



## AGM - Minutes

Thursday 15th January 2020

Crowne Plaza Hotel, Stratford-upon-Avon

### 1. Welcome and Introduction

The Chair opened the meeting at 15:29, welcoming members and explaining the procedure for running the meeting. Each item would be introduced, then a proposer and seconder would be sought. This would then be followed by an opportunity for comments and questions from the floor before a vote would be taken. Everyone is welcome to comment, but only primary contacts and appointed proxies can vote. There are 145 institutional members and to be quorate one-third of those or their appointed proxies must be present (49). There are 86 primary contact or proxies present so are quorate and can conduct formal business. For amendments to the Constitution, a majority of 75% of the votes present would be required (65). All other votes, and to make changes to the standing orders, would be taken based on a simple majority of those present and eligible to vote (44).

### 2. Apologies for Absence

The Vice-Chair (Membership and Administration) Steven Walsh, Liverpool Hope University, received 50 formal apologies from members.

### 3. Minutes of the Annual General Meeting, 24<sup>th</sup> January 2019, Crowne Plaza, Stratford-Upon-Avon

The Chair asked for any comments, questions or amendments to the 2019 AGM Minutes.

The Chair invited the meeting to adopt the 2019 minutes as an accurate record.

<b>Proposer</b>	Rebecca Oliver, Bournemouth University
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<b>Seconder</b>	Jonas Rae, Swansea University
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#### Comments or Questions

An error was noted on page 8, point 11 which states, 'Date and venue of 2018 AGM.' This will be corrected to, 'Date and venue of 2020 AGM' and the amended minutes will be circulated.

The minutes of the 2019 AGM were approved unanimously.

### 4. Reports

#### 4.1 UK Committee Report

The UK Chair, Jonathan Atkinson, University of Liverpool, introduced the paper, explaining that the report outlined the work undertaken by UK committee members and the group chairs during 2019.

There were several changes in the Executive committee in 2019: Michelle Terrell VC (Finance), Steven Walsh VC (Membership and Administration) and Charlotte Brooks (stepping down at the end of conference) with Reena Kaur having been elected as the new VC (Training). Joe Bradbury-Walters was elected as UK Chair and took up the post after

AGM 2019. Joe aimed to solidify the roles of the UK Committee by ensuring they were specific and fit for purpose. Joe also supported the work of the VC (Governance and Policy) with the charitable application process.

Jonathan Atkinson was elected as UK Chair in September 2019 and met with the Vice-Chairs to explore the strengths and challenges, and to determine how best to move forward in line with the strategy. To further support this, the Exec commenced work on an organisational development plan.

The Chair thanked the UK committee for their commitment throughout the year. Groups were innovative with access to a larger budget. Achieving charitable status in England and Wales was a large project, thanks to Jo Marchant for that success. The training team ran very successful conferences, with last year's NPC having the highest attendance rate. The NPC helps to support and instil the right message and ethos to those starting out in their career. Thanks to Charlotte Brooks for her time as a conference manager and as VC (Training) where she demonstrated excellent leadership skills. The finance team ensured transparency, clearly reporting on income and outgoings. The communication team continued their on-going work on social media, the website and established the new document library. The partnerships team continued to raise HELOA's voice within the sector and income raised through national conference sponsorship was increased by 57.5%. HELOA is what members make it and it is important to meet our members' needs.

The Chair asked for the adoption of the UK Committee Report.

<b>Proposer</b>	Jonathan Atkinson, University of Liverpool
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<b>Seconder</b>	Ali Clark, University of Stirling
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There being no questions or comments, the AGM agreed unanimously to adopt the report.

#### 4.2 Report of the Partnerships Team

Vice-Chair (Partnerships) Rebecca Hollington, University of Wolverhampton, shared the report.

The aim of the partnerships team was to represent the membership and raise the profile of HELOA in the sector. Jack Clare worked closely with the sponsors. Members were encouraged to engage with the sponsors and gain insight and ideas to share with colleagues at their institutions.

HELOA worked with UCAS through discussions with the UCAS Media and External Relations team, and through the HELOA UCAS working group. Thanks to the outgoing UCAS Working Group Chair, Andrea Bourne, University of York. Incoming UCAS Working Group Chair: Elliot Newstead, University of Leicester.

Rebecca Hollington summarised the actions for 2020 and added that HELOA will explore working with IAG in supporting students with mental health issues and with UCAS' critical friend group.

Thanks was given to the training team for their support with sponsors for National Conference.

The meeting was invited to adopt the report.

<b>Proposer</b>	Rebecca Hollington, University of Wolverhampton
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<b>Seconder</b>	Dylan Cozens, Coventry University
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There being no comments or questions, the AGM agreed unanimously to adopt the report.

#### 4.3 Report on Group Development

Helen Walker, Sheffield Hallam University, Vice-Chair (Group Development) shared the groups report.

Development at group level continued to expand with all groups running an annual conference or training day. Thanks was given to the group chairs for all their hard work and dedication throughout the year. An ongoing challenge at group level was filling the committee roles. Members were encouraged to consider standing for future positions, as they provide a wealth of opportunities. UKC recently agreed a change to the length of term for committee members,

<p>which is now for up to 3 years. There was also an extension to the pool of members who can apply for committee posts: HELOA members who are based in a remote campus can now stand for positions within that group, rather than in their main campus group, making HELOA meetings and roles more accessible to all HELOA members.</p> <p>The meeting was invited to adopt the report.</p>	
<b>Proposer</b>	Helen Walker, Sheffield Hallam University
<b>Seconded</b>	Steph Coogans, University of Chichester
<p>Comments or Questions</p> <p><b>Steph Coogans, University of Chichester:</b> Could group committees let members stand on a trial basis, for example 6 months?</p> <p><b>Jonathan Atkinson, University of Liverpool:</b> Anything short of a year could possibly cause more disruption. Could potentially work alongside the current post holder. Can bring this to next UKC.</p> <p><b>Helen Walker, Sheffield Hallam University:</b> Any interested members are welcome to speak to the current post-holder or other committee members and shadow them.</p> <p>The AGM <u>agreed</u> unanimously to adopt the report.</p>	
<b>4.4 Report of the Communications Team</b>	
<p>Vice-Chair (Communication) Rebecca Montgomery, Edge Hill University, summarised the report.</p> <p>Key activities for the year included developing the Brand Guidelines to ensure consistency of the HELOA brand, ongoing website updates and the development of the document store. The Digest content throughout the year targeted all levels, and articles were provided from a range of partners and members. Members were invited to forward suggestions for future Digests to the Comms team.</p> <p>Continued to use and develop social media to showcase HELOA's work via Facebook and Twitter. Group Twitter take overs were successful.</p> <p>Organised a videographer for Thursday of National Conference to showcase the event, highlight what HELOA does, encourage new members to join and to provide an insight for those who have never attended conference.</p> <p>HELOA templates (email, email signatures, power point presentations, letter heads) are currently under design for use when representing HELOA.</p> <p>The meeting was invited to adopt the report.</p>	
<b>Proposer</b>	Rebecca Montgomery, Edge Hill University
<b>Seconded</b>	Jennifer Barton, Durham University
<p>There being no comments or questions, the AGM <u>agreed</u> unanimously to adopt the report.</p>	
<b>4.5 Report on Membership and Administration</b>	
<p>Vice-Chair (Membership and Administration) Steven Walsh, Liverpool Hope University, summarised the report as being based on the work completed by the previous VC (Membership and Administration) Harri Tatnell.</p> <p>The focus of this was supporting the developments and activities of the HELOA office, including reassessing the office co-ordinator role as the office manager and recruiting an additional office assistant to meet the needs of the members.</p> <p>The role has ensured that HELOA has made great strides in line with the strategy, developing a comprehensive set of role descriptors, and moving forward prioritising member engagement and continuing to prioritise and fulfil the members' needs.</p>	

The UK Chair shared the current membership numbers.	
The meeting was invited to adopt the report.	
<b>Proposer</b>	Steven Walsh, Liverpool Hope University
<b>Seconder</b>	Jamie Graney, University of Liverpool
There being no comments or questions, the AGM <u>agreed</u> unanimously to adopt the report.	
<b>4.6 Report on Governance &amp; Policy</b>	
Vice-Chair (Governance & Policy), Jo Marchant, King's College London, shared the report.	
HELOA received charity status in England, in April 2019, with the UK Executive and Group Chairs becoming trustees. Application for charity status in Scotland and interest for Northern Ireland were submitted. During the application process the charity commission requested that an additional provision was added to the constitution. To avoid further delay, the Executive approved the provision, with a retrospective vote being held at AGM 2020.	
The membership was invited to vote on the extra provision being included in the constitution: <i>12.3.2 There must be at least three charity trustees. If the number falls below the minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.</i>	
<b>Proposer:</b> Jo Marchant, King's College London	
<b>Seconder:</b> Amanda Kenningley, University of Huddersfield	
<b>All voted in favour.</b>	
Priorities for 2020 include developing a risk register for the charity and exploring HELOA's role in public debate in the HE sector.	
The meeting was invited to adopt the report.	
<b>Proposer</b>	Jo Marchant, King's College London
<b>Seconder</b>	Lydia Dams, University of Wolverhampton
There being no comments or questions, the AGM <u>agreed</u> unanimously to adopt the report.	
<b>4.7 Report of the Conference and Training Team</b>	
Vice-Chair (Training) Charlotte Brooks, University of Nottingham shared the report.	
The training team oversaw all the national training conferences; New Practitioners, Professional Development and National. National Conference numbers had increased 22% from the previous year. Improvements were based on feedback, therefore delegates were encouraged to complete the evaluation form. NPC numbers also increased with 15% more delegates in 2019 than 2018. PDCs maintained consistent numbers.	
There was a slight increase in the cost of national in 2020 to cover costs. Venues were sourced by Red Meet who work with non-profit organisations in sourcing suitable venues at a more affordable rate. The training team worked with the finance team to ensure purchase order numbers were obtained ahead of conference which was essential as venues are paid upfront.	
At the end of conference, Reena Kaur was stepping down as conference manager and was incoming VC (Training). Details regarding a vacancy for a conference manager (New Practitioners') will be circulated after conference. The training team were thanked for their dedication and hard work.	
The meeting was invited to adopt the report.	
<b>Proposer</b>	Charlotte Brooks, University of Nottingham

<b>Seconder</b>	Steph Hartley, University of Southampton
<p>Comments or Questions</p> <p><b>Sarah Booth, University of Warwick:</b> Thanks to the training team for the great conferences they organise. The 2020 changes to National Conference booking options, meant that some local colleagues who attended as day delegates were unable to attend the evening events.</p> <p><b>Charlotte Brooks, University of Nottingham:</b> Unfortunately, this was a necessary change as additional booking options made it very difficult for both the training and finance teams to manage.</p> <p>The AGM <u>agreed</u> unanimously to adopt the report.</p>	

<b>5. Report on the Election and Appointment of Officer Posts</b>	
<b>5.1 Elected Officers and 5.2 Appointed Officers</b>	
<p>The UK Vice-Chair (Governance and Policy) Jo Marchant, reported on the elected and appointed officers' posts for 2019/20.</p> <p><b>Executive</b></p> <p>UK Chair: Jonathan Atkinson, University of Liverpool  VC (Finance): Michelle Terrell, The University of Edinburgh  VC (Training): Reena Kaur, Edge Hill University  VC (Membership &amp; Administration): Steven Walsh, Liverpool Hope University</p> <p><b>Group Chairs</b></p> <p>Midlands: Dylan Cozens, Coventry University  North West &amp; NI: Chris Mullen, Edge Hill University  South East: Steph Coogans, University of Chichester</p> <p><b>Group Committees</b></p> <p>Midlands VC (Membership &amp; Communication): Georgina Linton-Smart, University of Birmingham  Midlands VC (Training &amp; Partnerships): Dan Flatt, University of Leicester  Midlands VC (Training &amp; Partnerships): Rebecca Brown, University College Birmingham  North East: VC (Training): Kate Filimon, University of Huddersfield  North East &amp; NI: VC (Training &amp; Partnerships): Lily Weardon, Blackpool &amp; The Fylde College  South West VC (Membership &amp; Communication): Louis Ormston, Bournemouth University</p> <p><b>Appointed Officers</b></p> <p>Marketing and Brand Manager: Mark Hoddell, University of Chester  Conference Manager: Andrew Cooper, John Moores University</p> <p>JM invited the meeting to adopt the elected and appointed Officers.</p>	
<b>Proposer</b>	Jo Marchant, King's College London
<b>Seconder</b>	Helen Walker, Sheffield Hallam University
There being no comments or questions, the AGM <u>agreed</u> unanimously to adopt the elected and appointed officers.	

<b>6. HELOA Office Update</b>	
<p>The HELOA office operates an essential function for the association. The office primarily supported members through processing memberships, subscription to mailing lists, invoicing and ensuring that members' data was stored according to GDPR guidelines. The office continued to support the work of the Executive committee and the UK committee.</p> <p>HELOA membership continued to grow and to help fulfil the needs of the members, it was agreed to invest money in the office with the office co-ordinator role being reassessed as the office manager, and a position created for an office assistant.</p>	

<p>HELOA welcomed new institutional members in 2019: Guildhall School of Music and Drama, Falmouth University, University College of Osteopath and the University for the Creative Arts.</p> <p>HELOA and Edge Hill University continue to work well in partnership and the Service Level Agreement was currently under review.</p> <p><b>Priorities for 2020</b></p> <ul style="list-style-type: none"> <li>• Induction of new office assistant.</li> <li>• Processing and invoicing memberships</li> <li>• Support induction and work of the new VC (Membership and Administration), Steven Walsh</li> <li>• Further support members of the Executive committee</li> </ul> <p>The meeting was invited to adopt the report.</p>	
<b>Proposer</b>	Jonny Atkinson, University of Liverpool
<b>Seconded</b>	Andy Cotterill, City, University of London
<p>Comments or Questions  <b>Ali Clark, University of Stirling:</b> Dawn rocks!</p> <p>AGM <u>agreed</u> unanimously to adopt the office report.</p>	

<b>7. Officer Report and Financial Reports</b>	
7.1 Completed Accounts for the 2018/19	
<p>UK Vice-Chair (Finance), Michelle Terrell, The University of Edinburgh shared a finance presentation.</p> <p>Changes made to financial control, policy processes and procedures in 2018/19 took time to achieve which led to a backlog and a challenging year for the finance team. Thanks to the work of the finance team, training team, the office and the cooperation of HELOA members, the backlog has now been cleared and virtually all outstanding debt has been recovered. Several measures were put into place to prevent a repeat of this.</p> <p>The accounts for the financial year 2018/19 were approved by the auditor.</p> <p>The meeting was invited to adopt the reports.</p>	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Seconded</b>	Reena Kaur, Edge Hill University
<p>Comments or Questions  <b>Carol Rossall, University of Central Lancashire:</b> Could the VAT exemption certificate be available for institutions to raise purchase order numbers?  <b>Rebecca Oliver, University of Bournemouth:</b> Could it be on the website so that everyone can access it?  <b>Jonathan Atkinson, University of Liverpool:</b> Can explore how to make it accessible.</p> <p>The accounts were unanimously <u>approved</u> by the AGM.</p>	
7.2 Provisional Accounts for the 2019/20	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Seconded</b>	Jennifer Perkins, University of Cumbria
<p>The accounts were unanimously <u>approved</u> by the AGM.</p>	

7.3 Proposed Membership Costs	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Secunder</b>	Ali Clark, University of Stirling
The accounts were unanimously <u>approved</u> by the AGM.	
7.4 Proposed Officer Support Levels	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Secunder</b>	Rebecca Bowen, University of South Wales
The accounts were unanimously <u>approved</u> by the AGM.	
7.5 Proposed Budget 2020/21	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Secunder</b>	Rebecca Robson, Brunel University
The accounts were unanimously <u>approved</u> by the AGM.	
7.6 Proposed Auditor	
<b>Proposer</b>	Michelle Terrell, The University of Edinburgh
<b>Secunder</b>	Jonas Rae, Swansea University
The accounts were unanimously <u>approved</u> by the AGM.	

<b>8.a. HELOA Associate Membership for Non Publicly Funded Institutions (NPFIs) and Further Review</b>	
The Chair summarised the report. Associate memberships must have an access and participation plan with the Office for Students and would be able to benefit from HELOA national training events. They would not attend group meetings and stand for positions. Helen Walker shared an anonymous letter received in favour of non-publicly funded institutions becoming members of HELOA.	
<b>Proposer</b>	Helen Walker, Sheffield Hallam University
<b>Secunder</b>	Amanda Kenningley, University of Huddersfield
<p>Comments or Questions</p> <p><b>Ali Clark, University of Stirling:</b> The shared letter is very one-sided, do you have any from institutions with concerns of letting private providers become members?</p> <p><b>Jonathan Atkinson, University of Liverpool:</b> Unfortunately, none have been received. The decision was made to share the letter as non-publicly funded institutions do not have a voice today. Members comments are very welcome.</p> <p><b>Ben Copsy, City, University of London:</b> Private providers are beholden to profit. Their students are the customers and profit is fundamentally at the forefront of everything they do. It is good that they are doing outreach but ultimately it comes down to profit lines. HELOA is not a profit driven organisation. It would be beneficial for them to learn from HELOA, but best practise cannot be profit driven.</p> <p><b>Andrew Wallis, Falmouth University:</b> HELOA wishes to raise aspirations for HE but should HELOA then also offer membership opportunities and privileges to FE who offer HE? Please share the Exec's viewpoint on this.</p> <p><b>Jonathan Atkinson, University of Liverpool:</b> The Exec have their own individual opinions however, the Exec are here to respond to what the members want. FE can join HELOA if a significant portion offered is HE. However, this does highlight the conversation about FE practice and is something HELOA should look at exploring with HELOA FE members.</p> <p><b>Simon Jenkins, Edge Hill University:</b> Last year the Exec proposed to look at the principal of admitting private providers</p>	

and bring it to this year's AGM. Ideally the proposal would be more detailed, for example, exactly what the membership arrangements would look like for private providers, relationship with the groups and pricing structure. This would allow members to weigh up benefits and draw backs more effectively. In terms of sequencing, a code of conduct in advance of this proposal would have been useful.

**Jonathan Atkinson, University of Liverpool:** The 2<sup>nd</sup> proposal, should the 1<sup>st</sup> proposal pass, would mean looking at the practicalities of associate membership. This would be as part of a wider membership review along with a review of the code of conduct for all members and ensuring that students are at the centre of all HELOA does. There has always been a members and non-members rate for both PDC and NPC so the cost for associate members to attend national conference would need to be explored.

**Helena Ziegler, University of Aberdeen:** Stated that on behalf of Scotland and possibly Wales, private providers are numerous in England and a small number in Scotland. It is important to consider that this may continue to grow and that funded universities may not grow at an equivalent rate. Maybe consider limiting associate membership to a percentage of HELOA members, possibly 10%.

**Jonathan Atkinson, University of Liverpool:** There are 388 institutions registered with the Office for Students, at least 243 have APPs. Out of those registered HELOA has 119 members registered in England and 25 from Scotland and Wales. The HELOA office have received only a small number of enquiries from private providers regarding membership. Ring fencing National Conference places for full HELOA members could be explored.

**Joanna Marchant, King's College London:** Members need to approach the vote from the perspective of, does allowing non-publicly funded institutions to become HELOA members help HELOA to fulfil the charitable objectives? Does it help to advance education?

**Jonas Rae, Swansea University:** A consideration from colleagues at Swansea University is that publicly funded universities are essentially out there to get students and raise funds. Does that make publicly funded universities different to private providers? In addition to this, why associate and not full membership?

**Helen Walker, Sheffield Hallam University:** The application for charity status states HELOA members are publicly funded institutions, but the constitution does state that there can be associate members.

**Rebecca Hollington, University of Wolverhampton:** The external view of non-private providers' objectives may be to increase profit by acquiring students, but the internal view is that APPs are essential for the benefit of the students.

**Ben Copsey, City, University of London:** All universities are numbers and money, but the purpose of this room is education and private providers' objective is making money through education, their purpose is profit. That is why they are private providers and not non-publicly funded institutions.

**Jonathan Atkinson, University of Liverpool:** The term non-publicly funded institutions was decided, as some of these institutions will generate a profit first and then put money back into students.

The UK Chair invited the membership to vote on, *The creation of an Associate membership for institutions who are not (or part) publicly funded and have commitment to widening participation with an Access and Participation Plan in place with the Office for Students in England, or for providers based within Scotland and Wales can show a clear and demonstrable commitment to Widening Participation as part of their institutional strategy and operational delivery, and have published figures showing their WP targets and their current progress towards those targets. Associate members would allow institutions who meet the criteria, access to HELOA national training events including national conference. Costs of both membership and training events will be determined by the HELOA training team and agreed by the HELOA executive.*

**For: 46, Against: 16, Abstain: 16. Motion was passed.**

#### 8.b. HELOA Associate Membership

**Jonathan Atkinson, University of Liverpool:** Shared the 2<sup>nd</sup> proposal.

<b>Proposer</b>	Reena Kaur, Edge Hill University
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<b>Seconder</b>	Dylan Cozens, Coventry University
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Comments or Questions

**Krishna Maroo, University of West London:** The HELOA group meetings are a safe space to collaborate, share, vent and support each other therefore, the intricacies and practicalities of opening this out to private providers would need to be carefully considered.

**Jonathan Atkinson, University of Liverpool:** The proposal is not to have access to group level but to research the



impact and complex practicalities around this. Therefore, next year members would vote on non-publicly funded institutions being involved in group activity. Use the research as an opportunity to have your voice heard and help develop the organisation in line with your views.

**Andrew Wallis, Falmouth University:** The AGM agenda in the conference brochure states that a two-thirds majority is needed. Please confirm which one is correct.

**Jonathan Atkinson, University of Liverpool:** The constitution states that it is a simple majority vote for changes to Standing Orders.

The UK Chair invited the membership to vote on the 2<sup>nd</sup> proposal, *Should the membership vote in favour of the creation of an Associate membership with access to national training events, the HELOA executive propose a second motion to consider the practicalities around allowing Associate members access to group level activity. This activity would be included as part of a wider membership review that is currently being undertaken.*

**For: 52, Against: 12, Abstain 8. Motion was passed.**

## 9. Honorary Membership and Commendations

### 9.1 Nomination for Honorary membership

There were no nominations for honorary membership.

### 9.2 Nominations for Commendation of Contribution

Eleanor Wharfe, Manchester Metropolitan University, was nominated by Andrea Bourne, University of York for Ellie's work as secretary of the UCAS Working Group.

<b>Proposer</b>	Andrea Bourne, University of York
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<b>Secunder</b>	Elliot Newstead, University of Leicester
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The AGM agreed the commendation unanimously.

Charlotte Brooks, University of Nottingham, was nominated by Jamie Graney, University of Liverpool, for Charlotte's commitment to HELOA during her time as conference manager and VC (Training).

<b>Proposer</b>	Jamie Graney, University of Liverpool
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<b>Secunder</b>	Jonathan Atkinson, University of Liverpool
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The AGM agreed the commendation unanimously.

Joe Bradbury-Walters was nominated by Rebecca Hollington, University of Wolverhampton, for his time as HELOA South East Chair, VC (Finance) and UK Chair.

<b>Proposer</b>	Rebecca Hollington, University of Wolverhampton
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<b>Secunder</b>	Ali Clark, University of Stirling
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The AGM agreed the commendation unanimously.

## 10 AOB

No business was put forward.

## 11. Date and Venue of 2021 AGM

The next HELOA AGM will be held on Wednesday 13<sup>th</sup> January 2021, at Carden Park Hotel, Chester.

The Chair called the AGM to a close at 17:46.

*Dawn McClintock  
HELOA Office Manager  
February 2020*