



Central Executive

Minutes

Approved minutes from the meeting on Thursday, 19th November 2015.

1 Welcome and apologies

Chairs: Fiona Harvey

Present: Daniel Clark, Doug Gowan, Matt Lingard, Sarah Sherman, Malcolm Ryan, Sheila MacNeill, Shirley Evans, Maren Deepwell. Guest: Anna Davidge

Apologies received from: Alastair Clark, James Clay, Neil Morris, Martin Weller, Martin Hawksey.

2 Any other business

One item of other business was added to the agenda: discussion of activities undertaken by Trustees in the role/representing the Association.

3 Minutes

The minutes from the last meeting in June were reviewed and approved as accurate. Trustees also noted that the minutes from the AGM and convening meeting have been published.

4 Matters arising

The report was reviewed and it was noted that all matters arising had either been completed or are dealt with on the agenda.

5 Conference and events report

Trustees noted the conference and events report compiled by Anna Davidge. In particular, Trustees noted the following points in relation to this year's Annual Conference:

Number of submissions: Increased from ~120 in the previous 2 years to 191 in total, in increase of 59%;

Academic programme: In response we had to increase the number of parallel strands. The improvement to the review process the Co-Chairs made was reflected in the quality of the academic programme which received a lot of positive feedback;

Policy engagement: The BIS led policy briefing (now on the ALT YouTube channel) and strong coverage of the FELTAG SIG open session by FE Week has led to increased sign ups to the SIG and provided a strong sign of support for our policy work;

Number of participants: In 2014 we had 431 registered participants, this year we recorded 511, with 351 participants attending all 3 days and 160 attending one or more days (increasing from 317 and 114

respectively). This is the first time in 3 years that the number of participants has increased overall;

Community engagement: We opened the conference platform far in advance of the conference and ran new initiatives including a Community Choice Award as part of the Learning Technologist of the Year Awards generating hundreds of votes and a new #altc game which engaged the many participants and exhibitors. The record number of tweets generated (15k+) and the growing list of #altc blog posts are only two additional indicators of the engagement we have generated;

5 to 500: More is not always better. The increases in themselves do not reflect the success of this year's conference. In fact, we have only been able to deliver on our aims with 1 member of staff for each 100+ participants because of the literally hundreds of ALT members who have contributed their time and effort. This is reflected in the conference evaluation where 92.6% of respondents reported that help during the conference was good/excellent and 93.5% reported that the pre-conference administration was good/excellent;

Support: The commitment our community has shown from submitting, reviewing and delivering papers, to shaping the social programme, supporting the conference by participation, exhibiting or sponsorship and by their active engagement over the three days and beyond is what counts for us;

...300 more and counting: We have welcomed over 300 new members since 1 June, many of whom joined in conjunction with the conference.

Trustees further discussed a small number of complaints regarding catering that had been dealt with, feedback and ideas for future conference and online delivery. Trustees noted their thanks to all members involved in the conference and the whole staff team in particular Anna Davidge for whom it was the first conference as ALT's Events Manager.

6 Chief Executive's report

MD presented her report to Trustees and there was particular discussed of the following recommendations:

Item	Recommendation
3 Code of Practice for Trustees	The Code of Practice for Trustees is out of date and requires review. Trustees discussed attendance at meeting and related issued. What is needed is a brief review of the information and associated links which need to reflect the current strategy and CIO transition and secondly for each Trustee to individually audit their practice against the code <u>Recommendation:</u> Trustees agreed approach and timeline for updating their Code of Practice by February led by DG, FH, SMcN.
5 OBU Contracts	ALT's Chair, Vice-Chair and Hon. Treasurer have worked with MD to negotiate new contract (Licence to Occupy) with the same financial terms & support services. <u>Recommendation:</u> Trustee formally noted the new Licences to Occupy <u>Recommendation:</u> Trustees noted that FH and MD are in liaison with the university to agree a new arrangement for HR contracts and that this is reflected in the risk register.
6 Scotland Policy Board	The Policy Board took place in Glasgow hosted by the SQA on Monday, 16 November. Key topics for discussion alongside the usual updates from sector bodies include ALT's response to the consultation on the Digital Learning and Teaching Strategy for Scotland and developments related to the Open Scotland Declaration. <u>Recommendation:</u> Trustees (SMcN) agreed to provide input to Scotland Government consultation on Digital Learning and Teaching Strategy for Scotland , closing date 17 Dec

	Trustees also had an informal discussion of related policy matters including the recent green paper.
9 Open policy/Jorum	Jisc tentatively agreed to contribute to an open webinar about the future of jorum and related topics following the update about jorum it has recently published and circulated to the ALT Open Education SIG <u>Recommendation:</u> It was noted that AC has taken a lead on the Jorum webinar for Trustees.
10 Heads of eLearning Forum	HELF met in Oxford on 11 November and MD was invited to attend and provide a brief update on ALT. Following the meeting MD has offered ALT support to the forum. <u>Recommendation:</u> Trustees noted this development.
13 Operational plan	The plan was reviewed at the end of Q3. At this time of year the main focus of the review is to determine which, if any, activities will not be completed or on track as planned by year end and to prioritise income generating activities and planning in the coming months. The expanded events programme now includes the online Winter Conference, oer16 and more webinars has increased workload significantly and means that despite the relatively small scale of project work currently undertaken the level of activity is high. The overview of the plan gives a clear sense of progress. It also shows that project delivery and membership are key areas of activity in the coming months up to the year end. <u>Recommendation:</u> Trustees noted progress as shown in the plan in particular the achievement of the staff team delivering this.
14 Managing risk	In accordance with the risk management strategy the risk register has been reviewed and updated for Q3. <u>Recommendation:</u> Trustees formally noted review of risk register and the actions taken to manage risks. <u>Recommendation:</u> Trustees who have contacts/relationships to provide input to sponsoring membership communications.
15 Membership Manager	The recruitment process for a new Membership Manager is underway. Since the departure of Liz Wyatt in July this area has been covered by MD with significant support from Tom Palmer, currently the Support Officer. As usual we will review the staffing structure at the end of the financial year by which time we anticipate to have completed the recruitment process for the role. While we have been significantly understaffed in this area for 3+ months and it is important to note that all members of staff have had additional workload in order to cover that, in particular senior staff. MD has given staff thanks and positive feedback for their extra effort. <u>Recommendation:</u> Trustees noted progress in the recruitment for a new Membership Manager.
16 Annual Appraisals	We have agreed to change the time of conducting the annual appraisal process for all staff from December to February, to coincide with the end of the financial and operational year. Staff have welcomed this change. <u>Recommendation:</u> Trustees approved the change for annual appraisals to be carried out in February.

18 ALT Ambassadors	The transition to CIO status provides a good opportunity for us to review arrangements for Ambassadors of ALT including their appointment and role. The current Ambassadors are Terry Mayes, Wendy Hall, Dick Moore, Joe Wilson and Bob Harrison. <u>Recommendation:</u> Trustees SS and SE volunteered to work with MD to update the ALT Ambassador policy.
19 Blended Learning Essentials	The consortium led by the IOE/UCL successfully secured the project and ALT is a lead partner. We lead on 2 work packages: marketing and paths to credit). Led by MD this work has made good progress and we have delivered all milestones on time and on budget with a view the securing additional income for additional work delivered. Key success for ALT is a CMALT pilot group for all participants (currently 12k+ have registered) and mapping of BLE to CMALT and ALT's prominent placement on all course materials and the Futurelearn platform. <u>Recommendation:</u> Trustees noted progress and CMALT pilot.

7 Financial report

DC presented his first report to Trustees focused on financial reports up to 31 October 2015, the end of Q3 of the current financial year including the transition to CIO status. Trustees then discussed: the overall report and its recommendations and the forecast for Q4. As noted under Matters Arising, Trustees agreed to find and appoint new financial advisors/accountants to provide advice throughout the transition and in the run up to the end of the financial year.

The report showed that ALT is currently in a good position with membership and events income performing strongly and savings being made in other areas. The financial strategy and budget for this year set out that min of 12% of the Association's income would be generated via externally funded projects. As the figures show we have only achieved a minimal income to date, with an expectation to achieve 3.5% by the end of the year. However, this also means that we will have achieved our overall aim of meeting all of our core costs via core income from membership and events a year earlier than planned, which is a very important achievement and puts us into a better position for next year. The forecast set out the year end position as £13,250 in deficit or £450 in deficit once the reserves that have been invested during the year are taken into account. Considering that the budgeted for deficit was £8,050 and the more rapid transition to core income streams over the past 9 months, this will be a very good position for the Association to achieve.

Recommendation: Trustees approved the process and timeline for appointing auditors. CD and MD to lead.

Recommendation: Trustees noted the overall report and the positive financial position with a view to review the financial strategy and budget as planned in early 2016.

8 Operational Committees

Committee for Membership Development

Trustees had a report of the recent meeting from SS with the following key points:

ALT approaching 2000 members, and 300 Certified members; organisational members retained at rate of 80% for Qs. 1 & 2 with good progress in Qs.3 & 4. The committee discussed longer-term trends in membership numbers. SS will lead review of individual membership terminology.

New Members Group policy approved by Trustees in June coming slowly into effect. Proposals received for new Members Groups: ALT Northern Ireland; ALT West Midlands. Winter Conference promotion; the Chair called for committee involvement.

The Committee noted the potential for better communication among ALT Operational Committees. KG asked for links to other committees' minutes to be circulated. [Subsequently agreed by all committees at the joint meeting]

Recommendation: Trustees welcomed overall progress and will review recommendations regarding individual member terminology in February.

Committee for Communication and Publications

Trustees had a report of the recent meeting on behalf NM with the following recommendations:

To recruit an additional editor for the Journal using the existing shortlist of editors who noted interest.

Recommendation: Trustees approved the appointment of a third editor.

To recruit an additional editors for the #ALTC Blog.

Recommendation: Trustees noted the work of the existing editorial team and noted their thanks in particular to Anne Hole for leading the blog so well. Trustees welcomed the recommendation to provide further capacity in the editorial team.

The Committee approved the new Journal Strategy.

Recommendation: Trustees approved the journal strategy for publication.

Committee for Further Education and cross-sector engagement

Trustees had a report of the recent meeting on behalf JC with the following items being discussed:

The work and remit of the FELTAG Special Interest Group, which has attracted many members;

The work of James Clay in particular during the Annual Conference and FE participation at the event;

Impact of ALT's response of the consultation on the Digital Economy.

Recommendation: Trustees noted that no new Vice-Chair had as yet been appointed and recommended that this is reviewed before the next meeting.

9 Communication and website report

Trustees discussed that over the last year progress has been made in a number of areas with regards to ALT communications and it's websites. Highlights include: the ALT main site has been themed and optimized for mobile use; a new infrastructure that enables the rapid deployment of ALT mini-sites including a single-sign-on solution; and the evolution of a social media strategy aligned to maximising impact with limited resource. Other more recent developments:

- Greater exposure of the @A_L_T account and brand during the Annual Conference
- #altc hashtag trends globally and has a record 15k tweets during the ALT Annual Conference
- Integration of main ALT logins and dedicated conference site
- Seamless migrations of ALT Online Newsletter to #ALTC Blog
- Greater brand consistency and infrastructure for hosting ALT mini-sites

Trustees noted their thanks to all ALT staff for incorporating communication more strongly into all activities and in particular to Martin Hawksey for leading much of the work in this area. Trustees further noted the contribution of Rich Goodman and Lorna Campbell tweeting for ALT during the Annual Conference.

Recommendation: Trustees were in particular interested in the application of event calendar functions for the ALT Winter Conference and suggested further that one aspect of conference delivery that could be developed is access/collation of presentation materials from presenters.

10 Strategy

This report focused on the current strategy and this year's Annual Survey. Following on from a joint session at the recent meeting of Operational Committees where we reviewed progress made in delivering the strategy and priorities for the coming year, Trustees:

1. Reflected on the presentation charting progress and priorities and related update report to Members which is due to be published with the Annual Survey;
2. Provided quotes for the announcements;

Trustees welcomed the update to members and noted that it highlights the strong process made by the membership working with staff to achieve ALT's strategic aims and put values into practice.

Recommendation: Trustees to provide feedback and quotes on the survey and report by 26 Nov;

Recommendation: Update to be proof-read and finalised before publication on 1 Dec.

Recommendation: Trustees discussed how dissemination of survey data could be improved and suggested producing an infographic of 2016/15 comparative data to be published together with the survey, report and summary.

11 AOB

Trustees had a brief discussion of the activities undertaken as part of their role/representing the Association at external events.

Recommendation: For all Trustees to update the shared list of activities.

12 Dates of forthcoming meetings

Trustees reviewed the proposed dates of meeting in 2016 (25/2, 16/6, 17/11) and agreed to review these.

Recommendation: For MD to circulate options.

13 Close of meeting

Minutes written by: MD / 19 Nov 2015

Reviewed by: FH / 24 Nov 2015