

2nd March 2010

Dear EAUC Member,

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 10.05am on Wednesday 24th March 2010 at Bangor University, Wales.

The Agenda can be found overleaf.

With this mailing are the following supporting papers.

1. Minutes of the last AGM
2. 2009 Annual Report / Report of the Trustees and Financial Statements
3. Resolution Paper AGM10-01
4. Resolution Paper AGM10-02
5. Proxy Vote Form

Please note:

Please ensure Proxy Voting Forms are received by the EAUC office by Monday 15th March.

We ask that members raise **substantive questions** regarding the Trustees Report and Accounts in writing or by email by Monday 15th March. This will allow the Trustees to prepare a full and competent response.

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

24th March 2010
Bangor University, Wales

Agenda

1. Apologies
2. Minutes of 2009 AGM
3. Matters arising
4. 2009 Annual Report / Report of the Trustees and Financial Statements
5. Election of executive committee members who will act as Company Directors and Charity Trustees - Resolution Paper AGM10-01 & Resolution Paper AGM10-02
6. EAUC – Governance Review & Future Thinking (Presentation)
7. Next AGM and Conference
8. Any other business

Only Full University or College Institutional Members are entitled to vote at Annual General Meetings. The voting right of member institutions may be exercised by one representative only.

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

31st March 2009
University of Warwick
Chair – Sheri-Leigh Miles, Convenor

Minutes

1. Minutes of 2008 AGM

The minutes were approved by David Somervell (University of Edinburgh) and seconded by Emma Fieldhouse (University of Leicester).

2. Matters Arising

It was noted that since the last AGM the following Trustees have stepped down:

Alison Moss
Angie Allen
Martin Wiles (as of this AGM)

The Board thanked them for their help and support.

Fraser Lovie, Scotland Convenor, was welcomed to the Board (voted by the Scotland Branch).

It was noted that the Accountants remain the same, Davies Mayers Barnett.

3. 2008 Annual Report / Report of the Trustees and Financial Statements

The Chair presented the Trustee Report and Financial Statement. A copy of the Trustee Report and Financial Statements can be found the EAUC website.

4. Election of executive committee member who will act as Company Director and Charity Trustee (Resolution Paper AGM09-01)

Georgiana Weatherill was co-opted on 16th April 2008. It was noted that as per our constitution we require a minimum of 2 members of the Board to be from Further Education and 2 from Higher Education. With Sheri-Leigh Miles moving from FE to HE, the Board only had 1 FE representative. Georgiana is from FE and made up our minimum requirements.

The election of Georgiana was proposed by Gillian Sinnott (Wigan & Leigh College) and seconded by Victoria Hands (London School of Economics).

5. EAUC – Future Thinking (Presentation)

The Chair went through the highlights of the previous year including:

- Establishing a Scotland Office and a larger staff base. (Members of the Board and Staff were introduced).
- The relationship with the University of Gloucestershire is continuing, with EAUC being independent from the University although we are based there and are very grateful for their help and support.
- The Conference has a higher profile and we need to ensure we maintain and consolidate.
- EAUC are being invited to consultations and discussions on key issues

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- Delivery of Products and Services – ensuring we are delivering what Members want such as SORTED, website and resources. This is an opportunity for Members to tell us if any different. We should not underestimate the impact and resources of our tools.

The Chair then explained the future role of the Board including:

- We need to ensure value for money and review our Governance
- We need to reflect the altering Member profile which was predominantly estates but no longer the case. The Board needs to reflect whole teams and the different landscape.
- We need to assess what skills and the profile of the current Board and up skill existing where needed and attract new Members to fill skill gaps.
- Due to this review process there is a freeze on recruiting new Members of the Board. The Chair thanked those who had expressed an interest and they will be contacted once the review has taken place.
- There may be a need to change the Constitution as part of the Governance Review and this will take place at the next AGM.
- One option is to co-opt outside of the sector in order to gather other expertise and research into similar organisations.
- The Board are pleased to report throughout this process to Members.
- Iain Patton (Executive Director) reiterated that we will be entering dialogues with Members to ensure we reflect Members and ask for help during this period of review. That we will explore what we need and ensure potential of organisation is maximised so our impact is felt deeper and further into organisations. Members were invited to join the EAUC on the journey.

There were no questions.

6. Next AGM & Conference

The dates and venue are yet to be confirmed and Members will be notified as soon as they are.

7. Any Other Business

None.



Resolution Paper AGM10-01

Election of Executive Committee Members who will act as Company Director and Charity Trustee

Di Dale, Helen Manns & Paul Cross were co-opted as Trustees on 17 December 2009.

1. Di Dale, Principal & CEO, Wiltshire College

“I would very much welcome the opportunity of being an EAUC Board Member, having chaired the South West Colleges Group for three years. As a region, we have been involved in research to set a baseline for level of activity and in partnership have worked up an action plan for the colleges in the region.

I can add to the Further Education sector perspective and contribute to an understanding of the leadership issues facing the FE sector in its efforts to promote Sustainable Development. I would also be able to share best practice from the SW region and in turn help promote EAUC across the south west. The wider experience of the EAUC board would be helpful to me in expanding this area of work in the regional setting.”

2. Helen Manns, HE Manager, Northumbria University

“As Associate Dean for Learning and Teaching, my role includes the provision of strategic leadership in relation to the enhancement and quality assurance of the School’s taught provision as well as contributing to the wider management of the School through e.g. academic development planning, and budget management. I also have responsibility for staff wellbeing (e.g. oversight of staff development and workload planning) and student wellbeing in the School and contribution to University level learning and teaching policy development and quality assurance.

My background in environmental management spans many years, working first in Local Government and then at Northumbria University as Environmental Manager, as a Senior Lecturer in Environmental Management and then as Head of Division of Environmental Management. I maintain my interest and passion for environmental issues through my teaching, continued engagement with Northumbria University environmental policy developments and externally through my involvement with IEMA, as an assessor for Associate Examinations and as a member of the NE Regional Steering Group.

I was one of the founder members of EAUC and have continued over the years to track its progress with interest as my career emphasis has shifted. I hope to bring both my environmental management and broader HE experience together to contribute to the future direction and development of EAUC.

3. Paul Cross, Associate Director Strategy, Oxford Brookes University

“Part of my role includes managing a variety of teams and managers all of whom are engaged in strategic change across the University within my area which is Strategy, Business and Finance. I am also responsible for developing various initiatives which span staff from across the Directorate including Business Improvement Teams and Communication Ambassadors.

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The EAUC has the potential to become a unifying body, and I can make a contribution to that aim. My recent experience directly contributes to the EAUC vision of becoming a one stop shop for the university and higher education sector and this is a vision which has parallels to what we are currently achieving at Oxford Brookes and something with which I fundamentally agree and support and would like to get involved. In my experience, the answers to our challenges are largely all around us, particularly in the university sector. The challenge is identifying where those pockets of excellence lie and how to engage with them.”

The following Trustees have retired since the last AGM:

Elizabeth May (retired 16 October 2009)

The following Trustees will be retiring as of this AGM:

Adam Van Winsum

Gilbert Snook (Treasurer & Company Secretary)

Keith Pitcher

Sheri-Leigh Miles (Chair)

Proposal: That the AGM ratifies the appointment of Di Dale (Wiltshire College), Helen Manns (Northumbria University) and Paul Cross (Oxford Brookes University) as members of the Executive Committee.



Resolution Paper AGM10-02

Election of Executive Committee Members who will act as Company Director and Charity Trustee

Robert Bellfield, Harriet Sjerps-Jones & Neil Scott are recommended by the Board to act as Trustees from the date of this AGM.

1. Robert Bellfield, Director of Resources & Learning, Aberdeen College

“Within my current and former role I am responsible for leading Aberdeen College’s approach to environmental sustainability both from a curricular and institutional perspective. Within the last year the College has achieved the ISO 14001 standard for its environmental management system, become the first college or university to achieve the Eco-campus Platinum Award and published its Climate Change Action Plan (CCAP) in response to the Universities and Colleges Climate Commitment for Scotland (UCCCfS). I am also responsible for leading the Colleges campus redevelopment and new build projects and information technology provision.

I am very keen to support and assist other colleges and universities to take the environmental sustainability agenda forward as rapidly as possible. Being an EAUC Board Member would provide the opportunity to share and promote good practice and assist EAUC in developing effective policies and strategies that provide effective support to colleges and universities to develop their curriculum and institutional practices.”

2. Harriet Sjerps-Jones, Sustainability Curriculum Development Manager, University of Exeter

“The EAUC is an important driver for sustainability in the FE and HE sector and has a pivotal role to play in the implementation of HEFCE’s and the LSC’s ambitions for low carbon Universities and Colleges. I would like to support the EAUC to grow its influence to instigate change in *learning and teaching provision* in order to help graduates to become engaged citizens and employees. I have lectured at a FE in HE College for many years and as a research fellow at the Centre for Sustainable Futures (University of Plymouth) I have liaised with numerous colleges in the South West. I have published on ‘Teaching Training and SD’, ‘Student Engagement with Sustainability’ and ‘Communication & Sustainability’. After a sojourn, working as interim director of education for an environmental NGO, I have recently been appointed as Sustainability Curriculum Development Manager at the University of Exeter in order to link the curriculum with the ‘greening’ of the campus. My broad experience will enable me to bridge different vantage points and instigate a productive dialogue and creative collaboration between the Trustees to move the EAUC into further spheres of influence.”

3. Neil Scott, Finance Director, Staffordshire University

“I am the Finance Director at Staffordshire University. In addition to my experience in the HE sector I have worked in private sector organisations, within the Motor Industry, Leisure and Retail sectors. As a member of the University’s Executive Board my role covers Finance, Estates, Hospitality Services and Information Services. I also lead on transformational projects. I have experience within the wider education sector, being a governor of Shrewsbury College of Arts and Technology and two schools. I am also a Board member of Foundation Degree Forward, the national body responsible for the promotion of Foundation Degrees.”



I believe passionately in driving sustainability and environmental improvements. I am responsible for transforming Staffordshire University's environmental performance. I also want to contribute to the transformation of the sector, using my experience and position to raise the profile of environmental issues and, more importantly, promote solutions. I believe that this will be achieved by HEIs working in collaboration with key bodies and associations, of which EAUC will be central. As a senior executive and champion of change within a University I believe I have credibility with HEFCE and other governmental bodies, which will help promote EAUC's objectives."

Proposal: That the AGM ratifies the appointment of Robert Bellfield (Aberdeen College), Harriet Sjerps-Jones (University of Exeter) and Neil Scott (Staffordshire University) as members of the Executive Committee.



The Environmental Association for Universities and Colleges
Instruction to vote by proxy at the Annual General Meeting to be held
on Wednesday March 24th 2010

We [institution name] _____
of [address] _____ being a full
member of the Company hereby appoint the chair of the meeting
*/[proxy] _____ of [address]
_____ as our
proxy to vote in our name and on our behalf at the annual general meeting of the
Company to be held on Wednesday March 24th 2010 and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No 1:

To re-elect three co-opted Trustees (see Paper AGM10-01) for/against*

Resolution No 2:

To elect three Trustees (see Paper AGM10-02) for/against*

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed by _____ on [date] _____

* Notes

- 1 If it is desired to appoint someone other than the chair as the proxy, delete the reference to the chair and insert the name and address of the proxy.
- 2 If it is desired to appoint the proxy to vote for or against particular resolutions, please strike out the words "for" or "against" as appropriate.

Only Full University or College Institutional Members are entitled to vote at Annual General Meetings. The voting right of member institutions may be exercised by one representative only.

