**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

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

**ANNUAL GENERAL MEETING**

**AGENDA** for the tenth Annual General Meeting (the **'Meeting'**) of the Company, and the 32nd Annual General Meeting of the association, to be held at 12:00 noon on Thursday 19th June 2025 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:

1. To approve the minutes of the 2024 Annual General Meeting of the Company held on 13th June 2024
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2024.
3. 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.
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:
* James Crooks, as Chair of the Company
 *Proposed by Tyrell Basson, York University*

*Seconded by Stuart Brown, University of Reading*

* James Smith, as Deputy Chair of the Company
*Proposed by Emma Woodcock, York St John University,*
*Seconded by James Crooks, Durham University*
1. To elect one Elected Member to serve on the Board of Trustees. Nominations for the one position (listed alphabetically by institution) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| Karen Bates | London Business School | Emma WoodcockYork St John University | Mark JohnstonUniversity of Glasgow |
| Iain McCracken | London School of Economics | Nick GilbertLondon School of Economics  | Sarah Beavon, Canterbury Christ Church University |
| Simon Corbett  | Northumbria University | Emma WoodcockYork St John University | James CrooksDurham University |
| Krishnanandada Pilicudale | University of Huddersfield | Steven PattersonUniversity of Huddersfield  | Matt Jones University of Huddersfield |
| Nathalie Czechowski | University of South Wales | Sarah Beavon, Canterbury Christ Church University | James SmithMiddlesex University |

1. 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Group**  | **Chair**  | **Proposer**  | **Seconder**  |
| **Business Relationship Management** | Richard Manley, University of the West of England  | Susanne Smith, University of South Wales |  Jo Mortimer, University of Reading |
| **Business Technology Standard**  | John Butterworth,King’s College London | Nick Leake, King’s College London  | Krish Pilicudale, University of Huddersfield  |
| **Corporate Information Systems Group**  | Martin Rodenby,University of Sheffield | James Smith, Middlesex University | David Robinson,Technological University Dublin |
| **Digital Capabilities** | Alison Waters,Cranfield University  | Annette Webb, York St John University | Timothy SmaleKeele University |
| **Digital Education** | Richard Goodman, Loughborough University  | Farzana Latif, University of Leeds    | Julie Voce, City, University of London  |
| **Digital Infrastructure** | Mohammed AufogulUniversity College London | Jim Florence, Robert Gordon University | Jim McKeeStirling University |
| **Digital Research****(inaugural chair)** | Henrik Brogger,University of Reading | Emma WoodcockYork St John University | James CrooksDurham University |
| **Enterprise Architecture** | *Joint Chair:* Russell Boyatt, University of Warwick | 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  |
| **Enterprise Service Management** | *Joint Chair:*Iain McCrackenLondon School of Economics  | Sam HeasmanKings College London |  Aaron KingsburyUniversity of Reading |
| *Joint Chair:*Mark Temple University of Glasgow  | Sam HeasmanKings College London | Aaron KingsburyUniversity of Reading |
| **Higher Education Information Directors Scotland (HEIDS)**  | Claire Taylor, Napier University   | John Maher University of the Highlands and Islands | Catherine McMillan University of Strathclyde |
| **(HEWIT)****Higher Education Wales Information Technology** | Simone Barbaresi, Bangor University | Chris Price, Swansea University  | Graham Worley, Bangor University |
| **Immigration Administration** | *Joint Chair:* Ross PorterLondon Business School | Alex Lock, Anglia Ruskin University | Laura Brown, London Business School |
| *Joint Chair:* Alex LockAnglia Ruskin University | Ross Porter, London Business School | Maria Wylie, University of Cambridge |
| **Ireland Directors Community****(inaugural chair)** | Paddy Daly,Maynooth University | James Smith, Middlesex University | Emma Woodcock,York St John University |
| **London Community** | Trevor Baxter, King’s College London  | Okan KibarogluImperial College London | John HarrisKing’s College London |
| **Project and Change Management** |  Simon Baker,Birmingham City University |  Rhian Davies,University of Edinburgh | Sally Jorjani, University of Stirling  |
| **Procurement**  | Rob Moore, Leeds Beckett University  | Helen Baker, UWE | Mark Allinson, Edge Hill  |
| Mel Gomes, Royal Holloway, University of London | Helen Baker, UWE | Mark Allinson, Edge Hill  |
| **Security** | Dave Thornley, Sheffield Hallam University  | Emma BarwellUniversity of Southampton | David RoundUniversity of Bangor |
| **Support Services** | *Joint Chair*: Andy Scott, Durham University  | Jake DoveySouthampton University | Rachel FligelstoneLancaster University |
| *Joint Chair*: Jo Mortimer, University of Reading  | Jake DoveySouthampton University | Rachel FligelstoneLancaster University |
| **Sustainability** | Henrik Brogger, University of Reading | Stella Poole, University of Birmingham | Robert Irving, Southampton University |
| **Women in Tech**   | *Joint Chair*:Christi Hopkinson, University of the West of England  | Katie Wilde, University of Aberdeen | Pam Graham, University of Plymouth |
| *Joint Chair*:Katie Wilde, University of Aberdeen | Christi Hopkinson, University of the West of England | Pam Graham, University of Plymouth |
| **User Experience** | *Joint Chair*: Emma Horrell, University of Edinburgh     | James Cox, University of Oxford  | Anna Read, The Open University |
| *Joint Chair*: Joseph Talbot   University of Oxford   | James Cox, University of Oxford  | Anna Read, The Open University |

1. To receive the Treasurer’s Commentary on the financial year ended 31 December 2024, summary Budget for the current year ending 31 December 2025 and summary budget for financial year ending 31 December 2026.
2. To approve the increase in subscription fee by 5% for 2026.

*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 | Size as reported to HESA No change to banding in 2024/25 | **2025 Subscription fees** **(ex VAT)** | **2026 Subscriptions with 5% uplift****(ex VAT)** |
| Band 1 | Small and specialist institutions  | £912.00 | £958.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **23/24 year** | £2,277.00 | £2392.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **23/24 year** | £3,189.00 | £3,349.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **23/24 year** | £3,644.00 | £3,827.00 |
| **Band 5** | More than 30,001 students reported to HESA in **23/24 year** | £4,165.00 | £4,374.00 |

1. **Any other business**
2. **Outgoing Chair’s remarks**
3. **Incoming Chair’s remarks**