

COMPANY NUMBER: 09349804

CHARITY NUMBER: 1161218

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

NOTICE is hereby given of the eleventh Annual General Meeting (the '**Meeting**') of the Company, and the 33rd Annual General Meeting of the association, to be held at 12:00 noon on Thursday 11th June 2026 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:
 - A. To approve the minutes of the 2025 Annual General Meeting of the Company held on 19th June 2025.
 - B. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2025.
 - C. To re-appoint Gravita 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.
 - D. 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:

- **Mark Johnston, as Treasurer of the Company**
Proposed by Jenny Rae, Imperial College London
Seconded by Geraint Llewelyn, University of Warwick
- **Matthew Flower, as Secretary of the Company**
Proposed by Nigel Rata, Royal Holloway, University of London
Seconded by Dean Phillips, University of Aberdeen

E. To elect two Elected Members 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 two positions (listed alphabetically by institution) are as follows:

Nominee	Member institution	Proposer	Second
Simon Corbett	Northumbria University	Andy Grossett Newcastle University	Andrew Gill Teesside University
Nick Gilbert	The London School of Economics and Political Science	PJ Hemmaway The University of Manchester	Stuart Brown University of Reading
Iain McCracken	The London School of Economics and Political Science	Emma Woodcock York St John University	Matt Scott University of Sussex
Krishnananda Pilicudale	University of Huddersfield	Steven Patterson University of Huddersfield	Matt Jones University of Huddersfield
Nathalie Czechowski	University of South Wales	James Cale University of Wales Trinity Saint David	Owen Hadall Cardiff University
Bruce Rodger	University of Strathclyde	Claire Taylor Edinburgh Napier University	Mark Johnston University of Glasgow

Lee Rose	University of Sussex	Ian Dickens University of Roehampton	Dr Thierry Delaitre University of Westminster
Suraj K Uturaju	University of West London	Matt Flower University of Wolverhampton	Paul Butler University of Greenwich

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

To accept the nominations of the UCISA Community Committees and appoint the Chairs of the Communities of the Charity as follows:

Community	Chair	Proposer	Seconder
Business Relationship Management	Richard Manley, University of the West of England	Susanne Smith, University of South Wales	Caroline Hargreaves, University of Manchester
Business Technology Standard	Co-chair: John Butterworth King's College London	Nick Leake, King's College London	Krish Pilicudale, University of Huddersfield
	Co-chair: Krish Pilicudale, University of Huddersfield	Nick Leake, King's College London	John Butterworth King's College London
Corporate Information Systems	Seema Kisnay, Royal College of Art	David Robinson, Technological University Dublin	Gareth McAleese Ulster University
Digital Capabilities	Alison Waters, Cranfield University	Carmen Miles, De Montfort University	Tamsyn Smith, University of Southampton
Digital Education	Rich Goodman, Loughborough University	Sarah Sherman, Bloomsbury Learning Exchange	Julie Voce, City, University of London
Digital Infrastructure	Mohammed Aufogul University College London	David Graham University of Edinburgh	Kate Iddles University of Wolverhampton
Digital Research	Henrik Brogger, University of Reading	Andrew Philips University of Aberdeen	Pauline Howie Newcastle University
Enterprise Architecture	<i>Joint Chair:</i> Russell Boyatt, University of Warwick	Louw Labuschagne, Newcastle University	Hannah Beeson, Queen Mary, University of London

	<i>Joint Chair:</i> Rosie Coffey University College Cork	Hannah Beeson, Queen Mary, University of London	Louw Labuschagne, Newcastle University
Enterprise Service Management	<i>Joint Chair:</i> Iain McCracken London School of Economics	Sam Heasman Kings College London	Katie Barnes Northumbria University
	<i>Joint Chair:</i> Mark Temple University of Glasgow	Sam Heasman Kings College London	Katie Barnes Northumbria University
HEIDS (Higher Education Information Directors Scotland)	Claire Taylor Edinburgh Napier University	John Maher University of the Highlands and Islands	Catherine McMillan University of Strathclyde
HEWIT (Higher Education Wales Information Technology)	Nathalie Czechowski University of South Wales	Chris Price, Swansea University	Graham Worley, Bangor University
Immigration Administration	<i>Joint Chair:</i> Ross Porter London Business School	Alex Lock, Anglia Ruskin University	Laura Brown, London Business School
	<i>Joint Chair:</i> Alex Lock Anglia Ruskin University	Ross Porter, London Business School	Maria Wylie, University of Cambridge
Ireland Directors Community	Paddy Daly Maynooth University	Geread Culley, University College Cork	Beatrice Heneghan, University of Galway
London Networking and Innovation Community	Okan Kibaroglu Imperial College London	Jason Parke Greenwich University	John Harris King's College London
Procurement	<i>Joint chair:</i> Rob Moore, Leeds Beckett University	Helen Baker, UWE	Anna Ellis, Loughborough University
	<i>Joint Chair:</i> Mel Gomes, Royal Holloway, University of London	Helen Baker, University of the West of England	Anna Ellis, Loughborough University
Project and Change Management	Simon Baker Birmingham City University	Marguerite McEnery University of Limerick	Andy Ritter University of Westminster
Security	Dave Thornley Sheffield Hallam University	Emma Barwell University of Southampton	David Round University of Bangor
Support Services	<i>Joint Chair:</i> Antonia Jones, University of Leeds	Rachel Fligelstone Lancaster University	Jo Mortimer University of Reading

	<i>Joint Chair:</i> Iain Cameron, University of Aberdeen	Rachel Fligelstone Lancaster University	Jo Mortimer University of Reading
Sustainability	Stella Poole, University of Birmingham	Henrik Brogger, University of Reading	John Vass-De-Zomba, University of Manchester
User Experience	<i>Joint Chair:</i> Emma Horrell, University of Edinburgh	Dr Graham Hancox, University of Nottingham	Sonia Viridi, The Open University of Edinburgh
	<i>Joint Chair:</i> Joseph Talbot University of Oxford	Dr Graham Hancox, University of Nottingham	Sonia Viridi, The Open University of Edinburgh
Web Services (inaugural chair)	Claire Gibbons, Leeds Trinity University	James Smith Middlesex University	Matthew Flower, University of Wolverhampton
Women in Tech	<i>Joint Chair:</i> Christi Hopkinson, University of the West of England	Pam Graham, University of Plymouth	Jim Nottingham, University for Creative Arts
	<i>Joint Chair:</i> Katie Wilde, University of Aberdeen	Vicky Gosling, University of Portsmouth	Jim Nottingham, University for Creative Arms

G. To receive the Treasurer’s Commentary on the financial year ended 31 December 2025, the summary Budget for the current financial year ending 31 December 2026 and the summary draft budget for the financial year ending 31 December 2027.

H. To approve the increase in subscription fees by 5 % for 2027

Explanatory Note:

The following table sets how each institution’s band is determined together with the current 2025 subscription fee. The fourth column of the table shows what the 2026 subscriptions will be if the resolution is approved.

Band & Type	2026 Subscriptions based on 2023/24 Data Size as reported to HESA	2026 Rates (excl VAT)	Proposed 2027 Rates with 5% increase (Excl VAT)

Band 1	<i>Small FE and Specialist Institution</i>	<i>£958</i>	<i>£1006</i>
<i>Band 2</i>	<i>Less than 10,000 students reported to HESA in 24/25 year</i>	<i>£2392</i>	<i>£2512</i>
<i>Band 3</i>	<i>10,001 to 20,000 students reported to HESA in 24/25 year</i>	<i>£3349</i>	<i>£3516</i>
<i>Band 4</i>	<i>20,001 to 30,000 students reported to HESA in 24/25 year</i>	<i>£3827</i>	<i>£4018</i>
<i>Band 5</i>	<i>30,001 to 40,000 students reported to HESA in 24/25 year</i>	<i>£4374</i>	<i>£4593</i>
<i>Band 6</i>	<i>More than 40,001 students reported to HESA in 24/25 year</i>	<i>£0.00</i>	<i>£5,300</i>

3. To consider **any other business**

4. To receive Chair's remarks



By order of the board

Matthew Flower, Director

Registered office: is c/o Gravita Oxford LLP, First Floor, Park Central, 40-41 Park End Street, Oxford, OX1 1JD.

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 [available](#). 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 their discretion. Your proxy will vote (or abstain from voting) as they think 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