

ASET (1982) LIMITED
ANNUAL GENERAL MEETING (AGM)

**Meeting held Online at the 2021 ASET Conference
On Tuesday 7 September 2021**

MEMBERS PRESENT (Trustees in Bold)

Trustees

Laura	Bielby	Durham University
Deborah	Callister	Edinburgh Napier University
Andy	Dodge	Cardiff University
Kimberley	Harris	The University of Warwick
Helen	Hooper	Northumbria University Newcastle
Seamus	McConomy	Ulster University
Vicki	O'Brien	University of Central Lancashire
Steven	Osborne	Cardiff Metropolitan University
Vianna	Renaud	Bournemouth University
Lou	Taylor-Murison	Keele University
Emily	Timson	University of Leeds
Julie	Udell	University of Portsmouth
Fran	Walker-Martin	University of Central Lancashire (Chair)

Advocates

James	Corbin	University of Kent
Sarah	Flynn	University of Hertfordshire
Colin	Turner	Ulster University

Vanessa	Airth	London Metropolitan University
Matthew	Aldrich	University of East Anglia
Ellen	Arkless	Newcastle University
Glesni	Ayres	University of South Wales
Alexandra	Baker	University of Reading
Libby	Beck	University of Derby
Sam	Bird	University of Liverpool
Thomas	Birkett	Blackpool & The Fylde College
Alastair	Boot	Harper Adams University
Martina	Bourgoin	Maynooth University
Miriam	Bray	Bournemouth University
Stephanie	Brockbank	Leeds Beckett University
Lucy	Brookes	University of York

Nicholas	Brown	University of Hertfordshire
Rosemary	Capper	Liverpool John Moores University
Victoria	Cawkwell	Durham University
Natalia	Ciofu	University of Westminster
Ruth	Cochrane	Edinburgh Napier University
Shane	Colhoun	Cardiff Metropolitan University
Gillian	Connolly	Edinburgh Napier University
Antony	Cotterill	University of East Anglia
Tom	Coward	University of York
Adam	Crane	University of Chester
Rachael	Criso	Virtual Internships
Charlotte	Critchley	Leeds Beckett University
Corinne	Dakin	Cardiff Metropolitan University
Jackie	Darke	Bournemouth University
Emma	Davey	University of Leeds
Katie	Davidson	Blackpool & The Fylde College
Catherine	Davies	Kingston University London
Paul	Donnelly	Ulster University
Joanna	Duffus	Kingston University London
Fariba	Fassihi-Rad	Kingston University London
Lai Leng	Fong	The University of Warwick
David	Forrest	University of Leeds
Fiona	Forrest-Anderson	Edinburgh Napier University
Donna	Freddi	University of South Wales
Marc	Fury	Cardiff Metropolitan University
Alison	Gault	Ulster University
Trevor	Gerhardt	Pearson College London
Jennifer	Goddard	Ulster University
Grainne	Gordon	Edinburgh Napier University
Hannah	Griffiths	Cardiff Metropolitan University
Luke	Hall	The University of Warwick
Isabelle	Halton	University of Bristol
Evan	Hancock	University of East Anglia
Chris	Harris	Edinburgh Napier University
Kate	Hastings	Newcastle University
Darsh	Hawtin	University of Bedfordshire
Emily	Hertzell	Royal Holloway, University of London
Joanne	Higham	Loughborough University
Timothy	Hills	Loughborough University
Sarah	Holcombe	University of Plymouth
David	Hooper	Northumbria University Newcastle
Claire	Horton	University of Bristol
Katharine	Hoskyn	Independent Consultant
Ella	Houston	Liverpool Hope University
Helen	Hughes	University of Leeds
Karen	Ingyon	Kingston University London
Emma	Jackson	Bournemouth University
Becky	James	Cardiff Metropolitan University

Emma	Janes	University of Hertfordshire
Lucy	John	University of South Wales
Nick	Johnson	Cardiff Metropolitan University
Gitit	Kadar-Satat	The University of Warwick
Nicola	Kalmanovitch	Bournemouth University
Anastasia	Karanika	University of Leeds
Jess	Keen	The University of Sheffield
Aga	Kelly	Nottingham Trent University
Andrea	Kemp	University of Plymouth
Mohson	Khan	City, University of London/ASET Trustee
Becky	Kidner	University of Leeds
Carolyn	King	SERC - South Eastern Regional College
Charlie	King	University of York
Emer	Kington	Maynooth University
Phil	Lang	University of York
Angela	Lewis	University of South Wales
Hanna	Luetkemeier	Nottingham Trent University
Tracey	Maggs	University of Bristol
Michelle	Mahoney	University of South Wales
Lindsey	Marshall	University of Plymouth
Jean	Martin	University of Sussex
Marilyn	McAleer	University of Gloucestershire
Cheryl	McCreadie	Edinburgh Napier University
Phoebe	McCullagh	University of York
Duncan	McDonald	Durham University
Moy	McKayle	University of Bristol
Marcus	McLernon	Robert Gordon University
Christina	McNab	The University of Buckingham
Alexandra	McNinch	Durham University
Emeir	McSorley	Ulster University
Tom	Meadows	Newcastle University
Gemma	Messenger	Durham University
Heather	Moore	Newcastle University
Lindsay	Morgan	Edinburgh Napier University
David	Morland	Durham University
Stephanie	Motion	Edinburgh Napier University
Jayne	Mourinho	The University of Warwick
Paula	Murray	Maynooth University
Faye	Neivens	The University of Warwick
Julie	Noble	Leeds Beckett University
Anna	O'Doherty	Newcastle University
Laura	Pacey	Nottingham Trent University
Rego	Pal	University of Leeds
Patricia	Parrott	ASET Trustee
Marion	Patel	The University of Warwick
Alanna	Plaats	University of Essex
Jenny	Pollard	University of York
Ben	Powell	University of Westminster

Sophie	Purchase	Edinburgh Napier University
Jo	Ramsay	The University of Warwick
Thomas	Ranson	University of Essex
Grace	Redhead	University of York
Julia	Rees	University of South Wales
Karin	Rees	University of South Wales
Aisling	Reid	Ulster University
Helen	Robertson	Newcastle University
Danielle	Rowe	University of East Anglia
Emily	Seed	Goldsmiths, University of London
Zion	Sengulay	Kingston University London
Ashleigh	Sharp	Durham University
Paul	Sheppard	University of Bolton
Caroline	Shingles	University of Leeds
Robert	Short	Edinburgh Napier University
Naylor	Skevington-Chambers	Nottingham Trent University
Emma	Sowden	University of Reading
Laura	Stafford	University of Bristol
Sarah	Steel	Edinburgh Napier University
Alice	Strong	Edinburgh Napier University
Oonagh	Sweeney	University College Dublin
Louise	Tarrant	Northumbria University Newcastle
Emma	Taylor	The University of Warwick
Helyn	Taylor	Swansea University
Lisa	Taylor	University of East Anglia
Simon	Taylor	University of Plymouth
Hannah	Thompson	University of Derby
Lynne	Tinkler	Ulster University
Jake	Turner	Nottingham Trent University
Deborah	Tyne	University of Chichester
Kirsty	Tyre	Bournemouth University
Andrew	Underwood	University of East Anglia
Martyn	Wass	Nottingham Trent University
Adam	Watling	Edinburgh Napier University

The Chair of ASET, Francesca Walker-Martin, called the meeting to order at 11:25hrs by welcoming members to the second online AGM.

1 MINUTES

It was proposed that the minutes of the AGM held on 8 September 2020 should stand as a true record and this was seconded and approved by all.

2 DIRECTORS OF THE ASSOCIATION

There are currently thirteen Members of The Executive Committee (Directors of the Association)

Under the articles of association adopted in 2020 there was no requirement for any of the existing Members of the Executive Committee to step down at this meeting, as all were within their 3 year term of office.

Two individuals co-opted onto the Executive Committee following a call for Co-opts following the 2020 AGM ; Dr Helen Hooper (*Northumbria University*) and Steven Osborne (*Cardiff Metropolitan University*) are standing for election at this meeting. The Chair sought approval for both nominees, and all votes were carried with at least a 93% majority.

4 OFFICERS OF THE ASSOCIATION

As a result of the above vote there are now thirteen members of the Executive Committee. The Chair advised the meeting there is a further space available on the Executive Committee and an invitation to join as a co-opted Trustee will be issued in the autumn. Members were encouraged to consider applying to join in the coming year.

The full Executive Committee is now:

Geoffrey Copland, **President**

Francesca Walker-Martin, **Chair**, University of Central Lancashire

Emily Timson, **Vice-Chair**, University of Leeds

Vianna Renaud, **Treasurer**, Bournemouth University

Laura Bielby, Durham University

Deborah Callister, Edinburgh Napier University

Andy Dodge, Cardiff University

Kimberley Harris, University of Warwick

Dr Helen Hooper, Northumbria University

Seamus McConomy, Ulster University

Vicki O'Brien, University of Central Lancashire

Steve Osborne, Cardiff Metropolitan University

Lou Taylor-Murison, Keele University

Dr Julie Udell, University of Portsmouth

5 ACCOUNTS

The annual accounts for the year ending 31 December 2020 had been previously emailed to members along with the AGM nominations paperwork. The Chair highlighted the following:

- i) ASET is a charity, whose purpose is to serve the membership. Profit making is not an objective of ASET
- ii) The organisation suffered a deficit in 2020, attributable to the cancellation of the 2020 Conference due to COVID-19. Prior to 2020, several years of prudent financial management has served to minimise the impact on finances.
- iii) ASET's reserves remain strong, and in line with the Charity Commission recommendation that they should be sufficient to cover expenditure for 12 months
- iv) Despite the deficit, with strong reserves, ASET continues with responsible disbursements in line with members' interests; through bursaries, sponsorship and events

The impact of the COVID-19 pandemic and the necessary cancellation of the 2020 Conference resulted in a year end deficit of -£29,434, compared to a surplus of £455 in 2019. ASET's reserves are now £234,849 and its turnover for 2020 was £74,291.

ASET seeks to invest in research and good practice projects where income exceeds operating costs.

As there were no questions raised in relation to finance, it was proposed that the accounts be accepted and this was seconded and approved by all.

5 AUDITORS

ASET's auditors Sutton Hartley McGrath prepared the independent examination of the 2020 accounts. The financial review in 2020 cost £1,440, there having been no increase on the 2019 costs.

6 REPORT ON PROGRESS

The Annual Review 2020/2021 raised the following points:

- i) **#ASETConnect**
Due to the COVID-19 pandemic the 2020 was cancelled and in its place #ASETConnect, an online webinar hosted 250+ delegates
- ii) **Staff Development Events Programme**
The staff development programme continued online with good attendance rates at both workshops and, the newly introduced for autumn 2020, ASET Insights. 26 Staff Development Events (Workshops and Insights) welcomed 275 delegates from Sept '20-July '21. We are delighted to continue to welcome delegates from all corners of the UK
- iii) **2021 Leadership Exchange #ASETLeads**
Our second Biennial Leadership Exchange event in May '21 brought together 60+ Senior Managers from across the membership to discuss key challenges and opportunities for the year ahead
- iv) **2021 PRN Meeting**
The Practice Research Network Meeting showcased new research to 24 delegates
- v) **Coffee & Chat**
Launched in March '21 our new Coffee & Chat networking sessions for ASET members new to WBPL have already welcomed 68 new starters
- vi) **Regional Hubs**
375 ASET members came together online for Regional Hubs in the last year. Members frequently report how beneficial these free to members sessions are, and plans are already in place for the next round of hub meetings at the end of November 2021
- vii) **Conference 2021**
With around 195 delegates booked for the 2021 Conference, we will have engaged with more than 900 ASET members this year – and the ASET Community continues to grow.

ASET Trustees and the staff team are proud to have supported our members during these difficult times. We continue to uphold our key objective to 'advise on best practice, providing training and staff development opportunities for the dissemination of good practice across the sector', despite the constraints caused by COVID-19.

ASET will continue to offer bursaries to support research and innovation in the sector, through the Student Research Bursary, Summer Project Student Bursary, and Helena Kennedy Foundation student bursary.

Two years ago ASET launched two new bursaries to provide opportunities for learning from experience which are inclusive, and widen access; the **Event Support Bursary** (offers up to £150

to delegates attending an ASET event who incur additional costs for attending due to social care, childcare or protected characteristic such as a disability;) and the Work Shadowing Bursary (offers up to £150 towards travel costs for staff wishing to spend a day shadowing another individual at an ASET member institution). It is hoped that members will soon be able to take advantage of these opportunities again in the year ahead.

ASET is committed to broadening the offer within the staff development events programme, and will continue to offer bespoke sessions alongside the regular programme. The Working Groups workload and responsibilities will increase to further develop a range of services for members.

7 ANY OTHER BUSINESS

There being no other business, the Chair closed the AGM at 11:40hrs commenting that ASET was successful purely due to the professionalism and enthusiasm of the members, and of the Executive Committee. The number of members looking to ASET for support during the COVID-19 pandemic has been unprecedented, and the Chair invited the members to continue to look to ASET for support and to continue to actively participate in ASET events.