

Annual General Meeting of the National Association of Language Advisers

Holiday Inn, Stratford-upon-Avon

9 July 2016 08.30 – 9:10

Minutes

Item 1 Welcome and apologies for absence

The Chair, Jenny Carpenter, opened the meeting; she welcomed and thanked all those attending: Pam Haezewindt, Linda Owen, Marie O'Sullivan, Rona Heald, Alison Taylor, Jim McElwee, Kit Thorne, Lorna Harvey, Mike Rauh, Helen Stanistreet, David Moss, Alice Harrison, Beverley Whiteside

Apologies were received from Nikki Perry

Item 2 Minutes of the 2015 AGM and Item 3 Matters arising

The date on the draft minutes was amended from 2013 to 2014
The minutes were approved by Rona Heald and seconded by Mike Rauh

Item 4 Officers' reports

Written reports were circulated and are attached at the end. Audited accounts were circulated and thanks given to Carine Jacquell for her work on these. Membership currently stands at 78. The accounts were accepted by Pam Haezewindt and seconded by Jim McElwee.

Item 5 Standing Orders (amendments)

Marie O'Sullivan proposed and Alison Taylor seconded change to wording 'asked' to 'requested'.
Subscription fee will stay the same.

Item 6 NALA in the regions

Because of the new working environment, it has become more difficult for people to attend meetings. Members still welcome the opportunity to meet but it was recognised that the size of the regions, and/or long travel times can make it difficult to attend. Different suggestions were considered, for example holding fewer meetings but making them whole-day rather than twilight, or holding virtual meetings. The value of face to face meetings was reiterated. Members were asked to have this discussion in regional meetings. Exec members are happy to help where possible.

Item 7 NALA Development and Activity Action plan

Members were asked to continue sending things to Marie O'Sullivan to go on the website. Marie's hard work on this was recognised Members were asked to contribute with any specific focus they would like to be included in next year's Development Plan.

Item 8 Elections and farewells to National Executive Committee

- Chair
- COM s Officer
- Treasurer

As there were no nominations for Chair, Jenny Carpenter agreed to continue for one more year only. This was proposed by Marie O'Sullivan and seconded by Linda Owen. This was unanimously agreed.

Pam Haezewindt proposed Marie O'Sullivan as COMs officer, seconded by David Moss, and unanimously agreed.

Jenny Carpenter nominated Beverley Whiteside as Treasurer, seconded by Lorna Harvey, and unanimously accepted. Jenny Carpenter outlined the role stating that the new treasurer would be supported by Carine and by herself. An accountant local to the treasurer will need to be found.

Item 9 Any Other Business

Regions are to ask members whether they might be interested in taking on officers' roles eventually, and if so they can be invited to Exec meetings and given the opportunity to shadow members of the Exec. Alice Harrison and Lorna Harvey offered to be co-opted. Alison Taylor is happy to continue as conference secretary, and David Moss and Mike Rauh are happy to carry on as part of the conference planning committee.

Meeting closed at 9:10

Officers' reports

NALA President's report July 2016

The new President took over from mid July 2015. I have attended all executive meetings 2015-16.

I should like to thank all officers, convenors and co-opted members for their commitment to NALA and their expertise from which NALA has benefited over the year.

After the AGM, I:

- attended a meeting at the DfE on behalf of Nala on 20/08/15 about GCSE and A levels in lesser taught languages
- liaised with Philip Harding about APPG's role in seeking information from the DfE with regard to Ofsted and languages inspection
- liaised with JC regarding both the above, and the September executive meeting agenda.

Between the October and January executive meetings, I:

- met with LO on 14/10/15 regarding handover to Secretary
- attended APPG on behalf of Nala 21/10/15 re Born Global report
- attended a meeting (on own behalf) at the DfE on 28/10/15 re methodology in LL
- attended Languages Liaison Group on 2/11/15 and a follow-up telephone conference on 12/11/15
- attended NALA Midlands regional on 25/11/15
- attended NALA NE on behalf of Executive Committee on 11/12/15
- liaised with Executive Committee regarding membership and agendas, and with JC re Activity and Development Plan
- forwarded various documents to MO'S for uploading to website
- drafted follow-up to Conference 2015
- booked venues for January and May Executive meetings.

Between the January and May executive meetings 2016, I:

- met with Chair (JC) to discuss ongoing matters and primary language survey
- emailed Honorary members with New Year greetings
- finalised Conference 2015 follow-up document and sent to MO'S for uploading re advertising Conference 2016
- emailed DfE summarising Exec members' discussion on lesser taught languages
- responded to the EBACC proposals for 29/01
- met with John Hopper and JC at the DfE on 16/02 to discuss the latest developments / issues in ML – see separate notes
- attended NALA Midlands regional on 2/03
- attended ALL's Language World on 11/03, representing Nala at the Exhibition and at the annual dinner
- participated (on own behalf) in the preview for Language Trends Survey 2015/16 at British Council on 12/04
- attended Westminster Education Forum Keynote Seminar on Modern Languages in English Schools: take-up, quality and resources on 21/04 – see meeting notes
- attended OCR MFL Consultative Forum on 27/04 – see meeting notes
- liaised with Goethe Institute over venue for executive meeting
- liaised with Secretary and Chair over meeting minutes and agendas
- responded to various emails from executive members and convenors.

Since the May executive meeting, I have

- liaised with various members and written NALA's response to the TSC MFL Pedagogy Review KS3 and KS4
- liaised with RH over NALA Midlands' meetings
- met with JC to discuss the PMFL research returns and Conference 2016.

PHz 07/16

Chair

Secretary

Since the 2015 AGM the secretary has:

- liaised with PH regarding the role of NALA Secretary
- organised and convened three executive meetings and one AGM, and taken, written up and re-drafted minutes; forwarded minutes to the Communications Officer for uploading
- liaised with PH (President) and JC (Chair) over various issues concerning NALA
- written a report for Aspect on 'NALA in 2014 – 15'
- liaised with AT and executive members regarding Conference 2016
- liaised with other executive members regarding various membership applications
- attended the SW regional meeting in July 2015 and Dec 2015
- liaised with the Consejería and the Goethe Institut to book NALA meetings for the next year

I would like to take this opportunity to thank Pam Haezewindt for her support and help over the last year. She handed over to me with time and patience, and has continued to provide help very frequently all year.

Treasurer

How things stand at the bank

Current account

Balance on 15th June 2016

£312.18 (a quarter of last year)

**Conference
account**

Current balance

£4822.75 (£2500 more than last year)

**Deposit
account**

Current balance

£12,090.83 (same as last year)

Memberships:

- Payment of memberships has been very efficient at the beginning of the year due to
 - Discount of £5 for payment in standing order by the first of September
 - Use of Quickbooks which has been very effective, efficient and quick and easy to set up
- We have also managed to identify quite a few members who no longer wished to be part of NALA
- New members: David Shanks, Renata Albuquerque, Bernadette Clinton (renewed) Sylvie Bartlett-Rawlings, Jo Jenkins, Jane Bland.
- We currently have 78 members who have either paid or are honorary members.

Quickbooks:

- has been a quick and easy system to set up
- is a very useful tool to keep track on moneys coming in and out, send invoices, reminders and receipt
- is now easily managed for upcoming treasurer, as the role is up for renewal.

Deposit account:

- No fraudulent transactions on NatWest account.

Account accreditation:

- All finances have been provided to the accountant and accounts were certified (see attached)

Conference:

- NALA Conference 2015: Conference was a success – profit: **£1,070.17**
- Venue: discussion over change of venues but consensus was to remain at the Holiday Inn in Stratford.

Carine Jacquell

15th June 2016

Communications Officer

Annual Report 2016

In the last 12 months, there have been some positive developments with behind the scenes issues with the website – the company hosting the site migrated us to a new server earlier in the year, which has cleared up a number of minor issues, most of which were invisible to users but which have made general running of the site easier. I was also in contact with the designer of one of the website plug-ins which displays our membership list. The plug-in had been updated by the designer with resulting bugs meaning that the list was not displaying correctly. This has been resolved within the limitations of our website theme. The main inconvenience which members encounter now appears to be misplacing of passwords, but these can now be generated from a link during the log-in process.

Earlier this year, a discussion topic was created on the forum, and instructions were created on how to participate. This was sent this to all members, in the hope that the forum would become a place for discussion among members.

I have endeavoured throughout the year 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. I am always grateful for information which is forwarded, and would reiterate that all members are both welcome and encouraged to send items which they think would be of interest to others.

I would like to take this opportunity to thank colleagues on the Executive Committee and NALA members for their continued support and patience in reporting or assisting me with occasional blips in the running of the website during my two years in office. In addition, I have been grateful for the support of the treasurer in ensuring that membership information and website access is kept up to date.

Marie O’Sullivan

June 2016