



Minutes - Board of Trustees

Minutes

Minutes from the meeting on 14 November, 2019. This was a special meeting and Strategy Day which was attended by staff and the Board of Trustees jointly.

1 Welcome and apologies

Chair: Sheila MacNeill (SMN)

Present: Martin Weller (MW), Daniel Clark (DC), Lorna Campbell (LC), Sharon Flynn (SF), Natalie Lafferty (NL), Bella Abrams (BA), Elizabeth Charles (EC) Maren Deepwell (MD) (ALT), Martin Hawksey (MH) (ALT)

Apologies received from: Peter Bryant, Keith Smyth

Guests: Debbie Baff (DB) (ALT), Jane Frankel (JF) (ALT), Fiona Jones (FJ) (ALT), Jane Southgate (JS) (ALT) Bryan Mathers

2 Strategy 2020-2025: Progress to date

The Board received an update on progress to date from the Chair and Chief Executive on the work since June. SMN reflected on how we have put all of our values into practice (collaboration, participation, independence and openness) and how openness has become more central to who we are and what we do. We value openness and it enables us as a core value to “live” our other values and deliver strategic impact. SMN further highlighted ALT’s commitment to being an open organisation reaches from its governance and leadership to marketing and communications. MD reported on the strategy consultation process including Internal review of operational and financial planning led by ALT staff; Annual Conference consultation with Members at the meeting of the ALT Assembly including all Members Groups and Special Interest Groups and update for Members at the Annual General Meeting; Assembly strategy consultation via the ALT Assembly meetings and suggestion box and coming up, the launch of the Annual Survey and the wider consultation during the Winter Online Conference.

The Board welcomed the progress made with the consultation process and engagement from Members and noted the upcoming actions.

3 Impact Report 2017-2020

Staff members provide updates on impact achieved during the 2017-2020 Strategy Period.

The Board of Trustees then formally noted thanks to all staff for their hard work and dedication.

SMN also stressed the importance of sharing the report with Members and the wider community, including on social media, via Members communication and at the upcoming Online Winter Conference.

Action: MD to lead on the publication of the Impact Report.

4 Strategic visual thinkery

The Board of Trustees then invited Bryan Mathers to facilitate a strategic conversation about what the Learning Technology landscape looks like in 2020 and to discuss ALT's role, working together on the vision for the next strategy 2020-2025.

5 Strategy 2020-2025: mapping what we do

Trustees then undertook a strategic exercise mapping what we do to our professional principles. To conclude the work of the Strategy Day MD presented an update about what's ahead in the strategy consultation process leading up to the launch of the new strategy in February 2020.

In addition to the fortnightly email updates about the strategy, Trustees will also focus on the new strategy at the December and January GPC meetings.

Action: MD to continue to manage the consultation process and the Board of Trustees to provide input as per the project plan.

The Board then focused on the main business on the agenda.

6 Approve the Minutes

Trustees reviewed the Minutes from the previous meeting on 23 May 2019. Trustees then approved them as an accurate record.

7 Matters arising from the last

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

8 Senior Staff Report

MD and MH reported jointly that whilst there is a strong focus on our strategy work at the moment, the report focuses on the period from May to November 2019 - a period in which many milestones were met whilst new staff were being inducted, and strong progress was made in all areas of operations.

Whilst we have already delivered much this year, work for the new CMALT pathways which was delayed earlier this year is now going full steam ahead. Since the launch of Associate and Senior CMALT we have started to accept portfolio submissions and the new CMALT Assessment System is now in BETA operation, the work being led by ourselves working closely with Debbie.

With a fully staffed team since the start of September, we are grateful to see our operations run as we envisaged after a period of change and we are on course to many of the remaining aims set for this final year of the current strategy.

New Trustee guidance from the Charity Commission

The Charity Commission has published a new guide providing guidance for new Trustees. Whilst it is aimed at incoming Trustees, it contains useful information and reminders of the support and guidance available as well as the responsibilities of Trustees.

This guidance has been added to the shared governance documents folder.

Action: Trustees to opt in on an individual basis.

Strategy and policy

Updates from MD, MH and SMN around the strategy and policy work which has recently been conducted. This includes discussions with the DfE, Wikimedia DE, Seda and Apero. MW gave a verbal update regarding an Open Education network Ottassa with which ALT have exchanged associated membership.

Journal Editorial Board and Editorial Team

The Board of Trustees was asked to formally approve the following appointments: Peter Bryant is appointed as Chair of the Research in Learning Technology Editorial Board and Lesley Diack is appointed as Editor in Chief of the journal, and also acting as Vice-Chair for the Editorial Board. Regular meeting dates for both for the next 6 months have now been agreed.

Recommendation: Trustees approved Peter Bryant's appointment as Chair of the Research in Learning Technology Editorial Board.

Recommendation: Trustees approved Lesley Diack's appointment as Editor in Chief of the journal, and also acting as Vice-Chair for the Editorial Board.

Operations

MD presented highlights from recent operations. DB will be formally reporting on membership development going forward. Reviewing risks there have been no increases in risk and a number of areas including GDPR, Brexit preparation, staffing and budgeting have decreased

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

GDPR

No issues raised from a recent audit and no GDPR issues to report.

Staffing [confidential]

Brexit

MD highlighted that the Brexit date has changed again and contingency might need to be revisited. Also highlight no noticeable impact on OER20 so far.

Projects

MD highlighted recent project work.

SMN noted thanks to the team for their work in this period.

9 Financial Report Q3

DC provided a summary of the financial report highlighting the annual accounts had been submitted to the Charity Commission and the completion of the Annual Audit and publication of the Annual Accounts and submission of ALT's Annual Return to the Charity Commission as well as the Outturn report for the Annual Conference and outturn report for Q3.

DC reported to the Board that ALT's financial position overall is as expected and on track to meet the financial goals set for this year. DC highlighted membership income has been steady while CMALT had been slower than expected because of the delayed launch of the new pathways.

MD provided an overview of the Annual Conference outrun. Noted that sponsorship was down from budgeted. Some of this was out of our control with a death in the headline sponsor for the Awards. Highlighted that delegate fees were above budget which enabled us to have a small surplus from the conference.

Recommendation: Trustees reviewed the outturn report for Q3.

10 Events Report

This report from Jane Southgate covered the period between June 2019 and October 2019 which includes the delivery of the ALT Annual Conference 2019 (3-5 September 2019) and looks forward to the ALT Online Winter Conference 2019 (11-12 December 2019) and OER20 (1-2 April 2020).

The 2019 Annual Conference was held at the University of Edinburgh, with the programme being delivered between the spectacular McEwan Hall and close by Appleton Tower. The Gala evening was held at Teviot Row House. The venue itself was stunning, although there was some challenges relating to access, building maintenance and catering. The team managed these challenges well and the conference was a huge success in terms of budget, attendance and delivery.

Overall, the evaluation form from the Annual Conference provided us with extremely positive feedback this year. It is always hard to draw strong conclusions from the feedback forms given respondents are self-selecting and the fact that a number of people that had a positive experience fail to provide feedback. We did have a significant increase in response rate this year with 109 attendee responses in comparison to 49 in 2018, providing us with some interesting data to consider. In addition to our evaluation form, we also receive feedback via social media and the blog posts from the conference which inform our reflections.

Trustees discussed the report overall and specifically:

- Reviewed the Annual Conference feedback and outturn and noted the overall strong performance of ALT's flagship event;
- Specifically noted the positive outcome of raising the complaint re floor level lighting at the conference venue;
- Noted that preparations for the Online Winter Conference are underway and on track, with submissions remaining open until 18 November;
- Discussed the update on next year's OER Conference, for which the Call for Proposals is also open until 1 December and for which registration will open in December as well.

Trustees discussed if there was an opportunity to share more about how ALT approaches the running of its events.

LC noted OER20 call for proposals falls in the current industrial action and recommended delaying the close until after the action.

Action: MD to follow up and action.

11 AOB

No other business was added to the agenda.

12 Dates of next meetings

Next meeting 20 February 2020, Imperial College, London.

Minutes written by: MD/MH 19 November 2019

Reviewed by: SMN 19 November 2019