

Minutes of AGM

Present: 16 members of the group.

1) Welcome – The chair welcomed everyone to the meeting and introduced himself

2) Chair's Report

Recent activities have included

“Physics Education for the 21st Century” In September 2017,

A community meeting following the Glasgow committee meeting in June 2018

Members are invited to suggest meeting topics which might or might not be combined with a committee meeting.

Committee members have attended

The IoP Higher Education network meeting

The group officers' forum

IoP Groups business planning event

The chair commented that the IoP is keen to stress that the Institute is a member led organisation.

The group has provided input to the IoPs response to the post-18 review of education and funding.

The IoP is keen to encourage development of networks with overseas groups with similar interests. *Members are encouraged to let the committee know about links they may have with overseas groups e.g. we are exploring a joint event with EPS*

Future events

VICE/PHEC starts tomorrow <https://vicephec18.wordpress.com/>

MORSE , Dublin November 2nd – reduced fees for group members <https://morseportal.wordpress.com/>

The group is planning a joint meeting with the women in physics group in the 2nd half of 2019.

Active Futures workshop July next year in Ambleside based on training programme that has been run at Stanford. Refined by Carl Wieman (British Columbia)

Other events – watch this space

Strategy – There is an ongoing IoP consultation on 3 points. *The group is encouraged to respond.*

Communication – The group communicates through the

<http://www.iop.org/activity/groups/subject/hed/index.html> and Twitter (@IOPHEG), PER mailing list (JISC mail) and there is a new network for PhD supervisors.

http://www.iop.org/education/higher_education/networks/

Committee - currently has 12 members Sam Nolan, Christopher Dewdney , Ross Galloway, Sally Jordan and David Sands are stepping down. The chair thanked them for their work. We have a new treasurer Tom Stallard from October 1st. There are 4 candidates for the 3 positions on the committee and there will be an election for those places shortly. *Please vote.*

Members are encouraged to get in touch with the committee and to apply for funding to organise meetings. What would members like the group to be and what should be the group strategy for the future?

Points from the floor

Daniel Heanes – administrator for PhD supervisors Email list encouraged people to subscribe. Open to anyone who is interested could advertise via the Head of Physics Forum and to IOP Ireland. (DH will investigate how to reach Ireland)

Do we want the HEG to respond to the major issues facing departments? e.g. effect of Brexit. European commission is taking over what used to be Bologna and taking it into areas that could be difficult for the UK.

3) Treasurer's report

See attached paper.

Points raised What is committee connection to Ambleside meeting? We have representation on the organisation committee but funding comes from other sources as well.

Members are asked to note that there is a short form for applying for support to meetings and are encouraged to submit requests – please contact the chair or secretary.

4) Secretary's report

See attached paper

5) Opportunity for short discussions on items raised by members

No further issues were raised.

6) AOB

No matters were raised

Institute of Physics
Higher Education Group Committee
Budget Breakdown – Calendar Year 2018

Apologies for not being able to be there, but have gathered together information on our current budget status below to be discussed at the meeting.

2018 Budget (as of 11th August)

	2017 Actual Full Year	2018 Actual YTD	2018 Budget
Committee Expenses	126	0	601
External Conference Support	1,350	0	0
Branch & Group Conferences	1,428	0	0
Conf Expense Transfer		0	3,398
General expenditure		0	100
	2,904	0	4,099

Currently committed:

£500 - Methods of Research in Science Education (MORSE), November

Up to £600 – For Committee Meetings (£400 committed so far for June meeting)

Up to £200 – Vice Phec Satellite Meeting

Up to £1200 – For Ambleside Meeting (now moved to 2019, with approach to IoP for additional funding imminent).

Rules:

IoP allow up to £1000 for a one-day meeting. Typically we've charged small registration fees and use the funding to cover speakers expenses. In consultation we developed a set of questions to help us address any requests for funding (given below):

1. Give a brief description of your event (~250 words)
2. Give an outline budget for your event indicating the overall costs, the support requested from the HEG, and an approximate breakdown of how the HEG support would be used.
3. Have you requested financial support from other sources (or do you plan to do so)? If yes, indicate how much, and if a decision has been obtained.
4. Do you request any other support from HEG?
5. If relevant, give any other information on why the HEG should support your event, including any potential benefit for the HEG community. (~250 words max)

Please send any requests via Nic/Helen for circulation.

Requests for 2019 Budget

Forms for group funding are submitted at end of August by Nic. A copy of last years form is available here <https://tinyurl.com/y9sreoch> - note we requested £6000 and were awarded £4500. Financial year aligns with calendar year.

Forms are currently with Nic for submission in August.

Transition

As you'll know I'm stepping away from this role due to a new role at Durham which is occupying all my time. I'm happy to meet/skype with whoever is taking over to discuss the logistics and to process expenses from this meeting. However I have stepped back from next year planning and from early September won't be able to involved much anymore. Thanks for all your support in this role.

Claiming Expenses for Today

If you complete the form here <https://tinyurl.com/ycrtljcb> (adapting occasion etc) and return together with scanned receipts to me by 3rd September via s.j.nolan@durham.ac.uk I'll forward on to the IoP.

Sam Nolan, Durham University
11th August 2018

IoP HE group AGM 22nd August 2018 – University of Sheffield

Secretary's report

- 1) As a new member of the group I'd like to thank the committee for the warm welcome.
- 2) At the group officers. forum, it was clear that the difficulties in updating group websites is an issue for all groups. At the moment the system requires a ticket for any change. We are promised a new system shortly which should mean that edits can be made directly and the website can therefore be more responsive.
- 3) The calendar on the website is the exception to the above and group members are encouraged to let the group secretary know of any events that the community might be interested in.

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