Approved Minutes from the 20 June 2014 Meeting of the ALT

Central Executive Committee/Trustees

1 Attendance and apologies

<u>Trustees present</u>: Haydn Blackey (HB) – Honorary Treasurer, Claire Donlan (CD) – President, Diana Laurillard (DL) – Chair, Sarah Sherman (SS) – Honorary Secretary, Doug Gowan (DG) – Vice-Chair.

<u>ALT Staff in attendance</u>: Martin Hawksey (MH), Maren Deepwell (MD)

<u>Apologies from</u>: Alastair Clark (AC), James Clay (JC), Shirley Evans (SE), Matt Lingard (ML), Vanessa Pittard (VP).

2 Any other Business

None.

3 Minutes of the Central Executive Committee Meeting held on 20 February 2014.

These were approved as accurate and signed by the Chair.

4 Review of the action and matters arising report

Trustees discussed a paper (66-04) containing the Matters Arising Report. They noted the format of the report. Trustees reviewed all actions from the last meeting, which were mostly completed or dealt with elsewhere on the agenda. Actions not yet completed will be carried forward in the matters arising report to the next meeting.

5 ETAG and policy developments

Trustees discussed the recent Government response to the FELTAG recommendations and how the Association may support its members and the wider community across the FE system.

DL led a discussion and update in relation to the work of ETAG, the Education Technology Action Group. MD reported on the work of the group while DL updated Trustees on the related member survey and forthcoming analysis.

Action: Trustees noted their thanks to ALT Ambassador Bob Harrison for his input in this area.

6 Online operations and membership report including a brief report on ocTEL

Trustees received two reports (66-06a,b) for this item. MD presented the Membership figures and MH led on online operations and ocTEL. Overall, Trustees noted that membership figures look positive overall, with recruitment continuing strong and a recruitment drive planned for the summer and early autumn. Trustees noted that merging of FE colleges in particular has had an impact on membership figures.

The online operations report showed traffic to ALT sites overall is up in comparison to this time last year. @A_L_T has reached 5000+ followers on Twitter. Trustees further noted that a critical incident took place as the website on the launch day of ocTEL became unavailable for a few hours. MH recorded his thanks to Positive Internet who were very responsive and helped to get the site back up and running quickly.

ocTEL:

Report from MH. ocTEL had 1000+ registrations from across sectors and created a comparable amount of activity to last year. Experimentation with digital badges, may lead? to ALT becoming a Mozilla Open Badge issuer. Live sessions attracted very good audiences throughout. Initial feedback has been very positive. Further analysis and evaluation will follow. Trustees and MD recorded their thanks to the staff team, volunteers and MH in particular for leading ocTEL and its successful run in 2014.

7 Finance

7.1 Annual account and report
HB introduced the near-final draft (66-07a) of the annual accounts and annual report. HB reported that ALT has achieved an overall positive outcome for the last financial year, taking into account £32,500 of outgoing unrestricted funds from the OLP bequest. While projects supported the overall work of the Association, the unrestricted funds have performed in line with expectations. HB noted that the auditors have concluded their work and have identified no causes for concern. HB also noted his and Trustees thanks to MD and team for managing the last financial year successfully.

Action: MD to send invites to trustees who are not present to raise any questions;
Action: Trustees approved the draft accounts and delegate to GPC final approval of final accounts and signing of letter of recommendation.

7.2 Quarter 1 reports for 2014/15
HB also presented reports (66-07b) for the first quarter of the current financial year. The reports were generated by the new financial systems and follow a similar format to previous reports. HB noted that overall financial operations proceeded in line with expectations in quarter 1.

8 Confidential: Trustee working group

9 Chief Executive's Report

MD presented the Chief Executive's report (66-09), which was noted overall with the following items and recommendations separately discussed:

1.1 Research strategy: Trustees approved the updated version of the Research Strategy and agreed to have a focus on research and impact at the October meeting of all operational committees. Action: MD to progress;

1.2 Survey about Learning Technology: Trustees approved the approach outlined and SS volunteered to work with ALT staff to update the existing survey accordingly. Action: MD to seek additional volunteer and progress;

2.1 ILTA MOU: CD volunteered to join the ILTA Steering Group;

5 Confidential: Ambassadors

9.2 Confidential: Team restructure

Trustees also discussed the updated from MD and ML on Research in Learning Technology and look forward to receiving a report on further developments at the next meeting. Also considered was progress made in relation to projects and Trustees

suggested a brief additional report per project including learning points and how it has contributed to ALT's overall aims to be introduced.

Action: MD to lead initially on new project reports.

The risk register and management of risks was reviewed and approved by Trustees.

10 Annual conference

Trustees reviewed a progress report of the annual conference with comments from MD and MH. It was noted that there is good progress across all areas and that there are currently no issues to be addressed.

Confidential: Co-Chairs for 2015 annual conference

11 Operational Committees

The Chairs of Operational Committees provided individual updates from their recent meetings as follows:

11.1 Communication and Publications Committee – met 7/5/2014

Trustees noted ML's earlier report and the minutes from the meeting, in particular the discussion of research within the committee's remit.

11.2 Further Education Committee – met 6/6/2014

Trustees noted the active engagement of the committee in the recent ETAG work and related activities including FE day at the annual conference. The minutes were noted without further comment.

11.3 Membership Development Committee – met 7/6/2014

Trustees noted the minutes of the meeting and in particular progress made by the newly established working groups. Trustees formally noted their thanks to SE for her leadership and engagement with the committee during her tenure as chair and further noted the need for appointing a new chair for the committee at the convening meeting.

Action: Trustees to appoint chair at the convening meeting.
Action: MD to ensure the updated research strategy is circulated to all operational committees.

12 Trustee elections and AGM

A short report was presented by MD to update Trustees on upcoming elections and preparations for the AGM. Trustees also discussed the updating of the current rule regarding attendance at Central Executive Meetings to reflect engagement that takes place in other ways. Trustees agreed that in the first instance, active engagement with the work of a relevant committee should be considered in addition to attendance at meetings when reviewing participation of an individual Trustee or member.

13 Any other business

None was identified at the start of the meeting.

14 Dates of next meetings

Trustees noted upcoming dates: 20 November 2014 (London), 19 February 2015 (tbc). The convening meeting will take place following the AGM on Tuesday, 2 September at the University of Warwick.

At the close of the meeting Trustees formally noted their thanks to Diana Laurillard at this, the last face to face meeting, prior to the handover of the Chair role.

Written by Maren Deepwell 30/6/2014. Reviewed by Diana Laurillard 4/7/2014