

**Annual General Meeting of the National Association of Language Advisers
Holiday Inn, Stratford-upon-Avon
6 July 2012**

Minutes (read and approved at the AGM on 6 July 2013)

Item 1 Apologies for Absence

Apologies were received from Christopher Maynard and Vincent Glaizes. Nikki Perry welcomed Laurent Batut, the Cultural Attaché at the French Embassy

Item 2 Minutes of the 2011 AGM

The minutes of the 2011 AGM were read and approved as a true record.

Item 3 Matters arising

There were no matters arising.

Item 4 Officers' reports

Written reports (below) were circulated.

President (Alan Dobson)

I have attended all the meetings of the Executive in 2011-2012 except last September when my presence was required in Graz to chair the GB of the European Centre for Modern Languages (ECML) – my last appearance at ECML before the Coalition Government withdrew the UK from membership of that body!

I have carried out a number of specific tasks on behalf of NALA, for example representing the association at various national meetings in order to reduce the load on the Chair and other officers. My reports from such meetings can be found under 'Stop Press!' on the NALA website.

One of our Honorary Members, Adrian Finbow, has decided not to continue in membership as he has moved on to other things, but [he](#) has sent warmest greetings to all his friends in NALA.

I should like express, on behalf of the wider membership, my appreciation of the great commitment to the work of NALA shown by the Executive, particularly their willingness to take on new, changed or expanded roles. As Chris Maynard stands down as Secretary, I should like to thank him most warmly for the two years of high quality work he has contributed to NALA in [that](#) role.

Chair (Nikki Perry)

I am delighted we have been able to hold a conference again this year and thank everyone concerned in organising it and attending. The economic climate remains difficult but we feel it is worth the risk and have done our best to put on a programme which will give insight into the ever changing world of schools and education.

The year since the last AGM has seen the languages community pulling together to present a unified voice as we strive to make ourselves heard by policy makers. Although there have been fewer national meetings, there has nevertheless been a great deal of activity and NALA has been included at all levels.

This association has made a significant contribution to the Speak to the Future (STF) campaign. I have attended 4 exec meetings and taken part in 2 teleconferences. I gave a presentation at the consultative forum meeting in March and helped 'man' the STF stand at the ALL conference. I have chaired two meetings of the group working to objective 2 and we produced a paper on primary languages which has been key in encouraging the DfE to make languages a part of the

primary KS2 curriculum. www.speaktothefuture.org .There is a report of the activity of this working group in the September issue of The Linguist.

In March, I was asked, on behalf of NALA, to speak at the Peter Hall Excellence in Language and International Links Awards which are testimony to the lasting legacy Peter has left in Staffordshire.

I have attended a couple of APPG meetings, assisted with the judging of the European Language Label Awards and attended the Language Rich Europe event (<http://languagerichblog.eu/>). NALA was one of only a handful of organisations to be briefed about the release of the European Commission's report on the language skills of 14-15 year olds.

NALA has maintained a good relationship with the Training Agency and the DfE who respond to requests for information and dialogue. It is particularly important at the moment to feed into the DfE via their established communication channels. We were guided by them as to how to contribute to the national curriculum review and we now need to contribute to discussions about possible primary programmes of study. The association has responded to consultations on qualifications for 14-19 year olds and will respond to the current A Level and GCSE Controlled Assessment consultations. We are always grateful to receive contributions to consultations from members no matter how short!

Our key partners now are The Languages Liaison Group, ALL, The British Council, The Training Agency, DfE, CfBT (CILT) and the cultural institutions of Spain and France. We have dialogue with a number of other organisations through the Speak to the Future campaign.

Since this time last year, the future is looking a bit brighter. We started out in September worrying whether members would retain their membership in the light of the economic climate and you will know from minutes of the exec meetings that we have made every effort to reduce costs. We are presenting a paper to the AGM about reducing the size of the exec and have started to hold meetings on a Saturday. We have however, worked as hard, if not harder than ever to make sure we get the latest information to you as soon as possible and particularly as it has been challenging for some members to attend regional meetings. I'd like to thank those members who send links that are of interest to colleagues and that we are able to put on the website.

We can celebrate the fact that not only has the membership held up but we have had a steady flow of new members. A priority for this next year will be to continue to increase membership and this may mean we have a different membership base to that of previous years which will present us with a further challenge – that of making sure we remain an organisation in touch with all its members.

I would like to thank the exec for the work done on behalf of the association and for the continued support and consideration they show me. Without the selfless contributions of the exec we would not have such a vibrant association which is held in high regard by national colleagues.

I hope you have a good summer break and are revitalised to take on the challenges ahead.

Secretary (Chris Maynard)

For executive committee meetings I have confirmed the venues, prepared agendas and papers, and written the minutes. I produced guidelines for regional convenors and finalised the annual Activity Plan. I would like to thank colleagues for their help and prompt responses which ensured that all meetings ran smoothly and efficiently.

With the assistance of colleagues I drafted role descriptions for executive officers and have written a paper proposing a reduction in the size of the executive committee (agenda items 6 and 7). I represented NALA at an OCR meeting regarding A levels (report on NALA website) and managed the process to identify our nominees for Ofqual's standards over time reviews.

Although my stint as Secretary has lasted just two years, now that my active involvement in languages education has ended I have decided that it is the right time for me to retire from NALA. For the past 15 years I have greatly valued and enjoyed being a member and have particularly appreciated the friendship of colleagues and their professionalism. In my working days the conference was an annual highlight to which I always looked forward. I do feel, however, that now is the moment to turn the page and pursue other interests. I wish you all luck in these challenging times and hope to stay in touch on a personal basis.

Treasurer (Jenny Carpenter)

National Association of Language Advisors			
Statement of Income & Expenditure for the Year Ended 31 December 2011			
	£	£	£
<u>Bank Accounts at 1 January 2011</u>			
Current Account		4307.05	
Conference Account		1370.01	
Business Reserve Account		8168.24	
Debtors		<u>840.00</u>	
			14685.30
<u>Income</u>			
Subscriptions		8605.00	
Surplus on Conference		592.71	
Interest Received		<u>3.23</u>	
		9200.94	
<u>Less Expenditure</u>			
Travel Expenses	3623.92		
Hotel & Subsistence	2464.78		
Conference Costs (BT)	239.65		
Website Re-design	1200.00		
Website Hosting	300.00		
Regional Meeting Expenses	1476.12		
Accountancy Fees	<u>246.00</u>		
		9550.47	
Deficit for the Year			<u>(349.53)</u>
			£14335.77
			=====
<u>Represented by:-</u>			
<u>Bank Accounts at 31 December 2011</u>			
Current Account		5241.58	
Conference Account		3922.72	
Business Reserve Account		<u>5171.47</u>	
			£ 14335.77
			=====

JC reported that the accountant had certified the accounts as opposed to auditing them.

It was agreed that the subscription should remain at £60 as agreed last year.

JC reported that the deficit had been reduced from £3000 to £300. JC and Jo Peach had worked hard to ensure payment of subscriptions. Anticipated travel expenses would fall by £2000 next year. Expenses from regional meetings had been reduced by £800. Marie O'Neil said she was grateful for the cuts, but that they should not impinge on the efficient running of the association. JC reported that members appreciated an invoice as receipt from the treasurer.

Membership Secretary (Geoff Swinn)

Over the last year, the membership database has been amended to accurately reflect the changes that have taken place in the membership as posts in, for example, LAs have been lost and members have resigned. It is now up to date and showing 148 members. At the same time, steps have been taken to try to streamline the application process and procedure and these will be the subject of further amendment as necessary. Despite an overall loss of numbers due to resignations and changes of role of members, we are now starting to see new applications and expect numbers to stabilise or perhaps slightly increase overall if all members continue to try and recruit new colleagues. As an association, we should be grateful for the hard work done by exec members in achieving all of this. Finally, due to the streamlining of the executive, the post of membership secretary will disappear with its functions being shared by others, as proposed elsewhere in this conference agenda. As this is therefore likely to be my final report in this role, may I thank you all for your patience, friendship and dedicated professionalism during my time on exec. I will continue to try and support the association and its members in whatever ways I can, ever mindful of the tremendous support it has afforded me over the years, regionally and nationally.

Communications Officer (Jo Peach)

Updates to website:

- Data protection policy has been written and is on website
- Each page has been updated to make the site more consistent and easier to navigate.
- The members' forum has been suspended. We cannot make adjustments to this ourselves and the cost is prohibitive to update it.
- Hyperlinks have been checked, especially on the 'key MFL sites' area.
- The members' database has been updated in line with information from the Treasurer about payments.
- Stop Press has been regularly updated and alerts issued.
- New items added such as consultation responses/notes of meetings/exam analysis.

Longer term plans include a complete update of the website; a specification for this is being written and we will get several quotes before proceeding.

Meetings attended:

- The Languages Liaison Group was attended and notes are on website
- A Speak to the Future meeting was attended and the primary notes are on the website
- Ofqual meeting attended. Feedback included in executive meeting minutes.

Other:

Work to support the conference team

Professional Development Officer

Owing to the reorganisation of the executive, the conference this year has been a collaborative effort. For the second year running we have responded to the economic climate with a reduced conference both in terms of length and the number of places available. We have sought to identify the topics which will be most interesting and helpful to members, many of whom are working in very different circumstances. There have been many messages of support from those unable to attend and we appreciate these. We will endeavour to hold a conference again next year and would welcome suggestions for dates, speakers and venue.

Members will notice that the proposed new arrangements for the national executive state there will be a conference secretary appointed as necessary. If anyone would like to take up the challenge of organising a conference next year, please contact Nikki Perry or a member of the executive.

We would like to thank Alison Gilvey for her time as conference secretary and her contribution to the professional development of members

Item 5 Appointment of an accountant to certify accounts

Geoff Mitchell of Bury St Edmunds certified the accounts for the year ended 31 December 2011 and it was agreed that he should do the same for the 2012 accounts.

Item 6 Restructuring the national executive committee

It was proposed to remove the posts of membership officer and professional development officer. Jim McElwee proposed that the motion be accepted and Carmel O'Hagan seconded the proposal, which was accepted.

In order to reduce costs, for example travel to meetings of the executive committee in London, meetings will now be held on Saturdays, and Laurent Batut has offered a room at the French Cultural Institute for the first meeting in October 2012. Further meetings will be at the Goethe Institut (thanks to Karl Pfeiffer) and the British Council.

NP suggested that there should be a conference in 2013, but that it should be open to non-members, who would pay a higher fee than members.

Item 7 Changes to the Constitution and Standing Orders

A draft document had been circulated prior to the meeting with proposed amendments. These were approved.

Item 8 Elections to National Executive Committee

Secretary: Chris Maynard was stepping down as Secretary and JC proposed thanks for the excellent work he had done. The president will write to CM, and also to Geoff Swinn to thank him for all of the work he put in as Membership Secretary. JM proposed Pam Haezewindt for the post of Secretary and CO seconded the proposal. PH was therefore elected, there being no other nominations.

Treasurer: JP proposed that Jenny Carpenter be re-elected as Treasurer, and Chris Wakely seconded the proposal. JC was duly elected for a further term, there being no other nominations.

Item 9 Any Other Business

"Widening of membership criteria" is to be included on the agenda of the next executive meeting.