**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

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

**NOTICE** is hereby given of 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 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 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.

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** |
| 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Community** | **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 ButterworthKing’s College London | Nick Leake, King’s College London  | Krish Pilicudale, University of Huddersfield  |
| **Corporate Information Systems** | 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** | Rich 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 |
| **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)** | 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 WoodcockYork St John University |
| **London Community** | Trevor Baxter, King’s College London  | Okan KibarogluImperial College London | John HarrisKing’s College London |
| **Procurement** | Joint chair:Rob Moore, Leeds Beckett University  | Helen Baker, UWE | Mark Allinson, Edge Hill University |
| Joint Chair:Mel Gomes, Royal Holloway, University of London | Helen Baker, University of the West of England | Mark Allinson, Edge Hill University |
| **Project and Change Management**  |  Simon BakerBirmingham City University  |  Rhian Davies,University of Edinburgh | Sally Jorjani, University of Stirling  |
| **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**  | Christi Hopkinson, University of the West of England  | Tatiana Hepplewhite, Leeds Beckett University | Katie Wilde, Aberdeen University |
| **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 |

G. To receive the Treasurer’s Commentary on the financial year ended 31 December 2024, the summary Budget for the current financial year ending 31 December 2025 and the summary draft budget for the financial year ending 31 December 2026.

H. To approve the increase in subscription fees 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 2025 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, specialist and FE institutions  | £912.00 | £958.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **22/23 year** | £2,277.00 | £2392.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **22/23 year** | £3,189.00 | £3,349.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **22/23 year** | £3,644.00 | £3,827.00 |
| **Band 5** | More than 30,001 students reported to HESA in **22/23 year** | £4,165.00 | £4,374.00 |

1. To consider **any other business**
2. To receive outgoing Chair’s remarks
3. To receive incoming 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.](https://www.ucisa.ac.uk/Events/2025/June/AGM25/Event-Other-Info-List/Proxy-form) 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