently stepped down from her role as VC Training and Partnerships.

A special mention for Georgie and Dan on the committee for their continued hard work and dedication to their roles.

### Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2020, we spent the following amount:

| Purpose   | Amount      |
|---|-------------|
| Catering at February meeting, Newman University | £358        |
| <b>Total committed spend to date</b>            | <b>£358</b> |

### Future Plans

#### Dates for 2021 Group Meetings:

TBC in December

### HELOA Midlands Membership

Following the most recent national membership update of November 2020, the HELOA Midlands Group currently has 266 individual members across 21 member HEIs:

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>List of Group institutions</b> | University of Leicester     |
| Aston University                  | University of Lincoln       |
| University College Birmingham     | Loughborough University     |
| University of Birmingham          | Newman University           |
| Bishop Grosseteste University     | University of Northampton   |
| Birmingham City University        | Nottingham Trent University |
| Coventry University               | University of Nottingham    |
| De Montfort University            | Staffordshire University    |
| University of Derby               | University of Warwick       |
| Harper Adams University           | University of Wolverhampton |
| Keele University                  | University of Worcester     |

**Dylan Cozens**  
**HELOA Midlands Chair**  
**November 2020**

**HELOA North East, Yorkshire & Humber  
Annual Report 2020**

**Group Committee Officers**

| <b>Committee Position</b>                      | <b>Name</b>       | <b>Institution</b>         |
|--|-------------------|----------------------------|
| <b>Chair</b>                                   | Jennifer Barton   | Durham University          |
| <b>Vice Chair</b> (Membership & Communication) | Marica Shelbourne | University of Huddersfield |
| <b>Vice Chair</b> Training & Partnerships      | Stephanie Gordon  | Leeds University           |
| <b>Vice Chair</b> Training & Partnerships      | Kate Filimon      | University of Huddersfield |

**2020 Group Meetings**

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 18/2/20  |
| <b>Location</b>                           | Leeds Art University   |
| <b>Number of Attendees / Institutions</b> | 28 / 15  |
| <b>Summary of activity</b>                | Group meeting<br>Conference Update<br>Discussion about group social activities<br>School Governors Update<br>Introduction to Leeds Art University<br>Evaluating External Events and Sharing Best Practice<br>Social drinks |

|   |               |
|---|---------------|
| <b>Date of Meeting</b>                    | 14/5/20       |
| <b>Location</b>                           | Zoom          |
| <b>Number of Attendees / Institutions</b> | 33 / 18       |
| <b>Summary of activity</b>                | Group meeting |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 16/9/20  |
| <b>Location</b>                           | Zoom   |
| <b>Number of Attendees / Institutions</b> | 35 / 19  |
| <b>Summary of activity</b>                | Group meeting<br>Voting rights for associate members discussion<br>Best practice publication discussion<br>Careers Guidance training session |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | 10/12/20  |
| <b>Location</b>                           | Zoom  |
| <b>Number of Attendees / Institutions</b> | TBC   |
| <b>Summary of activity</b>                | Group meeting<br>Best Practice publication discussion<br>Innovative ways to work with schools (break out rooms) |

#### **Training Sessions delivered via zoom:**

**23/09/20**

T Levels & Qualification reform

**07/10/20**

Care leavers/Estranged Students

#### **UCAS Conventions held in the region:**

- N/A

#### **Publications/Events (if any)**

Developing a best practice guide for schools - still in progress

#### **Challenges**

New committee members - handing over virtually and getting re-acquainted as a new committee without being able to meet physically.

Virtual meetings having to become the new norm.

### Special Mentions

Thank you to our outgoing chair Amanda Kenningley for being a great chair and supporting me to take over as chair. Thanks to the committee for being so supportive and to Marica for taking on the role of membership and administration and contributing so much from the outset. Also, a big thank you to Chris Morley who has continued in his role as representative on the HELOA UCAS working group. A big thank you also goes to the members who have been doing a great job adjusting to the virtual world of working!

### Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2020 the North East, Yorkshire & Humber Group used this money for the following:

| Purpose                               | Amount      |
|---------------------------------------|-------------|
| Catering                              | £200        |
|                                       |             |
| <b>Total committed spend to date:</b> | <b>£200</b> |

### Future Plans

We have a number of suggestions for 2021 meetings, including training on the following:

- Teachers panel
- Data and evaluation
- Safeguarding
- Engaging with academics

Due to the success of our training month, which was meant to be a training day in September 2020, we will host a training day in September 2021, where we will have a full day's programme of training.

### Dates for 2021 Group Meetings:

- 9 February - Zoom
- 26 May - tbc
- 16 September - tbc
- 7 December - tbc

**HELOA North East, Yorkshire & Humber Membership**

The HELOA North East, Yorkshire & Humber Group currently has approx. 230 individual members across 22 member HEIs:

| <b>List of Group institutions</b>        |   |
|--|---|
| Bradford College                         | Leeds Arts University                                   |
| Durham University                        | Leeds Conservatoire (previously Leeds College of Music) |
| Leeds Beckett University                 | Newcastle University                                    |
| Leeds Trinity University                 | Sheffield Hallam University                             |
| Northumbria University                   | York St John University                                 |
| Teesside University                      | University of Huddersfield                              |
| University of Bradford                   | University of Leeds                                     |
| University of Hull                       | University of Sheffield                                 |
| University of Sunderland                 | Falmouth University                                     |
| University of York                       | Queens College at Cambridge                             |
| Coventry University - Scarborough Campus | Kirklees College  |

**Jennifer Barton**  
**HELOA North East, Yorkshire & Humber Chair**  
**November 2020**

**HELOA North West & Northern Ireland  
Annual Report 2020**

**Group Committee Officers**

| <b>Committee Position</b>                 | <b>Name</b>           | <b>Institution</b>                 |
|---|-----------------------|------------------------------------|
| <b>Group Chair</b>                        | Chris Mullen          | Edge Hill University               |
| <b>Vice Chair</b> Training & Partnerships | Benjamin Kibble-Smith | Liverpool John Moores University   |
| <b>Vice Chair</b> Training & Partnerships | Ellie Lloyd Davies    | Manchester Metropolitan University |
| <b>Vice Chair</b> Comms & Membership      | Jamie Graney          | University of Liverpool            |

**2020 Group Meetings**

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | Thursday 16 <sup>th</sup> January   |
| <b>Location</b>                           | National Conference   |
| <b>Number of Attendees / Institutions</b> | 30 / 9  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>● Host intro / chair update</li> <li>● Icebreaker</li> <li>● Discussions tables of what members would like to see at upcoming years meetings, especially around accredited or non-accredited training</li> </ul> |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | Monday 11 <sup>th</sup> to Friday 15 <sup>th</sup> May   |
| <b>Location</b>                           | Virtual  |
| <b>Number of Attendees / Institutions</b> | 33 / 13  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>● Intro and Group Update</li> <li>● Mentoring relaunch</li> <li>● Quiz and Scavenger Hunt - NE, Y &amp; H group invited too - Lily Wearden</li> </ul> |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Publications booklet topic session - Carol Rossall</li> <li>• Finding the silver lining discussion via slack - all committee</li> <li>• Wellbeing and building resilience - Tracey Ellis</li> <li>• UCAS working group &amp; UK Chair update - Ellie Wharfe &amp; Jonny Atkinson</li> </ul> |
|--|--|

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | Monday 7 <sup>th</sup> to Friday 11 <sup>th</sup> September  |
| <b>Location</b>                           | Virtual  |
| <b>Number of Attendees / Institutions</b> | 38 / 11  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>• Intro and Group Update</li> <li>• “HELOA Goodbye to 2020” discussion about the year in review - Carol Rossall</li> <li>• Practitioners Hour - John Cheek (Unitasterdays), Stephen Jones (SLC), Fiona Curry (HELOA partnerships)</li> <li>• Widening Access to PG study - Rowena Piers &amp; Al Blackshaw</li> <li>• Out of Reach Outreach best practice - Kirsty Wilkinson (Loughborough), Oliver Rossetti (Leicester), Sophie Palmer (Revolution Viewing)</li> <li>• What are NW Unis doing to support BAME students? Discussion - Reena Kaur (Edge Hill) &amp; Catherine Shillito (LJMU)</li> <li>• UCAS Working group update - Ellie Wharfe</li> </ul> |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | Wed 2 <sup>nd</sup> to Fri 4 <sup>th</sup> December  |
| <b>Location</b>                           | Virtual  |
| <b>Number of Attendees / Institutions</b> | Currently 38 booked on as of 20/11/20 (13 institutions)  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>● Pre-recorded National and Group update</li> <li>● “From Burnley to Buckingham palace” - Zia Chaudhry</li> <li>● Mature students’ info and guidance session - Charlotte Barratt</li> <li>● Virtual v Physical: First Term Evaluation - Lyndsey Spiers</li> <li>● Current Students Panel &amp; Prospective students survey - various student ambassadors</li> <li>● Teacher &amp; Advisers Panel - various school and college contacts</li> <li>● UCAS Working group update - Ellie Wharfe</li> <li>● Creating covid friendly content - Future U (Lancs UniConnect hub)</li> <li>● Christmas Social - NW&amp;NI Committee</li> </ul> <p>(SLC invited to attend the week and chat with members throughout)</p> |

#### UCAS Conventions held in the region:

- Manchester
  - Northern Ireland
- (Both happened before Covid pandemic)

#### Publications/Events (if any)

- Mentoring programme for 20/21 launched - currently 36 people registered an interest, 15 ongoing partnerships and 7 concluded relationships.

- Jamie and Chris also collaborated with SW&SE, Anglia, and Wales groups to develop their own mentoring programmes going forward.
- NW&NI Practitioners Guide to working in HE booklet due for release in early 2021 - all articles now received and currently in the design process as a PDF. This will be sent out to all members and attached to Dawn's new HELOA Member email from early 2021.
- UniConnect@home - ran by Merseyside Uniconnect Hub Shaping Futures in June with support from HELOA NW&NI to promote to our institutional members to take part in a week-long programme of virtual events and sessions. 12 out of the 17 NW&NI institutions were involved.
- November - Introduction to HELOA session for members of NW&NI for 1 year or less
- November - UCAS Working group input session for our group rep to gather feedback before the next UCAS working group meeting

### Challenges

- Unavoidable smaller group budget than normal, meaning we had to be creative and clever in terms of our speakers - actually proved a huge benefit with more HELOA members running best practise sessions which gained regular positive feedback.
- Attendees - disappointed with the number of attendees virtually compared to how many we would get physically - our group has feedback on how much they like to meet physically - day out of the office, chance to catch up and network face to face. Virtual fatigue creeping in!
- Two VC Training & Partnership committee members left in 2020 due to other commitments and new employment - both only had short time in the roles with little impact on projects. More stable going into 2021 with Ben and the new VC set to join at the end of November.

### Special Mentions

**Ellie Wharfe** for her continued time, effort, communication, knowledge, providing members with regular opportunities to feedback and representing our group so fantastically in the UCAS working group.

**Ben Kibble-Smith & Jamie Graney** for their effort, commitment, and enthusiasm for pulling together an informative, engaging, and interesting programme of events for the year, on top of week to week HELOA admin. Even more impressive considering the current situation and extra workloads.

**All NW&NI Members** for continuing to engage, contribute and collaborate throughout the year with us as a committee in our new virtual world!

### Finance

| Purpose  | Amount      |
|--|-------------|
| <b>May Virtual Meeting</b>                     |             |
| Prizes for Quiz                                | £30         |
| Gift card for external speaker (Tracey Ellis)  | £15         |
| <b>September Virtual Meeting</b>               |             |
| Gift card for external speaker (Rowena Piers)  | £30         |
| <b>December Virtual Meeting</b>                |             |
| Gift card for external speaker (Zia Choudhry)  | £20         |
| Prospective students survey prize              | £20         |
| Teacher & Adviser thank you gift cards         | £70         |
| Prizes for Quiz                                | £25         |
| <b>Publications Booklet PDF (Design costs)</b> | <b>£700</b> |
| <b>Total committed spend to date</b>           | <b>£910</b> |

\*not yet spent

### Future Plans

- Mental Health First Aid course - was due to happen in May but now TBC until we can get back to physical meetings. Booked and paid for already from 2019/20 budget, Dean McShane due to deliver.
- Termly Introduction to HELOA sessions - for members 1 year or less - next one Monday 22nd February 2pm-3pm
- January discussion session that we normally would have held at conference - Thursday 21st January - 2pm-3pm
- New project or training to be discussed in December/January once new VC Training & Partnerships appointed at the end of November

### Dates for 2020 Group Meetings:

- Exact dates TBC by end of 2020/start of 2021
- 21st January - w/c 3rd May - w/c 6th September - w/c 6th December

**HELOA North West & Northern Ireland Membership**

The HELOA North West and Northern Ireland Group currently has 204 individual members across 17-member HEIs:

|                                     |  |
|-------------------------------------|--|
| <b>List of Group institutions</b>   | University of Chester                    |
| UCEN Manchester                     | University of Bolton                     |
| Queen's University Belfast          | University of Central Lancashire (UCLan) |
| Liverpool Hope University           | Lancaster University                     |
| Liverpool John Moores University    | University of Cumbria                    |
| University of Liverpool             | University of Salford                    |
| Manchester Metropolitan University  | University of Manchester                 |
| <b>Blackpool and Fylde College*</b> | Myerscough College                       |
| University Centre at Blackburn      | Edge Hill University                     |

**\*still no reply on renewing membership for 2020/21 despite numerous HELOA Office contact**

**Chris Mullen**  
**HELOA North West & Northern Ireland**  
**November 2020**

## HELOA Scotland Annual Report 2020

### Group Committee Officers

| Committee Position                                    | Name            | Institution                 |
|---|-----------------|-----------------------------|
| Group Char  | Grant Cullen    | Edinburgh Napier University |
| Group Vice-Chair<br>(Memberships &<br>Communications) | Natalie Sweeney | University of Stirling      |
| Group Vice-Chair (Training<br>& Partnerships)         | Heather Black   | University of Strathclyde   |
| Group Vice Chair (Training<br>& Partnerships)         | Louise Irving   | Abertay University          |

### 2020 Group Meetings

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 20/02/2020   |
| <b>Location</b>                           | University of Strathclyde  |
| <b>Number of Attendees / Institutions</b> | 34 / 13 <ul style="list-style-type: none"> <li>• University of Highland &amp; Islands</li> <li>• University of Aberdeen</li> <li>• Robert Gordon University</li> <li>• Abertay University</li> <li>• University of Dundee</li> <li>• University of Stirling</li> <li>• Edinburgh Napier University</li> <li>• University of Edinburgh</li> <li>• Heriot Watt University</li> <li>• University of Glasgow</li> <li>• University of Strathclyde</li> <li>• University West Scotland</li> <li>• Scotland Rural University College</li> <li>• Queen Margaret University</li> </ul> |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>• UCAS Update</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• 2020 Conference Update</li> <li>• Open Days Dates</li> <li>• Orkney/Shetland Events</li> <li>• ER&amp;M Events</li> </ul> |
|--|--|

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 20/05/2020   |
| <b>Location</b>                           | Online via Zoom  |
| <b>Number of Attendees / Institutions</b> | 46 / 13 <ul style="list-style-type: none"> <li>• University of Highland &amp; Islands</li> <li>• University of Aberdeen</li> <li>• Robert Gordon University</li> <li>• Abertay University</li> <li>• University of Dundee</li> <li>• St Andrews University</li> <li>• Edinburgh Napier University</li> <li>• University of Edinburgh</li> <li>• Heriot Watt University</li> <li>• University of Glasgow</li> <li>• University of Strathclyde</li> <li>• University West Scotland</li> <li>• University of Stirling</li> <li>• Scotland Rural University College</li> </ul> |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>• Covid Institution Updates</li> <li>• Online Collaborative Events</li> <li>• Conversion Events Online</li> <li>• Open Days Online</li> </ul>   |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 03/09/2020   |
| <b>Location</b>                           | Online via MS Teams  |
| <b>Number of Attendees / Institutions</b> | 47 / 15 <ul style="list-style-type: none"> <li>• University of Highland &amp; Islands</li> <li>• University of Aberdeen</li> <li>• Robert Gordon University</li> <li>• Abertay University</li> </ul> |

|                            |  |
|----------------------------|--|
|                            | <ul style="list-style-type: none"> <li>• University of Dundee</li> <li>• St Andrews University</li> <li>• Edinburgh Napier University</li> <li>• University of Edinburgh</li> <li>• Heriot Watt University</li> <li>• Glasgow Caledonian University</li> <li>• University of Glasgow</li> <li>• University of Strathclyde</li> <li>• University West Scotland</li> <li>• Scotland Rural University College</li> <li>• Queen Margaret University</li> <li>• University of Stirling</li> </ul> |
| <b>Summary of activity</b> | <ul style="list-style-type: none"> <li>• UCAS Update</li> <li>• Online Collaborative Series</li> <li>• Open Days</li> <li>• Online Events</li> </ul>   |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 23/11/2020   |
| <b>Location</b>                           | Online via MS Teams  |
| <b>Number of Attendees / Institutions</b> | <p>44 /15 (all Institutions represented)</p> <ul style="list-style-type: none"> <li>• University of Highland &amp; Islands</li> <li>• University of Aberdeen</li> <li>• Robert Gordon University</li> <li>• Abertay University</li> <li>• University of Dundee</li> <li>• St Andrews University</li> <li>• Edinburgh Napier University</li> <li>• University of Edinburgh</li> <li>• Heriot Watt University</li> <li>• Glasgow Caledonian University</li> <li>• University of Glasgow</li> <li>• University of Strathclyde</li> <li>• University West Scotland</li> <li>• Scotland Rural University College</li> </ul> |



|                            |  |
|----------------------------|--|
|                            | <ul style="list-style-type: none"> <li>• Queen Margaret University</li> <li>• University of Stirling</li> <li>• University of Liverpool</li> <li>• University of Huddersfield</li> </ul> |
| <b>Summary of activity</b> | <ul style="list-style-type: none"> <li>• UCAS Working Group Update and Discussion</li> <li>• Online Collaborative Series Summary</li> <li>• HELOA Scotland Virtual Event</li> </ul>      |

#### **UCAS Conventions held in the region:**

- Glasgow
- Edinburgh
- Aberdeen
- Dundee
- Fife
- Highlands
- Moray
- Stornoway
- Ayrshire
- Borders
- Forth Valley
- North Lanarkshire

#### **Publications/Events (if any)**

Online Collaborative Series (Scottish & RUK) All HELOA institutions took part in 6 Online events this year promoting Scotland as a place to study

#### **Challenges**

As a group we continue to go from strength to strength will a full complement of active engaged committee members and members who contribute to supporting all the group. This has been demonstrated through our very successful Online collaborative series

#### **Special Mentions**

To the project group who led the online collaborative series.

**Finance**

| <b>Purpose</b> | <b>Amount</b> |
|----------------|---------------|
| Catering       | £135.00       |
|                |               |
|                |               |

**Future Plans**

Given the current circumstances we have still tentatively earmarked the Conference to happen in May 2021. A lot of work has gone into and we will do our utmost to run albeit with restrictions.

We are scoping to conduct a HELOA Scotland Online Event this year.

**Dates for 2021 Group Meetings:**

- Tbc February
- Tbc May
- Tbc September
- Tbc November

**HELOA Scotland Membership**

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| <b>List of Group institutions</b> | Queen Margaret University         |
| University of Highland & Islands  | University of Edinburgh           |
| University of Aberdeen            | Heriot Watt University            |
| Robert Gordon University          | Glasgow Caledonian University     |
| Abertay University                | University of Glasgow             |
| University of Dundee              | University of Strathclyde         |
| St Andrews University             | University West Scotland          |
| Edinburgh Napier University       | Scotland Rural University College |
| University of Stirling            |                                   |

**Grant Cullen**  
**HELOA Scotland**  
**November 2020**

## HELOA South East Annual Report 2020

### Group Committee Officers

| Committee Position                          | Name          | Institution              |
|---|---------------|--------------------------|
| South East Chair                            | Steph Coogans | University of Chichester |
| South East VC Membership and Communications | Lindsey Blake | Bucks New University     |
| SE VC Training and Partnerships             | Vacant        | N/A                      |
|   |               |                          |

### 2020 Group Meetings

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | 12/2/20   |
| <b>Location</b>                           | University of Chichester  |
| <b>Number of Attendees / Institutions</b> | 8 (excluding committee members) from 5 institutions   |
| <b>Summary of activity</b>                | Updates on HELOA Conference, UCAS HELOA WG, insights from the 2020 UK Domestic Student Survey and using EPQ to engage young people. |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 13/5/20  |
| <b>Location</b>                           | Online   |
| <b>Number of Attendees / Institutions</b> | 30 (excluding committee members) from 13 institutions  |
| <b>Summary of activity</b>                | Update from HELOA Chair and UCAS HELOA WG rep, breakout rooms to discuss virtual events/working, intro to Partnerships team and what they do, SLC update |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | 17/8/20   |
| <b>Location</b>                           | Online  |
| <b>Number of Attendees / Institutions</b> | 16 (excluding committee members) from 13 institutions   |
| <b>Summary of activity</b>                | Informal catch up meeting due to Covid to check in on members. Discussed how Clearing went, if anyone was returning to the office and how it was working, recruitment and outreach activity - what is the format? |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 11/11/20   |
| <b>Location</b>                           | Online   |
| <b>Number of Attendees / Institutions</b> | 25 (excluding committee members) from 14 institutions  |
| <b>Summary of activity</b>                | UKC and UCAS/HELOA WG updates, SLC update (sent with minutes as rep unable to attend), intro from VC Group Development who explained her role, update from the Education Marketer who showed how UK and international institutions were promoting themselves in the pandemic as well as external industries, discussion around working collaboratively on virtual HE offering. |

**UCAS Conventions held in the region:** Surrey and Sussex (Kent and Hampshire cancelled due to Covid)

**Publications/Events (if any)** - SE and SW Christmas Conference (Training) TBC if going ahead

**Challenges** - haven't formally invited call for nominations yet due to Covid but no expressions of interest in vacant VC Training and Partnerships role which has been plugged since the 2019 Christmas Conference in December.

**Special Mentions** - Lindsey Blake for her role as VC Membership and Communications. She has been a fantastic support to me, and I don't know what I would have done without her! Especially as the VC Training and Partnerships role is vacant so there has been more pressure to cover this side of things too.

Fred Binley for his excellent work in his role as the SE HELOA/UCAS WG rep. He has worked tirelessly in ensuring the views of our members are heard by UCAS, especially during the virtual events season which has resulted in a lot of concerns from members.

### Finance

| Purpose   | Amount  |
|---|---------|
| Catering for Feb meeting                        | £141.45 |
| Speaker fees - Education Marketer - Nov meeting | £150    |

### Future Plans

Would like to work on something collaboratively as a group in addition to launching and rolling out the mentoring scheme jointly with the SW group.

**Dates for 2021 Group Meetings:** Not yet decided. Likely to be mid Feb, mid-May and mid-end October with joint SW and SE Christmas Conference mid-December.

### HELOA South East Membership

| List of Group institutions |                                     |
|----------------------------|-------------------------------------|
| University of Chichester   | University of the Creative Arts     |
| Bucks New University       | University of Sussex                |
| University of Brighton     | Canterbury Christ Church University |
| University of Southampton  | Royal Holloway                      |
| University of Winchester   | Solent University                   |
| University of Oxford       | Oxford Brookes                      |
| University of Surrey       | University of Reading               |
| University of Portsmouth   | University of Kent                  |

**Steph Coogans**  
**HELOA South East Group**  
**November 2020**

## HELOA South West Annual Report 2020

### Group Committee Officers

| Committee Position                     | Name           | Institution              |
|--|----------------|--------------------------|
| Chair                                  | Rebecca Oliver | Bournemouth University   |
| Vice Chair Training & Partnerships     | JJ Clark*      | University Centre Weston |
| Vice Chair Memberships & Communication | Louis Ormston  | Bournemouth University   |

\*stepped down in October 2020, position currently vacant

### 2020 Group Meetings

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 21 February 2020   |
| <b>Location</b>                           | University of Exeter   |
| <b>Number of Attendees / Institutions</b> | 28 people, 14 institutions   |
| <b>Summary of activity</b>                | Update from UCAS Events working group<br>UCAS Hub & Sync (UCAS)<br>Increasing Progression to HE (The Brilliant Club)<br>The importance of primary outreach (University Centre Weston/Bournemouth University) |

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 8 June 2020  |
| <b>Location</b>                           | Virtual  |
| <b>Number of Attendees / Institutions</b> | 36 people, 16 institutions   |
| <b>Summary of activity</b>                | UCAS Updates<br>HELOA Partnerships Roadshow<br>Teacher/Careers Leads panel |

### Joint South West & South East Mentoring Scheme Launch - October 2020

Special thanks to Jamie Grainey (Liverpool) & Chris Mullen (Edge Hill) from the North West & Northern Ireland group who shared their experiences of running a successful mentoring scheme in their group. We will be launching this in collaboration with the South East group in 2021.

## Challenges

Unable to recruit a successor for the South West Chair Post, will open up nominations again in January 2021.

## Special Mentions

We would like to thank JJ Clark, outgoing Vice Chair of Training for all his hard work in post.

## Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2020 the South West Group have not spent any funds due to the pandemic and movement of our activity online.

## Future Plans

**Dates for 2021 Group Meetings:** TBC pending successful appointment of SW chair

## HELOA South Membership

Following the national membership update at the end of 2018, the HELOA South West Group currently has members across 17 HEIs:

| List of Group institutions        |                               |
|-----------------------------------|-------------------------------|
| AECC                              | Arts University Bournemouth   |
| Bath Spa University               | Bournemouth University        |
| Plymouth College of Art           | Plymouth Marjon University    |
| Plymouth University               | Royal Agricultural University |
| Somerset College                  | Truro College                 |
| University Centre Weston          | University College Falmouth   |
| University of Bath                | University of Bristol         |
| University of Exeter              | University of Gloucestershire |
| University of the West of England |                               |

**Rebecca Oliver**  
**South West Chair**  
**December 2020**

## HELOA Cymru | Wales Annual Report 2021

### Group Committee Officers

| Committee Position                         | Name            | Institution               |
|--|-----------------|---------------------------|
| Chair                                      | Rebecca Bowen   | University of South Wales |
| Vice Chair (Membership and Communications) | Alex Kennedy    | University of South Wales |
| Vice Chair (Training and Partnerships)     | Katie Whitmore  | University of South Wales |
| UCAS Working Group Representative          | Llinos Williams | Bangor University         |

### 2020 Group Meetings

|                                    |   |
|------------------------------------|---|
| Date of Meeting                    | 16 January  |
| Location                           | Stratford-upon-Avon   |
| Number of Attendees / Institutions | 11 attendees / 5 institutions   |
| Summary of activity                | <ul style="list-style-type: none"> <li>• AGM and Conference: What have you learned?</li> <li>• Discussed possible collaborative teachers' event and group Open Day poster (<i>both subsequently postponed due to COVID-19</i>)</li> </ul> |

|                                    |  |
|------------------------------------|--|
| Date of Meeting                    | 14 May   |
| Location                           | Online   |
| Number of Attendees / Institutions | 37 attendees / 9 institutions  |
| Summary of activity                | <ul style="list-style-type: none"> <li>• Update from UK Chair</li> <li>• UCAS Working Group update</li> <li>• Student Finance Update (Phil Lynes and Stephen Jones)</li> </ul> |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Breakout sessions: Virtual Events; Working from Home; Supporting Students and Teachers</li> </ul> |
|--|--|

|   |  |
|---|--|
| <b>Date of Meeting</b>                    | 2 October  |
| <b>Location</b>                           | Online   |
| <b>Number of Attendees / Institutions</b> | 25 attendees / 8 institutions  |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>• Launch of Group Chair Election</li> <li>• 'Study in Wales' Virtual Fair evaluation and feedback summary</li> <li>• UCAS Working Group update</li> <li>• Student Finance Update (Phil Lynes and Stephen Jones)</li> <li>• DataFiltr Update (Sean Montgomery)</li> <li>• IntoUniversity - Wales consultation (Sophie Houghton)</li> <li>• Roundtable discussion: Virtual events feedback</li> </ul> |

|   |   |
|---|---|
| <b>Date of Meeting</b>                    | 4 December  |
| <b>Location</b>                           | Online  |
| <b>Number of Attendees / Institutions</b> | TBC   |
| <b>Summary of activity</b>                | <ul style="list-style-type: none"> <li>• Elf Day fundraiser for Alzheimer's Society</li> <li>• Introduction to Group Mentoring Scheme (Chris Mullen)</li> <li>• Governors for Schools (Emma Harris and Loren Nadin)</li> <li>• UCAS Working Group update</li> <li>• Festive Quiz</li> </ul> |

**UCAS Conventions held in the region:**

- None

**Publications/Events**

- 'Study in Wales' Virtual Fair - 4 September
- 'Study in Wales' Virtual Fair - 3 December
- Delivered a collaborative Welsh language 'Preparing for Results Day' webinar in partnership with UniTasterDays - 12 August

**Challenges**

- Current committee (including incoming Group Chair) are all based at the same institution.
- Current Vice-chair (Membership and Communications) term ends in February and this is often a difficult role to fill.

**Special Mentions**

A huge thank-you to Group Vice-chairs Alex and Katie for their continued hard work. Thanks also to Llinos for her invaluable contribution to the UCAS Working Group on behalf of HELOA Cymru | Wales, and a special thanks this year for ensuring that member views have been shared, during a particularly challenging and contentious period.

A big thanks must also go to all members of the Virtual Fair Working Group, for their contribution to the planning and delivery of two successful online events, and for working collaboratively to deliver an opportunity for students, teachers, advisers, parents and carers to engage with higher education at a challenging and unsettling time.

Finally, as I near the end of my time as Group Chair, I'd like to thank all members who have engaged with group and national activities - without you, there is no HELOA. Diolch yn fawr iawn!

**Finance**

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2020, the HELOA Cymru | Wales Group did not spend any funds allocated. However, HELOA UK covered the initial cost of both 'Study in Wales' virtual events (£5,725 x 2) and participating were invoiced for their share of the cost. I would like to add my thanks to the HELOA Finance Team for authorising and arranging this.

**Future Plans**

- Implement Mentoring Scheme
- Expand membership to include HEFCW Reaching Wider Partnership staff
- Deliver biennial training event
- Improve engagement with relevant organisations, e.g., Seren Network

**Dates for 2021 Group Meetings:**

15 January - Online

21 May - Online

24 September - TBC

3 December - TBC

**HELOA Cymru | Wales Membership**

The HELOA Cymru | Wales Group currently has 79 individual members (including 4 honorary members) across 9 member HEIs:

| <b>List of Group institutions</b>    |   |
|--------------------------------------|---|
| Aberystwyth University               | Swansea University                      |
| Bangor University                    | University of South Wales               |
| Cardiff University                   | University of Wales Trinity Saint David |
| Cardiff Metropolitan University      | Wrexham Glyndŵr University              |
| Royal Welsh College of Music & Drama |   |

**Rebecca Bowen**  
**HELOA Cymru | Wales Chair (outgoing)**  
**November 2020**