

## NALA Executive Meeting

**Saturday 27<sup>th</sup> April 2024, 10.00-12.00**

Zoom

### FINAL Minutes

1	Welcome and apologies	<p><b>BW</b> welcomed everyone and opened the meeting.</p> <p><b>Present:</b> Alice Harrison (AH), Mike Rauh (MR), Jenny Carpenter (JC), Marie O’Sullivan (MOS), Alison Taylor (AT), David Moss (DM), Bev Whiteside (BW), Yvonne Kennedy (YK)</p> <p><b>Apologies</b> Rona Heald (RH)</p>	
2	Minutes from 20 <sup>th</sup> January 2024	<p>Proposed: MOS Seconded: BW.</p> <p>Matters arising <u>Languages Gateway</u> Exec had looked at the Languages Gateway site but difficult to know how to respond. <b>JC:</b> Is the Gateway doing what we would like it to do? JC is on editorial group and outlined basic requirements. <b>YK</b> might be willing to fill in as "Back stop" on Editorial Group.</p> <p><u>Mission Statement</u> This is now ready.</p>	<p><b>MR</b> to send Final Minutes to <b>MOS</b> for website</p> <p>Re Gateway: A N Other ought to be on editorial group</p> <p><b>JC</b> to forward mission statement to MR MOS</p>
3	Officers’ Reports	<p>These are attached (Appendix 1). In addition: <b>AH</b> (Lead National Convenor) Little response to the second disadvantaged students survey. <b>BW</b> and <b>AH</b> to have private meeting about next steps and about how Jenni Binden can be (more) involved</p>	
4	Conference 2024	<p><b>AT</b> led on this The conference flyer is ready The final vacant spot for speakers has been confirmed (Anna Grainger from Coventry City of Languages)- <b>DM</b> added background information. <b>DM</b> updated on attendance numbers for Conference and then outlined strategy for “personally” inviting members.</p> <p>1. Exec assigned with names for contacting members (<b>MOS:</b> 300 people on the Grammar Resource Database- these have all been contacted) 2. Conference flyer needs to be shared on social media groups Exec are part of</p>	<p><b>Exec</b> to personally invite members to Conference. By: Tues 30<sup>th</sup> April</p>

		<p>Brief discussion about improving the application process for conference.</p> <p>3. Discussion of free places for representatives from affiliated associations, (ISMLA, ALL, CLIE, APPG Plus Languages Lead for Ofsted)</p> <p>4. Then, personal invites to non-members we feel would be interested.</p> <p><b>AT:</b> Donation from Jeff Lee (towards Conference costs) could be used to pay for the banners.</p> <p><b>BW</b> thanked Conference Team, and also thanked <b>DM</b> for overseeing the pull-up banners.</p>	<p><b>MOS</b> to revisit invite sent out to Grammar Resource database names and send out invite again.</p> <p><b>DM</b> to send out draft e-mail with flyer and application form</p>
5	Website Update	<p><b>MOS</b> led on this item. The website is up and running and running well. <b>JC-</b> are there analytical tools we could be using (to our advantage)?</p> <p>Areas which need more work on; the "Members Area"- the minutes certainly need to go on here. <b>YK</b> "NALA Lounge" a space for long-standing NALA members (eg Alan Dobson) to reflect on their careers; could include video input.</p>	.
6	Draft Action Plan	<p><b>BW</b> led on this item Thanks to <b>MOS</b> for her input (new website)</p> <p>National Convenors The terms of Reference and Guidance need to be revisited.</p>	<p><b>AT</b> to organise and arrange continuing subscription for ZOOM for another year</p> <p><b>YK</b> to look into how to put NALA out on LinkedIn <b>Exec</b> to "look up" each other on LinkedIn and "follow".</p> <p><b>MOS</b> to look into setting up Facebook account for NALA</p> <p><b>DM</b> to look for and share Terms of Reference (National Convenors) document</p>

7	Date(s) of Future Meetings	<p>AGM: Saturday 6<sup>th</sup> July on Zoom  Posts open for election:</p> <p><u>Comms Officer</u> .  MOS “could” carry on for another term, but ultimately AN Other needs to take over.  Brief discussion about future succession policy and strategies</p> <p><b>JC</b> to step down as President (see Item 8)</p> <p><b>YK</b>: is there a document with job descriptions and responsibilities?</p> <p>We all need to be pro-active in attracting new members, and then members to Exec.</p>	<p><b>MR</b> to devise AGM agenda.</p> <p><b>MOS</b> to send out notice for AGM 6 weeks prior to meeting, so by Sat 25<sup>th</sup> May 2024</p> <p><b>JC</b> to look up (update) and share Exec job descriptions and responsibilities.</p>
8	AOB	<p>Nominations needed for President. This is not an elected post.  <b>JC</b> gave brief outline of “requirements” which include</p> <ul style="list-style-type: none"> <li>• Named figurehead of association</li> <li>• Sounding board for Chair</li> <li>• Good at making connections</li> </ul> <p><b>AH. BW, YK</b> Brief discussion on next steps for disadvantaged student survey</p> <p><b>AH-</b> update on what was happening at Oak Academy Trust</p>	<p><b>Exec</b> to message <b>BW</b> with nominations for President by end-May.</p>
		Meeting closed 11.50.	

## **Appendix 1**

### **Executive Reports**

#### **President's Report**

Since our last meeting I have:

- Reviewed and updated the current NALA action plan with the chairman
- Liaised with the conference secretary about aspects of the upcoming annual conference programme and met with the proposed presidential invitational speaker
- Represented NALA on the Languages Gateway editorial board, including a face-to-face launch event in London and a nation-wide virtual launch event.

Jenny Carpenter

April 2024

#### **Chair's Report**

Thank you to the Exec for carrying out your roles so diligently and a huge thank you also to everyone who has led and supported projects over the last months. Progress on the various aspects of the Activity Plan is proceeding well and I am very much looking forward to the conference.

Attended the NALA disadvantage group Zoom meeting on 27<sup>th</sup> Feb.

Due to attend the next Zoom on the 23<sup>rd</sup> April.

Liaised with Jenny re NALA Activity Plan.

Supported Alison with aspects of the Treasurer role re conference.

Bev Whiteside

April 2024

#### **Secretary's Report**

Since our last full Executive meeting in January 2024 I have:

- liaised with BW: Agenda for Executive meeting (April)
- distributed meeting papers
- produced draft minutes of Executive meeting 20<sup>th</sup> January 2024
- liaised with MOS- final minutes of Executive meeting (16<sup>th</sup> September 2023) to website.
- written to various prospective "supporters" for materials for Conference
- "met" with AT and DM (Conference Team)- January and February 2024

Mike Rauh

7.4.24

## Treasurer's Report

### **How things stand at the bank**

#### **Current account**

Current balance April 15, 2024                      £9,161.60

#### **Conference account**

Current balance April 15, 2024                      £3,687.99

#### **Deposit account**

Current balance April 15, 2024                      £7,935.89

- No fraudulent transactions
- Membership year 2022-2023 accounts were submitted in January 2024 and should soon be certified by the accountants.

Alison Taylor

15<sup>th</sup> April, 2024

## Communications Officer's Report

The following activities have been undertaken since the last report was submitted:

- Continued to monitor and adjust to the new website, adding links and information to Stop Press
- Liaised with the Treasurer regarding subscriptions.
- Publicised information on annual conference

April 2024