

ASET (1982) LIMITED
ANNUAL GENERAL MEETING (AGM)

**Meeting held at the 2023 ASET Conference
G23/24 Commons, Bath Spa University
12pm Wednesday 6 September 2023**

MEMBERS PRESENT (Trustees in Bold)

Trustees

Laura	Bielby	Leeds Beckett University
Kimberley	Harris	The University of Warwick
Helen	Hooper	Northumbria University Newcastle
Seamus	McConomy	Ulster University
Vicki	O'Brien	University of Central Lancashire
Lou	Taylor-Murison	Keele University
Fran	Walker-Martin	University of Central Lancashire (Chair)

President

Sarah	Flynn	University of Hertfordshire
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Present

Alex	Lamont	University of Southampton
Amy	Williams-Pring	Cardiff University
Andrea	Kemp	University of Plymouth
Andy	Levene	University of Southampton
Andy	Hencken	University of Buckingham
Ann	Herzog	Durham University
Ben	Powell	University of Westminster
Benjamin	Chen	University of the Arts, London - Central Saint Martins
Bradley	Cooper	University of Southampton
Carly	Bradshaw	Aston University
Charlotte	Harrison	University of Portsmouth
Chris	Crews	QuantumIT
Christine	Carlton	Loughborough University
Darcy	Fowler	University of the Arts, London - LCF
Deborah	Storer	University of Sunderland
Donna	Bainbridge	University of Sunderland
Donna	Petgrave	University of West London
Elena	Di Giorgi	University of Sussex
Eli	Ferreira	Cardiff University
Ellen	Arkless	Newcastle University
Evi	Kontovi	University of the Arts, London – LCC

Gemma	Messenger	Durham University
Gitit	Kadar-Satat	The University of Warwick
Heather	Woodruff	Oxford Brookes University
Holly	Foster	University of Sussex
Jamie	Bradbury	Bath Spa University
Jenny	Cartwright	The University of Northampton
Jo	Smith	Anglia Ruskin University
Jo	Ramsay	The University of Warwick
Julia	Hickson	The University of Warwick
Katharine	Hoskyn	Auckland University of Technology, NZ
Kuljit	Sanghera	Aston University
Lea	Patel	The University of Warwick
Lisa	Gallone	Cardiff University
Lynn	Margetts	University of Lincoln
Maeve	Long	Dublin City University
Marion	Patel	The University of Warwick
Martina	Bourgoin	Maynooth University
Matthew	Ross	Loughborough University
Melissa	Ingleton	King's College London
Michelle	Giles	University of Nottingham
Nick	Brown	University of Hertfordshire
Nicola	Jordan	University College London
Nicola	Rive	Cardiff Metropolitan University
Nicole	Chapman	University of Southampton
Paula	Murray	Dublin City University
Philip	Lang	University of York
Rebecca	Petty	University of Southampton
Sabien	Faber	Queen Mary, University of London
Sal	Bernard	University of the Arts, London - LCF
Sam	Cave	University of Lincoln
Shauna	McGrath	Ulster University
Susan	Eldin	Queen Mary, University of London
Teresa	Pinheiro	The University of Warwick
Vanessa	Wade	Dublin City University
Virgil	Matthew	QuantumIT

The Chair of ASET, Francesca Walker-Martin, called the meeting to order at 12:04 hrs by welcoming members present to the AGM.

1 MINUTES

It was proposed that the minutes of the AGM held on 7 September 2022 should stand as a true record and this was seconded and approved by all.

2 DIRECTORS OF THE ASSOCIATION

The Memorandum and Articles of Association allows up to fifteen members of the Executive Committee. At the opening of the AGM there were thirteen Trustees serving as Members of The Executive Committee (Directors of the Association), and two co-opted Trustees. At the meeting six directors were standing down: Andy Dodge (*Cardiff University*), Kimberley Harris (*The University of Warwick*), Seamus McConomy (*Ulster University*), Steve Osborne (*Cardiff Metropolitan University*), Emily Timson (*Leeds Trinity University*) and Dr Julie Udell (*University of Portsmouth*). Of these six individuals, two were standing for re-election Andy Dodge (*Cardiff*

University) and Seamus McConomy (*Ulster University*), alongside the two members who were co-opted during the year; Sam McKinstrie (*Robert Gordon University*) and Professor Lisa Taylor (*University of East Anglia*). There were sufficient vacancies to accommodate the election of all individuals nominated.

The Chair sought approval for the two directors standing for re-election, and for the two members standing for election. All votes were carried bringing the number of Trustees in place to eleven.

The Chair advised that any further recruitment is now on hold, pending the outcomes of the Pilotlight project taking place over the course of the 2023/24 academic year.

4 OFFICERS OF THE ASSOCIATION

Following the resignation of Vice Chair Emily Timson (*Leeds Trinity University*), the Chair sought approval for the election of Lou Taylor-Murison to the role of Vice-Chair, and the vote was carried unanimously. The full Executive Committee for 2023/24 is:

Francesca Walker-Martin, **Chair**, University of Central Lancashire
Lou Taylor-Murison, **Vice-Chair**, Keele University
Andy Dodge, **Treasurer**, Cardiff University

Laura Bielby, Durham University
Dr Laura Bradley-McCauley, Ulster University
Dr Helen Hooper, Northumbria University
Sam McKinstrie, Robert Gordon University
Seamus McConomy, Ulster University
Vicki O'Brien, University of Central Lancashire
Professor Lisa Taylor, University of East Anglia
Dr Catherine Teehan, Cardiff University

5 ACCOUNTS

The annual accounts for the year ending 31 December 2022 had been previously emailed to members along with the AGM nominations paperwork. In the absence of ASET Treasurer Andy Dodge, Chief Operations Officer Debbie Siva-Jothy 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 return to a face-to-face conference in 2022 contributed significantly to the generation of a surplus of £28,536. The losses incurred in 2020, attributable to the COVID-19 pandemic, are now fully recovered.
- iii) ASET's reserves are healthy. ASET is now working with Pilotlight to assist with the strategic development of the organisation, to better support our members and the students they support. The outcomes of the project are expected to draw on the reserves held.
- iv) ASET continues with responsible disbursements in line with members' interests; through bursaries, sponsorship and events.

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 2022 accounts. The financial review in 2022 cost £1686, a small increase on the 2021 cost of £1550.

6 REPORT ON PROGRESS

ASET Chair, Francesca Walker-Martin highlighted the following points as part of the Annual Review 2022/2023 :

i) Staff Development Events Programme

Online delivery of staff development events is now well-established and continues to reach members who might previously have struggled to attend training sessions. ASET Trustees continue to support the development and delivery of these sessions of which there have been 22 in the last 12 months

ii) #ASET22

The 2022 Conference, 'Inclusivity, Sustainability and the Placement Practitioner', was held at Keele University, with an additional programme of selected elements offered online. Conference attracted a combined total of 166 delegates, with feedback indicating a preference for the in-person experience

iii) 2023 PRN Meeting

The Practice Research Network Meeting held online in March 2023 showcased current research into aspects of work based and placement learning attracting 44 participants

iv) Coffee & Chat

Now an established part of the ASET offering to members, with events held in September, January, March and May, attendance continues to grow each year

v) Hubs

Hubs were once again held online in December and March. Free to ASET members these events continue to offer networking space for discussion around pertinent topics in the sector

vi) #ASET23

Conference 2023 was held in-person, over two days, at Bath Spa University and attracted over 140 delegates to consider the theme - Developing Local to Global Graduates

ASET continues to offer bursaries to support research and innovation in the sector, through the Student Research Bursary, the (newly renamed) Geoffrey Copland Practice Development Bursary, and also sponsors the Helena Kennedy Foundation student bursary scheme.

In addition ASET offers two bursaries intended 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). We are pleased that members are once again able to take advantage of these opportunities to support their personal development.

ASET Trustees and the staff team are proud to support members to support their students to gain the maximum possible benefit from their placement and work based learning experiences. As demand for support grows, ASET has recognised the need to ensure the organisation has the infrastructure and resources to meet the demand.

Over the next year ASET will be working with Pro-Bono support from www.Pilotlight.org.uk to further develop the organisation, to define our strategy, and to determine how best to meet our goals.

7 ANY OTHER BUSINESS

There being no other business, the Chair closed the AGM at 12:37hrs formally acknowledging that ASET was successful purely due to the professionalism and enthusiasm of the members, and of the Executive Committee. The Trustees and staff team have continued to focus on maintaining ASET services to members. ASET is now looking to the future and to working with Pilotlight to develop the robust infrastructure required to meet the support needs of members in the continually evolving Higher Education sector. The Chair invited the members to continue to look to ASET for support and to continue to actively participate in ASET events.