



Central Executive Committee (CIO)

Minutes

Minutes from the meeting on 23 May 2019 hosted by Trustee Daniel Clark at BPP Business School in Birmingham.

1 Welcome and apologies

Sheila MacNeill (SMN)

Present: Daniel Clark (DC), Peter Bryant (PB), Nicola Cadwallader (NC) (ALT's Auditor), Lorna Campbell (LC), Sarah Sherman (SS), Maren Deepwell (MD) (ALT), Martin Hawksey (MH) (ALT)

Apologies received from: Elizabeth Charles (EC), Martin Weller (MW)

2 Strategic updates from Trustees

Strategic updates from Trustees including representing ALT, new developments relating to ALT or trends/changes that we have noticed (5 min each). These informal updates are not minuted.

3 Any other business

Other business was added to the agenda including a confidential item in which Trustees received a final report from the Chair of ALT regarding the outcome of a complaint.

4 Approve the Minutes

Trustee reviewed the Minutes from the previous meeting and noted on change to the wording to item 5. Trustees then approved them as an accurate record.

Recommendation: Trustees approved the minutes.

5 Matters arising from the last meeting

Matters arising from the last meeting were reviewed. All actions were either completed or are on the agenda for this meeting.

6 Senior Staff Report

MD and MH reporting jointly. Noted that during this period there have been a number of activities promoting equality in learning technology. SS reported that she is on a UCISA and happy to distribute slides. MD highlighted ALT's involvement in Government's new EdTech strategy. Currently unclear who is within the Government for who is responsible for leadership group appointments resulting in a delay. Trustees also discussed the broader issue of equality and gender equality

specifically in relation to the new findings from ALT's Annual Survey. Also reported were progress on this year's Student Maker competition for the Learning Technologist of the Year Awards and ALT's participation at the Creative Commons Global Summit. Noted at the CC Summit contact was made with Greg Gay who is a [US accessibility expert](#). Linking to the FHE DAWG work we are planning on inviting them to an ALT webinar to promote their work on an Accessibility MOOC. SS recommended Shina Vabulus as a potential future speaker in this area. PB noted happy to share research around accessibility of online exams.

Recommendation: Trustees noted recent developments in strategy and policy liaison.

MH and MD then reported on overall progress made over the past few months, showing that operations are in track. Trustees also reviewed the risk management and risk register specifically which risks have increased and decreased over this period.

Recommendation: Trustees formally noted the updated risk register and the actions taken to mitigate the risks identified.

MH reported on GDPR. There have been no incidents to report in this period but ALT continues to develop and recently completed a Data Protection Impact Assessment for the occasional processing of event data.

Recommendation: Trustees reviewed progress on GDPR processes

7 Financial Report and Annual Accounts

This report covers the period from February 2019 to May, and covers the first quarter of the current financial year. It is being presented alongside the Annual Accounts by ALT's Auditor, Nicola.

NC reported on the successful conclusion of both the interim audit, which was carried out in addition to the full year audit this year, and the year end audit. NC highlighted key points regarding the financial income and expenditure to Board members, including accountancy decisions and requirements for the Charity Commission, including management of reserves. Trustees allocated extra resource this year to carry out the interim audit as part of reviewing ALT's financial operations as a virtual organisation.

The auditor has reported that all recommendations to management at the interim point were addressed and improvements implemented.

The Auditor confirmed that the audit found no issues that would change the opinion on the audit.

The Board noted that ALT's financial strategy produced a stable outturn for the financial year.

DC also presented the financial report for Q1.

Recommendation: Trustees delegated approval of the final Annual Report to go to the AGM to GPC.

Recommendation: Trustees reviewed the outturn report for Q1 and approved the replenishing of the OER19 scholarship fund.

8 Assembly Business

Trustees reviewed business from the ALT Assembly and the [notes from the recent meetings](#) since February. The Assembly meetings have focused on working on new guidance sourced from Members Groups and Special Interest Groups for each other. The Trustees then worked on the final version of the guidance documents for the new CMALT Pathways which are going to be shared with the ALT Assembly at their next meeting in June.

Trustees then had an informal discussion as follows: DC noted that the Senior CMALT eligibility should make clearer that criteria are 'or' rather than 'and'. BA noted that potentially additional support is available to develop ethical considerations. Noted that the guidance will be reviewed by the Assembly at the next meeting in June with the aim to soft launch prior to the Annual Conference. The Board acknowledged that the rewording of the assessment outcomes has been greatly improved. Discussion around being more explicit that the evidence for CMALT doesn't have to be entirely based around your current role and can include related personal interests, volunteer work etc. DC asked if any research has been conducted to explore motivations for doing CMALT.

9 Events Report

This report from Jane Marsh covered the period between February 2019 and May 2019 which includes the OER19 and looks ahead to the 2019 Annual Conference. Trustees were encouraged to play an active role in the promotion of upcoming events using the promotional materials provided. MH reported on the outcome of OER19. The event was very successful in many aspects in terms of engagement and impact. In terms of attendance this has been the most well attended in recent times. Noted that factors that may have contributed to this include the move of OpenEd to November and the GO_GN network hosting a pre-conference gathering.

MD reported on the Annual Conference and preparations are well on schedule. The programme committee is running well and round one of the reviewing has been completed. Working hard to confirm sponsors and exhibitors. Registration is now open. Fees have had to increase by 5% to accommodate for the extra venue costs. The Assembly continues to prove to be very successful and has increased the number of ALT Members Groups that we are able to promote.

Action: Trustees to help promote upcoming events.

10 Governance and Trustee elections

Trustees reviewed plans for the upcoming Annual General Meeting and the election for Trustees. SS to circulate the call to the Roundtable London FE group.

Election Timetable

The elections will be carried out as usual by the Electoral Reform Services.

Nominations close: 10 June

Data to Electoral Reform Services: 28 June

Elections open: 8 July

Elections close: 20 August

Results: 22 August

Appointment process for Vice-Chair

This is the first time ALT is conducting an appointment process for the role of Vice-Chair under the new constitution.

Expressions of Interest close: 10 June

Review of Expressions of Interest: GPC 27 June

Selection process: July

Final decision approved by Board: GPC 15 August

The appointment process will be led by the Chair and President of ALT with involvement from other Trustees and senior staff. The final decision about the appointment is taken by the Board of Trustees, delegated to GPC.

11 AOB

Trustees noted thanks to Sarah Sherman, who is coming to the end of her term as a Trustee in September, wishing her the very best for the future.

12 Dates of next meetings

Next meeting 14 November 2019, location tbc.

Minutes written by: MD/MH - 23 May 2019

Reviewed by: SMN/2 June 2019