

# Draft minutes

Paper NSF32 09/10

Board	National Student Forum
Date	05 February 2010
Time	11.00 – 16.00
Venue	CIPFA, London Robert Street
Members	Chris Roach (Chair) Jane Cika (Vice Chair) Judith Savage (Past Chair) Natalie Slayman (Council rep) Simon Walton (QDP rep) Ameena Banday Carl Ford Chris Perfitt Naomi Lucas Nick Harvey Nicola Woods Mohammed Amin Stephen Clarke Martin Jones (Course Leaders Forum rep) Brian Berry (Board for the Regions rep)
Secretary	Aga Jop, Education Manager

The Code of Conduct for NSF Members requires members to be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

- 1 DECLARATIONS OF INTEREST  
No declarations were made.
- 2 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE  
JS, NS, SW, NH, NW and SC sent their apologies.
- 3 MINUTES OF THE 19 OCTOBER 2009 MEETING  
Minutes of the NSF meeting held on 19 October 2009 were approved.  
Banita Ludhor and Nick Ball have stood down as members of the Forum. They were thanked for their contributions.
- 4 MATTERS ARISING FROM THOSE MINUTES

- NSF presentation template should be made available through NSF Google groups. A reminder how to access GG should be sent to the Forum members. **AJ**  
 Details of the Midlands student event should be published on SLC. **AJ**
- 5 **REPORTS**  
 Reports from regional student societies, Board for the Regions and MSDB were noted.
- North East and Scottish student societies have no current links with NSF. These should be contacted to establish relationship with NSF. **CR**
- Members of regional societies noted some concerns over the timescales involved in marketing their events. Some have experienced delays in receiving marketing copies. Staff from marketing/design department should be invited to the next meeting to discuss and agree the process. **AJ**
- Following the success of last year's student support workshop at the Conference for the Regions, a similar event has been pencilled in for the 2010 Conference in September in Birmingham. Members of the Forum are asked for ideas for the workshop. **AII**
- There are vacancies for NSF representatives on Board for the Regions and CIPFA Council. Applications for these are invited from all members. **AII**
- 6 **STUDENT SUPPORT UPDATE**  
 Report was noted.
- 7 **NSF MEMBERSHIP STRUCTURE**  
 Proposal was accepted.
- 8 **NSF TERMS OF REFERENCE**  
 Proposed terms were agreed.
- 9 **ANNUAL STUDENT CONFERENCE**
- Theme  
 Implementing change, innovative delivery of services with concrete examples and inspirational speakers should be focus of student conference. A conference title of 'Catalysts for change' was agreed.
  - Schedule  
 Four slots should be scheduled: 1 main session, 2 concurrent choice streams and 1 official/closing session.
  - Speakers  
 Main session speaker should be high profile and an inspiration to the students, e.g. Tim Campbell. Stream sessions should offer a choice of personal development workshop (inspiring or coping with change, e.g. Kaizen training) and a case study of a successful implementation of systems change (e.g. Stephen Hughes from Birmingham CC).
  - Networking event  
 Recognising that students are unlikely to stay overnight, a social/networking event should directly follow the conference (start at 5:30). An area in a nearby bar/pub should be booked and all students to be invited.
  - Other student events  
 Regional volunteer reception will be held at the Majestic Hotel at 7 PM. NSF members should attend this event. Invitation could be extended to all students to give them an opportunity to network with CIPFA members and promote volunteering.
- 10 **NSF DEVELOPMENT PLAN 2009/10**

Plan was accepted.

11 NSF COMMUNICATIONS

An article for Spreadsheet magazine is due by 8 March.  
NSF web pages should be reviewed and regularly refreshed.

**NL**  
**AJ/CP**

12 ANY OTHER BUSINESS

No issues were raised.

13 SCHEDULE OF MEETINGS

19 April 2010 – Robert Street, London (10:00 – 14:00)  
09 June 2010 – National Student Conference 2010, Harrogate