

Administration by BCS

First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 3rd February 2014** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

PRESENT

Iain Phillips - Chair
Vic Grout
Martin Loomes

Liz Bacon
Stephen Jarvis
Sally Smith

David Duce
Colin Johnson
Morris Sloman (UKCRC)

IN ATTENDANCE (Secretariat)

Penny Ballard (BCS)

APOLOGIES

Rupert Ward
Sally Fincher

Ian Wells
Carsten Maple

Lachlan MacKinnon
Edmund Robinson

GUESTS

Mr Phil Rees

Mr Matt Parker

Ahead of the CPHC meeting was a presentation from Phil Rees and Matt Parker from Maths Inspiration with a proposal for sponsorship funds from CPHC to assist with their Maths presentations in the summer and production of further DVD's.

It was agreed that Iain Phillips would send a holding email back to Rob Eastaway, Director of Maths Inspiration, who was unable to attend the meeting, in order to discuss further with CAS before taking back to Committee.

ACTION: Chair

1. APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received as above.

2. MINUTES OF LAST MEETING

The minutes of the last meeting held on the 7th October 2013 were accepted as an accurate record.

3. **MATTERS ARISING FROM THE MINUTES/ACTIONS LIST 7th October 2013**

Nothing to report

Items for discussion

4. **CPHC RESEARCH AGENDA – PROGRAMME of WORK**

Attrition in Computing – Rupert Ward was not present at the meeting but Iain Phillips informed the Committee that Rupert has emailed various HEIs in relation to the research he is carrying out on Attrition. The Chair will follow up with Rupert.

ACTION: Chair

Entrepreneurship in Computing - A report has been commissioned which will hopefully be published at the 2014 Conference, to highlight good examples of growth coming out of Computing. Peter Norrington of Bedfordshire University, funded by CPHC, is working with Sally Smith on the report.

5. **CONSULTATIONS & RESPONSES**

Immigration Rules & International Students

This was passed to Carsten Maple as it was suggested that UKCRC could not respond to a consultation relating to taught courses. Morris Sloman to contact Carsten to check on progress

ACTION: Morris Sloman

6. **WEBSITE**

Iain Phillips thanked Vic Grout for his work so far on the new website. Vic reported that he has not had any negative feedback.

An initial data model was discussed and approved by the working party. The Committee then discussed further the structure of the website as it stands at present and suggested some small changes regarding titles and contents of various pages. Vic will take the suggestions forward and make the changes.

ACTION: Vic Grout

7. **CONFERENCE 2014**

The draft agenda for the Conference had been circulated to the Committee for comments and approval by the Chair. Day One, Monday 7th April and up to one o'clock on Tuesday 8th April, will be the CPHC 2014 Conference with the CPHC AGM taking place on Monday 7th April at 13.30 which will include the election of new officers and committee members. Details of elections will be released by the Secretary before the AGM.

The remainder of Tuesday 8th April will continue with the BCS Academy Computing Symposium which is a session of Computing at Schools arranged by James Davenport and Jeremy Barlow.

The proposed draft agenda was approved by the Committee and Iain will post this and details of the Conference programme to the CPHC Website.

On Wednesday 9th & Thursday 10th April will be the BCTCS Annual Event, also at Loughborough University and all members who wish to attend the CPHC Conference and then stay for the BCTCS event are being given the opportunity to stay on Campus

ACTION: Chair

8. COMMITTEE TERMS OF OFFICE & PREPARATION FOR THE AGM

David Duce circulated information relating to the status of the forthcoming elections and nominations in preparation for the AGM.

The term of the present Chair has come to an end with the Chair becoming immediate past Chair. The Vice-Chair Sally Smith has indicated that she will take up the position of Chair of the Committee and the present Chair endorsed her nomination, the position of vice-chair will therefore be vacant.

Various Committee members Terms of Office are also due to end and David will soon be emailing CPHC members detailing Officer and Committee member vacancies and calling for nominations. All Officers and other elected members will be elected by a simple majority vote at the AGM. David also informed the Committee that he will be unable to attend the Conference or AGM, so the Assistant Secretary Colin Johnson has agreed to deputise.

ACTION: David Duce

9. CPHC SUBSCRIPTIONS

NOTED: That out of the 102 HEI's invoiced, seventy eight have paid the 2014 Subscription with twenty four still outstanding; the first reminder has been sent. It was reported that two Universities resigned their membership in 2014, University of Bolton and University of East London. Feedback from both was given at the meeting.

AGREED: The Chair will write to the Heads of Department of the resigned HEIs, with a follow up phone call. The Chair will also write to Cranfield University who resigned in 2013.

It was also agreed that the outstanding subscriptions from 2010/2011 and 2011/2012 would be written off.

ACTION: Chair

10. 2015 MEETING DATES

The following 2015 meeting dates were agreed. The BCS Secretariat to book meeting rooms at their London Offices.

Monday 2nd February 2015
Monday 11th May 2015
Monday 6th July 2015
Monday 12th October 2015
Monday 7th December 2015

CPHC 2015 Annual Conference date to be confirmed.

ACTION: Secretariat

11. CHARITY COMMISSION NEWS

AGREED: To forward to the Committee the Charity Commission News for autumn 2013 and following issues.

ACTION: Secretariat

12. CPHC COMMUNICATION TO MEMBERS (EMAIL LISTS)

Iain Phillips reported that there two closed lines of communication, one is to CPHC Committee and the other to CPHC Members and there are two open channels, CPHC Jobs and CPHC Conf. and one further which is CPHC Info Sec.

It was suggested that guidance to using the email lists should be included on the website and for a member of the Committee, perhaps the Chair, to take responsibility to privately send a gentle reminder to all CPHC members regarding the email lists. Iain to add a page on the website with information regarding acceptable use of the email lists, why members have been subscribed and how members can unsubscribe.

ACTION: Chair

13. REGULAR REPORTS

13.1 Treasurers Report

RECEIVED AND NOTED: - Received on Monday 3rd of February and discussed by Committee at the meeting.

13.2 Secretary's Report

RECEIVED AND NOTED.

13.3 Information Group Report

NO REPORT RECEIVED.

13.4 Learning Development Group Report

NO REPORT RECEIVED.

13.5 CPHC/CAS Report

RECEIVED AND NOTED: – as in Item 13.6 – Appendix 3

13.6 Reports from Other Organisations & Activities

RECEIVED AND NOTED:

Liz Bacon informed the Committee that she will be standing down as the BCS Academy Representative to CPHC as her term as Chair of the Academy has come to an end.

13.7 Chair's Report (CPHC WEBLETTER)

Iain reported that he will use the new Website to announce 2014 Conference Also agreed that Vic Grout and Stephen Jarvis to produce a blog on the site.

14. AOB

The CPHC Conf. and CPHC Job mailing lists will now be the responsibility of the assistant Secretary Colin Johnson as Liz Bacon will no longer be present at CPHC meetings.

The Committee gave thanks to Liz Bacon for all her help, assistance and loyalty to the CPHC Committee.

COMMITTEE MEETINGS 2014

- **Monday 7th/Tuesday 8th April 2014, at Loughborough University, AGM & Annual Conference**
- **Monday 12th May 2014 at 11.00am, BCS Offices, London**
- **Monday 7th July 2014 at 11.00am, BCS Offices, London**
- **Monday 6th October 2014 at 11.00am, BCS Offices, London**
- **Monday 8th December 2014 at 11.00am, BCS Offices, London**

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CPHC/2014/09

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

The meeting of the Council of Professors and Heads of Computing will be held on **Monday 12th May 2014** at 11am at IDEA London. 69, Wilson Street, Shoreditch, London EC2A 2BB

AGENDA

1. APOLOGIES FOR ABSENCE
2. MINUTES OF LAST MEETING - 3RD FEBRUARY 2014 CPHC/2014/08
3. MATTERS ARISING FROM THE MINUTES

Items for discussion

4. COMMITTEE POSITIONS for 2014
5. CPHC CONFERENCE 2014
6. CPHC RESEARCH AGENDA – PROGRAMME of WORK
7. CONSULTATIONS & RESPONSES (C Maple)
8. ATTRITION STUDY – Progress to Date CPHC/2014/10
9. PICTFOR/DPA
10. CPHC SUBSCRIPTIONS CPHC/2014/11

Items for report

11. REGULAR REPORTS
 - 11.1 Treasurer's Report [E Robinson] CPHC/2014/12
 - 11.2 Secretary's Report [D Duce] CPHC/2014/13
 - 11.3 Information Group Report – [C Maple]
 - 11.4 Learning Development Group Report – [S Fincher]
 - 11.5 CPHC/CAS Report [I Phillips]
 - 11.6 Reports from Other Organisations & Activities CPHC/2014/14
 - 11.7 Chair's Report (CPHC Webletter) [S Smith]
12. AOB
 - 12.1 Post-Ref 2014 – Open Access CPHC/2014/15

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DATE: Monday 12th May 2014

CPHC Outstanding Subscriptions

The following four Universities have outstanding CPHC Subscription's for the year 2013/2014.

University of Derby HOD: Professor Nick Antonopoulos	£252.00
University of Wales, Trinity St. David HOD: Dr Steve Hole	£139.20
Birmingham City University HOD: Dr Mak Sharma	£518.40
Total outstanding	£909.60

They were sent reminders in February and March 2014.

Penny Ballard
May 2014

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

c/o BCS, First Floor, Block D, North Star House,
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DATE 28th April 2014

TREASURER'S REPORT

Summary: The CPHC continues to be in a very healthy financial state.

The following is a briefing mainly for new members of the committee.

Financial Year: Our financial year runs 1st July to 30th June. We are therefore now near the end of it.

Financial Balance: We currently have a bank balance of £108,567. Almost all subscriptions are in and we have some limited commitments. Expect £95-100,000 at end of year.

Income: Our main source of income is university subscriptions. These amount to approximately £41,500 a year. Other sources are uncertain and usually negligible. We sometimes run a small surplus on conference, and very occasionally from other sources (some odd publications). Last year we received about £70 bank interest, more than offset by bank charges.

Expenditure: Our largest single cost is administration, paying for our BCS support. This comes to about £20,000 a year (last financial year just under). Over the last couple of years we have taken the view that it is reasonable to allow a slight reduction in our assets by spending more than income. Our expenditure has been on:

- Research: payment for surveys and reports: this year £8k to Huddersfield for work on progression and retention, £4,200 committed for Entrepreneurship report.
- Contribution to Computing at School: £20k promised, made up out of donations passed via us and direct contribution. £14750 paid so far (all this year).
- Subscriptions to other bodies: EURIM: £1980, PICTFOR: £600 (about £2900, £2580 so far this year)
- Subsidy to conference: currently awaiting resolution, roughly cost of dinner, plus possibly invited speaker expenses. Not likely to be a large sum.
- Subgroup meetings: none this year, but in previous years meetings of the Learning Development Group.

- Other costs: committee meetings, audit and compliance, bank charges, all individually relatively minor this year.

Total expenditure so far this year: £37k. with commitments of about another £5k plus some admin costs.

Some questions for the committee:

1. As a charitable body, should we be sitting on a surplus more than twice our annual income?
2. Assuming the answer to the above is “no”, do we continue the current policy of using reducing it by supporting activity beyond our income?
3. Are there any areas of expenditure or investment where we are not receiving value for money?

Council of Professors and Heads of Computing (Registered Charity number 803000)

Income and Expenditure

Year to 30th June 2014

	2013/14 £	2012/13 £
Income		
From charitable trading:		
-Subscriptions (this years)	41,473	41,581
-Conference	4,295	40
-Mics	1,483	13
-CAS Initiative	1,000	3,750
	<u>48,251</u>	<u>45,383</u>
From assets:		
Investment income:		
Bank interest	58	70
	<u>58</u>	<u>70</u>
Total Income	<u>48,309</u>	<u>45,453</u>
Expenditure		
Charitable activity direct expenditure:		
-Travel expenses and cost of meetings	2,339	6,220
-Learning Development Group meetings	0	1,175
-Subscriptions to other bodies	2,580	2,879
	<u>4,919</u>	<u>10,273</u>
Other expenditure:		
-Administrative costs	12,394	19,371
-Independent examiner's fee	246	1,990
-Other meetings	0	493
-Conference	0	9,531
-Miscellaneous	24,269	287
-Computing At Schools Funding	0	1,000
-Consulting	0	-49
	<u>36,909</u>	<u>32,623</u>
Total Expenditure	<u>41,828</u>	<u>42,896</u>
Net Surplus/(Deficit)	6,481	2,556

Council of Professors and Heads of Computing

(Registered Charity number 803000)

Balance Sheet

As at 30th June 2014

	2013/14	2012/13
	£	£
Current Assets		
Royal Bank of Scotland PLC	108,567	108,377
Subscriptions due	152	3,867
Conference due	0	0
Miscellaneous Income	1,201	1,201
Creditors	0	-8,144
Net Assets	<u>109,921</u>	<u>105,301</u>
 Funds		
Unrestricted Funds	<u>111,257</u>	<u>105,301</u>
Total Funds	<u>111,257</u>	<u>105,301</u>

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CPHC/2014/13

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Secretary's Report to 12 May 2014 meeting

David Duce, 25 April 2014

STATUS: *The secretary would like members to check their status, current and historical, in the table on page 2. Please inform him of any errors. The secretary hopes he has correctly recorded the results of the elections at the 2014 AGM.*

Charity Commission/ Scottish Charity Regulator

The annual accounts for 30 June 2013 and the annual report for 30 June were received by the Charity Commission on 20 February 2014 and 11 February 2014 respectively as recorded in our compliance history on the Charity Commission web site <http://www.charitycommission.gov.uk/find-charities/> charity number 803000.

The annual return to the office of the Scottish Charity Regulator <https://www.oscr.org.uk/search-charity-register/charity-extract/?charitynumber=sc041548> was accepted on 21 February 2014.

CPHC AGM – Composition of the Committee

The following three officers were elected by the AGM for two year Terms of Office.

Sally Smith – Chair
Carsten Maple – Vice Chair
Edmund Robinson - Treasurer

Iain Phillips becomes Immediate Past Chair (2 years) and Stephen Jarvis was re-elected to serve a further two years Term of Office.

There were two member vacancies for the Committee to serve a two year Term of Office. The following new Committee Members were elected:

Professor Miltos Petridis – University of Brighton
Professor Balbir Barn – Middlesex University

The BCS secretariat is in the process of registering the changes with the Charity Commission and the appointment of Miltos and Balbir as Trustees of the Charity. Martin Loomes and Lachlan MacKinnon cease to be Trustees from 7 April 2014.

Terms of Office 2014

Membership of the Committee following the 2014 AGM is:

		Present service	Previous
Chair	Sally Smith	2014-2016	2011-2012 (member) 2012-2014 (vice chair)
Vice Chair	Carsten Maple	2014-2016 (reaches 7 year limit in 2016)	2009-2011 (member) 2011-2013 (treasurer) 2013-2015 (treasurer, only served 1 year)
Treasurer	Edmund Robinson	2014-2016	2012-2014 (member)
Secretary	David Duce	2013-2015	2012-2013 (member)
Immediate past chair	Iain Phillips	2014-16 (allowed to complete 2 years; after which he may not serve in any capacity for a 2 year period)	2009-2011 (member) 2010-2012 (vice chair) 2012-2014 (chair)
Other members	Balbir Barn	2014-2016	
	Miltos Petridis	2014-2016	
	Stephen Jarvis	2014-2016	2012-2014
	Sally Fincher	2013-2015	2011-2013
	Vic Grout	2013-2015	
	Colin Johnson	2013-2015	
	Rupert Ward	2013-2015	
	Ian Wells	2013-2015	2011-2013
Co-opted	<i>To be decided</i>		

Membership

The constitution states:

(Article 5) The Committee shall consist of the Officers, the immediate past Chair and eight elected members who shall be members of the Council. In addition, the Committee may co-opt up to three persons, who need not be members of the Council.

(Article 6) The Chair, Vice-Chair and Secretary shall serve for a period of up to two years from election to office and shall not be eligible for immediate re-election to the same office.

The Treasurer and other elected members shall serve for a period of up to two years and shall be eligible for re-election.

The immediate past Chair shall be a member of the Committee and on completion of this role is not eligible to serve on the Committee in any capacity for a period of two years. Casual vacancies shall

be filled by co-option.

No person shall serve as an Officer or an elected member for more than seven years consecutively, except as Chair or Immediate Past Chair, in which case they may serve on the committee for a further period to complete the terms of office.

Co-opted members are appointed only up to the end of the next Annual General Meeting.

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MONDAY 12TH MAY 2014

REPORTS FROM OTHER ORGANISATIONS AND ACTIVITIES

Name	Report area	Anything to report?
Sally Smith	Scottish Heads of Computing (SHoC) Computing At School	Appendix 1 VERBAL
Iain Phillips	Digital Policy Alliance (EURIM) PICTFOR	VERBAL VERBAL
Edmund Robinson	CPHC rep on UKCRC	Appendix 2
Academy Board Secretariat on behalf of Jeremy Barlow	BCS Academy Update	Appendix 3
Simon Dobson – not on Committee	Distinguished Dissertations	NOTHING TO REPORT
Vic Grout	Welsh Section of CPHC	NOTHING TO REPORT
Jim Yip – not on Committee	Engineering Professors Council	Appendix 4

Appendix 1

New Innovation Centre Funding Approved

Press release: 22 April 2014 – A new £11.3 million innovation centre dedicated to helping Scotland capitalise on the growing market in analytics and ‘big data’ technology is set to open later this year. The investment is projected to return a minimum of 345 new jobs and an additional £155 million of value to the Scottish Economy.

The Data Lab, the name for the centre and funded by the Scottish Funding Council (SFC) and with support from Scottish Enterprise and Highlands and Islands Enterprise, will revolutionise the way in which Scottish industry develops and applies cutting-edge analytics and data science techniques to capture new market opportunities and boost productivity.

The centre will build on innovation from Scotland's world-leading university sector and transform the way in which industry, public sector and academic institutions collaborate. The Data Lab bid was industry-led, headed by the Scottish Technology Advisory Group's Big Data Lead, ScotlandIS, Lockheed Martin, DC Thomson-owned brightsolid and SAS, one of the world's largest software companies. With Hub locations in Aberdeen, Edinburgh and Glasgow, Data Lab's focus will be on the Digital Technology, Energy, Financial Services, Healthcare, and Public Sector markets.

Sally Smith
5 May 2014

Appendix 2

REPORT ON UKCRC (Compiled from draft minutes).

The UKCRC Executive Committee met on the 17th March, with Martin Loomes attending.

Little stands out in the minutes as requiring our attention. There was some discussion under "Research Policy and Funding" of the new EPSRC governance (new Chief Exec and Strategic Advisory Team), but no significant developments were noted under Europe or REF. There were quite a few management issues, of which the key one is probably the announcement that the current chair (Joe Sventek) is to step down.

Edmund Robinson
29th April 2014

Appendix 3

REPORT FROM THE ACADEMY BOARD

Events under the Academy umbrella

IBM have agreed to continue to provide a further 4-years sponsorship of the Karen Sparck Jones lecture provided that BCS continue to provide matched funding.

Next year is the 50th anniversary of the first year of CS undergraduate admissions in Britain. Academy Board agreed to provide some funding to run an event next year, possibly co-located with the CPHC conference.

Student Engagement

The Board agreed to Roger Marshall's request to continue to champion student engagement for the next year and report as appropriate. It was also noted that a full-time staff member, Olivia Tann, has joined BCS to work on student engagement.

Student engagement efforts are also being undertaken under the auspices of CPHC. Alistair Irons agreed to introduce Roger Marshall and Rupert Ward to take discussions further.

Computing in School

○ **Membership**

CAS membership has now reached over 11,000. Over 80% of members are schoolteachers. The rest are IT professionals and university academics. There are now 98 local CAS Hubs, where teachers meet regularly to share and develop teaching practice. There are 1570 online resources available on the CAS website and events organised by CAS continue to expand, for example, there were over 120 events in March 2014.

○ **BT and Microsoft partner with BCS for the new Barefoot Computing Project**

In February BT and Microsoft agreed to partner with BCS for the Barefoot Computing project. Barefoot is a £1m DfE funded project to provide computer science exemplification material to all primary schools. There will be a series of 800 country-wide workshops, to introduce the Barefoot materials and support teachers with their computing subject knowledge. BT are providing significant staff resources on a pro-bono basis to manage delivery of the project. Microsoft are supplying pro-bono support and funds to create primary school resources. BT are providing the main project manager on secondment, with BT paying half their salary and the rest provided by the DfE grant.

○ **Continuation of DfE Grant for Network of Teaching Excellence**

Bill Mitchell and Simon Peyton-Jones met with senior officials at DfE. DfE have agreed to formally review the current project in September 2014, with a view to extending the grant to 2016. They have also requested that we provide a plan for how we could extend the project beyond its current scope, which would be presented to Ministers after the next election. If approved that would provide funding over the period 2016-2019.

○ **Cross Party Political support for the new Computing Curriculum**

Bill Mitchell and Simon Peyton-Jones met with Dr Tristram Hunt (Labour's Shadow Secretary of State for Education) to discuss the extent of Labour support for the new computing curriculum. Dr Hunt said he fully supported the new computing curriculum and in principle will continue any agreed funding from DfE for existing projects. Dr Hunt has agreed to write a letter along these lines to the DfE so that they are aware of the extent of cross party political support, at the most senior level.

○ **MP Liz Truss to attend BCS event**

The Minister for schools will be attending a BCS event on 25th June to celebrate the first cohort of BCS computing scholars completing their initial teacher training. The event will also feature keynote speeches from employers involved in the scheme as well the CEO of the government's teacher training agency (NCTL).

Dianne Geldenhuis
Secretary to Academy Board
April 2014

Appendix 4

EPC

They had their Annual Congress on 8-9 April 2014 at Glasgow University. The theme was “Engaging in Engineering”.

Highlights:

We had a presentation from Dr Robin Mellors-Bourne of CRAC on employability of engineering graduates. The data shows a clear challenge and disadvantage for BME students. The data is consistent in whatever we isolate the issues, from age, degree classification, with/without work placement, types of universities etc.

We had workshops in

- a) Specialist Skills: postgraduate engineering education and funding: the future?
- b) Impact and impact acceleration

20th EPC Anniversary grant awards: Engaging in Engineering

We also had presentations from a shortlisted four applications for our EPC £10k awards (two). Participants asked questions the presentations. Next day, the applicants had their final presentations and participants voted for the final winners.

Professor John Perkins has a keynote speech on Engineering Skills in the UK.

For 2015-2016: Professor Stephanie Haywood of Hull University will be our new President.

For 2015 Congress it would be at the Media City campus of Salford University.

Jim Yip
April 2014