

**AGENDA FOR THE 56th ANNUAL GENERAL MEETING
SOCIETY FOR RESEARCH INTO HIGHER EDUCATION
Wednesday 17th November 1500 – 1600 via Zoom**

The business of the meeting will be:

Chair's Welcome

1. **To receive the minutes of the 55th Annual General Meeting** held on 18th November 2020
PAPER A Resolution 1
2. **Matters arising**
3. **Reports**
 - a) Chair – Professor Chris Pole
 - b) Director-Helen Perkins
 - c) Treasurer-David Palfreyman – to receive the audited Financial Statements for the financial year ended 31.07.2021
PAPER B Resolution 2
4. **Auditors**
To re-elect the auditors, Critchleys LLP **Resolution 4**
5. **Auditors' remuneration**
To authorise the remuneration of the auditors (£6,735 for 2020/21) **Resolution 5**
6. **Governing Council Trustees/Directors retiring at or before 31 December 2021**

Professor Lesley-Jane Eales-Reynolds	University of West London
Professor Amanda Fulford	Edge Hill University
Dr Neil Harrison	University of Oxford (Rees Centre)
Professor Chris Pole (Chair)	University of Brighton
7. **Governing Council Appointments 1st January 2022 to 31st December 2024**

Dr Ibrar Bhatt	Queen's University Belfast
Ms Andrea Cameron	Abertay University
Professor Susan Harris-Huemmert	Ludwigsburg University of Education
Dr Emily Henderson	University of Warwick
Professor Helen Higson	Aston University
Professor Pauline Kneale	University of Plymouth
Professor Rachel Brooks	University of Surrey
Professor Anna Mountford-Zimdars	University of Exeter
8. **New Chair of the Society from 1st January 2022 to 31st December 2023**
Professor Pauline Kneale, University of Plymouth
9. **Any other business**

By order of the SRHE Governing Council: Date: 28th October 2021

PAPER A

MINUTES OF THE 55th ANNUAL GENERAL MEETING OF THE SOCIETY FOR RESEARCH INTO HIGHER EDUCATION

Held on-line (via Zoom) on Wednesday 18th November 2020 at 15:00

Chair's Welcome

The Chair of the Society, Professor Chris Pole welcomed those present to the meeting, and was joined by the Vice-Chair, Professor Helen Higson, the Society's Director, Helen Perkins, the Society's Honorary Treasurer, Mr David Palfreyman, the Society's Conference and Events Manager: Francois Smit, and the Society's Manager: Operations & Finance, Rob Gresham.

Apologies were received from: Professor Rob Cuthbert, Dr Ibrar Bhatt, Dr Neil Harrison, and Professor Gina Wisker

The total number in attendance was 37 (4 staff members, 31 SRHE members, 2 non-members). As this exceeded the required quorum (a minimum of 7 members) the Chair welcomed everyone and asked that the meeting proceed to business.

1. Minutes of the 54th Annual General Meeting

The Minutes of the meeting held on 24th October 2019 (Paper A) were received. The proposal was put to the meeting that the minutes be accepted as a true record (Resolution 1). This was proposed by Pauline Kneale and seconded by Lesley-Jane Eales Reynolds.

2. Matters arising

There were no matters arising.

3. Reports**a) Society Chair, Professor Chris Pole**

The Chair began by introducing the SRHE team and provided the meeting with a summary of the current structure of the Governing Council and Standing Committees (Research & Development, Management & Finance, Publications, and finally Governance & Appointments) detailing their various responsibilities.

Each Committee Chair then provided a brief verbal update on the issues addressed and progress made over the 2019-20 financial year.

b) Director's report, Helen Perkins

The highlights of the 2019-20 year were summarised across the following four categories: Network Events, Conferences, Research Awards, and Publications.

The Director also explained the major transition from in person to on-line events from 18th March 2020, and the various practical and technological challenges this had presented. In the circumstances, the Society is proud to have managed to ensure a significant growth in numbers of delegates attending on-line events, particularly from countries outside the UK where travel time and costs might previously have been a barrier.

In terms of membership, a summary table was presented as below

Current SRHE Membership & rates	Number of members (at 14.10.2019)
Individual (£110)	466
Student (£50)	117
Retired – Annual (£70)	39
Retired – Lifetime (£300)	30
TOTAL	652*
*the number of 'guest' members – those attending events etc. has swelled to 6,767	

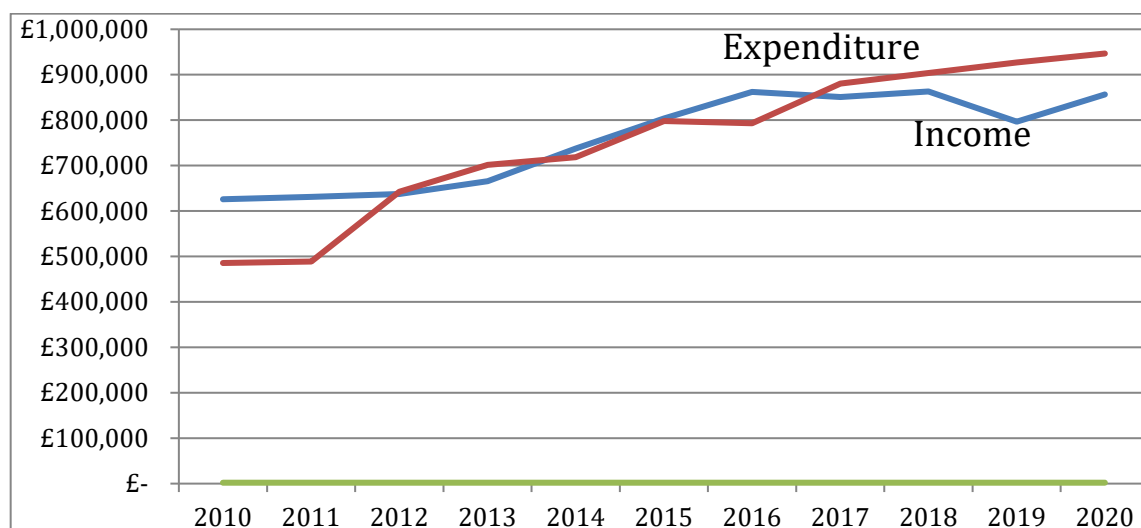
The Manager: Operations and Finance explained that following Government restrictions in relation to the Covid-19 outbreak, this had proved to be a very difficult six months for membership for most Societies and membership organisations. Rebuilding engagement with members and contacts will be a key priority for the Society over 2021, as it looks to build on the growing numbers engaging on-line.

c) Treasurer’s update – Provided by Mr David Palfreyman

The Treasurer referred to Paper B as provided to the meeting, which details the summary figures for 2019-20, and noted the following:

- Income for the year was £830k (up from £770k last year) mainly due to increased royalties.
- Expenditure was £945k (up from £925k last year) due to new website development, and increased support for editorial teams.
- The Society continues to draw on accumulated reserves to develop as per budget plan, but to return to break-even in medium term.

The graph below summarises the Society’s audited income and expenditure over the past 10 years:



As the above graph shows, the Society has accumulated reserves over certain periods (2010-2012, 2015-16) and is now responsibly spending these funds. In 2019-20 the Society operated to a planned deficit of around £85,000 in a planned use of some of these reserves for extra activities, including a new CRM/website development.

Thanks are, as ever, due to the SRHE team for securing this positive financial outcome for 2019-20. The audited Financial Statement for the financial year ended 31 July 2020 (PAPER B) was received by those present. Acceptance of the above statement (**Resolution 2**) was proposed by Pam Denicolo and seconded by Rachel Brooks

4. New Articles of Association

- To agree the implementation of the new Articles of Association (PAPER C Resolution 3 (Special Resolution)).

This item was introduced by the Vice-Chair/Chair of the Governance & Appointments Committee, Professor Helen Higson. The existing Articles of Association date from the formation of the SRHE back in 1965. A new version was drafted by the Society's solicitors, to take account of the various changes in legislation and Company Law required. This redraft has been further scrutinised and revised by the Governance & Appointments Committee over the past year, and a link to this final draft was circulated to all members with the Papers in advance of this AGM. Following a few further minor corrections requested by members, this final version is now put before the AGM for approval.

The adoption of the new Articles of Association was proposed by Lesley-Jane Eales Reynolds and Seconded by Justine Mercer with no further amendments.

The Charity Commission will be notified of these changes accordingly and provided with a copy of the newly approved Articles of Association to be kept on record.

5. Auditors

The motion was put to the meeting that the auditors be re-elected for a further year (Resolution 4). This motion was proposed by Amanda Fulford and seconded by Emily Henderson. The Society's auditors, Critchleys LLP were duly re-elected to hold office until the conclusion of the next Annual General Meeting at which accounts are laid before Society members.

6. Auditors' remuneration

The Governing Council was authorised by the meeting to set the remuneration of the Auditors. This motion (Resolution 5) was proposed by Susan Harris-Huemmert and seconded by Heather Eggins, and so this payment of £6,395 was thus approved.

7. Governing Council Trustees/Directors retiring at 31 December 2019

There were none, as the terms of all trustees have been extended by one year to ensure some stability during the ongoing Covid-19 situation.

Governing Council Appointments 2020-2022

As there are currently 17 serving trustees, and the proposed new Articles of Association recommend a reduction in the number of trustees to 16 (12 elected, maximum of 4 co-opted) there are no planned trustee elections this year.

8. Any other business

There was no other business. The meeting closed at 1600.
ENDS

Financial Statements at 27 September 2021 at 15:31:18

SOCIETY FOR RESEARCH INTO HIGHER EDUCATION**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 JULY 2021**

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
Income from:							
Donations and legacies	3	15,000	-	15,000	13,000	-	13,000
Charitable activities	4	583,338	-	583,338	831,219	-	831,219
Investments	5	13,710	56	13,766	12,447	56	12,503
Total income		612,048	56	612,104	856,666	56	856,722
Expenditure on:							
Raising funds	6	1,181	-	1,181	1,398	-	1,398
Charitable activities	7	636,671	-	636,671	945,303	-	945,303
Total expenditure		637,852	-	637,852	946,701	-	946,701
Net gains/(losses) on investments	12	36,323	-	36,323	(12,028)	-	(12,028)
Net movement in funds		10,519	56	10,575	(102,063)	56	(102,007)
Fund balances at 1 August 2020		560,706	57,165	617,871	662,769	57,109	719,878
Fund balances at 31 July 2021		571,225	57,221	628,446	560,706	57,165	617,871

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.


SOCIETY FOR RESEARCH INTO HIGHER EDUCATION**BALANCE SHEET****AS AT 31 JULY 2021**

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Intangible assets	13		32,918		37,379
Tangible assets	14		2,169		1,258
Investments	15		535,279		486,441
			<u>570,366</u>		<u>525,078</u>
Current assets					
Debtors	16	61,180		40,327	
Cash at bank and in hand		277,458		331,763	
		<u>338,638</u>		<u>372,090</u>	
Creditors: amounts falling due within one year	17	<u>(280,558)</u>		<u>(279,297)</u>	
Net current assets			58,080		92,793
Total assets less current liabilities			<u>628,446</u>		<u>617,871</u>
Income funds					
Restricted funds	19		57,221		57,165
Unrestricted funds			571,225		560,706
			<u>628,446</u>		<u>617,871</u>


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 28th October 2021



Mr David Palfreyman - Hon Treasurer
Trustee



Professor Chris Pole - Chair
Trustee

Company Registration No. 868820