

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

12 July 2014 08.30 - 09.00

Minutes

Item 1 Welcome and apologies for absence

Nikki Perry opened the meeting and welcomed and thanked all those attending: Jenny Carpenter, Therese Comfort, Joan Dickie, Alan Dobson, Pam Haezewindt, Alice Harrison, Rona Heald, Carine Jaquel, Jim McElwee, Marie O'Sullivan, Natalio Ormeño, Linda Owen, Nikki Perry, Stéphanie Puisségur, Geoff Roberts, Rosie Sleep, Kit Thorne, Bev Whiteside
Apologies were received from Jo Peach and Laurent Battu.

Item 2 Minutes of the 2013 AGM and Item 3 Matters arising

The minutes of the 2013 AGM were read and approved as a true record with one amendment.

Item 4 Officers' reports

Written reports were circulated and are attached at the end.

Communications Officer: MO'S reported that JP thanked everyone for their contributions and work in relation to the website. MO'S, who took over from JP as acting CO in February, reported that she and Carine (CJ) had got the new website up and running since Easter and thanked Carine for all her hard work and continuing collaboration. She asked for members attending the AGM to forward opinions on the proposed new NALA logos so that a decision could be made imminently.

Item 5 Standing Orders

Changes to Standing Orders were agreed as follows.
Subject: Committee (Amendment in bold)

Item 5.2

Regional Convenors **(5)**

Item 5.3

The Officers shall be chosen by election at Annual General Meetings according to the Standing Orders in operation at the time. **Officers shall remain in office in the first instance for a period of two years as from elections beginning at AGM July 2014.**

Subject: Standing Orders

3 Subscriptions

Item 3.1

3.1 The subscription to NALA from **2014-15** for ordinary members shall be £60.

Item 6 Nala Activity Action Plan

The revised plan with estimated costs had been circulated previously and was agreed. This will be posted on the website and referred to at each executive meeting.

Item 7 Elections to National Executive Committee

The following posts were available: Chair; Communications Officer.
Subsequently, elections were made.

Chair: Jenny Carpenter (currently Treasurer) - proposed by Jim McElwee and seconded by Rona Heald (This made the Treasurer's position available.)

Communications Officer: Marie O'Sullivan – proposed by Kit Thorne and seconded by Geoff Roberts

Treasurer – Carine Jaquel – proposed by Marie O'Sullivan and seconded by Jenny Carpenter

Linda Owen (co-opted member of executive committee) agreed to be Conference Secretary for 2015.

Nikki Perry agreed to consider taking over the NW Convenor's role whilst Marie is CO.

A request was made to members to think about standing for up-and-coming executive posts as they become vacant.

JC thanked NP officially for all her very hard work as Chair over the past years and presented her with a bouquet and card.

Item 8 AoB

Thanks were given to JMc, LO and GR for their organisation of a very successful conference.

The meeting closed at 09.05.

Pam Haezewindt (Secretary), July 2014

Officers' Reports

President

The President would like to thank all the officers for another successful year in which we have all benefited from their commitment and expertise.

Alan Dobson

Chair (outgoing)

This is my 7th and final report as Chair and, looking back (as I have done!) I have avoided the temptation to count the number of meetings, e mails, discussions and consultations and instead have been amazed by the opportunities this position has afforded me, the people I have met and the discussions and consultations to which I have been able to contribute as I have had the privilege of representing the collective interests of members of the association.

This year I continued to make sure NALA has a voice and since the last AGM have:

- represented the association's views on the new curriculum to the DfE and responded officially to the consultation having met with primary colleagues to discuss the response
- attended an Ofqual meeting on future examinations and responded to the consultation
- attended a consultation meeting at the DfE on the draft GCSE content and responded to the consultation
- communicated NALA's responses to 3 consultations to the DfE languages team as requested
- liaised with other officers of the executive committee regarding membership, the regions, the future of the association, the conference and communication to membership
- attended 2 OCR Consultative Forum meetings
- participated in British Council International Week teleconference and launch
- been a member of a discussion panel at the Languages Show
- attended the Languages All Party Parliamentary group (APPG)
- attended ALL Executive Council meeting
- liaised with ALL on the setting up of primary hubs and discussed future working together
- liaised with DfE, STF, ALL, BC, Institut Français and Consejería to keep abreast of the current picture nationally
- represented NALA at Staffordshire's 3rd PHELILA Awards in honour of Peter Hall
- represented NALA at Linda Parker's final Language World as Director of ALL
- met with BH to discuss future possible funding and new curriculum
- Attended the STF AGM meeting and encouraged other NALA exec members to do so as this remains one of the few occasions to meet colleagues nationally
- Signed up to the Manifesto for Languages launched by the APPG

We have made significant contributions to the national agenda, responding to consultations and being included in discussions with key partners (DfE, StF, ALL, BC and the Languages Liaison Group). This year we have had focussed dialogue with ALL and have strengthened our relationship for future working together. In the future the association needs to retain a high level of visibility and to maintain the links with StF which is supported and funded by The British Academy and is gaining in influence as it raises the importance of language learning to industry.

On a practical basis, the association is in a very healthy condition regularly welcoming new members. We have responded to the need to cut down running costs and have a new website which we can maintain ourselves and which will eventually allow Twitter and Facebook links. The content of the website is still being worked on; as is the introductory page which can be seen by non-members, and if you have suggestions, please send them in.

This is an important association, without grandeur but held in respect by those with whom we work. It began in 1968 with the first conference being held in 1969. Originally it allowed professionals doing similar jobs to meet, discuss, share practice and develop ideas and to network. The association first had a website in 2004 and since then, with the development of the internet, it has been easier to find information and to work virtually. It remains highly important however, to meet face to face, to get to know each other and to maintain a network of colleagues to have focussed discussions with, as often we work in isolation.

Looking at the new website, I noticed and indulged in reading documents from a number of years ago but which still have relevance today and this reminded me of a reference by Lid King when he talked about the future of NALA. He said we should look to the past to shape the future and referred to the 'lost knowledge of the witches' ... things we've always known about

but aren't using anymore. NALA must look to the future but not let us forget what we already know.

I hope in my time as Chair, I have seen us through the recent difficult times. Three years ago we had to make a decision whether or not to hold a conference but felt it was a crucial part of the working of the association and this year we have been rewarded by another inspiring programme and a very healthy attendance where we can look forward to meeting new people and catching up with old friends.

I would like to thank all members for their continued support for the association and members of the executive, past and present, for their support of me in my role.

Wishing you all a good break over the summer months, Nikki Perry.

Secretary

Since the 2013 AGM, the Secretary has

- convened three executive meetings (including one residential in Sheffield) and one AGM, and written up and re-drafted minutes; forwarded minutes to the Communications Officer for uploading
- written a report for Aspect on 'NALA in 2012-13'.
- liaised with NP (Chair) over various issues concerning the future of NALA
- written up notes from the meeting about the future of NALA (conference 2013)
- made an evaluation of the 2013 conference evaluations
- liaised with newly co-opted members
- attended the Westminster Forum New National Curriculum meeting on behalf of Nala on 8 October
- attended a reception at British Council on behalf of Nala on 20 November for International Week
- redrafted the Nala Activity Action Plan in accordance with discussion at the January Executive meeting
- redrafted Officers' roles and functions, and joining information for the website
- liaised with the NP over general matters and matters pertaining to the Activity Action Plan, including attending Language World together in Lancaster on 5 April 2014
- liaised with the Chair with regard to the new GCSE proposals and given ideas in writing
- liaised with the President with regard to honorary membership
- liaised with JMc, LO and JC regarding the forthcoming conference
- liaised with JC, NP, JP, and MO'S regarding various membership applications
- attended the ALL Council meeting on behalf of Nala 17 May 2014
- attended the Midlands Regional meeting in Birmingham on 3 June 2014
- registered to attend LUCIDE on behalf of Nala, September 2014
- registered to attend Westminster Forum's latest ML Update on behalf of Nala on 3 December 2014.

Pam Haezewindt

Treasurer

Statement end of financial year 2013

Current account:	5085.96
Conference account:	1974.17
Business reserve account:	14176.56

See separate PDF file

Jenny Carpenter

Acting Communications Officer

Since taking over the role of Acting Communications Officer in January, the main actions I have undertaken have been in connection with website activity. With the generous guidance and support of Jo Peach, I have endeavoured to keep the website updated with relevant links which are of interest to members – both those links which I have discovered myself, and those which other members have forwarded to me for inclusion.

In the early part of 2014, I liaised with Carine Jaquel in order to guide the creation of the new website – it is Carine who actually deserves all of the credit for getting this project underway, and she has my eternal gratitude for her clear thinking in this matter.

At the end of May, it became obvious that switching to the new site was the financially sensible option for the Association, and so a swift move was made to the new host. As a result, there was a short period where the website was inaccessible, but I wish to thank all members for their forbearance during the change-over, and hope for continuing patience as we iron out the inevitable creases that will emerge over the coming weeks.

We are now much less reliant on others to manage the site, and have more control over it. As the months progress, I hope members will begin to contribute to the forum and make the site a much more active place to visit.

Marie O'Sullivan

An addendum from Jo Peach

Marie very kindly agreed to take over my post in January and has done a superb job of setting up the new website and dealing with all the communication matters since then. I hope you will agree that the new website is a vast improvement on the former version and that you will contribute to the forum and let Marie know if you have any items for Stop Press.

It has been a pleasure and a privilege to work with Nala colleagues and I hope to remain a member and continue to keep in touch for a long time yet.