



# AAIA

## Executive Annual Plan 2018 - 2019 (updated 1<sup>st</sup> April 2019)

### Our vision

- *All learners are successful learners*
- *All learning communities value effective assessment*

### Our Aim

- *To secure effective practice within the education community*

### Purposes of this plan:

#### A. To maintain the profile and credibility of AAIA in order to inform and influence:

- **National policy**
- **Effective assessment practice**

#### B. To secure the future of the organisation through:

- **Increased membership**
- **Increased income**

<b>A. To maintain the profile and credibility of AAIA in order to inform and influence:</b> <ul style="list-style-type: none"> <li>• <b>National policy</b></li> <li>• <b>Effective assessment practice</b></li> </ul>				
Objective	Action	Who	Progress	Desirable Outcomes
<b>1. To maintain efficient management of AAIA as an organisation fit</b>	Effective voting and election processes are in place to ensure full membership of the AAIA Executive. An AGM and regular	The Executive – Officers; Regional & School	<ul style="list-style-type: none"> <li>• Membership of the Executive represents the organisation’s membership base – Officers [President; Secretary; Treasurer; Membership Secretary; Communications Officer; Past President]; Regional representatives for each viable AAIA region; School representatives.</li> </ul>	Membership aware of regularity and transparency of Executive meetings, of the issues discussed

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<b>Objective for purpose</b>	<b>Action</b>	<b>Who</b>	<b>Progress</b>	<b>Desirable Outcomes</b>
	Executive meetings are held, formally chaired and minuted. Co-options are effectively managed in the best interests of the organisation.	Reps.	<ul style="list-style-type: none"> <li>• An AGM and four Executive meetings held per year</li> <li>• All Officers provide regular updates at Executive meetings</li> <li>• Minutes prepared and distributed to Executive and to members via the website.</li> <li>• Action points and follow up reports built into the agendas of all meetings.</li> <li>• Co-options are used to increase the efficiency of the organisation with a focus on conference management.</li> </ul>	and any resulting actions. Management of conferences efficient and transparent.
<b>2. To maintain effective and efficient financial management of AAIA</b>	The organisation's finances are managed efficiently and in the best interests of the organisation	The Treasurer & the Financial Sub-Committee	<ul style="list-style-type: none"> <li>• Financial reports with financial projections are presented at each Executive meeting with an annual statement of accounts produced at the organisation's AGM.</li> <li>• A full financial audit is carried out annually in September with a written report produced for the AGM.</li> <li>• Management of the organisation's accounts [current and savings] conducted by the Treasurer with access to the accounts limited to members of the financial sub-committee.</li> <li>• Financial arrangements for on-line membership conducted via an internationally-respected company. This arrangement pays membership fees directly into the organisation's current account.</li> <li>• Final financial responsibility for all organisation's conferences rests with the Treasurer, supported by co-opted national conference organisers and regional representatives.</li> </ul>	<p>Organisation's finances are kept viable, including the financial management of all conferences, both regional and national. On-line membership process available to membership.</p> <p>All conferences remain financially viable.</p>
<b>3. To sustain an informed and challenging dialogue with governmental and other organisations so as to influence national</b>	Continue to maintain a professional dialogue with the following groups as appropriate: * DfE	AAIA exec	<ul style="list-style-type: none"> <li>• AAIA executive response to the '<i>Identifying schools for support</i>' consultation</li> <li>• AAIA executive response to DfE for the MTC results to be</li> <li>• "<i>.... included in the information that forms the common transfer file, as per the existing requirements for other national curriculum assessments.</i></li> </ul>	

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<b>developments</b>	<ul style="list-style-type: none"> <li>* STA</li> <li>* CfSA</li> <li>* Ofsted</li> <li>* Ofqual</li> <li>* Chartered College of Teaching</li> <li>*Headteacher and Teacher associations</li> </ul>	<ul style="list-style-type: none"> <li>AAIA exec (LD)</li> <li>AAIA exec (AC)</li> <li>AAIA exec</li> <li>AAIA exec (AC)</li> <li>AAIA exec (JS)</li> <li>AAIA exec</li> </ul>	<ul style="list-style-type: none"> <li>• Phone exchange with Richard Porter took place 03.04.19. As a result of his advice, feedback from regions collated into material re moderation (training &amp; management) for EY, KS1 and KS2, EY data collection and revised ELG pilot. This was sent to Ian Dixon. Queries re baseline pilot were sent to Jim Magee. Data issue re collecting pre- KS standards left with Richard.</li> <li>• CfSA conference dates: Friday 29 March to include the AGM, Thursday 20 June, Wednesday 25 September</li> <li>• AAIA executive response to the draft framework for September 2019</li> </ul>	
<b>4. To engage with other organisations involved in assessment</b>	<ul style="list-style-type: none"> <li>Develop reciprocal links with other assessment organisations</li> <li>Identify other organisations AAIA can link with eg Teaching school alliances, academies/academy trusts and universities</li> </ul>	<ul style="list-style-type: none"> <li>AAIA Executive</li> <li>AAIA Executive and Regional Reps</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	Continue to promote AAIA through other organisations' conferences/meetings and extend to include Teaching School's Alliances and academy trusts.

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	Promotion through other organisations' national/regional events/conferences, teacher/headteacher conferences and local/regional events, target school cluster based sessions.	AAIA Executive and Regional Reps	• Ongoing	
<b>5. To support members through a range of strategies that provide appropriate information on assessment at the right time</b>	<p>Meeting notification and minutes to be placed in appropriate parts of members' area – emails to members and Executive contain notification as well; this applied to Regional Reps and Secretary. Inform regional members about updating information</p> <p>Promote members' responses to national consultations</p> <p>Support members in keeping up to date with national development through the website, regional communications etc.</p> <p>Encourage the development and sharing of effective</p>	<p>Communications Officer and Regional Reps</p> <p>AAIA exec</p> <p>Communications Officer and Regional Reps.</p> <p>AAIA Executive &amp;</p>	<p>• Ongoing as meetings progress throughout the year.</p> <p>With the new system/website imminent – will be investigating how to improve communication with members through the website</p> <p>• Ongoing</p> <p>• Ongoing through regional meetings and regular email</p>	Regular updates and information provided to members through the website and email communication.

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<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Progress</b>	<b>Desirable Outcomes</b>
	practice through regional groups Encourage the development and sharing of effective practice through online materials	Regional Reps AAIA Executive & Regional Reps	communication  • Regional representatives update members re any new materials posted in the members' area	
<b>6. Promote and sustain the AAIA annual conference</b>	Promote: - the AAIA Annual Conference through regional meetings/fliers etc; - the one day event, open to non-members, with schools/educational establishments in the relevant region(s)	AAIA Executive (specifically conference team), Regional Reps	• Draft version 4 of the programme for 2019 shared with executive colleagues on 29.03.19	

<b>B. To secure the future of the organisation through:</b>				
<ul style="list-style-type: none"> <li><b>Increased membership</b></li> <li><b>Increased income</b></li> </ul>				
<b>Objective</b>	<b>Action</b>		<b>Progress</b>	<b>Desirable Outcomes</b>
<b>7. To increase membership</b>	Distribute flier? at every meeting, training event and consultancy session.  Integrate membership and conference applications/payments within new website	AAIA Executive & Regional Reps  Communications Officer, Membership Secretary, Treasurer	• Ongoing – see website	Sustain and increase membership across a wider range of organisations, particularly schools.

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	<p>Promotion through regional conferences and meetings by</p> <ul style="list-style-type: none"> <li>* - widening target audience eg school leaders</li> <li>* - organising events for schools to share emerging practice; each region to collate outcomes for AAIA publication</li> </ul> <p>Develop new website to promote informed and effective assessment practice and to promote to AAIA</p>	<p>AAIA Executive &amp; Regional Reps</p> <p>Communications Officer, 18A (Website provider) Membership Secretary</p>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• SW meeting 15th March was an event to encourage membership for local schools and consultants and was a great success</li> <li>• MAAIA ran a KS1 and a KS2 half day inter LA moderation session, focusing on new moderators which was an opportunity to recruit some new members</li> <li>• 18a (website design team) was working on building the new website during February and into March</li> </ul>	
<p><b>8. To broaden potential membership by marketing which clearly emphasises the value of AAIA to anyone involved in learning and teaching rather than simply involved in</b></p>	<p>Market the association through day conferences</p> <p>Contribute to conferences where AAIA might be able to promote its work/membership</p>	<p>AAIA Executive, Regional Reps and Members</p> <p>AAIA Executive</p>	<ul style="list-style-type: none"> <li>• Ref: SW and MAAIA meetings in above section</li> </ul>	

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'assessment'				
<p><b>9. Promote AAIA and AAIA membership through the development of online materials'</b></p>	<p>Regional reps. to promote use of AAIA website documents/information on website eg Assessing without Levels and updated versions of current publications, including ways of using them effectively.</p> <p>AAIA executive/regional members produce materials to support the development of within school moderation procedures.</p> <p>AAIA executive produce an online structured guide to assessment using AAIA and other materials.</p>	<p>Regional Reps/AAIA exec</p> <p>AAIA Executive</p> <p>AAIA Executive</p>	<ul style="list-style-type: none"> <li>• Ongoing as documents become available to download from the members' area</li> <li>• Resources developed to support teachers:</li> </ul>	<p>Materials updated, produced in response to national changes and placed in the members' section of the website to use as appropriate.</p>