The President of Convocation, The Rt. Hon. the Baroness Hale of Richmond DBE PC (Hon LLD 2002) presided over the meeting. Also in attendance was Mr Bill Ray (BSc 1975), the Chairman of Convocation, and Mr Huw Lloyd Jones, the Clerk to Convocation.

The AGM was attended by 79 members of Convocation and was quorate.

Dr Martin Addy (MB ChB 1958); Dr Ian Ashwell (BA 1950); Mr Roy Barlow (BSc 1962); Mr Stuart Barnett (BSc 1973); Dr Anthony Bigwood (BSc 1961); Mr John Binsted (BA 1954); Mr Sumit Biswas (BSc 1984); Mrs Catherine Bond (BA 1951); Commander Geoffrey Bond (BA 1949); Mr Robert Bradbury (BSc 1946); Dr Derek Brooks (BSc 1952); Mrs Lilian Brown (BA 1951); Mr Peter Burling (BA 1955); Mr Christopher Burns (BSc 1977); Dr Jennifer Burston (MB ChB 1962); Mr David Busby (LLB 1963); Mr David Clarke (BA 1965); Mr Dennis Cockerill (BSc 1953); Mr Robert Cockrell (LLB 1963); Dr Anthony Codd (MB ChB 1958); Dr John Cook (BSc 1959); Mr Robert Cross (BA 1984); Mr Andrew Dixon (BSc 1985); Dr Helen Donoghue (BSc 1967); Mr Robert Dufton (LLB 1983); The Rev Michael Dunford (BA 1962); Dr Murad El-Bakry (EngD 2012); Mr David Ewart (BSc 1977); Mr Anthony Franks (BA 1959); Miss Audrey Fuller (BA 1950); Ms Sarah Gilbert (BA 1980); Mr Stuart Goldsmith (BA 1966, Hon LLD 2007); Mr Robert Griffiths (BSc 2013); Mr Charles Gunter (BSc 2006); Mr Gordon Harrison (BA 1961); Mr Lionel Hemsley (BVSc 1954); Mr Paul Herbert (BSc 1961); Mr Trevor Jaggar (BSc (Hons) 1946); Mrs Margaret Jaggar (BSc 1955); Mr Adam King (MEng 2010); Mrs Janet Kirk (BSc 1968); Dr Martin Lunnun (BSc 1973); Miss Elizabeth Lynch (BSc 2003); Mr Clive Major (LLB 1963); Dr John Manley (BSc 1978); Alderman William Martin (Hon LLD 2007); Miss Sophia Matveeva (BSc 2005); Mr Steven McArde (BSc 1983); Mr Adrian Mezzetti (LLB 1965); Mr William Mosley (LLB 1963); Mrs Jill Mountford (BSc 1961); Mr Graham Mullan (Medicine 1971-72); Mr Viplav Nandanwar (BSc 1972); Mr Roger Prangnell (BSc 1962); Mr Ian Ray (BSc 1975); Dr Vernon Rogers (BSc 1955); Mr Timothy Scaife (BSc 1976); Mr Alastair Scott (BSc 1965); Dr Michael Sheard (MB ChB 1957); Mr James Shirlaw (BSc 1973); Mr Leon Smith (BA 2005); Mrs Margaret
Smith (MB ChB 1967); Dr Vincent Smith (PhD 1969); Dr Jane Thompson (PhD 1995); Mrs Kathleen Thompson (BSc 1957); Dr Ivan Thompson (MB ChB 1957); Mr Roger Tucker (BA 1968); Mr Patrick Walesby (BA 1981); Mr Keith Walton (BSc 1972); Mrs Julia Wathen (BSc 1972); Mr Geoffrey Watson (MEng 2003); Dr Barbara Weaver (PhD 1964); Mr Ian Whiteman (BA 1964); The Rev Ernest Willis (BDS 1963); Mrs Helen Willoughby (BA 1951); Mrs Linda Wilson (LLB 1982); Mr Junxin Xiang (MEng 2008); Mr Lakkana Yalagala (BEng 1997);

Item 1

Apologies for absence

Apologies had been received from:
- Mr Richard (Dick) Willis (BSc 1974, PGCE 1975)
- Dr Timothy Thom (Hon LLD 2008)
- Ms Victoria Stace (BA 1971)
- Dr Martin Crossley Evans (BA 1978, PhD 1990)
- Dr Roger Hammond (BSc 1961, PhD 1965)
- Mr Andrew Heller (MEng 2012)
- Mr Clive Scowen (LLB 1980)
- Mr Owen Peachey (BSc 2008)
- Mr Richard Rossington (MA 1994)

Item 2

Minutes of the meeting held on Saturday 7 July 2012

The Minutes were adopted as a true and correct record. There were no matters arising.

Item 3

Report of the Chairman of Convocation

The Chairman highlighted extracts from his report informing the AGM about the work and successes of the Convocation Committee, branches around the country and the world, and other volunteers. He further updated attendees on developments relating to Court and Council.

The Chairman’s report was received with gratitude.

The President noted her thanks to the Chairman for all his hard work and energy.
Item 4

Letter from the Vice-Chancellor to Convocation

An open letter from the Vice-Chancellor to Convocation was included in the papers.

The Chancellor highlighted the achievement of the University’s goal to admitting an additional 600 undergraduate students and being ranked in the latest QS World University Rankings as 28th worldwide and 7th out of UK universities.

The Vice-Chancellor was thanked for his letter and the Chancellor suggested that the Vice-Chancellor could be invited to attend future meetings to answer questions.

Item 5

Report of the Director of the Campaigns and Alumni Relations Division

Mrs Tania Jane Rawlinson, the Director of Campaigns and Alumni Relations, provided the meeting with highlights informing the AGM about the work and success of the Campaigns and Alumni Relations Division.

Notable points were:

- The growing number of alumni reflecting the growth in undergraduate numbers and the changing median age of the University’s contactable alumni, which is now 42, and is decreasing each year. These provide challenges to the University in how it communicates and connects with its alumni.
- The University is also reflecting on the challenge of remaining relevant to alumni, as they can now connect with each other by social media, and the challenge of making the alumni community continue to feel like a real community.

Mr Stuart Goldsmith (BA 1966, Hon LLD 2007) asked what is happening to alumni numbers: should the number of contactable alumni now be higher than 106,000? By way of explanation, Mrs Rawlinson pointed out that there is always a number of alumni who become un-contactable during the year, but also that the decision at the 2012 AGM to ask holders of qualifications such as certificates and diplomas to opt-in to contact with the University had led to a drop in the figure of contactable alumni.

Mrs Lillian Brown (BA 1951) asked how proactive the Campaigns and Alumni Relations division is with hall associations. The division works very collaboratively with Hall Associations, e.g. sharing data and responding when asked for help publicise events.

The University was thanked for all its help in making the 1954 Vets alumni dinner at Langford House such a success last year.

The Director’s report was received with gratitude.
Item 6

Report of the Treasurer of Convocation

The Treasurer, Mr David Clarke (BA 1965), presented and explained the accounts for the year 2012/13. There was a small surplus in Convocation’s funds and at present it was not necessary to ask for an increase in the University’s grant.

The meeting accepted the accounts.

Item 7

Election of the Deputy Chair of Convocation for the period 2013-16

The meeting was asked to note that Mr Robert Dufton (LLB 1983) have been duly elected unopposed.

Item 8

Election of four members of the Convocation Committee for the period 2013-16

As there were contested elections and voting was due to take place during the AGM, the results would be published the following week.

Those elected members and the number of votes received are shown below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Total valid votes received</th>
<th>Position</th>
<th>Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Sophia Matveeva (BSc 2005)</td>
<td>301</td>
<td>5</td>
<td>No</td>
</tr>
<tr>
<td>Mr Owen Peachey (BSc 2008)</td>
<td>333</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Ms Victoria Stace (BA 1971)</td>
<td>321</td>
<td>4</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr David Thurston (BSc 1989)</td>
<td>378</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Dr David Torpy (PhD 1994, MPPS 1987)</td>
<td>286</td>
<td>6</td>
<td>No</td>
</tr>
<tr>
<td>Mrs Linda Wilson (LLB 1982)</td>
<td>469</td>
<td>1</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Item 9

Election of 25 Convocation representatives on Court for the period 2013-2017

The meeting was asked to note that Miss Sundas Ali (BSc 2006, MSc 2008), Mr Graham Charles Ash (BSc 1983), Mr John Barnbrook (BSc 1974, PGCE 1975), Mr Sumit Biswas (BSc 1984), Professor Dame Carol Black (BA 1962, MB ChB 1970,
MD 1975, Hon DSc 2003), Commander Geoffrey Leonard Bond (BA 1949, Cert Ed 1950), Mr Robert Andrew Churcher (BA 1972), Mr David Alan Clarke (BA 1965), Dr Martin John Crossley Evans (BA 1978, PhD 1990), Mr William Giles Russell Davies (BSc 1971), Dr Murad El-Bakry (EngD 2012), Dr Stuart Andrew Goldsmith (BA 1966, Hon LLD 2007), Mr Michael John Howell (BSc 1967), Mr George Jeffrey (BA 1967), Mr Steven Joseph (BSc 1974), Mr Adam King (MEng 2010), Mr Sameer Malik (MSci 2012), Mr John Winterson Richards (LLB 1985), Mr Alastair Francis Douglas Scott (BSc 1965), Professor Ivor Ramsay Smith (BSc 1954, PhD 1958, DSc 1973), Dr Jane Lesley Thompson (PGCE 1985, PhD 1995), Mr Roger James Wilson Tucker (BA 1968; Cert Ed 1969, BA 1973), Dr Ian Paul Tunbridge (BSc 1974), Dr Barbara Mabel Quatermaine Weaver (PhD 1964), Mrs Alison Mary Wilson (BA 1966) have been duly elected unopposed.

Item 10

Appointment of an Independent Assessor of Convocation’s Accounts 2013-14

The Independent Assessor of Convocation’s Accounts is appointed annually.

The meeting is asked to note that Mr David Eastham Ratcliffe FCA (BA 1965) had been appointed.

Item 11

Proposal on the Nominations Committee for the Election of Convocation Officers

Following the proposal and acceptance at the 2012 Annual General Meeting that a Nominations Committee for the election of Convocation Officers should be created, it was proposed that:

a. The two Convocation representatives on Court will be chosen by asking for representatives to nominate themselves to the Clerk to Convocation by a particular date. The Clerk will then choose two names at random.

b. Further, the Committee will conduct its business by:
   - the Chair of the Nominations Committee shall be the Chancellor;
   - where the Chair decides that it is the practicable the Committee will undertake its business by teleconference;
   - the quorum for valid decisions, to include the Chancellor, will be five;
   - all received and valid nominations for posts will be considered by the Nominations Committee, together with any individuals identified by the Committee, from which it will choose one preferred candidate.

Rob Griffiths (BSc 2013), President of the University of Bristol Union, asked if one of the roles of the Nominations Committee would be to identify more diverse candidates and if this would be entrenched in the operating procedures of the Committee.
Bill Ray answered that this was absolutely engrained in the procedures as with the Nominations Committee of Court. This would be to increase the diversity of the pool rather than be positive discrimination.

The proposals were accepted by the meeting.

Item 12
Proposal to Change the Standing Orders of Convocation

Following the proposal and acceptance at the 2012 Annual General Meeting that the Standing Orders of Convocation and other relevant instruments should be reviewed, it was proposed that:

1. The published Standing Orders were updated so that they reflected current practice for:
   - The rights of Associate Members (SO2).
   - The length of the term of office for Convocation Officers (SO4, SO6).
   - The length of the term of office for the Member of Council (SO7).
   - The processes for distance voting and use of a Nominations Committee for Convocation Officers (SO11).

2. That two new Standing Orders should be created:
   - That a new Standing Order should be included for the Deputy Chairman, to complement those for the Chairman and the Treasurer (SO5).
   - That a new Standing Order should be included to confirm the Chancellor’s power to make directions with regard to the procedures and governance of Convocation, between Annual General Meetings of Convocation (SO10).

There was an omission in the Standing Order 11 as shown in the papers, and an amendment should be made to also include the Convocation Committee on line 2.

The proposals were accepted by the meeting.

Item 13
AOB

Alderman Bill Martin (Hon LLD 2007) offered his congratulations to the Chancellor upon her appointment as the Deputy President of The Supreme Court and his congratulations to the Vice-Chancellor upon being knighted in the 2013 Birthday Honours for services to higher education.

Mr Stuart Goldsmith asked if a report from the Convocation representative on Council could be added to the agenda of the AGM.

Mr Bill Ray stated that the previously mentioned increase in under graduate numbers and investment in the University estate were two of the main issues to report. There
had also been several robust discussions about the University’s finances, which were in a healthy position.

**Action:** A report from the Convocation representative on Council to be added to the AGM agenda as a new permanent item.

Mrs Lillian Brown stated that she had felt unable to vote on the motions during the meeting as she had only just received the papers, and that there is a group of alumni who would welcome paper communications.

Mrs Rawlinson explained that this was an interesting problem given the costs of postage and the increase in the number of alumni. It was possible that a survey could be used to help understand who would prefer to be contacted by post.

Dr Vincent Smith (PhD 1969) asked if an email could be sent when the papers were published on the University’s website.

It was also noted that other alumni had successfully received their papers by post, and in-time for the meeting.

**Action:** An email should be sent to alumni notifying them when the papers for the AGM are published on the University’s website.

Mr Paul Herbert (BSc 1961) commented that in 1960 himself, and three friends, including Derek Walker (BA 1960) who had sadly died in January 2013, from the University of Bristol Mountaineering Club, had completed the Three Peaks Challenge and raised £550 for Guide Dogs for the Blind and other charities.

The extremely successful third annual meet and dinner of the University Mountaineering Club alumni was held at the Old Dungeon Ghyll Hotel in Langdale on 22 May 2013. On 21 May 2014, they will be meeting at the Pen-Y-Gwryd Hotel in North Wales. Mr Herbert would encourage all other clubs to hold reunions and to work with the Campaigns and Alumni Relations team to help publicise them.

Mrs Rawlinson agreed that if alumni let us know about their reunions the Division would advertise them. She also commented that alumni could help each other by finding ‘lost’ alumni.

**The President closed the meeting at 12:17 pm.**

The Chancellor drew the meeting’s attention to the fact that Mr Declan Hamilton (BA 1993; MA 1995), the Volunteer’s Manager in the Campaigns and Alumni Relations division, was shortly moving to the Royal College of Music. The Chancellor offered her thanks and congratulations.
Papers for the following items were referred to during the AGM and are published at [www.bristol.ac.uk/alumni/convocation/agm](http://www.bristol.ac.uk/alumni/convocation/agm). They are also available by request from the Campaigns and Alumni Relations office.

Item 2  Minutes of the meeting held on Saturday 7 July 2012
Item 3  Report of the Chairman of Convocation
Item 4  Letter from the Vice-Chancellor to Convocation
Item 5  Report from Campaigns and Alumni Relations
Item 6  Report of the Treasurer of Convocation
Item 7  Election of the Deputy Chair of Convocation for the period 2013-16
Item 8  Election of four members of the Convocation Committee for the period 2013-16
Item 9  Election of 25 Convocation representatives on Court for the period 2013-17
Item 10 Election of an Independent Assessor of Convocation’s Accounts 2013-14
Item 11 Proposal on the Nominations Committee for the Election of Convocation Officers
Item 12 Proposal to change the Standing Orders of Convocation