AAETO Board – 12/05/20

Minutes of a meeting of the AAETO Board of Directors held via Zoom Conference call on Tuesday 12th May 2020.

Minutes prepared by Company Secretary

Present	Pat Carrington (PC) (Chair), Joni Cunningham (JC) (Vice Chair), Caroline Miller (CMill), Dipa Ganguli (DG), Debbie Scarborough (DS)
Apologies	None (although JC joined around half way through).
Attending	Sue Pember (Director of Policy and External Relations (PD), Charlie McKenna (Operations Officer/AAETO Company Secretary (CS)

1. Apologies, quoracy, conflict of interest

- No Apologies; but JC joined around half way through.
- 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 4th Feb 20 and accepted them as an accurate record.

3. Company Secretary's report

3.1. AAETO Financial Management figures

The usual management reports were reviewed; the board were happy with the figures. Specific notes included:

- The Spring Network event was cancelled without charge which has increased the surplus for the year. The Summer event expenditure is still currently being budgeted for, as we await governmental advice/decisions from the venue.
- The board agreed with a plan for the balance of the FETL project reserves to be moved into general reserves at year end.
- The interest rate on the reserves account has dropped considerably.
- The PD noted specifically that the current COVID-19 situation has demonstrated the value of HOLEX building reserves; if funding decisions had been made differently during COVID-19, we may have been heavily reliant on the reserves in 20/21 to keep supporting ACE providers.

ACTION 1. CS to move balance of FETL project reserves to general reserves at year end.

3.2. Budget 20/21

The draft budget for 20/21 was reviewed. CS noted particularly that an assumption has been made that membership income will be flat year on year. It was noted that, as previously discussed, some services might merge together so income may drop income based on this. Also, if ACL doesn't remain separate within GFE colleges, they might perceive that they need HOLEX less.
The board agreed that they were happy to use this as a baseline budget to be tweaked as necessary.

3.3. Membership fees/renewal 20/21

Membership fees were discussed and the board agreed with a recommendation to freeze the bands and fees for 20/21.

3.4. Contracts for core AAETO servicing in 20/21

CS/PD left the meeting in order that the board could discuss the renewal/terms of the contracts for core servicing for 20/21. It was agreed that the board would email JC (who was absent at this stage of the meeting) to confirm their discussions and that PC would get in touch with PD/CS.

ACTION 2. PC to liaise with JC and be in touch with PD/CS

3.5. Sign off of event expenditure – Spring 21

The board signed off commitment to expenditure for the Spring 21 network event at Woburn House.

3.6. Conference calls – Zoom sign up

The board noted that CS has signed up to Zoom as it is a better online meeting experience than Go to Meeting. Had line within budget for Powwownow Conference calls and this covers the expenditure.

3.7. HOLEX systems/infrastructure

CS briefly described issues with current systems, the need particularly for a website with a log in area and to have a better, more holistic view of HOLEX contacts. The board were asked to consider what they might want from systems and what would improve the member experience. It was agreed that a central repository for HOLEX reference documentation (closed to members) would be really useful. It was noted that booking on to events online would be good and also perhaps the ability to download a certificate after attending an event. A community forum might be good, but as a secondary phase to a project; it was noted in particular that the key messaging going directly to inboxes mustn't be lost, but that perhaps a lot of emails could direct members to the log in area.

ACTION 3. CS to continue to review solutions available and put a proposal to the board

3.8. Event cancellation insurance

The board reviewed event cancellation insurance in light of recent situations and agreed again that a) we are unlikely to cancel an event ourselves and that b) cancellation insurance would be unlikely to cover reasons that might cause us to cancel anyway. The board therefore agreed that they are still comfortable not having event cancellation insurance.

3.9. Webinar update

The board received a brief update on the recent webinars and agreed that this was still a great addition to the HOLEX offer.

3.10. Outstanding actions – update

3.10.1. GDPR data retention

CS updated that data culling has commenced but noted that completion date for this may go back to May 21 based on workload.

3.10.2. Other outstanding actions (to remain under consideration)

- CS/PD – Event for elected members; consider inviting Heads of Service with elected member.
- PD to further consider options re formalising relationship re ETF dissemination/liaison
- CS/PD – set up a devolution webinar in the Spring (separate to monthly webinars) – this has understandably taken a backseat; will be reviewed later in the year.
- CS – re-send Chair the link to HOLEX files on Dropbox (*DONE POST MEETING*). CS/Chair to catch up about access to this at some stage once things are calmer.

4. Policy Director's Report

The board discussed a paper detailing the recent work of the Policy Director which has been busier than ever during the COVID-19 period. Specifically, the below were discussed:

- HOLEX been around the top table on everything since COVID-19 started; Adult Education is seen as an important part of the infrastructure and how we move forward.
- The profile of HOLEX in DfE is much higher now than it was. The positive community stories have resonated with DfE.

- PD has focused on 3 priorities:
    - Keep learners learning
    - Reduce anxiety of staff
    - Adult Ed infrastructure in future

- Easing lockdown – was covered in the webinar on 11th May 20.
- FE White Paper – PD asked directors to consider what are the wants from an FE review in terms of the ACL world. Considerations included:
    - Issue of funding digital skills with no additional funding.
    - Access to capital funding for ACL/loan scheme for internet access/digital.
    - ACE provider strengths were noted; experienced dealing with adults, used to lower skills and support in workplace/community.
    - Accountability of GFE's to elected members.
    - Accountability of MCA's.
- The board thanked PD for her input and representation and work.
- PD noted that the ETF funded ACE leadership sessions had gone down really well, with positive feedback from the first two sessions. Due to COVID-19, the last session had been via webinar which, although unplanned, had created learnings for us. We wait to hear from ETF around further funding.

5. AOB

None.

6. Time and place of next meeting (Stand alone Board meeting)

Wednesday 23rd September 2020. 10:30 to 13:30 (stand-alone meeting) Venue – TBC – online or possibly Westminster City Hall.