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**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

**UNIVERSITIES AND COLLEGES INFORMATION SYSTEMS ASSOCIATION LIMITED (**the **Company”)**

**NOTICE** is hereby given of the eighth Annual General Meeting (the **'Meeting'**) of the Company, and the 30th Annual General Meeting of the association, to be held at 12:00 noon on Thursday 8th June 2023 online via MS Teams for the following purposes:

**1.** To receive **Chair’s welcome and apologies received**

**2.** To consider and, if thought fit, approve the following resolutions, to be proposed as **Ordinary Resolutions** of the Company:

1. To approve the minutes of the 2022 Annual General Meeting of the Company held on16th June 2022.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2022.
3. To appoint Critchleys the auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid, and to authorise the directors to fix their remuneration.
4. To consider and, if thought fit, appoint the following honorary officers (each of whom has consented to act) to stand as honorary officers of the Company from the close of this meeting for a term of two years in accordance with its Articles of Association, or as otherwise specified in any future amendments made to the Articles which are approved by the members of the Company:

* Emma Woodcock, Chair of the Company  
  *Proposed by Adrian Ellison, University of West London, Seconded by Rob Hickey, York St John University*
* James Crooks as Deputy Chair of the Company  
  *proposed by Bella Abrams,* University of Sheffield*. Seconded by Stuart Brown, University of Reading*

1. To elect one Elected Member to serve on the Board of Trustees.

The nominees proposed for election to the role of Elected Trustee receiving the most votes from the members entitled to vote and attending, whether in person or by proxy, at this Annual General Meeting, shall be elected unless otherwise disqualified from standing by the Constitution or Articles of the Charity.

Nominations for the one position (listed alphabetically by institution) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| James Smith | Birkbeck, University of London | Paul Butler  University of Greenwich | David Telford  University of Stirling |
| Craig Darlison | De Montfort University | Dieter Kraftner  Anglia Ruskin University | Ash Roots  University of Exeter |
| Karen Bates | London Business School | Adrian Ellison  University of West London | Vipin Ahlawat  Loughborough University |
| Brian Henderson | University of Aberdeen | David Telford  University of Stirling | Dean Phillips  University of Aberdeen |
| Ash Roots | University of Exeter | Vicky Gosling Falmouth University | Craig Darlison De Montfort University |
| Mark Johnston | University of Glasgow | Nick Leake  King’s College London | Dr. Rachel Bence  Queen Mary University of London |
| Nick Gilbert | University of Surrey | Emma Woodcock  York St John University | Paul Butler,  University of Greenwich |
| Iain McCracken | University of Sussex | Jason Oliver  University of Sussex | Sarah Cockrill  Canterbury Christ Church University |

1. In accordance with the Articles of Association of the Company:

To accept the nominations of the Special Interest Group Committees and appoint the Chairs of the Special Interest Groups of the Charity

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **Chair** | **Proposer** | **Seconder** |
| **Business Technology Standard (BTS CoP) Inaugural Chair** | John Butterworth  King’s College London | Mark Johnston  University of Glasgow | Nick Gilbert  University of Surrey |
| **Corporate Information Systems Group (CISG)** | James Smith,  Birkbeck, University of London | Paddy Daly,  Robert Gordon University | James Blair,  University of Stirling |
| **Digital Capabilities Group (DCG)** | Annette Webb,  York St John | Emma Woodcock,  York St John University | Rebecca Wilson  University College of London |
| **Digital Education Group**  **(DEG)** | Richard Goodman,  Loughborough University | Farzana Latif, University of Leeds | Julie Voce, City,  University of London |
| **Digital Infrastructure Group (DIG)** | Jim Florence,  Robert Gordon University | Kate Iddles,  University of Wolverhampton | Guilherme De Sousa  Heriot Watt University |
| **Enterprise Architecture (EA)** | *Joint Chair:*   Russell Boyatt,  Warwick University | Rosie Coffey,  University College Cork | Lex Wilkinson,  Sheffield Hallam University |
| *Joint Chair:* Rosie Coffey  University College Cork | Lex Wilkinson,  Sheffield Hallam University | Russell Boyatt, Warwick University |
| **Higher Education Information Directors Scotland (HEIDS)** | Brian Henderson,  University of Aberdeen | Claire Taylor  Napier University | David Telford,  University of Stirling |
| **Immigration Administration Community of Practice**  **(IA CoP)** | Alex Lock  Anglia Ruskin University | Maria Wylie, University of Cambridge | Martin Donkin, Queen Mary University of London |
| **Midlands Group** | Alex Goffe  Keele University | Sarah Cockrill, Canterbury Christ Church University | Emma Woodcock, York St John |
| **UCISA London Group** | Trevor Baxter,  King’s College London | Matthew Flower, University of Wolverhampton | Nick Leake,  King’s College, London. |
| **Project and Change Management Group (PCMG)** | Sally Jorjani,  University of Stirling | David Telford,  University of Stirling | Patrick Daly,  Robert Gordon University |
| **Procurement Group (PG)** | Rob Moore,  Leeds Beckett University | Mark Allinson,  Edge Hill University | Robert Silk,  University College London |
| **Security Group** | David Thornley,  Sheffield Hallam University | Jon O'Grady,  De Montfort University | David Round,  Bangor University |
| **Sustainability Group (SG)** | Andrew Meikle,  University of Lancaster | Robert Irving, Southampton University | Kate Ferguson-Best, Kingston University |
| **Support Services Group (SSG)** | *Joint Chair*: Andy Scott,  Durham University | Mike Burns Warwick University | Ed Stout  Leeds Beckett University |
| *Joint Chair*: Jo Mortimer,  University of Reading | Ed Stout  Leeds Beckett University | Mike Burns Warwick University |
| **Women in Tech (WiT)** | Christi Hopkinson,  University of the West of England | Sandra Gillham, University of Southampton | Tatiana Hepplewhite, Leeds Beckett University |
| **User Experience Community of Practice (UX CoP)** | *Joint Chair*: Emma Horrell,  University of Edinburgh | Sonia Virdi , University of Edinburgh | David Goddard, University College London |
| *Joint Chair*: Joseph Talbot  University of Oxford | Sonia Virdi, University of Edinburgh | David Goddard, University College London |

G. To receive the Treasurer’s Commentary on the financial year ended 31 December 2022, the summary Budget for the current financial year ending 31 December 2023 and the summary budget for the financial year ending 31 December 2024.

H. To approve the proposal that subscription fees remain at the same rate as 2023 for the 2024 subscription year.   
  
*Explanatory Note:  
The following table sets how each institution’s band is determined for 2024.  
   
The third column of the table shows what the 2024 subscriptions would be if the resolution is approved. We have provided an illustration of what subscriptions would be if we followed our usual practice of applying an annual increase using the example of 5%.*

|  |  |  |  |
| --- | --- | --- | --- |
| Band Type | Size as reported to HESA | **2024 Subscriptions with no uplift( as per the resolution)**  **(ex VAT)** | **2024 Subscriptions with 5% uplift**  **(ex VAT)** |
| Band 1 | Small and specialist institutions | £868.00 | £911.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **21/22 year** | £2,169.00 | £2,277.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **21/22 year** | £3,037.00 | £3,189.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **21/22 year** | £3,470.00 | £3,644.00 |
| **Band 5** | More than 30,001 students reported to HESA in **21/22 year** | £3,967.00 | £4,165.00 |

1. To consider **any other business**
2. To receive outgoing Chair’s remarks

5.To receive incoming Chair’s remarks

By order of the board

Matthew Flower, Director

Registered office: 30 St Giles, Oxford, OX1 3LE

**Notes**:

1. A member of the Company is entitled to appoint another person as their proxy to exercise all or any of their rights to attend and to speak and vote at the meeting.
2. A form of proxy is enclosed. To be effective, the proxy form or other instrument appointing a proxy must be completed and signed then delivered by electronic communication as specified below not later than 24 hours before the time for holding the meeting. Any power of attorney or any other authority under which the instrument appointing a proxy is signed (or a duly certified copy of such power or authority) must be included.
3. Where the member is not an individual person, a statement by the person submitting the proxy form of their authority to appoint a proxy must also be included.
4. Appointing a proxy does not preclude a member from attending and voting at the meeting in person.
5. To deliver an appointment of a proxy by electronic communication, scan the duly signed instrument appointing a proxy and any supporting documents in a .pdf, .jpg or .tiff format (so that the documents are legible, and the signature is clearly visible) and send to the email address for delivery of proxies specified below. Any document or information relating to proxies for the meeting or otherwise relating to proceedings at the meeting may be sent by email to that address (but not to any other address or number for electronic communications mentioned in this document or any document accompanying it) provided that it is received no less than 24 hours before the meeting, but any electronic address or number provided in this notice or in any related document (including the proxy form) may not be used to communicate with the Company for any purposes other than as expressly stated.
6. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his discretion. Your proxy will vote (or abstain from voting) as he thinks fit in relation to any other matter which is put before the meeting or any adjournment thereof.
7. Any appointment under a proxy notice may be revoked by delivering a notice to the Charity by the member who gave the proxy notice to the email or postal address below or by hand at the meeting. Such notice will only be effective if received by the Charity prior to the start of the meeting.

**Email address for the delivery of proxy forms:** [admin@ucisa.ac.uk](mailto:admin@ucisa.ac.uk)