



Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

Thursday, 15th February 2024. The meeting was held online.

Welcome, attendance and apologies

Chair: Helen O'Sullivan

Present: Kerry Pinny, Shonagh Douglas, Natalie Lafferty, Puiyin Wong, Peter Bryant, Keith Smyth, Sharon Flynn, David White and David Hopkins

Early leavers: David Hopkins 10.30am

Late arrivals: Sharon Flynn 11.30am

1. Welcome, attendance and apologies

Helen welcomes the board.

2. Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 15th November 2023.

Trustees approved the minutes from the last meeting as an accurate record.

3. Matters arising from the last meeting

The Board reviewed the report on matters arising from the last meeting and noted that all actions had been completed or are to be covered elsewhere on the agenda.

4. Chief Executives and Operations Report

Kerry Pinny presents the CEO report covering the period November 2023 - February 2024, the board noted this overall. It included the following actions and recommendations:

- Review and approve the strategic roadmap 2024.
- Note progress on the CMALT in-house pilot.
- Approve the RLT Terms of Reference.
- Formally note the staffing structure for 2024.
- Formally review and note the updated risk register.

<p>Strategic Progress Roadmap</p>	<p>Q4 saw a number of successful initiatives completed. The Online Winter Summit was well attended and feedback was excellent.</p> <p>Partnership initiatives continue to develop with events planned for 2024.</p> <p>CMALT assessments continue to be a challenge but turnaround time has decreased. Improved guidance for assessors was launched along with a call to recruit Members to form a new committee. Work on the pilot for in-house accreditation has been delayed with a report planned for March. The CMALT online course continues with partner agreements drafted and approved.</p> <p>Current AmplifyFE project funding is coming to an end in March 2024 and work has been focussed on securing funding to continue the project. AmplifyFE released its impact report and had a very successful SET conference.</p> <p>ALT's Annual Survey was launched and the ALT Awards judging panel was announced. A call for new Blog editors was also launched. ALT was represented by Dr Teeroumanee Nadan, Chair of ALT Anti-Racism SIG, with a session on DEI at Bett 2024.</p> <p>The peer review for OER24 was completed and the draft programme was published in January. Registrations are performing well and we look forward to a successful event in March. Planning for ALTC24 is on track and the contract for the venue has been signed.</p> <p>Focus turns to the end of year and the financial audit as well as planning ahead for 2024.</p> <p><u>Outcome:</u> the board notes the update</p>
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<p>Governance</p>	<p>EDI Plan Implementation</p> <p>Work is ongoing and will be brought to the June meeting.</p> <p><u>Action:</u> Kerry is looking for a Trustee to lead on this, trustees are to let Kerry know if interested.</p> <p>Annual Survey 2024</p> <p>The annual survey has launched with a closing date of 22nd February</p> <p><u>Action:</u> board members to promote the survey among their networks</p> <p>Annual Reporting on Complaints</p> <p>There are no complaints to report from the past year.</p>
<p>Strategic membership developments</p>	<p>Pilot for CMALT in-house accreditation</p> <p>The consultation phase was completed in May 2023 and a summary report shared with Members with a final meeting held in August. A session was held at the 2023 Annual Conference.</p> <p>The work of the pilot was split into two strands first to focus on candidate support and second to create a model for an in-house scheme.</p> <p>A feasibility study is underway and a report that details potential models will be shared with pilot members shortly. Feedback will be sought from pilot members before a final report and decision on the feasibility of the scheme is made.</p> <p>CMALT online course</p> <p>The CMALT online course aims to launch at 2024's Annual Conference in September. The course creation agreement with King's College Digital has been approved and we will begin the process of arranging workshops and content creation.</p> <p>A small working group of volunteers and members of the In-house accreditation pilot will meet to gather input and direction which will support the creation of a course to meet the needs of candidates.</p> <p>An agreement with King's College Digital was approved by the Board</p>

	<p>in December’s GPC meeting. Additional wording was included which clarifies the ownership and attribution of the course.</p> <p>THE digital</p> <p>ALT are excited to once again be an event partner at this year’s THE Digital Universities UK event, 16–18 April 2024 at University of Exeter. ALT Members will be eligible for a 25% discount.</p> <p>David and Natalie have volunteered to lead a workshop on 17 April 15:45-16:30.</p> <p><u>Action:</u> Trustees to promote discount and session to their networks</p>
<p>Research and policy</p>	<p>Research in Learning Technology</p> <p>Along with Peter Bryant, Chair of the Editorial Board (EB), we have updated the governance documentation to create an updated terms of reference for the RLT Journal.</p> <p><u>Outcome:</u> the board approves the new terms of references</p> <p>AmplifyFE</p> <p>The AmplifyFE Communities of Practice annual sector audit report was launched in November 2023 at the Week of VocTech.</p> <p><u>Outcome:</u> the board notes this</p>
<p>Projects</p>	<p>AmplifyFE</p> <p>Current project funding comes to an end in March 2024. The focus now is on securing the funding to continue the project. Once an agreement in principle has been received, it will be presented to the board for Approval.</p> <p><u>Outcome:</u> the board notes this update</p> <p>Towards a national collection project</p> <p>The project is now reaching the dissemination stage and as part of ALT’s support of the discovery project ‘Our History, Our Stories’, an online workshop focussed on CMALT and FELT will be scheduled in late September early October.</p>

Operations	<ul style="list-style-type: none"> • Note operational progress at the end of the quarter. • Review the risk register. • Note confidential staffing update.
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5. Financial Report

Shonagh Douglas presents the financial report covering the period Feb 2023 - Jan 2024.

Overall Financial Position	<p>At the setting of the annual budget in Feb 2023, a small surplus of £850 was projected. Due to the increased costs involved in returning to in-person events post covid, recruitment costs and salary costs, the overall outturn is likely to be a loss of approx £7,400.</p> <p>Membership income has dropped below expectations this year due to budget constraints affecting a number of member organisations.</p> <p>Event income overall is doing well with attendance at ALTC23 at an alltime high since before the pandemic. Income generation overall is on track at the year end.</p> <p>CMALT Income has performed below expectations set in Feb 2023. We are making progress and have achieved similar income to last year for registrations across the 3 pathways.</p>
Restricted Reserves	There has been no change to ALT’s restricted reserves in the reporting period.
Financial Strategy for 2024/25	Kerry to bring strategy items to GPC due to time constraints.

6. Membership and CMALT Report

This report was covered in the CEO/Ops Report or taken as read.

7. Events Report

This report was covered in the CEO/Ops Report or taken as read.

8. AOB

No other business.

Close of meeting

Next meeting: 20th June 2024