AAETO Board – 05/12/19

Minutes of a meeting of the AAETO Board of Directors held at Woburn House Conference Centre, London on Thursday 5th December 2019.

Minutes prepared by Company Secretary

Present	Pat Carrington (PC) (Chair), Joni Cunningham (JC) (Vice Chair), Caroline Miller (CMill), Dipa Ganguli (DG)
Apologies	Debbie Scarborough (DS)
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 Debbie Scarborough (DS).
- 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 24th Sep 2019 and accepted them as an accurate record. The PD noted two matters arising:

- LGA is funding a project on Guidance for Elected Members. HOLEX is supporting but not holding the funding. PD to ask for case studies.
- ETF is funding some staff development for HOLEX; based on provision of 2 of 10 modules proposed. By April 2020. Delegates to pay a fee and book via ETF booking site.

3. Company Secretary's report

3.1. HOLEX membership update – 2019/20

It was noted that we now have 140 HOLEX members (137 providers and 3 Associates) and that membership income is similar to last year. The Chair noted that the two non-renewing LA providers had been emailed as discussed, but that no response had been received.

ACTION 1. CS – Add membership bands for discussion for May 20 board meeting. Consider merged services/Combined Authority membership. (*Post meeting; CS added to May 20 agenda*).

3.2. AAETO Financial Management figures

The usual management reports was reviewed. The board were happy with the figures. It was noted specifically that the Dec Network event (new Ofsted framework) had attracted more than usual additional delegates. It was noted that project income is currently forecast to be low (as expected).

ACTION 2. CS – consider marketing the network event as tool for succession planning; promote ability to bring a colleague (though be wary of capacity constraints).

3.3. HOLEX membership feedback and member concerns identified therein

The analysis of HOLEX member feedback (undertaken in Autumn 19) was considered. Feedback was noted again to be positive with some great quotes about the service offer; it was agreed that anonymous quotes could be used for marketing purposes. Member concerns were considered; it was noted that all problems are real but are outside of our control. It was agreed that HOLEX should continue to lobby about the issues and should continue to encourage members to promote themselves and their cause.

ACTION 3. CS – Schedule a webinar around 'Advocacy and why it's needed' in early 2020.

ACTION 4. PD – LGA project; consider a case study on advocacy.

ACTION 5. CS/PD – Event for elected members; consider inviting Heads of Service with elected member.

3.4. Update on outstanding actions

3.4.1. Financial Delegation Policy
The board confirmed their approval of the revised version of this policy.

3.4.2. List of AAETO policies including date for review
The list of AAETO policies including date for review was noted.

3.4.3. Webinars
The board received an update on the new HOLEX webinars. It was agreed that these are working well and are a good addition to the HOLEX service offer. It was noted that a webinar could be done with a group of those recently Ofsted inspected and that board meetings could work well via webinar.

ACTION 6. CS – consider scheduling a webinar around Ofsted inspections; those recently inspected.

3.4.4. GDPR Data retention periods and culling of historic data – action plan
The CS provided a brief action plan & confirmed work is underway. The board were happy with this plan.

ACTION 7. CS – consider adding a shredding policy (when/where) within the data retention policy.

3.4.5. Number of board meetings/year (ref reference to 'at least 4 meetings' within the External Representation Policy)
The board agreed to continue to include a 4th board meeting after the Winter network event.

3.4.6. Update on surveys
The SIR survey and DfE Education & Training Professionals survey were briefly discussed.

3.4.7. Outstanding action – Pension payments
It was noted that LA's need to claim in April 2020 for the preceding year and that LA's should be supporting adult education services prior to the claim being paid.

3.4.8. Attendance at Select Committee
It was noted that the Select Committee on Adult Education had been cancelled.

4. Policy Director's Report
The board discussed a paper detailing the work of the Policy Director between October and December 2019. It was noted that:

- A number of meetings have been cancelled recently due to the election preparation.
- Some meetings are held via Skype to maximise productivity, but the PD continues to attend physical meetings in order to maintain and enhance relationships.
- There is an opportunity to bid for the NESTA Challenge Fund; PD has liaised with Good Things Foundation and will look to make a joint bid. **The board agreed with this approach.**
- The Chair and PD had a positive meeting with the new ETF. This had led to a consideration of formalising arrangements where HOLEX disseminates information/liaises with HOLEX members on behalf of ETF. The board agreed that this needed further consideration.

ACTION 8. PD to further consider options re formalising relationship re ETF dissemination/liaison

5. AOB
No other business.

6. Time and place of next meeting (AAETO Board/HOLEX Policy Forum)
AAETO Board meeting - 13:30 to 15:00 (after HOLEX Policy Forum meeting @ 10:30). **Tuesday 4th February 2020** - *Room 18.06. Westminster City Hall, 64 Victoria Street, London SW1E 6QP - Nearest tube - St James' Park*