

CONFIDENTIAL

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Annual General Meeting of the Council of Professors and Heads of Computing held on Wednesday 20 April 2022 commencing at 15:15 at the University of Bath, Claverton Down, Bath BA2 7AY and online

21 members took part in the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from:

Sally Fincher, Immediate Past Chair

Ray Farmer, CPHC Treasurer

Mark Griffiths, Steven Bradley, Paul Sant, m c schraefel, CPHC Committee members

Atulya Nagar, Liverpool Hope University

2. MINUTES OF THE ANNUAL GENERAL MEETING [CPHC/AGM21/08]

The minutes of the CPHC 2021 AGM held on Thursday 29 April 2021 at 15:40, as an online meeting, were approved and signed.

2.1. MATTERS ARISING FROM THE MINUTES

No matters arising.

3. REPORTS

3.1. CHAIR'S REPORT – E Robinson

RECEIVED & APPROVED – [Appendix 1](#)

3.2. SECRETARY'S REPORT – A Waraich

RECEIVED & APPROVED – [Appendix 2](#)

There are two remaining vacant positions for which four expressions of interest have been received. Members AGREED for the Committee to consider these with a view to co-opting to the vacant positions for the 2022/23 year with full membership to be voted on at the 2023 AGM.

ACTION: Committee

3.3. TREASURER'S REPORT INCLUDING 2020/21 ACCOUNTS – R Farmer

RECEIVED & APPROVED – [Appendix 3](#)

3.4. LDG Report including Special Project Grants – S Fincher

RECEIVED & APPROVED – [Appendix 4](#)

The Chair proposed a vote of thanks to the LDG Chair for being an absolute pillar of CPHC's work during her term of office, which is now coming to an end. The vote of thanks was seconded and carried.

3.5. CPHC IN THE DEVOLVED NATIONS REPORT – M Griffiths (Scotland/Northern Ireland currently no representation)

RECEIVED & APPROVED – [Appendix 5](#)

Securing a representative from Scotland is proving challenging and members based at Scottish Institutions are encouraged to volunteer to be co-opted so that the views of all nations of the UK are represented on the Committee. Committee members undertook to ensure that this action is complete.

ACTION: Committee

3.6. UKCRC REPORT – E Robinson

RECEIVED & APPROVED – [Appendix 6](#)

4. APPROVE THE APPOINTMENT OF INDEPENDENT EXAMINERS

Members approved the appointment of RSM UK Tax and Accounting Limited as independent examiners for the year ending 2022. J Davenport noted that the role of independent examiner is re-tendered every five years as a standard.

5. ELECTIONS TO COMMITTEE

The following CPHC Officers have been appointed to serve a two-year Term of Office:

Chair: Professor Rob Aspin

Vice Chair: Dr Atif Waraich

Treasurer: Professor James Davenport

Secretary: Professor Steven Bradley

Professor Edmund Robinson becomes **Immediate Past Chair** and Dr Paul Sant is re-elected to serve a further two year Term of Office.

There were eight Committee member vacancies to serve a two-year Term of Office and the following six new Committee members were elected and welcomed:

Ms Nicky Danino

Professor Haris Mouratidis

Professor Rebecca Strachan

Professor Austen Rainer

Professor Jonathan Wallace

The following CPHC member has been co-opted for a further year to represent the devolved nations:

Mark Griffiths (Wales)

In addition to thanks to Professor Sally Fincher following her term as Immediate Past Chair and ten years of service on the Committee, thanks were also extended to Ray Farmer following his term as Treasurer and terms as Secretary and as a Committee member since 2007 and additionally to professor m.c. schraefel.

There remain two vacancies, including an opportunity to represent Scotland (as mentioned in *item 3.5* above) and members are encouraged to put themselves forward if they have the knowledge, energy and enthusiasm to enable CPHC to play its role in contributing to the community, particularly in helping with forming a strong voice with government, alongside the BCS Academy and UKCRC.

The full Committee membership is appended to these minutes as Appendix 7.

8. ANY OTHER BUSINESS

There were no items of other business.

Chair thanked participants for attending and closed the meeting at 17:17.

Actions

Min	Item	Action	Who
3.2	Secretary's report	Consider expressions of interest in joining the Committee with a view to co-opting to the vacant positions for the 2022/23 year with full membership to be voted on at the 2023 AGM	Committee members
3.5	CPHC in the Devolved Nations report	Secure a representative from a Scottish institution to be co-opted to the Committee	Committee members

Appendix 1 – Chair's Report

Appendix 2 – Secretary's Report

Appendix 3 – Treasurer's Report (2020/21 Accounts for England & Wales and Scotland are attached)

Appendix 4 – LDG inc Special Project Grants Report

Appendix 5 – CPHC in Scotland Report

Appendix 6 – UKCRC Report

Appendix 7 – Full CPHC Committee Membership

Signed by the Chair (at 2023 AGM):

Professor Rob Aspin

**CPHC ANNUAL GENERAL MEETING 2022
CHAIR'S REPORT**

This year, like last, has been dominated by the response to covid, and it is clear that it will have a permanent impact on the way that we all work. In the meantime it has put staff in the sector under considerable strain as we adapt our teaching and working methods to hybrid operations. Computer Science is coming out of this as a success. Worries about student recruitment have largely been unfounded (so far) and many institutions have significantly expanded their intakes, both for home students, largely at undergraduate level, and overseas students, largely postgraduate. Research is settling back into a rhythm.

However, there are still very significant problems for the university sector ahead, and Computer Science has a big role to play in addressing them. Important amongst these are the whole structure of financial provision for UK students, what qualification frameworks we use, and what knowledge and skills we enable our graduates to acquire. And on the science side there is the question of how the science and engineering skills of our universities can help our local economies, and be seen to do so.

This year we have been working more closely with sister organisations: the UK Computing Research Committee and the BCS Academy, the latter of which is emerging from its long concentration on Computing At School and accreditation. We are working with them on mentorship schemes for academics. There are many young academics coming into our profession, often from diverse backgrounds, and we believe there is a need to support them as they start to make their way.

We held a successful joint workshop on developing relationships with government bodies with the UKCRC.

We have also instituted a program of small special projects. The aim of this is threefold:

- We want to provide academics with small amounts of funding so that they can document beneficial practice for the benefit of the community.
- We want to have a scheme that allows colleagues focusing on teaching to get some external funding in order to help their career development.
- We want to make sure we are not sitting on a surplus when that money is needed to help the community.

We have had over thirty proposals and funded ten. You will be hearing about some of them soon.

We have also continued our membership and engagement with other organisations, notably Informatics Europe and the parliamentary ICT Forum. Members can engage with these bodies through our membership rather than having to seek direct funding.

Finally, I'd like to note that the burdens placed on staff have continued to have an effect. Some colleagues have retired earlier than they were planning, and others have left the sector. This includes some members of our Executive Committee. I would like to thank them for the work they put in in support of the community (and in some case for continuing to do that after formal retirement) and I would like to thank the others for continuing their work through a period when finding the time and space to do it has been exceptionally demanding.

I wish my successor as Chair the very best for his tenure.

Edmund Robinson
April 2022

**CPHC ANNUAL GENERAL MEETING 2022
SECRETARY'S REPORT**

1. The following members have been nominated to become committee members:

- Nicky Danino, UCLAN
- Haris Mouratidis University of Essex
- Rebecca Strachan, Northumbria University
- Austen Rainer, Queens University Belfast
- Johnny Wallace, Ulster University
- Paul Sant, University of Bedfordshire

As there were eight (8) positions and 6 nominees, no elections were required, it is proposed by the committee that all nominees are accepted for a two year term.

2. The following officer roles within the committee have been proposed (and seconded):

- Rob Aspin, Manchester Metropolitan University, Chair
- Atif Waraich, Liverpool John Moores University, Vice Chair
- James Davenport, University of Bath, Treasurer
- Steven Bradley, Durham University, Secretary

3. Several nominations have been received after the initial call closed for the two remaining committee positions and these need to be considered by the committee post the AGM.

Atif Waraich
20th April 2022

**CPHC ANNUAL GENERAL MEETING 2022
TREASURER'S REPORT**

Summary: CPHC finances remain very healthy. Given the restrictions in place because of the Covid-19 pandemic CPHC expenditure was lower than usual for this period. As the pandemic restrictions became eased the Committee took the decision to utilise its funds to support the Small Projects Grants. This will be reflected in accounts for 2021/22 which will be presented at next year's AGM.

The finalised accounts for 2020/21 have been submitted to the Charity Commission (England & Wales) and OSCR (Scotland) at the appropriate times and a copy of the accounts is attached to this report. The details below are taken from these accounts.

More detail:

As of 30 June 2021, CPHC had unrestricted assets of £105,423.

Our annual income was £46,888 from departmental subscriptions.

Our annual expenditure was £34,100 which includes:

- £23,334 on operational support from the BCS (covering secretarial and financial support, etc)
- £3,799 memberships of other bodies
- £4,260 for the Independent Examiner's Fee

Ray Farmer
12/04/2022

**CPHC ANNUAL GENERAL MEETING 2022
LDG/SPECIAL PROJECT GRANTS REPORT**

There have been two principal activities of the LDG this year.

1. Publication of the report *Schools and universities, how do they work together to support the teaching and learning of computing?* This was conducted in concert with the Computing at Schools (CAS) Research & Universities Working Group
(see: <https://cphc.ac.uk/publications/reports/>)
2. Instantiation of a *Special Project* grant scheme
(see: <https://cphc.ac.uk/cphc-special-project-grants/>)
 - Special Project grants are focussed on the investigation and introduction of new ideas in the learning and teaching of computing. Each project is limited to a maximum of £5,000 and must provide some clear benefit to the wider UK disciplinary community.
 - Sally Fincher and Steven Bradley ran a workshop at the *Computing Education Practice* conference, to publicise the scheme and encourage submissions.
 - There have been two rounds of submissions and awards. In September 2021 five projects were awarded from fifteen proposals submitted representing a total sum of £17,331.00; in March 2022 four projects were awarded from twelve proposals submitted, representing a total sum of £19,004.00.

Sally Fincher
April 2022

**CPHC ANNUAL GENERAL MEETING 2022
DEVOLVED NATIONS REPORT**

Wales

The Wales Tech Week was held in June 2021 and was opened by the First Minister, Mark Drakeford. The event covered a wide range of technologies, but the emphasis was on computing and electronics, and featured talks, interactive workshops, round table discussions, and panel sessions. One of the themes throughout the week was how industry, academia and government need to work together to address critical national priorities.

Welsh Government launched a COVID-19 framework for higher education teaching for the 2021-22 academic year. This introduced a 30 / 6 rule, where classes of 30 would be allowed with no social distancing and larger classes would be allowed, provided they consisted of groups of 6, seated two metres apart. At each stage, COVID-19 restrictions in Wales remained stricter than those imposed in England, but these were gradually relaxed throughout the year.

March 2022, saw the publication of the Welsh Government's *Digital inclusion progress report: towards a digitally confident Wales*. This reviewed the progress of WG's strategy for digital inclusion.

<https://gov.wales/digital-inclusion-progress-report-towards-digitally-confident-wales.html>

Technocamps, the pan-Wales outreach programme involving all eight Welsh universities has the critical mission of supporting computer education in schools, with the aim of producing a computer literate population and inspiring the next generation of computer scientists and IT professionals. In 2021, Technocamps engaged with 156 school, delivered 386 workshops, engaged 6849 learners, and trained 154 teachers. This year has seen it transition from solely online delivery in the midst of the pandemic to mainly face-to-face sessions, although some sessions remain online, including CPD sessions for teachers.

Mark Griffiths (April 2022)

Northern Ireland/Scotland

Currently not represented on Committee.

**CPHC ANNUAL GENERAL MEETING 2022
UKCRC REPORT**

I'd like to thank Jane Hillston, the outgoing chair of UKCRC for her work on behalf of the community and to wish Kevin Jones the best for this tenure.

The UKCRC has been working this year on improving its relationship with government and in particular its ability to respond to consultations where the science of our discipline is relevant. They have been looking for new members, and would be glad for others to come forward to help them with what can be a difficult and time-consuming but important process.

They have also been working with us and the BCS Academy on possible mentorship schemes.

Edmund Robinson
April 2022

TERMS OF OFFICE FOR THE CPHC COMMITTEE – APRIL 2022

CPHC Committee Membership (post AGM):

OFFICERS:	DATE
Chair: Professor Rob Aspin (Manchester Metropolitan)	2022-24
Vice-Chair: Dr Atif Waraich (Liverpool John Moores)	2022-24
Secretary: Professor Steven Bradley (Durham)	2022-24
Treasurer: Professor James Davenport (Bath)	2022-24
 Immediate Past Chair: Professor Edmund Robinson (Queen Mary)	 2022-24
 Full Committee Members:	
Ms Nicky Danino (UCLan)	2022-24
Professor Haris Mouratidis (Essex)	2022-24
Professor Austen Rainer (Queen's, Belfast)	2022-24
Dr Paul Sant (Bedfordshire)	2022-24
Professor Rebecca Strachan (Northumbria)	2022-24
Professor Jonathan Wallace (Ulster)	2022-24
 Co-opted Member:	
Mr Mark Griffiths (South Wales)	2022-23