



National Association of Language Advisers

NALA Executive Open Meeting

Saturday 13th September 2025, 10.00- 12.00

Zoom

FINAL Minutes

1	Welcome and apologies	<p>BW welcomed everyone and opened the meeting.</p> <p>Present: Bev Whiteside (BW), Yvonne Kennedy (YK), Alice Harrison (AH), Alison Taylor (AT), Lisa Panford (LP), Mike Rauh (MR), Jenni Bindon (JB), Mark Oliver (MO) David Moss (DM)</p> <p>Apologies Marie O'Sullivan (MOS)</p> <p>BW acknowledged good transition of Comm Officer role from Marie to Mark</p>	
2	Minutes from 7 th May 2025	Proposed: AH Seconded: BW	MR to send Final Minutes to MO for website
3	Matters arising	None	
4	Officers' Reports	These are attached (Appendix 1).	
5	Feedback from 2025 Conference and initial thoughts for 2026	<p>AT talked through the financial aspects of the 2025 conference and with current prices inability to break even. The need however to "speculate to accumulate", and as a consequence of the conference 2 new members had joined. The need to try to expand membership.</p> <p>BW: NALA has an "obligation" to offer a conference to members</p> <p>DM spoke about the positive feedback from delegates. Hopefully having the conference earlier in the year will make it easier for (more) delegates to attend</p> <p>A need for Exec to be informed by Conference Team of progress with publicity. Hence a monthly plan to inform Exec.</p> <p>Further discussion on whether Conference might eventually be on-line only.</p> <p>JB: Conference also offers a space to meet new contacts as well as listening to speakers</p> <p>DM: working title "The Craft of Language Teaching and Learning" Now looking for ideas for speakers</p>	Conference Team to provide action plan timetable for 2026 Conference

		<p>LP and JB have been approached and have agreed to help with the initial stages of conference planning,</p> <p>YK: viability exercise- what is the theoretical price we need to charge to cover costs?</p> <p>AT: we can make less of a loss (and almost break even) by raising the cost of attendance.</p> <p>Possibility of free membership for new attendees, but this could be seen as unfair for existing members</p> <p>BW importance of raising profile and to include Trust Leads when promoting NALA.</p> <p>Discussion on getting balance right.</p> <p>JB how do we balance taking a (teaching plan) package and delivering individualistically v the needs of teachers who don't have time or specialist knowledge to plan- many trainees often don't have the really deep understanding of the curriculum to be able to adapt the "script".</p> <p>DM The nub is in the word "craft" (the "craft" of language teaching)</p> <p>Resources provided are useful, but skill and understanding are needed.</p> <p>LP: social justice not about providing answers but to ask questions</p>	
6	Outcomes from AGM	<p>The need to protect the integrity of the association</p> <p>YK we need to revisit NALA's core tenets and examine the criteria for joining and including transparency of the application process and how/ when applications are assessed/ processed.</p> <p>LP: a conflict- we don't want to exclude eminent applicants who have already been "approved" by "their" organisations.</p> <p>JB: we are vouching for a person's integrity to advise others. We don't want to be in a position when an approved person gives poor advice</p> <p>Applications to be reviewed only at Exec meetings rather than ad hoc, BUT special Exec meetings could be called to do this if decisions were expected to be made after (eg) 4 weeks after the application was received.</p> <p>The need for application "windows"? to make it clear that applicants must expect to have to wait for the outcome.</p> <p>A discussion was had about a recent communication between NALA and an external organisation. The importance of protecting members. The need to adopt professional disclaimers and for NALA to be covered by indemnity insurance. This was complex and showed how individual members and conference presenters are unwittingly vulnerable to criticism and worse when feedback (for example - Conference presentation) is taken out of context.</p>	<p>BW YK to revisit "What is NALA for"</p> <p>LP to also examine wording of relevant section of the Constitution</p> <p>BW and YK to clarify application process</p> <p>DM to investigate cost and policies of indemnity insurance</p> <p>MO to look at provision of generic e-mail</p>

		Membership update information for AGMs – not discussed at this meeting Format of future meetings- not discussed in detail in this meeting but at some stage it would be desirable to have one Exec meeting in person	addresses of Exec members (Agenda Item 8)
7	NALA Activity Plan 25-27	To be discussed at next meeting in January	MR to put Activity Plan on January meeting agenda
8	E-mail addresses/ GDPR refresher-systems and processes	(Generic) E-mail addresses covered briefly in Item 6 GDPR to be discussed further at next meeting	MR to put GDPR on January meeting agenda MO and BW to draft a policy for NALA.
9	Date of next Meetings	Lounge: Weds 13 th November 6.00- 7.00pm Executive: Sat 17 th January 2026 10.00- 12.00	
10	AOB Oak	AH: Oak Resources now all available on website are free and may be adapted AH would like to look at alternative MFL qualifications. YK suggested contacting Juliet Park	
		Meeting closed at 12.02pm	

Appendix 1 Executive Reports

President's Report September 2025

Activity following last Executive Committee meeting (May 2025):

- Attendance at APPG meetings (June and July 2025)
- Representation of NALA at The Language Gateway meetings
- Attendance the NALA conference (June 2025)
- Attendance at NALA AGM (July 2025)
- Online/in-person meetings with NALA Chair Bev Whiteside to discuss NALA matters

Chair's Report September 2025

Welcome to a new academic year – I hope your summer plans were enjoyable and restful in equal measure – onwards to a new year!

Since our last Exec meeting, I have

- Attended the NALA conf 2025
- Drafted, finalised and sent the letter to Becky Francis regarding the implications of removing the EBACC measure. A response has been received which I will share at the Exec meeting, but I am waiting for permission from DfE to share on the website.
- Met frequently in person and online and liaised with YK regarding a range of NALA business.
- Drafted the NALA Activity plan 2025-2027 – for review at the Exec meeting if time.

Additional info to share in advance of the meeting

Yvonne and I met on 28th August to review the activity plan and discuss a range of NALA business.

'It takes many good deeds to build a good reputation, and only one bad one to lose it.'

– Benjamin Franklin

'It takes 20 years to build a reputation and five minutes to ruin it. If you think about that, you'll do things differently.' – Warren Buffett

- Membership – to retain the professionalism, integrity and reputation of NALA, we agreed that a review of the membership application process was needed.

- A disclaimer to be added to conference flyers, NALA Lounge and Spring/Summer series presentations and flyers and social media platform postings – please see draft attached to documents sent by Mike – again with a view to protecting the integrity and reputation of NALA.
- GDPR policy and practice review – to ensure that NALA continues to comply with all applicable protocols as we grow as an association. **Draft NALA Activity Plan 2025 – 2027**

We discussed the national Convenor role – specifically the function, wording and ideas – please see the attached plan. Your thoughts and feedback would be very much appreciated.

Bev Whiteside
NALA Chair
1st September 2025

Secretary

Since the last Exec Meeting in May, I have:

- organised and convened the AGM;
- distributed meeting papers for said meeting;
- taken, written up and re-drafted minutes, and forwarded these to the Communications Officer for uploading to the NALA website and to the rest of the executive committee;
- liaised with the President and the Chair over various issues concerning NALA,
- liaised with Communications Officer- final AGM (2024) minutes to website;
- assisted and “met” with the Conference Organiser and Team, regarding Conference 2026

Mike Rauh,

Secretary

August 2025

Treasurer



Treasurer's report

1st September, 2025

How things stand at the bank

Current account

Current balance	£9,048.39
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**Conference
account**

Current balance	£1,501.80
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Deposit account

Current balance	£8,085.17
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- Half the venue costs for NALA Conference 2026 have already been paid

Alison Taylor

NALA Treasurer

For NALA Exec meeting 18 Jan 2025

Interim financial analysis for membership year Sept 1st 2024- Aug 31st 2025

Income = £1755 (Membership inc. donations)

Total = £1755

Expenditure

Accountant	£ tbc
External Meeting Representation	£72.55 (APPG: Marie – 9.12.24) £45.20 (CLIE meeting: David. 7.6.24) £238.80 (ASCL Strategic Leadership Conference: Bev -14.10.24) £120.55 (Expenses for ASCL Conference)
Zoom	£115.88
Sept Exec Meeting	Nil
Jan Exec Meeting	Nil
May Exec Meeting	Nil
Total Exec Meetings	Nil
Regional Meetings	Nil
Website (hosting and development)	£29.26 Nov 2023 - May 2024 £48.00 May 2024 to Dec 2024
Total Expenditure	£

£1755 – £

Communications Officer Report – September 2025

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

- Continued to monitor the website, adding links and information to Stop Press
- Sent out newsletters to members regarding news and items added to the website
- Liaised with the Treasurer and Secretary regarding subscriptions
- Publicised the Annual Conference in Nottingham
- Supported speakers at the Annual Conference
- Met with the incoming Communications Officer to initiate handover, and continue to offer support in the interim
- The handover and ongoing support has enabled the incoming Communications Officer to begin adding items to the website and email members an update
- Arranged for support from our web designer Ian to resolve issues regarding member log in and associated security issues

Marie O'Sullivan

August 2025