



National Association of Language Advisers

NALA Annual General Meeting
Thursday 3rd July 2025 6.00- 7.00pm
 Zoom

Draft Minutes

	Agenda Item		Action
1	Welcome and apologies	<p>BW (Chair) welcomed everyone and opened the meeting.</p> <p>Present: Yvonne Kennedy (YK), Mike Rauh (MR), Bev Whiteside (BW), Alice Harrison (AH), Marie O’Sullivan (MOS), Mark Oliver (MO), Alan Dobson, Nikki Perry, Lisa Panford (LP), David Moss (DM)</p> <p>Apologies had been received from: Linda Owen, Jenny Carpenter, Stewart Dearsley, Kit and Lynn Thorne, Alison Taylor</p>	
2	Minutes from AGM, Saturday 6th July 2024 (Zoom)	<p>These were read. Proposed: MOD Seconded: MO Approved by those present.</p>	MR to send Final Minutes to MO for the website.
3	Matters arising	None	
4	Officers’ Reports Appendix 1	Written reports were presented to the meeting	
5	Certified Accounts	<p>These were included in the AGM papers. Unanimously approved by members. One note: are the names of the Officers in the Auditors’ Report correct (Page2)? Could we/ should we include updates on membership at future AGMs? Could be useful.</p>	<p>AT to look into this and correct as appropriate</p> <p>Action for September Exec meeting- to discuss inclusion of membership updates at future AGMs.</p>
6	Elections to National Executive Committee	<p><u>Vacancy of Chair</u> BW willing to continue for another term. Proposer: Jenny Carpenter Seconded: MR No other nominations received. BW’s re-election unanimously approved and carried Tenure 2025-27</p> <p><u>Vacancy of Secretary</u> MR willing to continue for another term. Proposer: MOS Seconded: Jenny Carpeneter No other nominations received. MR’s re-election unanimously approved and carried</p>	

		<p>Tenure 2025-27</p> <p><u>Vacancy of Treasurer</u> AT willing to continue for another term. Proposer: Jenny Carpenter Seconded: MR No other nominations received. AT's re-election unanimously approved and carried Tenure 2025-27</p> <p><u>Vacancy of Communications Officer</u></p> <p>MOS has stood down. One nomination received- Mark Oliver Proposed by BW Seconded by MR MO's re-election unanimously approved and carried Tenure 2025-27</p>	
7	Update on NALA Fellowships	<p>BW gave brief context of the awarding criteria of the NALA Fellowship. The first recipient is Alan Dobson and he was presented with his award at Conference. <i>In absentia</i>, Jim McElwee was also proposed as a recipient of the NALA Fellowship.</p>	
8	AOB	<p>Proposal from AH to invite MOS to be a co-opted member of Exec. This was unanimously approved and MOS accepted.</p> <p>Dates of Future Exec Meetings Sat 13th September 2025 is next scheduled meeting Exec to look at possibility of one face-to-face meeting in 2025-26, or a hybrid face- to-face/ on-line meeting; to be discussed in September</p> <p>DM: Future dates of the Conference. The Summer Date isn't working as well as we would like. Proposal to move to November or early Spring (Feb/ March). Interesting discussion by LP, MOS, DM, YK, BW, including idea of hybrid conferences (although there were misgivings with this), use of break-out rooms if hybrid; practicalities. November 2025 would be a tight ask, but Feb 2026 is do-able. BW proposed we move to Feb/ March. Approved by those present</p>	<p>MR to propose dates of meetings for 2025-26</p> <p>Exec to discuss format of future Exec meetings</p>
		<p>BW: Closing remarks, including a welcome to MO as new Comms Office, and a thanks and congratulations to the Conference Team Meeting closed 6.30pm</p>	

Appendix 1

AGM Executive Annual Reports 2025

President's Report

Chair's Report June 2025

Thank you for all your hard work and contributions this last year and for your continued help and support. Thank you also for the hard work of the conference team and the Exec for pulling together another fantastic line-up of speakers.

Summary of actions.

- Liaised with DM re writing of DFE Call for Evidence. Thank you, David, for compiling, writing and submitting on behalf of NALA.
- Met with YK in preparation for NALA Lounge Pilot and subsequently supported the hosting and delivery of 3 sessions.
- Post NALA Lounge debriefs with YK and discussion for next session x3.
- Continued to meet with YK regularly.
- Liaison with Oak National Academy.
- Liaised with MOS re communications to members.
- Attended the ISMLA conference alongside DM and as a result, some of the Exec have become 'Stakeholder' members, ensuring that we are kept in the loop of any developments.
- Attended the ALL conference, represented NALA alongside YK, and made additional contacts to support the positioning of NALA in the national picture.
- Attended and chaired Exec meetings.
- Alongside exec members, I have co-hosted and supported the Spring Series
- Met frequently with and liaised with YK regarding a range of NALA business – future priorities – stakeholder membership/NALA Fellowship
- Online meeting with YK and Kate Percival from the Primary Languages Network to discuss ways of working together.
- Liaised briefly with John Cloughton via LinkedIn re WoLLoW – further follow up required.

Secretary

Since the 2024 AGM I have:

- organised and convened three executive meetings and one AGM;
- distributed meeting papers for said meetings;
- 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 (2023) minutes to website;
- assisted the Conference Organiser and Team, regarding Conference 2025
- liaised with prospective members regarding membership

Mike Rauh,

Secretary

June 2025

Treasurer's Report



Treasurer's report

27.6.2025

How things stand at the bank

Current account

Balance as of 27 th June	£8,344.30
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Conference account

Current balance	£2,921.95
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Deposit account

Current balance	£8,063.53
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- Membership year 2023-2024 accounts have been signed off by the Accountants.
- No fraudulent transactions.
- Two donations totally £270 have been received.
- The current account balance reflects two payments made to the Accountants for 2022-23 and 2023-24. NALA has also been represented at Conferences (ALL and ISMLA) and CLIE meetings.

- The NALA Conference will make a loss this year, owing to low numbers and having to pay for 30 delegates. Full details in September.

Alison Taylor, NALA Treasurer, 27th June, 2025

Communications Officer Report

Once again, thank you to all of the Executive Committee and members for continuing to provide information for sharing on the website. Please continue to share any updates for inclusion where appropriate.

Since the last report to the AGM, the following duties have been carried out by the Communications Officer

- Continued to monitor the website, adding links and information to Stop Press
- Liaised with the Treasurer regarding subscriptions.
- Shared information on the website via our mailing list system
- Sent out newsletters to members regarding news and items added to the website
- Attended APPG for modern languages on 9th December on behalf of NALA
- Publicised Annual Conference, NALA Lounge and Spring Series to members and mailing list as appropriate

This will be my last report to members as Communications Officer after more than ten years in the role. It has been a privilege and a pleasure to work with and learn from such committed educators and colleagues, and I have enjoyed my time immensely as a member of NALA's Executive Committee. Now that I have retired from the world of education, it is time to let someone who is still 'in the thick of it' take the reins and be a more informed Communications Officer than I feel I have been able over the last couple of years. I wish the greatest of success to whomever it is who takes on the role.

Thank you again for your warm friendships - both personal and professional - which I have been fortunate to make over the years.

Marie O'Sullivan

Communications Officer

10/06/25