



Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

Thursday, 15th June 2023. The meeting was held online.

Welcome, attendance and apologies

Chair: Helen O'Sullivan

Present: Shonagh Douglas, Maren Deepwell, Billy Smith, Natalie Lafferty, Kerry Pinny, Elizabeth Charles, Puiyin Wong, Peter Bryant, Keith Smyth.

Apologies: David White, Sharon Flynn and David Hopkins

Late arrivals: Elizabeth Charles 10am, Keith Smyth 10.10am, Nicola Cadwallader 10.20am

Early Leavers: Peter Bryant 10.15am

1. Welcome, attendance, Apologies and introductions

Helen welcomes the board and is delighted to introduce Billy Smith the new CEO. Billy introduces himself and expresses his excitement about his appointment. Billy then briefly presents the CEO transition, outlining the plan through to October 2023. Billy extends his thanks to Maren for creating such a thorough plan.

2. Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 16th February 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 - with the exception of the update around the EDI Plan which was noted.

4. Chief Executives Report

Maren Deepwell presents her final CEO report covering the period February 2023 - June 2023, the board noted this overall.

| | |
|--|---|
| <p>Strategic progress and Roadmap 2023</p> | <p>In the first quarter of this year, we have made significant progress and we have reviewed our operational and strategic plans, and updated ALT's roadmap for 2023. At Board level, we set the direction for the year ahead, successfully implementing this year's roadmap and budget, which aims to generate a surplus for this financial year.</p> <p>Senior Staff have successfully led the recruitment of new staff, overseen the launch of new membership fees and the CMALT pilot for in-house accreditation. Meanwhile the whole staff team contributed to the launch of our hybrid events programme.</p> <p>Now that we are in quarter two, our focus has shifted to the Annual Report and Accounts, the CEO transition, important new initiatives around CMALT and the Annual Conference. The annual conference will bring a lot of projects to a larger audience and allow us to celebrate these. ALT is very busy at the moment and going from strength to strength.</p> <p>Outcome: Board notes this update on strategic progress.</p> <p>CMALT in-house accreditation pilot</p> <p>ALT's overall aim is to enable Member Organisations to accredit CMALT internally and help meet the increasing demand across the sector for professional recognition via Associate CMALT and CMALT pathways.</p> <p>There has been a 3 month consultation period which has been helpful and we have listened to members about what they want to get out of the scheme. The pilot group has been very committed to helping us make this work which has been excellent.</p> <p>From June onwards, we aim to progress this initiative in two main ways: firstly, the monthly meetings with the pilot group will continue and focus on supporting candidates. This relates to the work we have planned as part of the CMALT course development which the pilot</p> |
|--|---|

| | |
|-------------------|---|
| | <p>group can start to inform. Quality assurance and assistance has been a big focus within the group.</p> <p>The second strand of the work will focus on translating the input from the pilot group into an operational model for piloting the scheme, outlining the financial and practical elements of the process. The Annual Conference will provide an opportunity to share interim findings from the pilot.</p> |
| <p>Governance</p> | <p>AGM2023</p> <p>The 2023 Annual General Meeting, will be held in person and online at ALT Annual Conference, 6 September 2023, Warwick, UK. All Members are encouraged to attend and the AGM is also open to guests and observers. The business of the Annual General Meeting will include:</p> <ul style="list-style-type: none"> ● appointments/election of Trustees; ● approval of accounts and report; ● decisions on any resolutions. <p>The Agenda for the AGM will be issued at least two weeks prior to the meeting. All papers and related information will be published online.</p> <p>Any resolutions for consideration at the AGM should be marked “AGM” and sent to arrive by 9 July 2023. Items may be submitted to Maren Deepwell, Chief Executive, ceo@alt.ac.uk .</p> <p>Trustee turnover 2023</p> <p>Two Trustees are coming to the end of their term this year: Peter Bryant and Elizabeth Charles will be stepping down at the AGM in September.</p> <p>ALT are happy to confirm that David White will continue to serve as President of ALT, after his initial three year term and that Helen O’Sullivan will continue to serve as Chair, also after her initial three year term. Trustees can serve up to a maximum of six years.</p> <p>There will be no Trustee elections this year, as we do not have any vacancies for elected Trustees.</p> <p>The Board has scope to appoint up to 2 new Trustees, as there are currently 3 appointed Trustees (out of a max. 5). However, given the current leadership transition and the imminent appointment of a new CEO, the Board will have a clearer sense of where expertise is needed, i.e. from different sectors incl. FE or schools or relating to strategic</p> |

priorities like EDI or apprenticeships once the new CEO is in post.

Note: The Board agreed to this plan at GPC in April and will keep Trustee recruitment under review.

Outcome: the board notes this update

Peter Bryant has come to the end of his elected term, Helen proposes that he steps down as elected and ALT appoint him for another year, there is precedence for this and Peter's expertise would be helpful to ALT.

Outcome: The board agrees with this appointment with no exceptions.

Ongoing governance actions

Following on from the review of all our governance last year, we are continuing to progress a number of actions:

- **Current MOUs and partnerships**
- **EDI Plan Implementation:**

Action: Trustees to let Maren know if they would like to take a lead on EDI at Board level, working closely with staff on monitoring and reporting progress.

Honorary Life Membership

ALT awards Honorary Life Membership to individuals whom we believe have made an outstanding and sustained contribution to the advancement of ALT's aims for the development of Learning Technology in a regional, national, or international context, through research, practice, policy-development, leadership, or a combination of these.

Action: Trustees to help promote the call which remains open until 30 June 2023.

Outcome: The board approves the updated process

| | |
|--|---|
| <p>Strategic membership developments</p> | <p>Annual Survey</p> <p>The Annual Survey closed on 5 February 2023. Two reports from the survey have been published and shared with Members. Maren extends thanks for Puiyin for help with promoting the Annual Survey.</p> <p>Apprenticeship Standard</p> <p>ALT are proud to have announced the first apprenticeship standard that they endorse. This is an important strategic and commercial opportunity for ALT, which will be a focus for us from autumn onwards as we develop the endpoint assessment links to Associate CMALT and define the revenue model with providers. There are new risks related to this initiative, particularly ensuring the quality of the end point assessment, which we will need to carefully monitor.</p> |
| <p>Research and Policy</p> | <p>Higher Education Commission: Blended Learning [Confidential item]</p> <p>Outcome: Board formally noted the appointment to the commission.</p> <p>Development of a digital transformation framework for higher education</p> <p>ALT is part of Jisc’s working group for supporting the co-creation of the Jisc maturity model for digital transformation. Members of ALT who would like to also join the working group and input into the co-creation of the model are most welcome.</p> <p>Action: Trustees to review the draft and send any feedback to Maren by 30th June</p> <p>Outcome: the board noted this update</p> <p>Research in Learning Technology</p> <p>Journal editors are collaborating with Members on two articles celebrating ALT’s 30th anniversary. The journal continues to attract excellent numbers of submissions. In April for example we have had:</p> <ul style="list-style-type: none"> ● New submissions: 11 ● Published papers: 5 ● Papers in production: 5 <p>So far we have seen 13 articles published to date for 2023.</p> |

| | |
|--|---|
| | <p>Strategic Projects</p> <p><u>TNC</u></p> <p>On behalf of ALT Maren attended the first national dissemination conference of the Towards a National Collection project, in which ALT has a small role. ALT is part of the discovery project: Our Heritage. Our Stories. Maren encourages trustees to look at the project as it is a fantastic initiative and really inspiring.</p> <p><u>AmplifyFE</u></p> <p>In March ALT successfully submitted the year end Project Report. This was accepted and signed off by the funder in early April.</p> <p>During April ALT has continued to make great progress on the projects. Our major focus for April has been planning for year 3, alongside organising attendance at the SEG conference in May and BLC in July as well as scoping the research work on the Insights report.</p> |
|--|---|

Outcome: Board thanks Maren again for her commitment to ALT and the position that she leaves it in.

5. Financial Report and Audit 2022/23

The Board extends a welcome to Nicola Cadwallader the financial Auditor for ALT.

Shonagh Douglas and Maren presented the finance report covering 01 Feb 2022 to 31 Jan 2023. This Report included the following recommendations:

- Approve the draft Annual Report and Accounts
- Review and formally note Q1 position

Annual Report and Audit Year End 2023

ALT are on track to complete the year end process and formal full audit on the same timescale as we did last year. The board has opted for a full audit for the year ending 31 January 2023.

The audit process has been completed smoothly this year, and this reflects the robustness of the systems and processes ALT have in place. With input from the auditor’s Management Points letter we have been able to identify two areas in which we can further improve the way we work: a detailed reconciliation of deferred income is made prior to each year end.

This reconciliation will now be made twice in the year going forward. Although debt chasing is performed regularly throughout the year, some invoices raised in Nov-Jan (Q4) relate to membership renewals close to the financial year end. A provision for bad debts will be included in the year end JEs going forward.

We note our thanks to all involved in the audit process this year, especially Jane Frankel, who has carried out the majority of the work.

Outcome: The present trustees approve the audit report with no exceptions.

Action: Maren to email trustees not present to get formal approval.

Overall Financial Position

Overall ALT are on track to meet financial targets for the year. As the outturn report by department shows, the events department has significantly improved in Q1 with a very healthy OER23 conference income , generating £25k in income (in comparison to £17k the previous year).

Outcome: Board notes the overall financial position.

6. Operations Report including Events Reporting

Kerry Pinny presented the operations report covering the period February 2023 - April 2023. The report contained the following recommendations:

- Note operational progress at the end of the quarter.
- Formally note the revised website update completion date.
- Note confidential staffing update.
- Note the Operations Strategic Update.

The board noted this overall.

7. Membership and CMALT Report

The membership report covered the period February 2023 - April 2023, the board noted this overall, it contained the following recommendations:

- Note that increased fees have been well received.
- Note a new recruitment initiative for organisations in progress targeting upper band HEIs who are not current members.

8. Annual Conference and Events Report

Maren Deepwell presented the Annual Conference and Events Report covering the period March 2023 - June 2023. It contained the following recommendations to the board:

- Review the OER23 update and note the successful delivery of the event.
- Review EOI for OER24 Co-Chairs and recommendation to select MTU as host institution and Co-Chairs.
- Note progress on the Annual Conference.

OER24: appointment of co-chairs [Confidential item]

Annual Conference

The 2023 Annual Conference will be held in the new Oculus Building at the University of Warwick on 5-7th September, with the annual gala dinner and awards taking place on the second evening. This year's conference theme, "Looking through the digital lens: 30 years of Leading People, Digital and Culture", will celebrate our 30th anniversary and the phenomenal changes in the sector over this time.

Accessibility is a priority for this year's event and we have convened a sub-group of the conference committee to provide guidance on this.

Action: Trustees to promote the annual conference via their networks

Outcome: the board notes the progress on the annual conference.

9. Annual Trustee Appraisal Process

As part of ALT's commitment to good governance, Trustees are encouraged to complete a reflective self-assessment to review their performance as a Trustee.

Individual Trustees and the Chair of the Board usually meet to discuss the outcome of the review and to identify any actions that need to be taken.

Appointed Trustees, including the Chair, Treasurer and President, are required to undertake the review annually.

Action: Trustees are encouraged to complete the self-assessment form by the end of June

10. Celebrating 30 years of ALT

As ALT approaches 30 years there has been a push to think of different ways to celebrate. Maren presents some concepts but opens the floor to other options from the board. There will be a big splash at the conference. Trustees make the following comments:

- Are there any members who have been there for 30 years? Could we profile them?
- An Illustrator?
- Mindful that we want to do more than a looking back exercise.
- Getting some new members to comment on what attracted them to join ALT or what they hope to achieve with their membership.

Action: Trustees to let Maren know if they have any further ideas for celebrating ALT at 30.

11. AOB

No other business.

Close of meeting

Next meeting: 16th November 2023