AAETO Board – 24/09/19

Minutes of a meeting of the AAETO Board of Directors held at Westminster Adult Education Service (Lisson Grove) on Tuesday 24th September 2019.

Minutes prepared by Company Secretary

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

1. Apologies, quoracy, conflict of interest

- Apologies were received in advance from Joni Cunningham (JC) (Vice Chair)
- Caroline Miller (CMill) joined the meeting at around 10:45 due to late trains.
- 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 9th May 2019. The Board accepted them as an accurate record.

3. AAETO 2018/19 Annual Accounts

The board discussed a paper detailing the figures within the 2018/19 AAETO annual accounts. It was agreed that, whilst income from externally funded projects was down as compared to the last couple of years, the core business was operating at a profitable level and the board were happy to sign off the accounts.

It was noted that project income was likely to be low again during 2019/20 but that the core income is expected to exceed core costs and that AAETO is in a healthy position.

4. Company Secretary's report

4.1. HOLEX membership update – 2019/20

It was noted that membership renewal was healthy, with 133 organisations now having been invoiced. It was agreed that the Chair would contact the two local authority organisations who have dropped out of membership, based on concerns around them being out of the loop.

ACTION 1. PC to contact the two local authorities who have left HOLEX membership.

ACTION 2. CS include request for case studies for marketing purposes alongside annual survey.

4.2. AAETO Management figures

The board agreed with a proposal to produce management figures to the quarter end (31st October 2019); to be circulated to the board after that date.

4.3. GDPR Data retention periods and culling of historic data

The CS confirmed that work has begun on the review and cull of historical data but that this would take some time based on volume of work. It was agreed that a plan should be produced showing timescales.

ACTION 3. CS to produce plan showing tasks/timescales for GDPR data work

4.4. Webinar update

The board agreed that AAETO should commit to the webinar proposal with Go to Webinar. It was agreed that, rather than just do one webinar per term, we would be likely to make more use of the service perhaps with monthly webinars with the PD, regional webinar 'meetings', webinars for more niche topics (perhaps planning) and maybe external speakers.

ACTION 4. CS to sign up to Go to Webinar. PD/CS to book dates for webinars for this term. Include in feedback how many watching each screen.

4.5. AAETO Policies

The CS updated that all policies have been reviewed and that, other than a few minor areas for discussion (as below) the policies are still current and fit for purpose.

ACTION 5. CS to produce a list of policies detailing when due for review

4.5.1. Baseline of characteristics (within Equal opportunities procedures)

The board discussed the baseline of characteristics that was produced in Summer 2015 and the fact that the AAETO Equal opportunities procedures note that this baseline should be updated periodically. It was agreed that the board should review the baseline in Sep 2020 and consider the rationale of updating the baseline and the scope thereof.

4.5.2. Number of board meetings/year (ref reference to 'at least 4 meetings' within the External Representation Policy)

A discussion was held around the number of board meetings each year and it was agreed that an additional (4th) board meeting should be added after the December HOLEX network event.

ACTION 6. CS to check Articles to establish requirement therein ref number of board meetings required. (*Update post meeting, the Articles don't mention a frequency*)

4.5.3. Financial Delegation Policy

A term within this policy was discussed briefly.

ACTION 7. CS to finalise policy and circulate to board (COMPLETE; BOARD TO APPROVE).

4.6. Surveys currently live

Discussions moved towards the number of surveys that are currently live and the need to encourage responses to important topics, whilst avoiding survey fatigue.

ACTION 8. Re SIR data return - DG to email Policy Exchange group with information showing benefits of submitting the SIR data and noting that, the more who participate, the better the benchmarking data available.

ACTION 9. Re DfE Education & Training Professionals survey - CS to email DfE to get feedback on phase one HR interviews and when links to online survey will be circulated.

4.7. Outstanding action – Pension payments

The board briefly discussed the situation with pensions and whether payments had been received this month. PD confirmed that she had emailed DfE for an update.

ACTION 10. ALL – check pension payments being received as appropriate

5. Policy Director's Report

The board discussed a paper detailing the work of the Policy Director between May and September 2019. It was noted that:

- The PD has built up a great network of contacts with good impact.
- We will look to hold a webinar around Ofsted and inspection on the new framework.
- A contact from the LGA will attend our Policy Forum meeting; there is potential for some project work with LGA around interaction with council leaders.
- HOLEX is to be a witness at an upcoming Select Committee on adult education; this is a fantastic opportunity and is further recognition of the level at which HOLEX is operating.
- Those in devolution areas should remain vocal about adult education to ensure that it remains on combined authority agendas/within any documentation produced.

ACTION 11. Board to consider attending Select Committee on adult education

The board agreed with a proposal that the PD work on producing a guidance document for Heads of Service.

The board discussed the current position around GCSE English and agreed that the PD should support the ASCL report and passport.

6. AOB

A discussion was held around HOLEX priorities. It was agreed that a poll/survey should be set up for the December network event to ascertain member priorities and that these results should be discussed at the board meeting that afternoon.

ACTION 12. CS to set up poll for December network event; what worried about next 12 months.

7. Time and place of next meeting (AAETO Board/HOLEX Policy Forum)

Tuesday 8th October 2019 – Mary Ward Centre

- HOLEX Policy Forum meeting 10:30 to 13:30

Thursday 5th December 2019 – Woburn House

- AAETO Board meeting 15:30 to 16:30

Tuesday 4th February 2020 - *Venue TBC*

- HOLEX Policy Forum meeting 10:30 to 13:30
- AAETO Board meeting 13:30 to 15:00