

**CDAF Executive Committee Planning Meeting**

**Priory Rooms, Bull Street, Birmingham**

**8<sup>th</sup> February 2019**

**Meeting started at 10.00am**

Present: Joan Ballantine, Paul Jennings, Sarah Jones, Jane Fletcher, Parminder Johal, Chris Russell, Siobhan Goggin, Seyi Adesina, Ewan Tracey (from lunchtime)

Apologies: Gillian Holmes,

Item		Action
1 - 3.	<p><b>SWOT Analysis of CDAF</b> <b>Objectives of CDAF</b> <b>Roles and Benefits of CDAF</b></p> <p>Please see attached Powerpoint which summarises the discussions that took place around the issues above. New wording for the website was agreed and the website will be updated.</p>	<b>JB</b>
4.	<p><b>Activities of CDAF (current and future)</b> To follow the themes discussed during the first part of the meeting we have planned the following for the next year:</p> <p><b><u>Meeting/workshop, CIMA London – 1<sup>st</sup> March 2019</u></b> <b>11am – Executive Committee meeting</b> <b>To follow up on actions with regards conference organising.</b></p> <p><b>12.30 – 15.30 Workshop on the use of technology in teaching Accounting – from team at Aston University.</b></p> <p><b><u>Exec Meeting, Hilton Hotel Glasgow – 8<sup>th</sup> May 2019</u></b> <b>4pm (TBC)</b></p> <p><b><u>Annual Conference &amp; AGM, Hilton Hotel Glasgow – 9<sup>th</sup> – 10<sup>th</sup> May 2019</u></b> <b>Theme – Subject level TEF</b></p> <p>The committee were all actioned with researching speakers for the conference. Feedback on progress at 1<sup>st</sup> March Exec meeting in London.</p> <p>Very provisional outline. Day 1 1 - 1.15 Joan introduction 1.15 – 2.00 Keynote speaker 1 OFS person (Siobhan) or institutional TEF (Parminder) 2.15 – 3.00 Keynote speaker 2 Could we possibly get an assessing panel member to speak?</p> <p>Tea break 3.30 – 4.15 Process of being involved the pilot – Melissa Wood, Swansea University</p>	<p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>SG/ PJohal</b></p> <p><b>PJohal</b></p> <p><b>SJ</b></p>

	<p>4.15 - 5.00 AGM – ask the members</p> <p>Day 2 To follow on from subject level TEF a morning discussing various ‘interventions’ that Universities may have implemented which will impact on TEF – around the broad themes of: Student experience Attainment – retention Kingston, DMU?? Employability</p> <p>Possible format: ½ hour presentation on intervention (x3) and then panel discussion to round off the morning.</p> <p>Again ALL committee tasked with researching possible speakers around the themes above. BME metric and closing the attainment gap? Kingston (Chris) Kings London? Birmingham - Dr Ann-Christine Frandsen (Sarah) DMU – Lisa Wakefield (Ewan)</p> <p>Advance HE have published data on first TEF pilot Siobhan to contact.</p> <p>PVC Northampton (via Ewan) to talk about the change of teaching in Northampton &amp; email link to Westminster briefing for potential speakers.</p> <p>SJ to email round above to get Exec Committee feedback – from their contacts on the above sessions for Friday 1<sup>st</sup> March meeting.</p> <p>SJ to contact the following re conference to say that we are coming and it would be great to have some representation. Catrina Paisey – Uni of Glasgow Craig Mclaughlin - Strathclyde Brian Windrom – Napier SJ to check Edinburgh</p> <p><b><u>Meeting/workshop 25<sup>th</sup> October 2019 – REF and pressures.</u></b> Provisional outline Exec meeting 10 – 12 Lunch 12 – 12.30 Session 12.30 finishes at 4/4.30pm Joan to ask Jan Bebbington. Staff perspective of REF Professional body update.</p> <p><b><u>Meeting/workshop 6<sup>th</sup> March 2020 – resilience training/wellbeing/ work life balance</u></b></p>	<p>ALL</p> <p>CR</p> <p>SJ ET</p> <p>SG</p> <p>ET</p> <p>SJ</p> <p>SJ</p> <p>JB</p>
5.	<p><b>Administration and Roles of CDAF Members</b> <b>Chair (Joan):</b></p>	

	<p>Website management – to be passed over to Seyi when new objectives etc from today's meeting are updated and a clean handover can be done.</p> <p>Progression of subscription management system</p> <p>Constitution update with CPAF</p> <p>Bursary management and application and approval process (with Seyi)</p> <p><b>Vice Chair (Paul):</b></p> <p>Meeting/workshop/professional development session organisation (with Siobhan as conference organiser and Parminder)</p> <p>Liaising with professional bodies – with someone else (Amanda??), plan for how to engage, looking for sponsorship etc.</p> <p><b>Secretary (Sarah):</b></p> <p>Minutes and agendas</p> <p>Communication – via BAFA</p> <p>Circulation of Committee paperwork and internal communication</p> <p>GDPR compliance</p> <p>Updating membership lists</p> <p>SJ to do a list of unis that we don't have contacts in off the mailing list</p> <p><b>Treasurer (Jane):</b></p> <p>Keeping financial records</p> <p>Recording and reimbursing expenses</p> <p>Preparing and submission of annual financial accounts, including liaison with David Trodden as independent advisor.</p> <p>Maintenance of bank account</p> <p>Financial management of bursaries</p> <p>Subscriptions, invoicing and preferred supplier documentation (with assistance from Ewan)</p> <p><b>Siobhan</b></p> <p>Conference organising and assisting Vice Chair with meeting/workshop/ professional development session organisation if required.</p> <p><b>Parminder</b></p> <p>To assist with meeting/workshop/professional development session organisation.</p> <p>Possible assistance with professional body liaison.</p> <p><b>Ewan</b></p> <p>Subscriptions, invoicing and preferred supplier documentation to assist Jane in the short term with this large administrative load.</p> <p>Possible assistance with professional body liaison.</p> <p><b>Seyi</b></p> <p>Website maintenance, taking over from Joan when the updates from the meeting have been completed.</p> <p>Social Media role including LinkedIn</p> <p>Help with bursary application and approval to support Joan.</p>	<p><b>JB/SA</b></p> <p><b>PJ/SG/ PJohal</b></p> <p><b>SJ</b></p>
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	<p><b>Chris Russell</b> is stepping down from the committee from 1<sup>st</sup> March as his 3 year tenure comes to an end. The Committee thanked Chris for all his hard work during his time on the committee.</p> <p>Check with Amanda Williams whether she wishes to continue on the Committee.</p> <p>2/3 Committee vacancies need to be advertised via BAFA as per Equality and Diversity policy. Secretary to contact BAFA Secretary for guidance on process and then to action adverts.</p> <p>Role still to be assigned is professional body liaison. This would leave one more general role to help out where required.</p>	<p><b>PJ</b></p> <p><b>SJ</b></p>
<p>6.</p>	<p><b>AOB</b></p> <p><b>Subscriptions</b> Letters to go out asap and Jane and Ewan to create invoice to send out to those who fill in the form. Jane/Ewan to progress preferred supplier paperwork.</p> <p><b>Bank signatories</b> Treasurer to send link to online documentation to allow Secretary to complete forms to become the second signatory. Once we have 2 current committee members as signatories, then we will look to increase the number of signatories further.</p> <p><b>Bursaries</b> Joan to email bursary recipients re presenting at next BAFA conference and updates. Call for bursaries 2019 to be made in early March (post subscriptions) – Joan to liaise with Jane re funding.</p> <p>Meeting closed at 15.30</p>	<p><b>JF/ET</b></p> <p><b>JF/SJ</b></p> <p><b>JB</b></p>

CDAF  
Committee for Department of  
Accounting & Finance

Feb 8<sup>th</sup> Executive Committee Meeting

# Swot

- BAFA brand/synergy/integral part
- Forum for discussion and debate for A&F department heads
- Promotes community spirit
- Source EE
- Networking/**focused**/small (core attendees)/ committed



- In the shadow of BAFA?/ website?/comms
- Visibility/national presence in a planned way
- Clarity around stakeholders?
- Over reliance on a few
- Poor attendance at CDAF events/ limited reach
- Poor event – planning – need to have themes\*

- CPAF/ our fit with other bodies; SRHE, LFHE? Learning opportunity
- KEF/TEF/REF
- Training
- Social media/ LinkedIn/Twitter
- More structure to the presentations/ expand the day/ rename “General meeting”\*

- Poor subscription fee collection
- Membership? Lack of direction
- Uni funding limiting attendance
- Changing structure of unis
- Other competing events

# Objectives

Specifically, CDAF:

- Promotes accounting & finance education and research; **Need to link this better to TEF, KEF and REF**
- Promotes and develops best practice in academic management, funding and operational matters; **The audience here is existing heads of A&F but also aspiring academics (succession planning)**
- Consults with, and makes recommendations to, appropriate bodies; **all A&F professional bodies; regional reps**
- Liaises with CPAF on matters of joint concern; and,
- Promotes a sense of community. **Need to bring in employers – particularly to promote KEF.**

# Agenda Q

a) what are we trying to achieve?

To be visible as:

- A body of knowledge, expertise and experience in managing teaching & learning, research excellence and knowledge exchange within the A&F discipline; bringing experts together; creating communities of best practice.
- A resource to support and represent academic managers/leaders and staff within the A&F discipline.( addressing staff wellbeing; a shift in working patterns; support development – academic space to be an academic - potential themes)
- A forum for partnerships and collaboration between key stakeholders, including academia, industry and the professional bodies.

*How?...*



# Agenda Q

## a) what are we trying to achieve?

- Develop knowledge and skills for the future and talent for employers in a modern labour market.
- Continuously identifying the contemporary issues in A&F and the need to embed these within the curriculum.
- Being ready for a digital world and getting our staff and students ready for it too.
- Retain and highlight the innovative pedagogy practices in the A&F discipline; or practices that can be transferred from other disciplines to A&F.
- Work with professional bodies to deliver academic/professional research collaboration; KEF/REF; lead by example and then promote opportunities to members.
- Work with employers to identify KEF opportunities; lead by example and then promote opportunities to members.

## Agenda Q

b) what are we not trying to be?

- A corporate business.
- A one stop shop.

## Agenda Q

### c) Who is our audience/stakeholders?

In light of the recent shifts in the political landscape, we need to send out a message that UK universities are still open for business for all:

- Leaders and managers in A&F
- A&F academic staff
- Professional bodies (ICAEW, CIMA, ACCA, ICAS) (CISI, CFA) (subset - AIA, AAT, CIPFA, ICSA, ACT). **(check if these are on our mailing list; SJ)**
- Other stakeholders e.g. Advance HE, OFS, industry.

# Roles

## How are we measured?

### CDAF ROLE

The Committee of Departments of Accounting and Finance (CDAF) is a representative body concerned with matters of national importance in the management and leadership of University departments of Accounting and Finance. We are a formal committee of the British Accounting and Finance Association (BAFA) and we aim to provide:

- A body of knowledge, expertise and experience in managing teaching & learning, research excellence and knowledge exchange within the A&F discipline; bringing experts together; creating communities of best practice.
- A resource to support and represent academic managers/leaders and staff within the A&F discipline.( addressing staff wellbeing; a shift in working patterns; support development – academic space to be an academic - potential themes)
- A forum for partnerships and collaboration between key stakeholders, including academia, industry and the professional bodies.

All Accounting and Finance University departments are eligible to join CDAF and we encourage current and prospective managers and leaders (Heads or Associate Heads of Departments/Schools, Programme Directors and Leaders of Learning and Teaching) to play an active part in our community.

# Benefits of CDAF membership

CDAF offers its members a number of benefits including access to:

- An Annual National Conference (May annually, 9-10th May 2019).
- Professional Development Workshops for current and prospective managers and leaders.
- An Annual Research Bursary scheme for Early Career Researchers
- A communications network for the purposes of recruiting External Examiners and External Validation Panel Members.
- Regular face to face updates from the Professional Accountancy and Finance bodies.
- A forum for debating relevant issues and sharing good practice. **(How, who will manage the “sharing”; website/LinkedIn)**
- A network of colleagues with similar managerial and leadership responsibilities.