



# Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

*Thursday, 15th November 2023. 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

Apologies: David White and David Hopkins

## 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 June 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 Report

Kerry Pinny presents the CEO report covering the period July 2023 - November 2023, the board noted this overall. Kerry opens her report thanking the Board of Trustees for their support during this period and extending that thanks to Dr Maren Deepwell.

<p>Strategic progress and Roadmap 2023</p>	<p>In the third quarter of the year, ALT continued to make great progress towards their strategic and operational plans.</p> <p>ALT's Annual conference, AGM and ALT@30 celebrations were a significant success of the staff team and the conference, including the ALT@30 Gala Dinner celebration, Museum of ALT and ALT@30 badge, were well received by Members.</p> <p>The 'Digital Learning Design CMALT Apprenticeship with LDN Apprentices launched in September successfully as planned.</p> <p>Partnerships with Jisc and SEDA continue to develop.</p> <p>The CMALT course continues to progress and the plan is to launch the new course at next year's Annual Conference.</p> <p>As ALT moves into Q4, the focus moves to completing the year's remaining strategic and operational plans. For the BoT and Senior staff, the focus will look toward strategic planning for 2024.</p> <p>Kerry expresses there are no concerns about achieving the remaining actions on the strategic roadmap for Q4.</p> <p><b>Partnership initiative with Jisc, SEDA etc.</b></p> <p>Partnerships continue to develop. Jisc had a significant presence at ALT's Annual Conference this year with a member of their staff as a co-chair, large exhibition space, afternoon tea and their sessions/workshops.</p> <p>The ALT/SEDA Birthday Celebration was well received in October. Regular meetings have been scheduled with SEDA's Co-Chairs and a sector body JiscMail list is being organised to enable collaboration between bodies.</p> <p><b>Outcome:</b> The board noted this update on strategic progress.</p>
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## Governance

### **Annual General Meeting 2023**

ALT's 2023 Annual General Meeting took place at the Annual Conference, 6 September 2023, Warwick, UK. Minutes from the meeting have been circulated for approval. All resolutions were passed.

### **Trustee turnover 2023**

Two Trustees came to the end of their term this year: Elizabeth Charles stepped down at the AGM in September. Peter Bryant's term also came to an end but has been extended for one year. All other Trustees will continue in their roles.

There were no Trustee elections this year. The max. number of elected Trustees is 5, and the elected Trustees are: Natalie, Sharon, David, Puiyin and David.

The Board has scope to appoint up to 2 new Trustees (3 appointed Trustees out of a max. 5). The Board agreed to postpone Trustee recruitment at GPC in April but keep Trustee recruitment under review.

**Outcome:** the board noted this update

### **Call to get involved**

ALT's annual Call to Get Involved closed in September. There was an excellent response, 54 in total, including:

- Present at an ALT event - 7 expressions of interest
- Awards Judging Panel - 22 expressions of interest
- CMALT Assessment - 5 expressions of interest
- Conference Committee - 24 expressions of interest
- Support AmplifyFE with blog posts, webinars and workshops - 3 expressions of interest

As part of the commitment to promoting Equality, Diversity and Inclusion (EDI) in ALT, the EDI survey is included as part of the call to get involved.

	<p><b>Ongoing Governance Actions</b></p> <p>Current MoUs and partnerships MoU review has been completed internally. Contacts have been updated internally and online.</p> <p><b>EDI Plan Implementation 2023</b></p> <p>ALT’s EDI plan, implemented following our governance review, sets out ALT’s plan and the targets we seek to achieve.</p> <p>EDI monitoring, implemented this year, was reported to Members at September’s AGM. The Trustee Code of Practice, Trustee induction pack and materials and the Staff</p> <p>Operations Handbook was updated to reflect the updated policy statement and plan.</p> <p>The Board decided to return to the recommendations from our EDI consultant later in 2023 once the first year’s data has been collected in early February 2024.</p> <p><b>Action:</b> Trustees to let Kerry know if they wish to be appointed work on the EDI initiatives in 2024</p> <p>Kerry wants to create a plan that would state what ALT will do annually to promote EDI, containing structure and plan of how to meet those aims.</p> <p><b>Outcome:</b> board agrees with the implementation of this plan</p> <p><b>Action:</b> Kerry to produce a 2024 plan to present at the next board meeting.</p>
Strategic membership developments	<i>To be picked up in Membership and CMALT report. (taken as read, actions to be brought to GPC)</i>
Operations	<p>The Operations Report included the following recommendations:</p> <ul style="list-style-type: none"> <li>● Note operational progress at the end of the quarter.</li> <li>● Note the overall and interim risk register and mitigation plan.</li> <li>● Note confidential staffing update.</li> </ul>

	<ul style="list-style-type: none"><li>• Note the Operations Strategic updated.</li><li>• Approve the Events Committee Terms of Reference.</li></ul> <p><b>Action:</b> Kerry to amend the Events Committee Terms of Reference and present to the board at GPC for approval.</p> <p><b>Outcome:</b> The board noted this overall.</p>
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## 5. Financial Report

Due to time constraints the Financial report will be brought to the GPC.

**Action:** board to review the Finance report in preparation for the GPC

## 6. Membership and CMALT Report

Due to time constraints the reports are taken as read any actions will be brought to the GPC by Kerry.

## 7. Events Report

Due to time constraints the reports are taken as read any actions will be brought to the GPC by Kerry.

## 8. AOB

No other business.

Close of meeting

Next meeting: 15 February 2024