

## COMMITTEE OF DEPARTMENTS OF ACCOUNTING AND FINANCE

**Executive Committee Meeting**  
ICAEW Moorgate, London  
24<sup>th</sup> October 2019

**Meeting started at 10.00am**

Item		Action
1.	<p><b>Attendance and apologies</b> Present: Joan Ballantine, Sarah Jones, Siobhan Goggin, Parminder Johal, Ian Crawford, Lisa Weaver and Hafez Abdo Apologies: Paul Jennings, Jane Fletcher, Seyi Adesina</p>	
2.	<p><b>Minutes from previous meeting</b> Minutes were approved (JB) and seconded (PJ) as an accurate record of the meeting.</p> <p>SJ to create list of Uni's and send out to committee members to check for updates. This will include instructions on what to check and record, for example who is HoD or deputy HoD and asking if there is anyone else in the department who should be on the mailing list? To be returned to Sarah by the end of November. Joan agreed to contact the Irish Institutions on the list. Possible welcome email once this list is up to date and a reminder about CDAF membership fees.</p> <p><u>Professional bodies</u> Parminder and Lisa to give an update at next committee meeting re CDAF strategy for professional body engagement.</p>	<p><b>SJ</b></p> <p><b>ALL</b> <b>JB</b></p> <p><b>PJohal/LW</b></p>
3.	<p><b>Chairs Update</b> JB extended a warm welcome to the 3 new co-opted members.</p> <p><u>Membership List</u> There is a need to get the mailing list sorted – this is actioned above from previous minutes. (see above)</p> <p><u>Update on call for bursaries 2019</u> 13 applications received, and JB and HA to scrutinise and decide on successful applications. Need to check that applications come from institutions that are paid up members of CDAF.</p> <p>Add to application form in future that applications must come from institutions that are CDAF members.</p>	<p><b>JB/HA</b></p> <p><b>JB</b></p>

	<p>In order to know whether we can award more bursaries, we need a simple budget for the year, showing the minimum number of members that we require to sustain the bursaries and the conference. See Treasurers report for further requirements.</p> <p><u>Previous bursaries</u> JB to follow up on last years bursaries and whether they have reported back to conference/BAFA.</p>	<p><b>JF</b></p> <p><b>JB</b></p>
4.	<p><b>Committee roles and responsibilities</b></p> <p>Chair, Vice Chair, Secretary and Treasurer – as elected BAFA constitution states that other than office bearers, we should have 3 elected committee members and 3 co-opted members. Due to timings of recent vacancies we were too late to elect members at the AGM, hence the current 5 co-opted members. Two of these will be elected at the AGM in May 2020 so this will bring us in line with BAFA guidelines. SJ to write to Richard Jackson (BAFA General Secretary) to outline position and seek confirmation that this is acceptable.</p> <p>Conference Organisation - Siobhan Goggin Professional bodies – Parminder Johal and Lisa Weaver Bursaries – Hafez Abdo Newsletter production – Ian Crawford.</p>	<p><b>SJ</b></p>
5.	<p><b>Conference Update</b></p> <p>Dates: NOW 6<sup>th</sup> - 7<sup>th</sup> May 2020 due to new bank holiday. Venue: NOW Winchester Mercure Hotel Theme: Understanding Scholarship – Issues and Challenges Siobhan organising with assistance from Paul due to local knowledge. Make sure that refund policy is clearly stated on invitation.</p> <p>Update website for new dates and venue.</p> <p>JB to ask at Accg Education workshop who would be good contacts as speakers at this conference. Provisional outline – still TBC Day 1: Speakers – 3 speakers What is Scholarship? Quality in pedagogic research Publishing from Teaching – Outlets for work</p> <p>Day 2 Experiences – JB to liaise with contacts to see if we can get speakers to discuss how to get people engaged in pedagogic research. To give HoD's a view on what scholarship/pedagogic research is and progression to publication - What is it? What does it look like? What journals?</p> <p>Alan Sangster/Greg Stoner/Joan Ballantine/Barbara Flood (TBC)?? to give short</p>	<p><b>SG/PJennings</b> <b>SG</b></p> <p><b>SA</b></p> <p><b>JB</b></p> <p><b>JB</b></p>

	<p>presentation of their stories to date as lead into round table discussion – 3 streams.  <b>JOAN TO CHASE BEFORE CHRISTMAS</b>  Other names suggested:  Vangelis Tsiligiris (Nottingham Trent)  Ian Crawford (Bath)  Carolyn Cordery (Aston) LW to contact if needed.</p> <p>Challenges of research – 3 streams for round table:</p> <ol style="list-style-type: none"> <li>1. Workload</li> <li>2. Motivation and Mindset</li> <li>3. Confidence and support structures</li> </ol> <p>Sign up will be through BAFA website again.</p> <p>Summarising the above:</p> <ol style="list-style-type: none"> <li>1. Budget and price (SG/JF)</li> <li>2. Programme (JB and all for speakers – send to Joan)</li> <li>3. Advertise and website set up (SA)</li> </ol>	<p><b>SG/JF</b>  <b>ALL</b>  <b>SA</b></p>
<p><b>6.</b></p>	<p><b>Workshop Update</b></p> <p><b>6th March 2020 – ACCA London (provisionally booked)</b>  Paul to organise.  Siobhan has speaker from Lincoln  Lisa has a contact at CABA who could do the mindfulness element.  Suggest ACCA professional body update</p> <p>Seyi to put on website  Resilience training/wellbeing/ work life balance</p> <p><u>Confirmed outline</u>  Exec meeting: 10 – 12  Lunch: 12.30 – 13.15  Session: 13.15 finishes at 4/4.30pm</p> <p>What is resilience, how to manage it?  Round tables – resilience/worklife balance – what are the solutions</p> <p><b>6th November 2020 – CIMA London (to be booked)</b>  Challenges in a Changing Environment  Paul to organise.</p> <p>Possible panel type discussion about the key issues facing HoD’s in managing departments, including workload etc.</p> <p>Suggest CIMA professional body update</p> <p><b>5th March 2021 – ICAEW London (to be booked)</b>  Paul to organise.  Developments in frameworks  (To include KEF and a short subject Level TEF update)</p>	<p><b>PJennings</b></p> <p><b>SG</b>  <b>LW</b></p> <p><b>SA</b></p> <p><b>PJennings</b></p> <p><b>PJennings</b></p>

	Suggest ICAEW professional body update  Seyi to update website	<b>SA</b>
<b>7.</b>	<p><b>Treasurers Update</b></p> <p>Clarity required on the figures. Prepare a budgeted P&amp;L for the year – projected income and expenditure, including the bursary payments due. Joan to contact David for support for Jane. Clarity required over provisions of £2,512 listed from 2018.</p> <p><u>Reserves</u> BAFA restriction on reserves discussed – they should be maintained at 80-120% of average annual expenditure for the last 3 years. Expenditure: 2018 £5,197: 2017 £6,174: 2016 £12,941. So average expenditure is approx. £8,000, so reserves could be around £10,000.</p> <p>Joan to email Richard Jackson (BAFA General Secretary) to explain basis of funding as per Paul’s email to Sarah and Joan: We are a small SIG, variable income plus we have a number of bursary applications to process. We aim to at least breakeven on our conference, although a small deficit is permissible. As a committee we disagreed with the suggestion to give the first year of membership free – so this is not an option. We are looking to launch pedagogic bursaries at the conference in May.</p> <p>Worst case scenario plan required: Current position           £34,000 Provision for bursaries   (4,500) Reserves (as per BAFA)   (10,000) Research Bursaries 2019   (9,000) Conference                         <u>(6,000)</u> Remaining                         4,500 – could be used for the pedagogic bursaries in 2020?</p>	<p><b>JF</b> <b>JB</b></p> <p><b>JB</b></p>
<b>8.</b>	<p><b>AOB</b></p> <p><u>Newsletter</u> Produce once per annum. First edition to include profiles of committee (plus photos) coverage of previous and future events. Hafez to obtain template from SIG contact from Portsmouth. Suggested to launch at the conference in May. To include committee and photos plus a list of member universities</p> <p><u>Bursaries</u> Discussed Paul suggestion about small bursaries for pedagogy/teaching focused research and innovations. Committee supportive and would like to launch at conference in May 2020.</p>	<p><b>IC</b></p> <p><b>PJ</b></p>
<b>8.</b>	<b>Date of next Committee Meeting</b> <b>Friday 6<sup>th</sup> March 2020 – London</b>	
	<b>Meeting closed at 12.00</b>	