

COMPANY NUMBER: 09349804

CHARITY NUMBER: 1161218

UCISA
Ruskin College
Dunstan Road
Headington
Oxford
OX3 9BZ

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

ANNUAL GENERAL MEETING

AGENDA for 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.

1. Chair's welcome and apologies

2. Ordinary Resolutions

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 13th June 2024
- 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. Nominations for the one position (listed alphabetically by institution) are as follows:

| Nominee | Member institution | Proposer | Seconder |
|-------------------------|--|--|--|
| 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 | Seconded |
|--|---|---|--|
| 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 (inaugural chair) | 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 |

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| 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 (inaugural chair) | 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 |

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| | <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, summary Budget for the current year ending 31 December 2026 and summary budget for financial year ending 31 December 2027.

H. To approve the increase in subscription fee 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> | £958 | £1006 |
| Band 2 | <i>Less than 10,000 students reported to HESA in 24/25 year</i> | £2392 | £2512 |
| Band 3 | <i>10,001 to 20,000 students reported to HESA in 24/25 year</i> | £3349 | £3516 |

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|---------------|---|--------------|---------------|
| <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. Any other business

4. Chair's closing remarks