

Date: 12th September 2018		Location: University of Huddersfield	
<u>Present:</u>		<u>Apologies:</u>	
<p>Jen Barton – Durham University Amanda Kenningley – University of Huddersfield Faye Royle – Leeds College of Music Mohammed Abu-Bakr – University of Huddersfield Sarah Stephenson – University of Leeds Emma Levitt – University of Huddersfield Marica Shelbourne – University of Huddersfield Bex Bourke – University of Huddersfield Kate Filimon – University of Huddersfield Lucy Dixon – University of Sunderland Carley Price – University of Sunderland Charlotte Cooper-Nairn – Bradford College Chris Morley – Leeds Beckett University Emily Day – CU Scarborough Jane Murphy – University of Huddersfield Daniel Warkup – University of Huddersfield Jack O’Toole – Northumbria University Zoe Garrod – University of Hull Heather Cooper – York St John University Stella Woolnough - York St John University Boawe Rankin - York St John University</p>		<p>Andrea Bourne – University of York Will Jones – Teesside University Sarah Cowey – Newcastle University James Barraclough – Sheffield Hallam University</p>	
Minutes			
	Welcome and Introduction		
	As many members had not attended a HELOA meeting before, the Chair led a round of introductions.		
1.	Apologies		
	Apologies read.		
2.	Matters arising from regional meeting held on 15th May 2018, University of Leeds		
	No matters arising.		
3.	Chair’s Update		
	Amanda reported that within regional HELOA committees there are normally 4 roles: Chair, VC Administration and two VC Partnerships and Training. One VC Partnerships and Training is currently on maternity leave and the other post is vacant. This will be advertised soon and if anyone is interested Amanda used to occupy this position so		

	<p>please do ask her about it if you are considering it. Training may change and this role would undertake the responsibility for organising training. Chris currently has a role on the UCAS working group and there is a plan going forward to make it an elected role, like all other positions. Chris is happy to carry on, but information on role will be sent out soon. It will now mean that the person occupying this role will be entitled to claim expenses for that role. This will be funded by cutting one UKC meeting per year.</p> <p>At our December meeting we will have EPQ training delivered from AQA and a session on pre-16 activity. There is nothing planned beyond that point.</p> <p>In future UKC minutes will be sent out with our minutes so that you can read these ahead of our meeting and discuss anything pertinent during that meeting. Jen and Amanda are both unable to attend the next UKC meeting</p> <p>If schools are struggling to find cover at an event they can go direct to HELOA, there is a generic email on the HELOA website. HELOA will then try and find cover. This might mean that your university will start to get requests from HELOA.</p> <p>The new practitioner Conference in May went well, the next one is on 25-26th October. As mentioned previously the January conference date couldn't be moved because the hotel couldn't accommodate it, it will therefore still be on 23-25 January. If anyone is not receiving emails from HELOA please let Amanda or Jen know.</p> <p>Amanda asked for anyone to suggest any training ideas. Voice awareness training was suggested and classroom management from teach first.</p>
<p>5.</p>	<p>Update from Vice Chairs (Training & Partnerships)</p> <p>Updated in the chairs update.</p>
<p>7.</p>	<p>Any other business</p> <p>Emily from CU Scarborough reported that she is going to be holding some focus groups with post applicant year 13 students, from a partner college. The group will have applied to a range of things including university. Emily asked members to send her any questions that you might find useful to ask. Please email Emily Day ac6356@coventry.ac.uk. Emily is hopeful that the report can be shared following the focus group.</p>
	<p>Thanks and next meeting</p> <p>Many thanks to University of Huddersfield for hosting the meeting.</p> <p>The next meeting will be held at York St John's University on the 10th of December.</p>