



# Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

*Thursday, 18th November 2021. The meeting was held online.*

Welcome, attendance and apologies

**Chair: Helen O'Sullivan**

Present: Shonagh Douglas, Peter Bryant, Bella Abrams, Maren Deepwell, David White, Elizabeth Charles, Sharon Flynn, Lorna Campbell, Natalie Lafferty, Keith Smyth.

Apologies: None

## 1. Welcome, attendance and apologies

The Chair welcomed everyone and set out the agenda for the meeting.

## 2. Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 17th June 2021.

Trustees approved by exception 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. Governance Review

The board reviewed the review document and noted thanks all for their input. The discussion focused on the following sections that required some action.

### **Principle 1 - Organisational Purpose**

1.4.1

Action: Updating trustee pack and declarations to make the charities public benefit more

visible and prominent

1.5.2

Action: Review current MOUs and consider alignment between ALT and other associations, specifically risks and benefits of MOUs.

## **Principle 2 - Leadership**

2.4.4

Action: The charity is in the process of issuing micro-credentials to recognise the contribution of volunteers and will expand this to all roles

## **Principle 4 - Decision Making, Risk and Control**

4.5.5

Action: Collate a list of all of ALT's policies and the date of last review as well as the date of the next review.

## **Principle 5 - Board Effectiveness**

5.8.2 and 5.8.3

The board discussed implementing a formal review and reporting process and agreed the following actions:

Action: to consider implementing individual meetings between chair and trustees

Action: to consider how to share feedback of a reflection process and how to present to members at the AGM

Action: to review and expand the code of practice to include Trustee performance more explicitly

Action: Maren to collate and share templates from other organisations that illustrate a self-reflective process

Action: to look for ideas from other charities of a similar size that share board performance so this can be reviewed at the February meeting

## **Principle 6 - Equality, Diversity and Inclusion**

6.4.4 and 6.5.1-onward

The board noted that the guidance has changed the most here. ALT must consider what EDI would look like at board level, staff level and externally and the board proposed the idea of a consultant to help with this.

Action: to consider using an EDI consultant in order to guide the direction of what EDI looks like for ALT at each level and what the external reporting of this would look like

Action: Maren to consider external EDI audit to highlight gaps and to approach external CEOs to gain examples of reporting

Helen notes the positive outcome of the governance review as a whole and how it gives a way to move forward with confidence.

## 5. Chief Executive's Report

Maren Deepwell presented her Chief Executive's Report, and the Board welcomed this overall. Particular recommendations were discussed as follows:

### Report section

#### Governance

ALT has been awarded the charity excellence framework quality mark, As a result of this they were given some pro bono marketing and comms help. The board welcomed this award and commented that it reassures them that ALT are doing well.

The annual open call received 49 EOIS and recruited 10 new members through the process. The engagement is continuing.

#### Risk and Operations

The board discussed achieved milestones and Maren notes that they have made fantastic progress in staffing. ALT are also on track to come to the end of the financial year with the launch of the ethical framework and online AGM.

The overall financial risk in the current year has decreased thanks to our good financial performance. The greatest risk continues to be to senior staffing, until the COO is in place and staffing absences due to illness.

Outcome: Board reviews and approves risk management and register.

With regards to the operations plan there were some items that have not been able to be completed due to staff illness but wellbeing is the priority and there has still been acceptable progress.

There have been no GDPR related incidents since the last report. GDPR will be handed over to Kerry on her start but overall ALT is on track in this important area.

Membership Services

### **2021 Learning Technologist of the Year Awards - Chair: David White**

The Awards selection process has now been completed and preparations are underway to launch the Awards Showcase ahead of the Ceremony which will take place as the finale of this year's Winter Conference.

### **ALT Assembly - Chair: David White**

Dave provided a verbal update from the member assembly meeting and the board reflected on ideas for bringing together activities from groups within ALT in 2022 given the increase in scale of those activities.

### **Accreditation and professional recognition**

We are continuing to await a response from SEDA. ..

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

Events

Having reviewed the responses and considered the needs of the OER22 Conference and associated risks, the board approved the GO-GN network as the Co-Chair Team for 2022 on the basis that they bring global reach to a conference which usually attracts a large number of international delegates, that they bring more research expertise to the peer review process and that they have a strong track record of engaging with the conference.

### **ALT Conferences 2022**

OER22 will be the first event with an in person element and will take place in London, at a venue with whom we have an existing relationship. The Conference will have a one day in person programme with capped participant

numbers and a two day online programme. The ALT Annual Conference will take place in person in Manchester in September 2022. One of the key areas of responsibility for our new COO and Events Manager will be to design a new blended approach to delivering ALT's events that delivers a great experience for participants as well as the necessary income streams. The board notes that it is important to start coming up with sustainable funding options for these given the new hybrid formats.

## Research & Policy

### **ALT Annual Survey**

The ALT survey is now ready for testing ahead of its launch in early December.

Action: Board to test the Annual Survey and give feedback to Maren.

Action: Board to help promote survey on it's release

### **Supporting action for Open Textbooks and Open Education**

Maren thanks the board for their input on the statement and notes that this was published in early November.

### **Blog editor appointments**

The board is asked to review the members shortlisted by the team to join the Editorial team.

Outcome: The board approves the appointment of Karen Barden, Rachel Heyes and Tom Pieroni to the Blog Editorial Team.

## Projects

### **The Future of Learning**

Maren outlines points from her debrief from ITN Productions and the he board provided input to future collaboration, noting that involvement is at no financial cost to ALT and the benefit is high production value films to use for a variety of purposes.

## 6. Financial Report

Shonagh Douglas presented this report 1 July - 31 October 2021, and provides this year's second update on ALT's financial position and the progress we are making to achieve our aims for the year. This Report included the following recommendations:

- Formally note that the Annual Return has been submitted to the Charity Commission;
- Review and formally note the current financial position.

Our financial aim for the next 18 months is to return the charity to generating a surplus. We will achieve this by increasing revenue gradually, whilst managing expenditure. We aim to only make a small loss in 2021 and return to generating a surplus in 2022, which can be used to replenish the reserves needed during the crisis in 2020.

In the current financial year, ALT is making steady progress and we are expecting to meet the financial targets for the year end. There was a £10,000 deficit this year (needed from reserves) compared to £60,000 last year so this is a much improved position.

Outcome: The board formally notes the current financial position.

## 7. Staffing Report (confidential item)

Maren Deepwell presented a Staffing update focusing on reviewing the measures put into place a year ago and planning for the year ahead.

## 8. Events Report (from E-J Brazier)

The report covered the period between June 2021 and October 2021 which included the delivery of ALT's Annual Conference and looked forward to the Online Winter Conference and planning for OER22.

Trustees are invited to:

- Review and discuss the report regarding the Annual Conference
- Note the actions listed for the Winter Conference
- Note the actions listed for OER22

Action: Board to help promote registration for the Online Winter Conference via networks.

The board reflected on cost and charges for online events as ALT has never run an online conference in this format but had the highest number of paying attendees to their conference this year. Feedback indicated that those who attended felt this was good value for money. It was noted that Emma-Jane did great work on the online conference that included social elements.

Action: Helen to send email to Emma-Jane reflecting on the board's discussion.

## 9. Membership and CMALT Report (from D Baff)

This report covered June - October 2021 and the Board noted it overall. Specifically the Board noted the following points:

- retention and recruitment membership numbers for the period Feb - October 2021 and the diversity of organisations joining with organisations from higher education to healthcare
- the CMALT Update
- establish the new Anti-racism and Learning Technology SIG.
- the Open Digital Badge report.

Outcome: The board formally approved the new Anti-racism and Learning Technology special interest group.

## 10. AOB

None.

## Close of meeting

Next meeting: next meeting 17 February 2022, hopefully a hybrid meeting.