



## Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

*Thursday, 16th June 2022. The meeting was held online.*

### Welcome, attendance and apologies

**Chair: Helen O'Sullivan**

Present: Shonagh Douglas, Maren Deepwell, David White, Sharon Flynn, Natalie Lafferty, Keith Smyth, Kerry Pinny, Elizabeth Charles, Bella Abrams.

Apologies: Lorna Campbell, Peter Bryant.

Early Leavers: Shonagh at 11am, Sharon at 10.15am.

### 1. Welcome, attendance and apologies

The Chair welcomed everyone and set out the agenda for the meeting. Board acknowledged apologies from Lorna Campbell and Peter Bryant. Also notes Bellas last big meeting as a trustee.

### 2. Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 17th February 2022.

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, awaiting external response or are to be covered elsewhere on the agenda.

## 4. Financial Report and Annual Accounts

*Brought forward in the agenda*

Shonagh Douglas opens the report by extending a thanks to Maren and Jane for their work on the annual accounts. Shonagh presented the finance report covering the period March 2022 - June 2022, including the following recommendations:

- Approve the annual accounts
- Review and formally note the current financial position

Overall we are on track to achieve our financial aims for this year and we are close to where we wanted to be four months into the financial year. There is a surplus of £10,000 which reflects a reduction in staff costs and the effective running of the online conference. Shonagh notes that this is hugely positive in terms of numbers however staff costs are to increase this year. There is an overall focus on getting back to running an effective hybrid conference experience rather than financials.

### **Annual Accounts**

Maren notes that these have been through an independent exam, the auditor picked up no issues she also extends a thanks to Shonagh for all her hard work on this. The accounts have been reviewed internally prior to today's meeting.

Key points for the Board to note:

1. ALT's financial position is as expected, with a surplus of £10k for the past financial year;
2. The Independent Examination identified no issues and no errors in the financial records;
3. Governance information has been updated to reflect the changes of the past year, and reports from the Chair and Treasurer are included.

**Outcome:** Board formally approves the annual accounts with no exception and notes the current financial position.

## 5. Chief Executives Report

Maren Deepwell presents her CEO report covering the period March 2022 - June 2022, the board noted this overall. It also included the following points of note:

- The updated strategy with new priorities was published and has informed all planning for the year ahead.

- The successful launch of our new collaboration with ITN focused on Digital Transformation and published the results of the Annual Survey in two reports and an accompanying article.
- The review of the award categories has led to a new award process, which has now launched, incorporating one award in partnership with Jisc.
- The completion of the independent examination of the accounts, and delivery of the expanded AmplifyFE projects in partnership with Ufi.
- Working with the Global Open Education Graduate Network, we delivered ALT's first hybrid conference with an international audience.
- All strategic and operational priorities for Q1 have been achieved

#### Strategic Progress

Maren notes that ALT are now in Q2 of the current strategic plan, and this report focuses on what has been achieved since February. The overarching aim was to review the strategy and to consolidate operations after a tumultuous period, and we have achieved this.

The updated strategy with new priorities was published and has informed all planning for the year ahead.

#### Governance

##### **Charity Governance Code: outcome and actions**

Maren notes that outstanding actions have now been completed or on track to be completed by the end of the year.

The following actions have been added to the operational plan for future action:

- Expand the Code of Practice for Trustees and the Code of Practice for Staff to formally include targets for Equality, Diversity and Inclusion, with explicit reference to the processes already in place, the outcomes we work towards and how progress is reported.
- Establish an appropriate way to collect and collate data in line with data protection and privacy policies about ALT's volunteers and wider membership as well as stakeholder communities. This will help us establish targets for diversity for the Board, and wider team (composed of staff and volunteers).
- Expand the Annual Report to Members, which is usually presented at the AGM, to include a dedicated section on Equality, Diversity and Inclusion and report to Members at

least annually on our progress.

### **Board Self-assessment**

All Trustees are encouraged to undertake the self-assessment annually. Appointed Trustees (Chair, Vice-Chair, Hon. Treasurer) are required to undertake the self assessment annually, ahead of the AGM. The overall outcome of the evaluation will be reported to Members at the AGM.

**Action:** Board to complete the self-assessment template within the next 3 weeks.

## AGM 2022

The 2022 Annual General Meeting, will be held in person and online at ALT Annual Conference, 7 September 2022, Manchester UK. All Members are encouraged to attend and the AGM is also open to guests and observers.

In accordance with the ALT Constitution adopted in 2019, the business of the Annual General Meeting will include:

- the election of Trustees;
- approval of accounts and report;
- decisions on any resolutions.

The Agenda for the AGM will be issued at least two weeks prior to the meeting. All papers for the AGM and related information will be published online.

Any resolutions for consideration at the AGM should be marked "AGM" and sent to arrive by 9 July 2022. Items may be submitted to Maren Deepwell, Chief Executive, [ceo@alt.ac.uk](mailto:ceo@alt.ac.uk).

## Trustee Elections 2022

Maren notes that nominations are now open. We invite nominations for 2 Trustees to serve an initial three year term to be elected by Members. Deadline for submitting your nomination or expression of interest: All nominations should be submitted by Monday, 9 July 2022.

**Action:** If the board has scope, produce a blog or video about what it is like to be a trustee to use in promotional materials for the campaign.

Strategic membership developments

**Awards**

The Awards 2022 are now open for entries until 4 July 2022. The Awards celebrate and reward excellent research and practice and outstanding achievement in Learning Technology.

**Action:** Promote the awards

**Confidential: Trailblazer Group for Apprenticeship standard for Learning Technology**

**Advance HE Invitation to comment on draft revised PSF**

We would now like to invite ALT to provide a collective response to the draft revised PSF.

**Action:** any trustee interesting in helping to draft a response to let Maren know

**Action:** Email Maren if there are any institutional responses that would like to be included.

Helen requests that it is noted that she is not involved in the response for complete transparency.

Research and Policy

**Health Education England**

ALT has been invited to present at an upcoming Ministerial Roundtable webinar on innovation and technology on 20 June 2022. Unfortunately nobody is available to attend however we are submitting some slides. Maren notes there is no action yet but this an excellent example of a strategic liaison.

**Strategic partnership with Ufi - the VocTech Trust**

The partnership projects directly supports a growing number of professionals who directly lead this effort, supporting learners and teachers in their efforts to create a vision of the future of vocational education beyond the crisis.

Our work is also closely aligned to ALT's strategic efforts in relation to establishing an apprenticeship standard for Learning Technology, our Framework for Ethical Learning Technology and advancing professional recognition for professionals across the sector.

#### Strategic Risk Management

Maren comments on specific risks that pose a strategic challenge:

- Changing context: One of the risks Trustees identified through the strategic review is how the sector is changing, such as a growth in digital education rather than Learning Technology roles. In order to best represent our Members and recruit new Members, ALT needs to ensure that the way we represent ourselves reflects this changing context.
- Capacity of Senior Staff

Helen notes whether ALT needs to think about growth of revenue sources to support an additional staff member. November would be a good point to review financially.

**Action:** Maren to think about any proposals around staffing to bring to the board

**Outcome:** Board notes these risks.

## 6. Operations Report

Kerry presented the Operations report covering the period February 2022 - June 2022, this report also included summaries of the Events Report and Membership & CMALT report. The board noted it overall.

Quarter 1 Review All mission critical objectives are complete or on track. Milestones and deadlines have been reviewed and adjusted to reflect the change in workload due to staff absence.

Risk Management Risk regarding income generation from sponsorship and events is

usually led by the Events Manager. Risk mitigations are in place which include the COO taking on direct management of the conference project plan, with oversight of all team reporting; and the CEO taking direct responsibility for liaison with sponsors and exhibitors, supported by both Admin Officers. The Conference Project Plan contains a detailed action plan for managing this area of work. We anticipate that this risk may decrease as the Events Manager returns to working more hours.

GDPR

No GDPR related incidents have been reported.

Staffing

We are advertising for a highly experienced professional with a background in professional development or accreditation, in an education context, to provide additional support for webinars, presentations and candidate support for CMALT. Interest has been high.

Events

**Annual Conference - also addressed in item 9 of the notes.**

- Preparations for ALTC 2022 are on track.
- 130+ submissions have been received.
- Peer review is underway
- Registration was opened on Thursday 9th June.
- Delegate fees are set and are lower than 18/19 in recognition of the cost of living crisis.
- Contracts are being negotiated with five organisations with a further five interested.

**CPD Webinars**

- Four CPD webinars were scheduled February-June with 298 registrations total.
- March's 'Career progression and CPD in the field of learning technology', presented by Daniel Clark, was most popular with 189 registrations.

**Member and Special Interest Groups**

- Member and Special Interest Groups held 23 events with a minimum of 292 registrations (known to ALT).
- May's 'ALWWM Webinar: Decolonising Learning Technology' webinar was most popular with 94 registrations.

## OER22

- The OER 2022 conference was delivered successfully, to plan.
- Registration numbers remained steady at 174 with online registration accounting for ~72% of registrations.
- Feedback has been limited or anecdotal but positive.

## Membership

- New memberships across all membership types remain steady.
- New Associate Memberships have increased 55% as a result of new Organisational Members.
- Renewals are on track across all membership types.

The board recognises the value of the increase in memberships at a time when people are having to prioritise what money is being spent on.

## CMALT

- Associate (+80%) and CMALT (+50%) registrations have seen an increase on last year.
- Senior CMALT registrations remain steady.
- Renewals across all pathways have been 100%.
- 79 portfolio submissions were received in the April (delayed from Jan) and May submission deadlines.
- Given the number of submissions, two assessors have been recruited to assess 10 portfolios each.
- Two new institutional cohorts are expected to register in June.

## Publications

### Blog

The Blog Editor team is drafting an email and social media post to encourage submissions on specific 'hot-topics'. There were 37 posts published Feb-Jun and 22193 views Feb to date.

### Research in Learning Technology

16 Submissions in the last month with 8 papers published in 2022, 3 of these in May.

## Projects

### Covered in the CEO report



Strategic Updates     The ALT staff team's travel policy reverted to the standard guidance in February 2022. Team members are advised to take precautions including the wearing of masks and social distancing. Guidance for Member activities and events continues unchanged, allowing Members to hold events and meetings in person in line with the policies of their/the host institutions.

**Outcome:** The board noted the report and updates in the areas highlighted

## 7. Events Report

This item was included as an overview in the Operations Report and noted by the Board.

## 8. Membership and CMALT Report

This item was included as an overview in the Operations Report and noted by the Board.

## 9. Annual Conference 2022

All activity is currently on track with 130 submissions for the event - a review is underway. Around 25-30% of submissions were for online sessions, ~70-75% were for in person sessions.

Maren outlines the programme concept and plan to the board and notes registration is now open. The Board reviews and discusses the long list of suggested keynote speakers to be invited to the conference.

## 10. AOB

No other business.

## Close of meeting

Next meeting: 17th November 2022