

ASET (1982) LIMITED
ANNUAL GENERAL MEETING (AGM)

Meeting held at the 2024 ASET Conference
Ulster University
12pm Thursday 5 September 2024

MEMBERS PRESENT (Trustees in Bold)

Trustees

Catherine	Teehan	Cardiff University
Fran	Walker-Martin	University of Central Lancashire (Chair)
Helen	Hooper	Northumbria University
Laura	Bradley-McCauley	Ulster University
Lou	Taylor-Murison	Keele University (Vice Chair)
Sam	McKinstrie	Robert Gordon University
Seamus	McConomy	Ulster University

Advocates

Colin	Turner	Ulster University
Adrian	Hawksworth	Imperial College London
Aimen	Mahmood	University of Leeds
Aisling	Masterson	Maynooth University
Alex	Hicks	Cardiff University
Alex	Lamont	University of Southampton
Aly	Howells-Chivers	Loughborough University
Anna	Butcher	Northumbria University
Anna	O'Doherty	Newcastle University
Anneka	Bisi	Cardiff University
Barbara	Dick	Durham University
Benjamin	Chen	University of the Arts, London
Beth	Gallett	The University of Warwick
Brad	Cooper	University of Southampton
Brenda	McCarron	Ulster University
Brooke	Doherty	Queens University Belfast
Bryan	Gardiner	Ulster University
Caitlin	Dixon	Queens University Belfast
Carly	Outerbridge	Keele University
Carolyn	King	South Eastern Regional College
Cathy	Savage	University College Dublin
Christine	Zarb	University of Westminster

Ciarán	McMullan	Queens University Belfast
Claire	Walker	Loughborough University
Clare	Tristram	University of Salford
Clodagh	Kerr	University College Cork
Danielle	James	Cardiff University
Dionne	Alexander	Queens University Belfast
Donna	Caldwell	Ulster University
Edel	O'Reilly	Dublin City University
Eilis	Spence	Ulster University
Eimear	Morhan	Trinity College Dublin
Elaine	Lavery	Queens University Belfast
Elena	Di Giorgi	University of Sussex
Emma	Morrison	Ulster University
Emma	Pullen	Cardiff University
Eve	Turkington	Queens University Belfast
Gail	Hamilton	Ulster University
Gitit	Kadar-Satat	The University of Warwick
Grace	Heatley	Queens University Belfast
Greta	Campbell	Queens University Belfast
Jacqueline	Ball	Newcastle University
Jamie	Bettles	Pagoda Projects
Jamie	Bradbury	Bath Spa University
Jayne	Owen	Keele University
Jemma	Carter	The University of Sheffield
Jessica	O'Brien	Durham University
Jesus	Felipe Querol	University of the Arts, London
Jevon	Cato	University of Hertfordshire
Joanna	Ramsay	The University of Warwick
Joe	Foley-Corah	University of Leeds
Julia	Bennett	Northumbria University
Katharine	Hoskyn	Individual Member
Kelly	Jeffery	Keele University
Laura	Allen	Daera-Cafre
Laura	Cranston	Ulster University
Lewis	Addie	Edinburgh Napier University
Libby	Tozer	Keele University
Lisa	Fletcher	The University of Warwick
Lucie	Harper-Brown	Keele University
Mada	Pucilowska	University of the Arts, London
Maeve	Long	Dublin City University
Marta	Paczka	University of the Arts, London
Martina	Bourgoin	Maynooth University
Michelle	da Silva Willis	University of Liverpool
Natalie	Hochstrasser	Leeds Beckett University
Oliver	Sidwell	RateMyPlacement
Oonagh	Sweeney	University College Dublin
Patricia	Murphy	Queens University Belfast
Philip	Oliver	Northumbria University

Rachel	Fry	University of Surrey
Rachel	Shannon	Ulster University
Robert	McKenna	Ulster University
Ronan	Kelly	Daera-Cafre
Rosalyn	Edmonds	Newcastle University
Sarah	Slimani	University of Hertfordshire
Sharon	Milner	Queens University Belfast
Shauna	McGrath	Ulster University
Shay	Nolan	University College Cork
Stella	So	Ulster University
Stephanie	Binks	Leeds Trinity University
Stephanie	Martin	University of Edinburgh
Taraneh	Arvandi	Loughborough University
Vanessa	Wade	Dublin City University
Victoria	Turner	University of Southampton
Wendy	Ivins	Cardiff University
Zaheer	Seedat	Birmingham City University

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 6 September 2023 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 eleven Trustees serving as Members of The Executive Committee (Directors of the Association), and one co-opted Trustee. At the meeting two Trustees were standing down: Dr Helen Hooper (*Northumbria University*) and Seamus McConomy (*Ulster University*), with Dr Helen Hooper (*Northumbria University*) standing for re-election alongside the member co-opted during the year; Richard Daniels (*University of Exeter*). There were sufficient vacancies to accommodate the election of both individuals nominated and both were duly elected to the board by the members present, bringing the number of Trustees 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.

There were no changes proposed to the Officer roles.

The full Executive Committee for 2024/25 is:

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

Laura Bielby, Leeds Beckett University
Dr Laura Bradley-McCauley, Ulster University
Richard Daniels, University of Exeter
Dr Helen Hooper, Northumbria University

Approval pending

Sam McKinstrie, Robert Gordon University
Vicki O'Brien, University of Central Lancashire
Professor Lisa Taylor, University of East Anglia
Dr Catherine Teehan, Cardiff University

3. ACCOUNTS

The annual accounts for the year ending 31 December 2023 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) A surplus of £20,995 was generated in 2023, compared to £28,536 in 2022. The difference being largely due to an increase in student bursary funding and to changes in staffing
- iii) ASET's reserves continue to be healthy. The implementation of the www.Pilotlight.org.uk supported strategic development project announced at the 2023 AGM will draw on the reserves held as the organisation develops to better support ASET members to support their students.
- 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.

4. AUDITORS

ASET's auditors Sutton Hartley McGrath prepared the independent examination of the 2023 accounts. The financial review in 2023 cost £1,891, compared to £1,686 in 2022.

5. REPORT ON PROGRESS AND FUTURE DEVELOPMENT

ASET Chair, Francesca Walker-Martin highlighted the following points as part of the Annual Review of activities and the progress made in 2023:

Income Generating Activities

i) Staff Development Events Programme

ASET Trustees continue to support the development and delivery of staff development sessions. 17 workshops (6 new topics) and 3 insight sessions have been delivered in the year to a total of 325 delegates, representing 850 hours of training time.

ii) 2023 Leadership Exchange

The third biennial event was held in Leeds in May '23 with fewer than anticipated attendees. The next event, in May '25, will be offered online.

iii) #ASET23

The 2023 Conference, 'Developing Local to Global Citizens', was held in-person at Bath Spa University. Conference welcomed a total of 142 attendees, and feedback continues to support the preference for the in-person conference experience.

v) Membership

Membership income and numbers remains stable. There are plans to build member numbers in the 2024-25 academic year.

Membership Benefits

In addition to the above income generating activities the Trustees supported the development and delivery of the following benefits for members:

i) New website

Launched in September 2023, the new ASET website features a members' only area, **ASET Community**, where benefits and resources exclusive to members can be found.

ii) Coffee & Chat

These free of charge networking events for new members were held in January, March, May and September, and have provided essential support to those new to work based and placement learning.

iii) Hubs

Spring and Winter Hubs were held over 3 days, with open access to members. Free to ASET members these events continue to offer networking space for discussion around pertinent topics in the sector.

iv) Student Competition

In 2023 a new online entry process attracted increased entries from students at a wider range of member institutions and will again be offered with cash prizes for a winner and two highly commended entrants in 2024.

v) ASET Bursaries

ASET continues to offer bursaries to support research and innovation in the sector. Two bursaries were awarded in 2023 – the Geoffrey Copland Practice Development Bursary and the Student Research Bursary. The findings from both projects were presented by the students who completed the projects at the 2023 ASET Conference at Bath Spa University. These Bursaries offer £3200 to the student and £600 to the ASET member institution, where the projects supervisor is based.

vi) Viewpoints

These short statements outlining ASET's view on pertinent topics in the sector are written by the ASET Trustees. The full library of Viewpoints was updated in the 2023-24 academic year.

v) Community Knowledge Exchanges (CKEs)

Launched in 2023, these short articles are written by ASET Community members. CKEs share ideas and experiences from the world of work based and placement learning in the broadest sense and provide a publication opportunity for members.

ASET also 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.

In addition ASET continues to sponsor the Helena Kennedy Foundation student bursary scheme.

Throughout 2024 a team of ASET Trustees and staff have continued to work with www.Pilotlight.org.uk to develop a strategic plan to take the organisation forward. The Trustees are now looking at the implementation of the new plan which has started with the recruitment of a Communications Officer to join the staff team. Further expansion of the ASET team was revealed to conference delegates with the announcement of the opportunity for members to get more involved with ASET in the academic year ahead, by volunteering as an ASET Associate. ASET Associates will be able to gain recognition for working on a wide range of ASET activities including supporting the delivery of training, contributing to research and helping to build the ASET Community.

6. ANY OTHER BUSINESS

At the close of the meeting, the President's Address from Professor Sarah Flynn was shared as a video recording and can now be viewed on the ASET website. There being no other business, the Chair closed the AGM at 12:29hrs 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 implementing the new operational plans 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, and to consider joining ASET as an Associate.