



*Association for Achievement and Improvement through Assessment*  
*Leading in learning through Assessment*

**Minutes of the Thirtieth Annual General Meeting, held at the  
Bournemouth Highcliff Marriott Hotel, Friday October 4<sup>th</sup> 2019,  
5.15pm.**

**1. Apologies for absence**

None had been received.

**2. Minutes of the Twenty-ninth Annual General Meeting, Friday 5th October 2018**

Acceptance was proposed by Jenny Short, seconded by Di Pardoe and passed unanimously.

**3. Matters arising**

None

**4. Election of Officers**

There was only one nomination for each existing Executive Officer post. All officers were elected unopposed as listed below.

President: Liz Depper

Secretary: Pauline Cue

Treasurer: Mike Viner

Membership Secretary: Jenny Short

Communications Officer: David Bartlett

At the time of the meeting there were no nominations for the two posts of Schools Reps.

**5. Reports:**

Copies of all reports except the financial summary were available on the website: this will be placed there after the meeting. Officers drew particular note to the following items in their reports:

**President**

Liz Depper thanked all members of the Executive committee especially two members who were stepping down as regional reps: Jacqui Cant from East Anglia (Kate Charlton is the new rep.) and Jenny Short from South West (Sarah Savage is the new rep). Jenny will continue as Membership Secretary.

The age of Executive members continues to rise (though Kate lowers the average!) Liz sent out a plea to regional reps. to attract people to Exec. positions – they could arrange to come along to see how things work.

Liz thanked the two school reps. on the Executive, who have had to step down due to changes in their work. Like the previous two, they have been very useful to the Exec. Sarah, the new SW regional rep. is school- based but ideally we need two school reps. This is important.

### **Secretary**

Pauline Cue explained the work of the Executive, which includes liaison with national bodies. She thanked regional reps. and the school representatives for their work. We are sorry to lose the two school reps., and hope that successors will be found.

### **Treasurer**

Mike Viner went through the summary of the annual accounts (which was available at the meeting). The accounts have been signed off by the auditor, as required in the Constitution.

All income this year has been from membership. Expenditure on meeting venues is less than last year as there were fewer Executive meetings and many regional reps. are successful in finding cheap or free locations for meetings. However, Executive travel costs are up (partly because of liaison meetings with national bodies), and there are costs for supply cover for school reps. Regional costs for meetings are relatively low.

The main expense has been website redevelopment, which was agreed at the last AGM. Some payments are annual (\* on the accounts ) others are one-off. Payments are made through Stripe which is a safe system.

There was a loss on the 2018 conference because of the low number of attendees for the one-day conference. There is, however, money in the reserves to pay for this. The only deficits are those listed. We had to pay in advance for the 2019 conference, but everyone attending has paid for the conference.

AAIA is still in a strong position.

As an unincorporated association, which is not run for profit, we pay no tax. However, Mike has requested clarity from HMRC on the implications for the future of the new financial regulations.

Acceptance of the financial report was proposed by Ben Fuller and seconded by Debbie Hibberd. It was passed unanimously.

### **Membership Secretary**

Total membership stays at 140-150. School and corporate memberships each comprise several people.

There have been teething problems with the new website, for example with some email addresses. Mike and David were thanked for their work on sorting things out. Regional reps are asked to get members to read the Membership Secretary's report which goes through some important points. All members should get an email before their membership expires, but they can only renew on the day it expires (or later).

Everyone was thanked for helping to deal with issues. Liz thanked Jenny for her persistence and tenacity.

### **Communications Officer**

The day after the AGM there will be a slot where David Bartlett will run through the new site.

Jenny was thanked for her work on the site, and Liz and Pauline were thanked for their reworking of the Assessment Without Levels sections. The site is now working well, and the numbers using it are encouraging.

Conference documents are being put on the website now.

There have been problems with communication with members via Mailchimp, eg. emails get blocked. We will now ask regional reps. to send out information as well.

## 6. AAIA Executive Plan

This documents the work of executive members and others over the last year. It shows a team effort, and gives a good flavour of what is going on.

Jean Sloan, who compiles the plan and its updates, was thanked for her persistence.

## 7. Constitutional Changes

The Constitution has been reviewed (Pauline thanked Jacqui and Debbie for their support on this). There were a large number of proposed changes, summarised below. (Page numbers refer to the Constitution).

- a. The role of co-optees to Executive be clarified (p.3)  
Proposed Mike Viner, seconded Janice Gibson, agreed
- b. Voting may take place electronically before AGM or at the meeting itself (p. 3)  
Proposed Sarah Savage, seconded Debbie Hibberd, agreed
- c. The rule limiting the President to two terms of office, previously inserted for historical reasons, should be removed (p.3)  
Proposed Mike Viner, seconded Angela Cale, agreed
- d. The requirement for all executive officers except the Communications Officer and school reps. to have been members of the Exec. in the year before they are elected, should be limited to the President (p.4)  
Proposed Di Pardoe, seconded David Bartlett, agreed
- e. The Exec. should be able to make decisions by electronic communication as well as at meetings (p.4)  
Proposed Keith Remnant, seconded Jenny Short, agreed
- f. The post of immediate past president should be deleted (p.5)  
Proposed Jean Sloan, seconded Debbie Hibberd, agreed
- g. There should still be one vote per membership regardless of type, because of the need to facilitate electronic votes and maintain a representative balance of opinion in voting outcomes (p.8)  
Proposed Mike Viner, seconded David Bartlett, agreed
- h. The affiliation to the Education and Children's Services (ECS) group of Prospect should be deleted because of the changing nature of AAIA membership (p.8)  
It was proposed that this be postponed for the time being to allow for discussions with ECS. Mike Viner raised concerns about affiliation to a "political" group.  
The postponement was proposed by Pauline Cue and seconded by Keith Remnant. It was agreed.

## **8. Future conferences**

The 2020 conference will be at the Leicester Marriott hotel. A survey after the 2018 conference showed majority support for a two-day conference but it has been found that a 2-day conference, which would have to be midweek, would be more expensive. The 2021 conference will need to be booked in the next 3-4 months.

The survey results are not currently on the website; they will be added.

## **9. Membership fees for 2019-20**

Mike proposed that fees stay the same as for 2018-19. Jean seconded this and the proposal was accepted.

## **10. Any Other Business**

Sue Swaffield thanked all officers and regional reps. In particular, Liz has worked hard to build up membership in the London region; Liz and London members were thanked for this. Sue proposed thanks, and Keith seconded this. All were in favour.

**There were 23 members present.**