



HELOA Anglia Group

Minutes of meeting held 14 September 2018

Pembroke College, University of Cambridge

Present:

Anglia Ruskin: Amy Stanton

Norwich University of the Arts: Thom Rollett, Tori Hill

University of Cambridge: Amber Cuttill, George Green, Jenny Hunt, Laura Anders, Patricia Gallagher, Rachael Hitch, Rachel Cox, Sandy Mill

University of East Anglia: Roshan Walkerley, Scott Knight, Zoë Mitchell

University of Hertfordshire: Abby Smith, Angela Patrikios, Nick Howell, Sarah Bouvier, Sharon Tamale

University of Suffolk: Aimee Hayes, Jackie Partidge, Tanesha Wedderburn

Apologies: Emily Rowling

1. Welcome

2. Update from Rachel Cox

Rachel Cox reminded the group that Hannah Owens recently left her role in HELOA and that this role is still vacant. Ms Cox asked the group if they would be more interested in the role if it was adjusted to include more training coordination. The group also discussed the possibility of making the role a shorter length of 18 months rather than two-three years.

Ms Cox provided a UK Wide update as there have been a lot of changes in roles and new roles introduced, such as, roles in Finance and Communications. There will be a UKC meeting in 2 weeks, Rachel is unable to attend but Roshan Walkerley will be attending in his conference manager role. UKC wanted to know if discussion points for regional meetings are useful, the group agreed discussion points are only necessary if set for a reason. UKC discussed Regional Meetings as some members want to go to training held by other regional groups. UKC have confirmed that members are able to attend meetings in any regional group.

Ms Cox also provided an update on HELOA Strategy. Due to the HELOA office receiving emails about school visits, it has been suggested that there should be a section on the website of university contacts so schools can contact them directly rather than going through HELOA, with the group agreeing that this was a good idea. The member's area of the website is also going to be moved to the general website so no login is required and information is easier to access.

Ms Cox updated the group on the change in budgets. Groups can now bid for any amount they wish, which has resulted in an approved increase of HELOA Anglia's budget.

3. Best practice: Open Days

Scott Knight highlighted that during the last meeting the group discussed going to other university open days to provide feedback to the institutions, however, as it was during a busy time this did not take place. Mr Knight asked the group if they are still happy to do this and how would it work. The group agreed that attending each other's events is useful but difficult to coordinate formally due to busy schedules.

An idea was proposed of a list being produced of institutions, the dates of their open days and a key contact in case a person is able to attend. The group also liked the idea of a pre-made feedback form for attendees to complete after their visit to help structure positive and constructive feedback. The group also liked the idea of having a list of what each institution offers other than the general open days (e.g. WP activity, PG etc) , along with a key contact, so other institutions can contact them for advice.

ACTION: SK to ask for more information from institutions to put on the website.

4. UCAS fairs

Tanesha Wedderburn updated the group on UCAS fairs on behalf of Emily Rowling, who was unable to attend the meeting. Ms Rowling will circulate her notes once she has returned to work.

Ms Wedderburn made the group aware that there were 19,000 fewer student attendees during the 2018 cycle and that the 2019 cycle includes a change in dates and length of some of the fairs. UCAS would also like stands to be more interactive and aimed at Year 12 students.

5. Regional Conference; December

Mr Knight updated the group on the two day conference that is taking place on 6-7 December. He has provisionally booked UEA accommodation for 30-50 attendees. He updated the group on fees for the conference, as members no longer have to pay due to the increase in budget. Mr Knight will be working with Mr Walkerley so the event is not the same as the New Practitioners Conference and HELOA Annual Conference. Mr Knight also discussed that he wants to engage with all institutions across Anglia and make the delegation of attendees proportionate to the institution.

Mr Knight went on to ask the group what they would like to see in the agenda for the Regional Conference as they now have budget for paid training. Suggestions included: a parents panel; Alterline, a research group looking into parents; career progression; working with minority groups; student panel; student and parent panel; and panel discussions including breakout sessions that are more specific areas of interest, such as the creative industries.

The group also discussed holding more general sessions including: first aid training; safeguarding training; and mental health training.

ACTION: Primary contacts to go away and find out how many members from their institution may wish to go to the Regional Conference by 17th October.

ACTION: SK and RC to work out how many attendees can go from each institution.

6. New Practitioners Conference/National Conference

Mr Walkerley updated the group on the New Practitioners Conference. The Conference will take place on 25-26 October for those who are new to their role and there are still spaces available if

anyone wishes to attend. The programme differs from last year, however, the essentials are still the same.

There will also be a series of smaller and more focused conferences taking place between October and December on subjects including: apprenticeships, mature students and student ambassadors.

The Annual Conference will take place between 23-25 of January and this year the conference team are hoping to include a wide variety of sessions, particularly increasing Postgraduate and EU sessions. Bookings will open in October half term.

Mr Walkerley updated the group that he will be leaving HELOA, therefore his role will shortly be available within the training team.

7. AOB

- a) Date of next meeting; 6-7 December, UEA

Mr Knight told the group that the attendees of the Regional Conference can either attend one or two days, depending on availability. The Regional Conferences are expected to take place every 1-2 years with flexibility on future dates.