



Annual General Meeting
The National Association of Disability
Practitioners

Tuesday 25th June 2019

16:00 to 16:30

Chesford Grange Hotel and Conference Centre,
Kenilworth, Warwick, CV8 2LD

Minutes of the Annual General Meeting of the National Association of Disability Practitioners 2019

Present:

Directors and Staff of the National Association of Disability Practitioners Ltd

Brian Lutchmiah (Chair)

Ian Carter (Vice Chair)

Christine Werrell (Vice Chair)

John Conway (Treasurer)

Lynn Wilson (Operations Manager)

John Harding

Joanna Hastwell

Paddy Turner

Martin Smith

Helen Young

Jill Forrester

Jonathan Thompson

Jules Dracott

Nicola Martin (Co-opted director)

Ruth Anderson (Co-opted director)

Shona Robertson (Co-opted director)

Plus 24 other full members of the Association

1. Brian Lutchmiah, Chair of NADP, welcomed all members to the 2019 AGM

2. Minutes of the Annual General Meeting 2018

These were accepted as an accurate record of the meeting and there were no matters arising from the Minutes

3. Treasurer's Report and Proposals (written report)

The audited accounts for 2016-17 have been available on the website since March 2019. John Conway, as treasurer had prepared a written report and was available to answer any questions.

Proposal 1: Accept the audited accounts for financial year 2016-17

Proposal passed by a unanimous vote

Proposal 2: Appointment of Auditors Everitt Kerr and Co Ltd.

Proposal passed by a unanimous vote

4. **Appointment of Directors**

The Board of Directors consists of 14 full members of the NADP of whom one third stand down each year.

The call for nominations brought forward less nominations than vacancies and so an online vote was not required in 2019 and so the two members of the Board standing down and four new members are all appointed without election. We welcome Martin Smith (returning); Ian Carter (returning), Sarah Todd (new), Jennifer Harley (new), Caroline Huntley (new) and Alice Speller (new).

5. **Chair's Report** (written report)

Brian Lutcmiah presented the Chair's report detailing NADP activities in the past year and highlighted details of the NADP Action Plan for the current year.

6. No motions were received from members

7. Any Other Business. - No matters submitted prior to the start of the meeting

Meeting closed at 16:30

NADP Treasurer's Report

Our summary accounts as prepared by our accountants, Everitt Kerr, for the last complete tax year, namely April 2017- March 2018 are published on our website. These have already been accepted by both HMRC and Companies House. It's maybe worth reminding members that NADP is a not-for-profit organisation registered as a company limited by guarantee with Companies House. Members of the Board of Directors are volunteers and receive no payment for their work on behalf of NADP. They are, however, reimbursed for necessary travel and subsistence incurred when traveling on NADP business. Our policy is to travel by the most economical means, and where possible to recover costs from other organisations if we are providing them with advice or speaking at their events.

NADP has two income streams, the majority coming from membership and associate subscriptions and with a small contribution from our events [including training, one-day conferences and the annual two-day conference] though these are priced only to recover costs. The Board also has ruled that both the Journal [and any other publications] and the Accreditation Scheme [once it's formally re-launched] should be self-financing but not profit making. We have cut the Journal costs dramatically by going entirely electronic, published on our website. It is worth noting that our accounts show only income received, and at any one time we may be owed up to £20,000 in unpaid invoices, mainly for institutional membership; anything members can do to speed up payment by their institution would be much appreciated.

The financial year 2017-18

The detailed profit and loss account shows the breakdown of expenses, the overwhelming majority are broadly similar to previous years and reflect staffing costs, directors' travel costs, office running costs and expenses associated with providing conferences and training events.

Members might like to note the decrease in certain items, namely "office expenses" achieved by our Operations Manager, Lynn Wilson, renegotiating items like photocopier rental costs and the fall in "printing stationery and postage" due to going mainly electronic [e.g. putting conference documents online for members to download rather than printing paper copies].

The £914 for staff training the previous year was due to training in website management and Maximiser operation.

"Travel and subsistence" varies from year to year depending on the geographical location of the directors and their rate of attendance at board meetings but the drop is mainly the result of the various

subcommittees adopting virtual meetings by VOIP [e.g. Skype or FaceTime].

The Balance Sheet shows our current assets [principally the bank balance at the end of the financial year] adjusted for income received for the following year, and expenses not yet paid out. In 2017-18 we made a small profit and had to pay corporation tax.

We have just finished the financial year 2018-19 but the figures have yet to be processed by the accountants but I am pleased to report that membership has grown again and events this year were very popular with both members and non-members which continue to ensure a healthy financial base for NADP.

Looking to the future we are considering moving to Community Interest Company [CIC] status which would offer some benefits such as eligibility for some discounts and grants without affecting our organisation and operation. We continue to examine all our expenditure, looking for more cost-efficient ways of operating and the best deals on venues for our events so that we can keep our membership fees and conference fees as low as possible, recognising the financial pressures on the sector.

I propose that the AGM accepts the Accounts for 2017-18 and also confirms the appointment of Everitt-Kerr as accountants for the 2018-19 year.

John Conway
NADP Treasurer.

Chair's Report: Annual General Meeting 2019

Dear Membership

As was introduced in 2018, the Board have chosen to continue the same format for our AGM 2019.

The reasoning is that, whilst it is understood as a legal requirement for the organisation, the focus of the meeting itself is of primary importance.

And so, there will be no formal presentations, with written reports in their place for your reference. This also ensures that required voting is more efficient in time and energy for all and provides you with the chance to read through in advance of AGM itself.

As you know, the culture of NADP is one based on quality of discussion and AGM does not always provide the best opportunity to do this. Our Conferences do, however, and provide opportunities of time and space for you to engage, away from the pressures of the work.

As such, we invite you to speak to Directors and the NADP Operations Manager throughout the Conference - We'll all be wearing our badges so you can spot us and are a thoroughly friendly, welcoming (and highly fun) bunch, and will be available throughout the event to answer questions to hear your feedback and suggestions, and engage in debate related to the organisation.

In reflecting on the past year then, and looking forward...

Well... I was elected into the Chair position in June 2018 and by all accounts, it has been a rollercoaster. I am not fond of fairground rides I have to say, though this is one I am wholly committed to, wind, rain, trepidation (a bit of sick), and all.

With every year, there comes change for the Board with new Directors coming in and some fond farewells for Directors stepping down.

Hop aboard and join the ride, and I'll take you on a journey...

So Brian...who is stepping down? (I hear you ask)

Christine Werrell (Vice Chair, Professional Development)

Christine has served as Vice-Chair for NADP since June 2018. Whilst Christine has made a decision to step down in her formal position as a Director. Christine has been a fabulous Director and VC in her time on the

Board, is well respected by her peers in the sector, and takes with her a significant amount of knowledge and experience, though will continue to have contact with NADP. Diolch yn fawr Chris!

Ian Carter (Vice Chair, Operations)

In addition, Ian Carter is also stepping down as Vice Chair, for wholly positive reasons and linking to a professional change for him in the coming year, though will continue to serve on the Board as a Director. His work as VC over the past year has been exemplary, working closely with the office and Board to shape our Operations output from members. His continued input to the Board as a Director is highly welcomed and valued by all.

John Harding

I have spent some time in the past year with John, particularly when working to represent the UK through our LINK Partnership at European conferences, which he has done with vigour. He has also chaired the Financial Planning Standing Committee group, which has done some sterling work over the past year in ensuring our finances continue to remain healthy. He is consistently passionate about his work. 'Change is the essential process of all existence', Spock once said. Need I say more?

Jules Dracott

Jules has been key in supporting preparation and organisation of the anniversary celebration elements of this year's Conference and chairing this responsibility. You will see some of that work in practise through the event itself. With involvement in the Financial Planning Standing Committee alongside, Jules' commitment to the Board and NADP has been fabulous.

Sharon Hocking

Sharon has been a supportive energy on the Board in the past year as a full Director, and previously as Co-opted. Sharon has been involved in the Accreditation planning as Vice-Chair alongside Paddy Turner and has been a key voice in the development of NADP.

To all those above, I take my hat off to you all and wish you all the very best as you move forward and know that those decisions to move on were difficult.

Thank you for your sterling work in ensuring that NADP remains the organisation it is in representing the voice of our membership. It has been a pleasure working with you all ☺

Welcome to the new Directors on the Board...

In contrast, and following NADP's recent call for directors to serve on the Board, I am delighted to announce the appointment of:

- Sarah Todd Service Delivery Director, Brain in Hand
- Jennifer Harley Disability Support Service Manager, University of Law
- Alice Speller Head of Student Support, Goldsmiths, University of London
- Caroline Huntley Head of Service, University of the Arts, London

All will be offering a depth of knowledge and energy on the Board that will serve to enhance our ability as a membership organisation in representing your voice. The combined experience joining us is fantastic and broadens our ability to respond to an ever-changing sector.

I'm sure you will join me in welcoming all to the Board and taking the opportunity to engage with them in the process, noting they will be formally on the Board of Directors following AGM itself.

...And the Vice-Chairs

Alongside, I am delighted to inform members that we have two Vice Chairs, agreeing to fill the vacated positions, and working closely with myself, the Board and office. They are:

- **Vice Chair - Operations: John Conway**

John, as you may know, is the NADP Treasurer and will be incorporating this role into the VC position, and having responsibility for the Operations for NADP, working closely with the Operations Manager, Lynn Wilson, myself as Chair, and with the other Vice Chair which leads me on to...

- **Vice Chair - Professional Development: Jonathan Thompson**

Jonathan has been core in leading development of our Training events over the past year, having chaired the CPD Standing Committee and ensuring the quality of offer to membership. This role has oversight of Conferences, CPD and Accreditation areas of NADP.

Both will be fabulous in their respective positions, and they will formally be in their roles following AGM itself.

And what of our Operations?

Without the consistently excellent office support we have in NADP, we would not be able to function as an organisation... at all!

In stating this, Lynn Wilson (Operations Manager) and Heather Cavey (Administrator) have worked tirelessly over the past year to retain

consistent functions and also support the planning and delivery of Conferences, newly introduced training events and the recent Accreditation Roadshow.

As you will be aware, Heather left her role in NADP in May 2019, and has moved into another role that is progression for her personally, and professionally. Heather's work for NADP has been exemplary and we would like it to be noted of the significant support and contribution Heather has made to NADP during her time in post. We wish Heather all the very best as she moves onward, noting that she will continue to have contact with the office alongside, and will always have friends in NADP.

Practically however, this has presented some challenges on the office as you can imagine, particularly in terms of planning for Conference and AGM, elections and regular membership enquiries and renewals etc. and at a busy period for NADP.

With some interim admin support now in place alongside Lynn at present, in Glen Wilson, the office has coped admirably and remained consistent in maintaining the level of activity at a busy time of year for NADP. The Board and I are indebted to the ongoing commitment from Lynn, and for Glen's ability to provide additional support at a crucial time to ensure that activity for NADP has remained unaffected.

Lynn has also chaired the Conference Standing Committee for the past year, with support from the group's co-chair, Helen Young and the Standing Committee itself. In doing so, the office has been the primary driver in planning and shaping our Conferences. These events require energy, time and resource to effectively plan, and Lynn, Helen and the group have done excellent work in delivering this aspect of our output.

Fabulous work all round!

We are aiming to recruit a new administrator in the period following our Anniversary Conference, and in doing so, are looking at increasing the staff resource, based on affordability.

Our offer to members during 2018/19

Many of you have taken opportunity to engage in our offer to members over the past year, inclusive of our regular Journal, Conferences, Training events and Consultation events:

- **Winter Conferences:**

'Inclusive support for mental health in tertiary education'

30/11/2018 in Manchester

06/12/2018 in London

- **NADP Journal - Issue 10.1**

'The Journal of Inclusive Practice in Further and Higher Education'
Winter 2018

- **Spring Training Events:**

'Inclusive Practice'

21/02/2019 University of the Arts, London

27/02/2019 De Montfort University, Leicester

'Improving Digital Accessibility & the new EU Directive'

22/03/2019 University of Manchester

28/03/2019 London South Bank University (LSBU)

- **Accreditation Scheme Consultation Roadshows (regional):**

17/05/2019 London South Bank University (LSBU), London

30/05/2019 Teesside University, Darlington

31/05/2019 De Montfort University (DMU), Leicester

+ Session at Anniversary Conference (following AGM, 16.30 - 17.15)

- **NADP Journal - Issue 11.1**

'The Journal of Inclusive Practice in Further and Higher Education'
June 2019

- **20th Anniversary Conference:**

'Enhancing the Student Experience – the full lifecycle'

25/06/2019 - 26/06/2019 at Chesford Grange, Kenilworth

As you can see from the activity above, our commitment to the membership is core and our aim to increase the flexible ways of engaging with our events widening, with Directors working in voluntary, non-paid positions in the work they do for NADP and across a wide geographical distance.

Please refer to the Treasurers report on how NADP activity is supported by the balancing of cost for the organisation and the voluntary aspect of Directors input. The funds that are paid through your membership are conscientiously managed to ensure that we can develop our existing offer further to you as members for value and knowledge, whilst remaining financially healthy as a not for profit organisation. We believe strongly in this ethos, and have pride that we continue to do so ☺

As an example, the Board have been committed in developing the NADP Individual Accreditation scheme for members.

Paddy Turner, Sharon Hocking and the Accreditation Task & Finish Group have been dedicated to developing a framework which is now shaping to be an excellent model moving forward, and accessible to all practitioners. This as you know takes time to get this right and needed consultation with membership for input, is being designed inclusively, whilst ensuring the level of quality is assured in the process.

We are truly excited about this development. My thanks to Paddy and the group for the fabulous work on this so far, an exciting year lies ahead.

The sector, on reflection...

Our voice is growing along with our reputation as a considered stakeholder in discussion that influence the support of disabled students in education.

This have been achieved through representation from across the Board of Directors, to provide our collective voice in national forums and consultations inclusive of:

- SFE telephone conference (Monthly)
- Disabled Students Stakeholder Group (DSSG)
- Disabled Students Allowance Quality Assurance Group (DSA-QAG)
- Learning Inclusively Network and KnowHow (LINK)
- AccessHE disability forum
- Office of the Independent Adjudicator (OIA) Disability Experts Panel
- All Party Parliamentary Group on Assistive Technology (APPGAT) – part of Policy Connect
- SPLD Working Group - Department for Education (DfE)
- Communications with DfE and SLC
- Consistent representation on the Board for our partners in Wales (Christine Werrell) and Scotland (Ruth Anderson and Shona Robertson (Co-opted) to ensure our voice is UK led.

This could not be achieved without a committed Board of Directors and Operations Manager to do so.

Reflecting on the past year then, 2018/19 has been a year of change.

The sector is undeniably changing and the landscape we are working in changing, with HEPs having to streamline their resources more and more to match the limitations imposed at national level, whilst challenged to deliver on the requirements set out, and the rise in complexity of needs of students accessing Disability and wider wellbeing services, new staff coming into the sector.

The political backdrop to this is a significant driver at present, I am sure you will agree, and the level of uncertainty that is currently in and across education, inclusive of further and higher education.

NADP have had an important voice in responding to the announcement in November 2018 concerning the Procurement of AT equipment supply and training nationally, which has impact on the services offered to disabled students in receipt of DSA. As you will know this is ongoing, and with our voice joining with other sector organisations closely such as the Association of NMH Providers and ADSHE in the process, have ensured that informed decisions at national level are more considered than originally planned when the announcement was made public.

For NADP, this was a large piece of work to undertake, with membership being core in driving our thoughts and recommendations. Whilst we are awaiting the outcome of the process, we are sure that what we will get is improved from the initial announcement. Your comments and engagement have been key in taking this process forward and I thank you for your individual and collective contributions.

The continuation of 'less time, less resources and less money' for disability services continues to be a factor we cannot ignore for the role of NADP.

Value for money for members is therefore essential, and the success of our training events at low cost financially and of investment of time, has been well received by those able to attend. That variable offer is one we are committed to, with focus to provide as much opportunity for you engage in the NADP offer as we can.

Our active JiscMail forums are well used, supportive, creative and responsive and safe areas for discussion. Your engagement and comments, sharing of your challenges and the ability to support other in problem solving is highly evident - I am proud that we have such an active and committed membership community, which is something I particularly heralded at a recent meeting.

In taking over the Chair role from Paddy Turner in June 2018, it was clearly going to be a hard act to follow. Paddy's tenure as Chair was magnificent and inspiring, and without his support and guidance, along with those of the Board, the membership, my team, colleagues and management at the University of Derby and of course my family(!), I would not be in this position right now.

My point is that there are multiple factors that leads us to do the work that we do. When working in disability and wellbeing services across the sector, the driver for us is change... to inspire it through equity and

influence the next generation of disabled students to aspire and affect society positively as they move onward into successful career and life choices.

The work we do now has that ripple effect, and the belief that small changes have significant impact is something that is at my core in my personal and professional life. With NADP, our impact collectively is exponentially so.

With 20 years of NADP under our belt and two decades of learning, experience, and reputation, the next 20 will be fabulous and worthy of celebration. Join in our celebration!

Thank you all for your support during my first year as Chair. I can safely say I am still settling into the role and hopefully providing the level of leadership and belief that NADP needs to take us into the next decade towards our 30th ;)

Suffice to say, we have had our challenges and successes, many laughs and a few tears, but what an unforgettable ride!

Brian Lutchmiah
NADP Chair, June 2019

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NADP Treasurer.