

MINUTES OF ONLINE COUNCIL MEETING HELD ON 4TH FEBRUARY 2022 AT 11AM

Participants: Ian Potter (IP)(Chair), Paul Armstrong (PA), Tony Bush (TB), Steve Courtney (SC), Fiona Creaby (FC), Suzanne Culshaw (SuzC), Caitlin Donnelly(CD)(video link), Ruth McGinity(RM), Pontso Moorosi (PMo), Deborah Outhwaite (DO), Victoria Showunmi (VS)

In Attendance: Ryan Beasley (RB), Linda Hammersley-Fletcher (LHF), Catherine Simon (CS)(video link), Richard Davis (RD)

Apologies: Jacqueline Baxter (JB), Ron Glatter (RG), Bethany Kelly(BK), Paul Miller (PMi)

1. Welcome. The Chair welcomed Ryan Beasley, Executive Officer, to his first Council meeting.
2. Minutes of last meeting. Suzanne Culshaw (SuzC) noted that the minutes omitted the welcome to her.
3. Declarations of Conflicts of Interest. SuzC declared a conflict of interest for the forthcoming discussion on the review of grants and awards on the grounds that she is a previous award holder.
4. Matters Arising. Matters arising from previous meetings were updated as follows:
 - a. 1st October para 7a. IP had discussed with RG that BELMAS might support professional learning for leadership development and he would capture the discussion for further debate. **ACTION: IP**
 - b. 4th February para 3. PMI's request for EDI to be included in policy reviews had been agreed.
 - c. 4th February para 4. Unconscious bias training would be included in future trustee training. **ACTION: RB**
5. Chair's Roundtables. Collated notes had been circulated. Attendees had agreed that further discussions on outcomes would be welcomed.
6. Review of Grants and Awards. Recommendations on grants and awards and allocated budgets had been circulated. CS thanked LHF for initiating the process and developing the criteria and overall approach to the review. CS also thanked FC for steering the panel through the later stages. LHF provided Council with an overview of the meetings held and the rationale for the recommendations which are summarised as:

- A new Improvement Initiative Grant of £5,000 per grant limited to 2 awards per year
- A new Early Career Research Grant of £5,000 per grant limited to 2 awards per year
- A new Boundary Crossing Grant of £1,000 per grant over 2 years with a maximum of 5 grants per year

Other recommendations encompassed:

- the existing portfolio of awards
- funding dissemination and publicity
- providing up to £1,500 per award holder for overseas travel bursaries
- feedback to applicants
- award panel recruitment and retention

- a. A proposed budget of £41,500 was advanced to Council. This included provision for 4 conference places per year for eligible award holders, lifetime membership and all costs associated with the presentation of awards.
 - b. It was noted that the panel continued to address several issues, including panel recruitment and retention, eligibility, time serve considerations, diversity and incentives for serving. Following discussion, it was agreed that further clarity on each recommendation was required and CS would circulate information for feedback.
 - c. Council agreed to a budget of £41K per annum subject to clarification on eligibility criteria and the basis on which grants are allocated. **ACTION: CS/FC**
7. Review of RIGs. A questionnaire circulated to Council, the Executive and to members had produced only 9 responses. CD and CS would collate these and progress the suggestions. SuzC reported that an interested party had been found to run the dormant Doctoral Student RIG but a process was required for the establishment of RIGs. RD advised on the current arrangements and it was agreed that a more formalised process was required. **ACTION: CS**
8. Review of Constitution. CS reported that this had not been progressed given the other priorities. It was suggested that the example available from the Charities Commission could be used. RB advised that he had experience in writing constitutions and would liaise with CS. **ACTION: CS/RB**
9. Treasurer's Report. FC provided an update on VAT registration and liability and trustee liability insurance which was now in place. It was agreed that a working party should be formed to recommend new income streams. **ACTION: FC**
- a. Auditors. It was agreed that arrangement for future auditors should be considered. **ACTION: FC**
 - b. Budget. The budget would remain in draft until the next strategy meeting confirms future plans. **ACTION: FC**
 - c. Office Closure. It was agreed that the Sheffield office lease should not be renewed in September 2022 and arrangements put in place for the continuity of registered office address, mail, telephone access and staff remote working. **ACTION: RB**
10. Annual Conference. VS reported on plans for the conference which would be co-hosted with CCEAM. Plans were being developed for the livestreaming of some events which would be charged separately. RIGs would be invited to organise their own meetings at the conference. The celebration of EMAL's 50th anniversary would be the first symposium of the conference and others would include a session for ISLDN/UCEA and BELMAS. VS announced that all authors attending conference would be invited to showcase any book published by them during the period 2020 – 2022. DO asked Council members to encourage Masters students and others to attend.
11. Business Manager's Report. A report had been circulated.
12. UCEA/BELMAS Partnership. A paper had been circulated. VS raised the issue of BELMAS representation at UCEA conference. Council agreed the substance of the paper and the continuing dialogue with UCEA. **IP encouraged all Council members to attend a meeting with the UCEA Executive at 9am on Saturday 9th July to progress the paper.**
13. Blended AGM Event. It was agreed that a blended event would be held in the Autumn to include the AGM. **ACTION: RB**

14. Feedback on Facilitated Meeting. LHF reported on the facilitated meeting which had been held with Council members on 11th May. These discussions had considered:

- lessons learned from the formal complaints process and ways forward
 - the need to review the constitution, trustee insurance and Charities Commission guidance
 - approaches to trustee induction and training to cover the Articles of Association, responsibilities, accountability
 - ethos values and the need for regular discussion
 - honesty, integrity, confidentiality and respect
 - the need for a process to monitor and to manage breaches
 - clarity of expectations
 - isolation of new Council members and the welcome culture
 - the unintended consequences of a 9 year term for the Chair
 - all members to demonstrate the Society's values
 - the need to streamline meetings and to be more productive
- a. It was agreed that these issues should be built into a review of the constitution and RB suggested that he writes a new constitution with an awareness of the wider portfolio of policies and processes which should be included. **ACTION: RB**
- b. It was agreed that a show of hands would be adopted at future meetings. **ACTION: IP**

15. Any Other Business. There was no other business.

16. Date of Next Meeting. The next meeting would be on 7th October 2022.

ACTIONS FROM COUNCIL MEETINGS

MINUTES OF MEETING ON 4TH FEBRUARY 2021

AGENDA ITEM	ACTIONS	RESPONSIBLE	PROGRESS
7	Working group of Paul, Victoria, Steve, Deb, Fiona and Catherine would assist with developing the EDI strategy	Paul Miller	In Progress

MINUTES OF MEETING ON 12TH MAY 2022

AGENDA ITEM	ACTIONS	RESPONSIBLE	PROGRESS
4a	IP to capture discussion on professional learning	Ian Potter	
4c	Unconscious bias training to be included in future trustee training.	Ryan Beasley	
6c	41K to be allocated in budget for grants and awards	Fiona Creaby	Subject to further clarification on proposals
7	Process for establishment of	Catherine Simon	

	RIGs to be formalised		
8	RB to liaise with CS on new constitution	Ryan Beasley	
9	Working party to be formed to recommend new income streams	Fiona Creaby	
9a	Auditors' position to be reviewed	Fiona Creaby	
9b	Budget draft status to be reviewed after strategy meeting	Fiona Creaby	
9c	Office lease to be terminated	Ryan Beasley	
13	Blended AGM event to be held in Autumn 2022	Ryan Beasley	
14a	RB to write new constitution	Ryan Beasley	
14b	Show of hands to be adopted at future meetings	Ian Potter	