

Annual General Meeting Minutes

23 June 2022 – virtually via Zoom

Chair – Jim Longhurst (JL)

The presentation, papers and video can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

JL welcomed Members to the AGM as Chair.

Apologies were received from John French (University of Cambridge), Carolyn Strong (Cardiff University), Liz Harris (Solent University) and Louise Ellis.

JL introduced the Board of Trustees and Associate Trustees. Now that their first year as Associate Members has completed we will undertake a review of these positions and the next steps will be shared with members in due course. We thank all of our trustees and associates for their time and commitment to the Board. FG confirmed we are quorate.

2. Approval of Minutes of 2021 AGM

An update on activities will follow. Any other business was to be raised prior to the meeting and none were raised. No other issues were raised and the minutes were approved.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

We had two trustee retirements in between AGMs and this was Karen Morgan who resigned as of 16 March 2022 and John Wincott as Scotland Branch Convenor who resigned as of 31 March 2022. We appointed one trustee in between AGMs – this was Christine Calder as the Scotland Branch Convenor. As Branch Convenor these are appointed by the Branch members and are automatically appointed as Trustees and Directors.

The following trustee will be retiring from the Board as of this AGM due to serving their maximum term: Pete Smith from North East Scotland College.

The Board would like to extend thanks to the time, commitment and passion from the trustees retiring in this period.

4. Resolution Paper AGM22-01 – Election of two Board Members who will act as Company Directors and Charity Trustees

Due to the 2 retirements from the Board we have 2 vacancies. Educational Member Key Contacts – or their nominated representative – have been voting online for this resolution. The voting is undertaken by Civica so members can be confident of the process and the voting closed on 15 June. We requested that at least one position was to be from FE and one position to have financial experience. As all 4 candidates were from FE and all have financial experience, the Board approved to have just one resolution to cover both vacancies.

We received 4 applications and the 2 candidates that have the highest number of votes are elected. Excluding those retiring and the CEO, the Board currently has a 50/50 gender balance. I am pleased to

announce that Lindsey Johnson from Craven College and Luke Rake from Kingston Maurward College have been elected by our members. Congratulations to Lindsey and Luke and I would like to thank all those who applied.

JL handed over to CEO, Iain Patton to present the Annual Report.

5. Review of the Year – 2021 Annual Trustee Report and Accounts

IP presented the highlights of activities throughout the year in our Annual Trustee Report:

2021 was certainly another challenging year with the pandemic continuing to cause disruption. However, with the measures that we put in place in 2020, this helped us to continue to support our members and our staff. With our membership retention remaining high at 95% and welcoming 26 new members, mostly from colleges in England, we felt that sustainability was certainly raising as a strategic agenda for many.

Our Members

Our members are the reason why we exist. We are proud to represent and support 237 universities and colleges across the UK and Ireland. We believe in partnership and collaboration both here in the UK and Ireland and internationally to make our members voice a powerful one through our links with our 205 strategic partners and company members. Overall our retention rates remain high at 95% for educational membership and with unsettling times facing the sector we will have to continue to maintain an excellent value for money offer for our members.

Our Strategy

In 2017 we launched our strategy to support the challenges our members are facing today. This strategy is taking us through the steps to ensure we will transition to and remain a future-focused organisation. We created 6 goals under the strategy and I will highlight the activities we have delivered through each goal.

Goal 1: Strategic Alignment

We continued to deliver our flagship leadership programmes virtually. We had 20 signing up to attend the Emerging Leaders Programme, for those in roles looking to improve their leadership skills. The Leadership Academy proved so popular that we ran 2 cohorts with 50 senior leaders joining us from both HE and FE. We received excellent feedback from both programmes and are looking to extend the mentoring opportunities further.

We were delighted to partner with Change Agents UK and SOS-UK to offer a supported Kickstart scheme specifically designed for colleges and universities. As the Government scheme funds thousands of high quality 6 month work placements for young people deemed to be at risk of long term unemployment, this provided us with a fantastic opportunity to encourage young people into sustainability roles as well as supporting universities and colleges. We are pleased to confirm that we will be employing a Kickstarter in July.

Further to our study 'Skills for the Future' in partnership with Change Agents UK back in 2020, we developed a Sustainable Futures Programme and we ran successful pilots in 2021, positively impacting hundreds of students so far.

Goal 2: Advocacy

Representing our members went to a new level in 2021 with us receiving Observer Status with UNFCCC and Special Consultative Status with the UN Economic and Social Council. Our 18 strong delegation at COP26 in Glasgow was made up from staff, Board members and our Fellows and we were especially delighted to be able to include 2 of our student Climate Commissioners.

We continue to support our Race To Zero signatories and we held outreach programmes across the world including Japan, Mexico, Slovakia, China and Morocco (all virtually of course!).

We also worked with the British Council, bringing together our UK & Ireland members together with staff and students in Algeria and Turkey.

We worked closely with the Department for Education, with staff and Board representatives on each working group, which led to the launch of their draft Sustainability and Climate Change Strategy at COP26. We continue to work with the Department to support them delivering the strategy such as developing a standardised carbon emissions framework which a draft will be shared with the sector in the Autumn. We also fed into the Green Jobs Taskforce and the Environment Audit Select Committee Inquiry into Green Jobs.

Goal 3: Knowledge Exchange

We harness the wealth of experience and knowledge of our members to ensure on-going creation and dissemination of knowledge. We held over 20 webinars and with over 250 attending across the year as making our events virtual we make them more accessible to more members.

We ran the Global Climate Summit which showcased International Green Gown Awards, SDG Accord and Race to Zero signatories from 27 countries. We are again running a virtual global summit this year in partnership with YEA! and Tongji University which is taking place on 5th July and is free to attend and we have some fantastic speakers including COP President Alok Sharma, High-Level Climate Champion Dr Mahmoud Mohieldin and many more – go to our website to book now.

The UK & Ireland Green Gown Awards continued to showcase what actions universities and colleges are taking with 90 finalists across 14 categories.

Our Carbon Literacy Training was delivered to 175 learners from 54 universities, colleges and support organisations. Our programme continues to be sold out in 2022 so do book your place as early as possible! We are also delighted to have 4 of our staff as accredited Carbon Literacy trainers as well as achieving platinum status at an organisational level with every member of staff receiving Carbon Literacy Training.

Goal 4: Maximised Resources

Following co-authoring the COP26 Universities Network briefing on offsetting which was published in January 2021, we acted upon one of the recommendations and we established an offsetting scheme for the education sector called the Carbon Coalition. This is a consortium of UK & Ireland higher and further education institutions that have joined to offset their emissions leveraging their combined buyer power and knowledge. Underpinned by an Advisory Group made up of experts from the sector – of which many were co-authors of the briefing. This is a fantastic example of the sector utilising the expertise and supporting itself. We ran a successful pilot in 2021 and are undergoing a procurement process to ensure this initiative meets institution's needs which should be completed by early Autumn. We have developed many resources and support guidance on offsetting so do go to our website to find out more.

We are working with our partners, AUDE, on developing a new portal for the Sustainability Leadership Scorecard which will be launched in the summer. The Sustainability Leadership Scorecard is a great tool for really helping institutions to see where their gaps are and to help develop a clear sustainability plan.

Goal 5: Stronger Community

We held 44 regional, branch and community of practice meetings throughout the year – with popular topics including net-zero, scope 3, student engagement and returning to campus. This year again we have also recognised members that consistently contribute a great deal of their time and resources to our

organisation and the wider membership. These are members that have a formal volunteering role such as regional, branch, topic support networks, community of practice and task and finish group members. This equates to 54 volunteers and equivalent to £139,968 of staff time on an annual basis. Thank you once again to all our members that contribute. We also work closely with key sector bodies such as Aldersgate Group, HEPA, Wrap and Healthy Universities to ensure we make the most of resources and networks to benefit our members.

Goal 6: Expanded Horizons

We continue to provide annual reports of the SDG Accord and present this at the UN High-Level Political Forum on Sustainable Development. This has gained huge amounts of support with 220 endorsing partners and 284 institutions and continues to grow. The 2022 annual report will be available in July with further case studies to support members on embedding the SDGs.

We are the secretariat for the Race to Zero for Universities and Colleges in partnership with UNEP and Second Nature and we the official partner for the sector to be part of the wider Race to Zero campaign. We have over 1100 signatories representing nearly 11 million students. We continue supporting the sector with case studies from signatories to provide further support for members to reach their net-zero targets. We look forward to celebrating the strong voice of the education sector at COP27 and beyond. If you have not yet signed then sign today.

The International Green Gown Awards continue to grow and we welcome our new partner, Allianz Global Investors, and we are looking forward to our Awards Ceremony on 6th July which follows the Higher Education Sustainability Initiatives event at the UN High-Level Political Forum. Do book now if you haven't already.

Scotland Programme

Our Scottish Funding Council funded programme started in April 2020 for a 3 year programme. Highlights to date include supporting the public bodies reporting by developing a public sector leadership on the global climate emergency guidance and winning a Green Apple Award, launching a realigning curricula for the future series and developing an innovative partnership with Border College, Forth Valley College and West Lothian College in a new shared-services framework to increase their sustainability staffing capacity. You can find out more about all of the activity we do in Scotland in the Annual Report and on our website. IP thanked Becca Petford, Scotland Manager, who is leaving the team at the end of the month.

Sustainability Report

We are pleased to present our annual sustainability report for 2021. Our carbon footprint for 2021 was 3.5 tonnes which we offset through the Carbon Coalition. This has decreased by 31% which was predominately due to the reduction in travel due to the pandemic. With all our staff being home based we included estimates based on hours worked from home and we used our data from the previous year for water and waste. For this year's reporting we will use the best guidance on home working for our emissions. You can view the full details on our website.

IP handed over to David Duncan, our Treasurer to present the Annual Accounts.

Annual Accounts

We made an overall loss of £17,443 which includes our project funding. We made an unrestricted loss of £29,474 for the year which excludes our project funding. We continued to take part in the Government's Job Retention Scheme or furlough and was able to protect the charity from the full impact of the pandemic. Only staff funded through our unrestricted funds were affected.

We had a slight increase of 0.13% in our unrestricted income which was mostly due to increased membership. The 11% decrease in expenditure was mostly due to travel restrictions and conversely expenditure on physical events. This illustrates how important these events are for creating a surplus.

In 2021 we had 9.71 full time equivalent staff of which 3.03 FTE were funded through our restricted externally funded projects. Our non-project related staff costs represent 74% of our total unrestricted expenditure which is down from 75% from last year.

A breakdown of our income sources shows that 45% of our income comes from membership fees – both educational and company Members. 20% comes from products and services such as the Green Gown Awards. We continue to receive funding from the Scottish Funding Council and this makes up 31% of total income received. 4% of income came from training and events.

As we come out of the pandemic, we are looking forward to seeing a return to a physical conference which will take place at Loughborough University in November.

Our reserves stand at £126,260 – with the pandemic this shows how important it is for us to have reserves to protect the charity from unforeseen circumstances. The Income Generation Sub-Committee is working hard to develop new income streams to ensure our long-term financial stability. We are pleased to confirm we are receiving funding from Department for Education and the Environment Agency in 2022.

Our educational membership remains strong at 95% retention and we welcomed 26 new members in 2021 as we provide new tools and resources for our FE members. We are reliant upon our members to continue to support our work and we remain dedicated in supporting our members in 2022 and beyond. We thank you – our members – for continuing to support us – without you we would not exist.

DD passed back to JL.

6. CEO Recruitment

As you are aware Iain Patton is leaving us at the end of this month after 16 years as our CEO. Iain was instrumental in establishing the EAUC back in 1996 as a voluntary organisation and the transition to a charitable company in 2004 and became our first member of staff. We cannot thank Iain enough for his commitment, passion and leadership in developing the EAUC of today. Thank you, Iain.

We will start an open and transparent recruitment process in September for the role of CEO with the aim to have in place by January 2022, which of course is subject to notice periods etc. We ask members to help us promote the opportunity as widely as possible. DD clarified that if anyone is interested they can contact JL, or other Board members, for an informal conversation.

Fiona Goodwin, currently Deputy CEO, will step up to be Interim CEO until we have a permanent replacement in post.

Please join me in showing your appreciation and thanks to Iain. IP thanked the staff, Board and Members for the support over the years.

7. Questions

The floor was opened for questions and comments on the Annual Report and Accounts. No questions were raised.

8. Any other business and close

No other business was raised and therefore JL closed this AGM.

We need to hear from you – our members – on what support, training, services you need to deliver sustainability within your institution. So let us know – you can do that via the regional and communities of practice groups. Or you can just get in touch directly with us. JL thanked the trustees and all the staff and all our Members.