

Minutes of the 2019 SEEC ANNUAL GENERAL MEETING

Friday 6th December 2019 at Pearson College London, 190 High Holborn, London WC1V 7BH

In attendance:

Prof Darryll Bravenboer (Chair)	Middlesex University
Dr Corinne Boz	University of Cambridge
Helen Corkill	Chartered Management Institute
Dr Carol Costley	Middlesex University
Clare Dunn	Open University
Sarah Macdonald	Pearson College London
Dr Paula Nottingham	Middlesex University
Heather Rosa	Institute for Optimum Nutrition
Allison Wiseman	Brunel University
Angela Garrod	Membership Development Manager

Apologies for absence:

Nidia Bissoli Warwick	Kingston University
Sue Cordell	Bishop Grosseteste University
David Jenkins-Handy	International Compliance Association
Prof Terry Lamb	University of Westminster

1. Welcome

The Chair welcomed all attendees to the meeting.

2. Minutes

The Minutes of the AGM held on 25th January 2019 (Paper A) were approved as an accurate record.

3. Presentation of the Annual Report

- (a) The Chair introduced his report on SEEC activity during 2019 (Paper B), highlighting changes to the Board of Trustees and staffing arrangements. It was agreed to record a Vote of Thanks to Alison Street and Simon Clark for many years of valued service to SEEC.
- (b) The Chair reported on the challenging conditions impacting SEEC's operation this year and the associated work done with UALL towards creating a sustainable structure for the future. This had been a major focus for the Board and would be discussed further under item 5.
- (c) However, SEEC had also sought to continue generating useful outputs during 2019 and members noted the successful online publication of nine case studies showcasing the Credit Level Descriptors.
- (d) The Chair presented SEEC's accounts summary for 2018/19 (Paper C), clarifying that funds were reducing as anticipated but had more recently been boosted by payments from UALL for the governance project undertaken.

- (e) The meeting accepted the Chair's report and the accounts for 2018/19. It was agreed to record a Vote of Thanks to Chris Cole, SEEC's new accountant.

4. Confirmation of the Board of Trustees for 2019/20

It was agreed that the existing Board would manage the period of transition, and therefore Trustees for 2019/20 were confirmed as follows:

Prof Darryll Bravenboer (Chair)	Middlesex University
Corinne Boz	University of Cambridge
Clare Dunn	Open University
Sarah Macdonald	Pearson College London
Heather Rosa	Institute for Optimum Nutrition

5. Proposal to become a UALL Network

- (a) The Chair introduced the substantive item for the meeting (Paper D), explaining the context within UALL and the differentiation between Affiliated and Full Networks. He clarified that, once UALL had approved its new constitutional arrangements, the intention was that SEEC would exist within that (as a Full Network in the long term) and would cease to be a separate entity.
- (b) The proposal as presented was dependent upon UALL's approval, and efforts had been made to align timings and processes. Unfortunately however, recent industrial action had meant that UALL's November AGM was not quorate to ratify the proposal, which would now be tabled at a reconvened UALL AGM in April 2020.
- (c) In light of this, it was noted that SEEC members would now be asked to pay their previously deferred membership fees for 2019/20. These funds were vital to enable SEEC to continue delivering services and communications during the transition, as well as ensuring that the changes were implemented in a legally compliant and timely manner. In addition to negotiating timings and resources with UALL, SEEC would need to notify the Charity Commission and adhere to its procedures around a change of status.
- (d) It was agreed to ask the accountant to generate a forecast for January-April 2020 to gauge how long SEEC would be able to operate, taking membership fees into account.
- (e) Members expressed their support for the direction of travel. As a member of UALL's Executive, Dr Nottingham reported that the alignment was seen as a positive step: SEEC had a distinct contribution in supporting practitioners which would be valuable to UALL, particularly on RPL.
- (f) Members voted unanimously to approve the proposal, noting that finer detail regarding timings and resources would be negotiated with UALL in Q1 2020.

CC

DB, AG

6. 2019/20 Programme

It was noted that in the circumstances no events were scheduled, although SEEC planned to publish further online case studies on the impact of the Descriptors. The Chair suggested that an event should be held early in the life of the new Network, with a further one in the autumn of 2020. 'RPL in apprenticeships' was proposed as a good focus for at least one of these.

7. Other Business

- (a) Dr Costley suggested that SEEC (or the new Network) might explore sharing practice across Europe under the auspices of EURASHE (www.eurashe.eu).

Trustees

- (b) Dr Nottingham suggested that the new Network might be launched at the UALL Work and Learning Network Conference on 29 May 2020 (<https://www.uallworkandlearning.org/>).

Trustees

- (c) Members thanked the Chair for his work in steering SEEC through this period of change. He in turn thanked all participants for their attendance and formally closed the meeting.