

Meeting Minutes

Meeting Subject:

National Student Forum

Meeting Organizer:

Aga Jop

Start Date:

21/04/2009

Start Time:

11:00

Location:

Robert Street, London

End Date:

21/04/2009

End Time:

16:00

Objective

Quarterly meeting. To discuss student issues, update development plan and finalise student conference arrangements.

Tea/coffee served at 10:30; lunch at 12:30

Meeting Notes

Add NW private email to distribution list.

Agenda Items

1 **Welcome, introductions and apologies**

Owner:

JS

Progress:

Completed

To introduce new members and note apologies received.

Notes

New member - Mo Amin - welcomed to NSF. Apologies received from Judith Savage, Fraser Wilson and Natalie Slayman.

2 **Confirmation of minutes**

Owner:

All

Progress:

Completed

To confirm minutes and actions of the last NSF meeting held on 06 February 2009 in Oxford.

Notes

Minutes confirmed as accurate record of the meeting.

3 **Matters arising from minutes**

Owner:

All

Progress:

Completed

To update on actions noted in the minutes - as listed below unless included in the agenda.

Notes

Report noted.

4 **NSF conference 2009 update**

Owner:

AJ/All

Progress:

Completed

To note:

- delegate numbers to date
- marketing plan
- speakers

To discuss and recommend actions:

- social event, including invitations/guest list and menu
- sponsorship

Notes

Report on conference planning was noted.

Further marketing will be done through course leaders. Paper registration forms could be made available along with a Excellence in Education nomination (AJ).

Registered students will be emailed to nominate a tutor for EinE award. (AJ)

A small trophy will be presented as the EinE prize to the winner (CR); certificate of award will be printed and framed (AJ).

President Roger Latham will be briefed (AJ) to tailor his speech to the students, including:

'what I wish I knew when I was a student'
current situation - coping with change/crisis
CIPFA as a sustainable qualification

Three student prizes of varying value will be investigated (purchased) (CR).

Four companies were approached for sponsorship of both the conference and the social event. Further updates will be emailed as responses are received. (AJ)

NWNW region will be contacted for details of their contribution of the event. An email invitation will be designed and sent to all guests. Invitation list will include course leaders, ACIPFAL members, MSDB members, Excellence in Education prize winner + partner, Tom Sowerby award winner + partner.

5 Reports and briefing notes

Owner:

All

Progress:

Completed

To note briefing notes from:

- Board for the Region
- Qualification Development Panel

- Members and Students Development Board
- CIPFA Council
- Regional Student Societies
- E&T Student Support

To discuss and make recommendations on:

- Course provider consultation report

Notes

Reports noted.

- | | | | |
|---|-----------------------------------|--|--|
| 6 | NSF branding and marketing | Owner:
<div style="border: 1px solid black; padding: 2px;">AJ</div> | Progress:
<div style="border: 1px solid black; padding: 2px;">In Progress</div> |
|---|-----------------------------------|--|--|
- To discuss the proposed NSF marketing design and strategy, including conference goodies.

Notes

NSF design will be distributed to members once available. (AJ)

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|---|-----------------------|---|--|
| 7 | NSF membership | Owner:
<div style="border: 1px solid black; padding: 2px;">All</div> | Progress:
<div style="border: 1px solid black; padding: 2px;">In Progress</div> |
|---|-----------------------|---|--|
- To elect:
Vice Chair for 2009/10
QDP representative
BfR representative

Notes

Simon Walton was elected the NSF representative for the Qualification Development Panel.
Members are encouraged to put forward nominations for BfR representative and Vice Chair for 2009/10. Elections will be carried out by email. (AJ)

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|---|--|---|--|
| 8 | NSF away day and dates of future meetings | Owner:
<div style="border: 1px solid black; padding: 2px;">All</div> | Progress:
<div style="border: 1px solid black; padding: 2px;">In Progress</div> |
|---|--|---|--|
- To agree a schedule of meetings until conference 2010, including an NSF away day.

Notes

The following meeting schedule was agreed:
24 June 2009 - Student conference - Manchester
12/13 October 2009 - NSF away day - Edinburgh?
05 February 2010 - quarterly meeting - London

Detailed away day proposal will be subject to budget availability and will be agreed by email. (AJ)

- 9 **AOB** Owner: All Progress: Not Started
To raise any other business.

Notes

None.

Action Items

Action Title	Action Owner	Priority	Progress	Due Date
Minutes of October 08 meeting	AJ	Normal	Completed	21/04/2009
ToR and Code of Conduct: agreed on conference call	JS/All	High	Completed	19/02/2009
Conference arrangements, including speakers	AJ	High	Completed	31/03/2009
Sponsorship update	AJ	High	In Progress	21/04/2009
Exam paper errors and apologies	AJ	Normal	Not Started	30/05/2009
NSF web review	NH/JC/NL	High	In Progress	30/04/2009
