



# AAIA

## Executive Annual Plan 2019 - 2020 (Updated 14<sup>th</sup> September 2020) **Meetings/activities severely curtailed because of Covid19**

### 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</b>	Effective voting and election processes are in place to ensure full membership of	The Executive – Officers;	<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;</li> </ul>	Membership aware of regularity and transparency of

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<b>AAIA as an organisation fit for purpose</b>	the AAIA Executive. An AGM and regular Executive meetings are held, formally chaired and minuted. Co-options are effectively managed in the best interests of the organisation.	Regional & School Reps.	Past President]; Regional representatives for each viable AAIA region; School representatives. <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>	Executive meetings, of the issues discussed 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>	Organisation's finances are kept viable, including the financial management of all conferences, both regional and national. On-line membership process available to membership.  All conferences are financially viable.
<b>3. To sustain an informed and challenging dialogue with governmental and other organisations so as to</b>	Continue to maintain a professional dialogue with the following groups as appropriate: * DfE	AAIA exec	<ul style="list-style-type: none"> <li>• AAIA contributed to EYFS Reforms consultation</li> <li>• AAIA invited to contribute to: Statutory Consultation: Legislative changes related to the Performance Scales by 13<sup>th</sup> March</li> </ul>	Members' thoughts and concerns are fed back to relevant bodies and contribute to national developments.

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influence national developments	* STA	AAIA exec (LD)	<ul style="list-style-type: none"> <li>• STA responded to an enquiry originally sent to Paul Oates (DfE) re the EY 7 aspects of engagement - guidance is due to be published in autumn and training rolled out in 2020</li> <li>• LD had a phone conversation with Ian Dixon on 27<sup>th</sup> February – notes circulated.</li> <li>• A further discussion with Ian took place on 21<sup>st</sup> April when the main focus were the outcomes of a SAT survey the KS1 and 2 standardisation exercises which was sent out on 24<sup>th</sup> February – notes circulated on 22<sup>nd</sup> April</li> <li>• AAIA executive invited by DfE/STA to respond to the legislative changes related to the timeline for implementing PKS and the engagement model</li> <li>• LD received update reporting to parents for schools information from Ian Dixon on 22<sup>nd</sup> May</li> <li>• Proposed phone meeting with Ian Dixon on 26<sup>th</sup> May postponed to a later date</li> <li>• Members’ queries re EYFS sent to DfE and reply received on 25<sup>th</sup> June - circulated to regional reps and then members</li> <li>• AAIA/STA phone meeting took place on 13<sup>th</sup> July - the main points were made available to executive by 14<sup>th</sup> July for circulation to all members.</li> <li>• AAIA executive invited by STA to respond to two consultations – Phonics Screening check and Performance Scales with very short response times at the end of July</li> </ul>	
	* CfSA	AAIA exec (AC)	<ul style="list-style-type: none"> <li>• CfSA booklet: Subject Association Directory which has a page allocated to AAIA has finally been completed and published. Executive members involved committed a significant amount of time to ensure the information</li> </ul>	

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	<p>* Ofqual</p> <p>* Chartered College of Teaching</p> <p>* Ofsted</p> <p>*Headteacher and Teacher associations</p>	<p>AAIA exec (AC)</p> <p>AAIA exec (JSh)</p> <p>AAIA exec</p> <p>AAIA exec</p>	<p>included was/is accurate</p> <ul style="list-style-type: none"> <li>• The next CfSA meeting is on 23<sup>rd</sup> March followed by one on Wed 24<sup>th</sup> June &amp; then 22<sup>nd</sup> September. All meetings this year are being held at the RE headquarters in Kings Norton (outer suburb of Birmingham). Due to difficulties in travel/distance to venue AC unable to attend 2020 meetings. DB considering whether he can possibly make these instead.</li> <li>• CfSA requested a possible exchange of publications if appropriate on 18<sup>th</sup> June. AC also provided information re <i>British Academy Virtual Summer Showcase</i> on 19<sup>th</sup> &amp; 20<sup>th</sup> June</li> <li>• AC had a meeting with Naomi Nicholson, on 9<sup>th</sup> January, and circulated main points/questions to executive members to be distributed more widely to regional reps</li> <li>• AC had a meeting with Naomi Nicholson on 9<sup>th</sup> July - the focus was mainly on STA's decision around moderation for 2021 but also with some questions related to EY and RBA. NN also posed some questions for members to respond to.</li> <li>• JS attended a fellows lecture on 4<sup>th</sup> November</li> </ul>	
<p><b>4. To engage with other organisations</b></p>	<p>Develop reciprocal links with other assessment organisations</p>	<p>AAIA Executive</p>		<p>Continue to promote AAIA through other organisations'</p>

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involved in assessment	<p>Identify other organisations AAIA can link with eg Teaching school alliances, academies/academy trusts and universities</p> <p>Promotion through other organisations' national/regional events/conferences, teacher/headteacher conferences and local/regional events, target school cluster based sessions.</p>	<p>AAIA Executive and Regional Reps</p> <p>AAIA Executive and Regional Reps</p>		conferences/meetings and extend to include Teaching School's Alliances and academy trusts, in order to influence developments and attract members.
5. To support members through a range of strategies that provide appropriate information on assessment at the right time	<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,</p>	<p>Communications Officer and Regional Reps</p> <p>AAIA exec</p> <p>Communications Officer and Regional</p>	<ul style="list-style-type: none"> <li>• Ongoing throughout the year although meetings planned after 23<sup>rd</sup> March have not taken place across the regions so all communication has been through email or Zoom.</li> <li>• Still a challenge to get members to respond.</li> <li>• Ongoing throughout the year – regional reps now email members as group emails from the website using Mailchimp tend to be blocked by some LA firewalls.</li> </ul>	Regular updates and information provided to members through the website and email communication, to support members in keeping up to date.

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	regional communications etc.  Encourage the development and sharing of effective practice through regional groups Encourage the development and sharing of effective practice through online materials	Reps.  AAIA Executive & Regional Reps AAIA Executive & Regional Reps		
<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	<ul style="list-style-type: none"> <li>Regrettably the 2020 Conference was cancelled following in-depth discussions about its viability by executive members</li> <li>2021 Conference is booked in Bournemouth: 7-9<sup>th</sup> October with executive members' planning meeting on 6<sup>th</sup> October.</li> </ul>	Conferences are viable

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<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	AAIA Executive & Regional Reps  Communications Officer, Membership	<ul style="list-style-type: none"> <li>A5 and A6 (postcard size) fliers promoting AAIA have been printed and will be distributed for regional reps and their members to use whenever an appropriate occasion arises.</li> <li>Completed as part of new website launched April 2019. Adjustments carried out autumn 2019 to address some identified issues.</li> </ul>	Sustain and increase membership across a wider range of organisations particularly schools.

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	<p>within new website</p> <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>Keep new website up to date in order to promote informed and effective assessment practice and to promote AAIA.</p>	<p>Secretary, Treasurer</p> <p>AAIA Executive &amp; Regional Reps</p> <p>Communications Officer, 18A (Website provider) Membership Secretary</p>	<ul style="list-style-type: none"> <li>• Keynote presentations and videos from 2019 conference added to website October 2019. Website updates on-going.</li> <li>• Returning to School – learning and well-being page added to site August 2020</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</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>• AAIA SW conference 18<sup>th</sup> March was fully booked with a waiting list</li> <li>• MAAIA conference possible planned for October 2020</li> </ul>	<p>The makeup of membership reflects a wider range.</p>

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involved in '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 resources/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 resources become available to download from the members' area</li> <li>• All AWL materials thoroughly revised and available on the website. (October 2019)</li> <li>• North West LA's KS2 to KS3 transition project, focusing on cross key stage moderation, to be considered for inclusion in the resources section (after proof reading etc)</li> <li>• Online guide to assessment using resources support is now on the website in the members' area. Further publicity would draw members' attention to this.</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>