

Annual General Meeting

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Charity number: 1122014

Annual General Meeting 2011

Minutes of the 3rd Annual General Meeting of the Chartered Institute of Educational Assessors held at the Novotel London St. Pancras Hotel, 100-110 Euston Road, London NW1 2AJ on Wednesday 19th October 2011 from 11:00 to 11:45 hours

1. **Welcome and Apologies**

The Chair welcomed all attendees.

1.1 **Attendees**

Members

Paul Bowers-Isaacson
Irene Hawkes
John Loveridge
Graham Herbert
Julius Lang
Jim Brant

Trustees

Dr. John Dunford, Chair
Kevin Hewison
Neil King
Geoff White
Sue Kirkham

CIEA Team Members

Evelyn Stuart
Carolyn Clarke
Jane Clarkson

Guests and Observers

James Birch, Partner, Dickinson's

1.2 **Members who submitted proxy votes**

1.3 **Apologies were received from:**

Members

Trustees

Dr. Tandi Clausen May

2. Minutes of the last Annual General Meeting

These were adopted as an accurate record and approved. This was proposed by Geoff White and seconded by John Loveridge These were accepted by all voting members and signed by the Chair (see appendix 1)

3. The Chair's Report

A verbal report of the Board's business, 2010- 2011 was given by Dr John Dunford (Chair)

3.1 Change

The main event has been the severance of support from QCDA and the gaining of both financial as well as legal independence. This has involved securing and moving to new premises and setting up a stable staff structure. It has also involved arranging the new back office systems to support the new business. This has been much more difficult than had been anticipated and the Board of Trustees has been well served by the staff charged with doing this. The Board wishes to thank the staff for overcoming the numerous issues that they faced.

3.2 Constitution

The constitution was amended at an EGM in June and the final agreements were sent to the Privy Council.

3.3 The Future

There is huge potential to grow our work, deliver training in order to professionalize assessment wherever it takes place and thereby grow our membership. The year has been difficult, but all of the issues have been overcome and the CIEA has presented evidence to Ofqual and to Lord Bew

Geoff White asked if Stakeholders' meetings were to resume. This was confirmed, as was the next date of the Stakeholder meeting, which was confirmed as November 8th 2011. John Loveridge commented that he was pleased with the new Independent status of CIEA

4. To receive the Trustees report and the accounts for the year ending 31st March 2011

The attendees were asked to receive and note the audited accounts for the CIEA. The Chair thanked James Birch, a partner of Dickinson's Chartered Accountants, for attending and answering all questions as well as explaining in a helpful manner the layout of the accounts.

The CIEA accounts are laid out in the manner required by financial regulations relating to registered charities since the CIEA has been established by Royal Assent and registered with the Charities Commission rather than Companies House.

The period covered by the accounts is from April 1st 2010 to 31st March 2011 the end of our usual financial year. The Chair reported a cumulative surplus of £361,708 compared with a cumulative surplus of £167,910 in the previous year. This surplus has arisen due to an increase in membership income, consultancy and training activities.

Approval was proposed by Irene Hawkes and seconded by Geoff White. Approval was unanimous

5. To re-appoint Dickinson's as auditors for the following year

The resolution to appoint the external company, Dickinson's Chartered Accountants, as the auditors to the CIEA for the financial year April 1st 2011 to March 31st 2012 and the Board of trustees to set their remuneration was proposed by Neil King seconded by John Loveridge and a unanimous approval from those present as well as the proxy votes cast before the meeting

Graham Herbert and Paul Bowers-Isaacson thanked James for his work.

6. Appointment of Trustees.

It was noted that Neil King and Kevin Hewison have 3 more years of tenure as elected members with effect from May 2011 and Sue Kirkham is coopted for a further 3 years with effect from May 2011 Barbara Wilson resigned her position leaving two vacancies for elected members. It was decided to hold the next ballot for elected members until May of 2012 when Dr Tandi Clausen-May will have to stand for re-election. Two complete nominations have been received, indicating expressions of interest when an election occurs.

7. To consider items of notified other business

None received

8. Annual General Meeting formally closed

The Chair formally thanked the director, Graham Herbert and the staff, for their work in delivering the AGM.

The third AGM of the Chartered Institute of Education Assessors closed at 11:45 hours

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Chair's signature..... Date.....