

AAETO Board – 01/05/18

Minutes of a meeting of the AAETO Board of Directors held at Westminster Adult Education Service (The Strand) on Tuesday 1st May 2018.

Notes prepared by Charlie McKenna

Present Pat Carrington (PC) (Chair), Debbie Hunn (DH), Caroline Miller (CMill), Dipa Ganguli (DG)
Apologies Joni Cunningham (JC) (Vice Chair)
Attending Sue Pember (SP) (Director of Policy and External Relations),
Charlie McKenna (CMck) (Operations Officer/AAETO Company Secretary)

1. Apologies, quoracy, conflict of interest

- Apologies for absence were received from JC. The Chair welcomed Dipa Ganguli on to the board.
- No conflicts of interest were declared.

2. Review Minutes of last Board meeting

- Directors received a copy of the minutes of the Board meeting held on 6th Feb 2018.
- Board accepted them as an accurate record and noted progress on the actions.
- It was agreed that minutes should be circulated to the HOLEX network going forwards.

3. Financial reports

The Directors reviewed the set of four financial reports.

It was noted that:

- AAETO (HOLEX) for size of operation was proportionately in a strong financial position
- That the reserve level was appropriate and underpinned the sustainability of AAETO
- The financial position allowed for investment into a new support programme for example the establishment of a small member bursary scheme

4. Budget 2018/19 (Paper 4.1)

The Directors reviewed the proposed budget profile for core AAETO business for 2018/19. A couple of minor adjustments were suggested but otherwise the board was content with the budget profile for 18/19.

It was noted that:

- There may be fewer opportunities to secure external project funding going forward.

5. Operational Matters

The board discussed a paper presented by the Company Secretary including a number of operational matters as below:

5.1. HOLEX membership fees 18/19

HOLEX membership fees for next year were discussed

It was agreed that:

- The fees should be frozen for third year in a row but because of the different mergers etc a large provider band should be established
- the 18/19 HOLEX marketing leaflet should be updated to include bursary scheme

- information about 18/19 HOLEX membership renewal and fees should be circulated with leaflet as soon as possible.

5.2. Ad hoc/additional HOLEX events

The board discussed AAETO's position on putting on additional events and noted that there are three such events already planned for the next 12 months; an ESOL event in June 18, a Tribal/Capita event in June 18 and the AAETO AGM for Jan 19.

It was agreed to:

- **continue with the current approach; where possible seek sponsorship and where this is not available, seek HOLEX members who may be able to host in order to keep costs to a minimum.**

5.3. Banking

The directors were informed that no changes were needed with regards to the banking as a result of DG having been appointed to the board.

5.4. Next board meeting

It was agreed that, the board meeting scheduled for 26th June 2018 should be cancelled. It is to be replaced with a session to take place at the end of the Summer Network meeting on 6th July 18 at etc. venues in Birmingham.

5.5. GDPR; are we ready?

Directors were happy with progress made relating to GDPR compliance.

It was agreed that:

- **the lawful basis for AAETO/HOLEX processing of personal data is 'legitimate interests' as HOLEX member organisations have paid a subscription to receive HOLEX benefits.**
- **our position is still such that we will not share our contact list with other organisations.**

6. Policy Director's Report

The board discussed a paper submitted by the Policy Director summarising activity undertaken between February and April.

It was noted that:

- There was excellent involvement with DFE over new policy
- There were still issues over devolution that needed managing

It was agreed that:

- it is important for the sector to remain as involved as possible with the ETF board and to retain an ability to steer the direction of ETF.
- to once again commission external support to draft the spending review next year.