

# THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Charity number : 1122014

## Annual General Meeting

Minutes of the 2<sup>nd</sup> Annual General Meeting of the Chartered Institute of Educational Assessors (CIEA) held at the Congress Centre, Great Russell Street, London WC1B 3LS on Thursday 7 October 2010 from 1330 to 1355 hours.

### 1. Welcome and apologies:

The Chair welcomed all attendees to the second annual general meeting of the Chartered Institute of Educational Assessors.

#### 1.1 Attendees:

##### Members:

Paul Bowers-Isaacson, Janet Williams.

##### Trustees:

Lord Sutherland of Houndwood (Chair), Dr Tandi Clausen-May, John Loveridge, Dr Jenifer Moody, David Wright, Geoff White.

##### CIEA team members:

Richard Gott, Dawn Smith.

##### Guests and observers:

James Birch, Partner, Dickinsons.

#### 1.2 Members who submitted proxy votes:

Margaret Ainslie, Dr Aramesh Arumugam, Greg Attwood, Brian Austerfield, Elizabeth Blount, Jon Cloake, Sharon Harvey, Dulcie Leach, Lynda Lees, Robert Leonard, Colin Morrison, Caroline Mussared, Melanie Prendergast, Mark Reader, Jackie Rouse, Florence Rowe, Janet Scott, Brian Turner, Hayden Welch, John E White, Michael Wilcockson, Mrs Razia Tabassum Zar.

#### 1.3 Apologies were received from:

##### Members:

Greg Attwood, Mr Eligio Cerval-Pena, AG Cook, Dr Jonathan Robbins, Ruth Packwood, Dr Abdi Rafiee, Samantha Taylor, Anne Thomas, David Tooth, David Vickers, Janet Warburton, Jan Wise.

##### Trustees:

Mick Walker.

##### CIEA team members

Graham Herbert.

### 2.0 Minutes of the last annual general meeting

The minutes of the first annual general meeting were adopted as an accurate record and signed by the chair (see Appendix 1).

### **3.0 Chair's report of the Board's business, 2009-10**

Lord Sutherland outlined three key areas in his report of the year:-

#### **3.1 Change**

The systemic changes in the education landscape following the general election and the introduction of the new government has seen the introduction of a swathe of new education policies.

These have included the introduction of free schools, operating outside local authority control and established in response to local parental demand plus the confirmation of the Academies legislation allowing for operation outside local authority control and supporting the devolving budgets directly to school heads.

Local Authorities have not been immune to financial pressures and our own research carried out over the course of September indicated that up to 30% of Local Authority assessment advisers had been displaced from their positions having a significant impact on schools to support assessment practice and development themselves.

And most significantly for the public sector – the impact of the Government's Comprehensive Spending Review requesting budget cuts of up to 40% across Whitehall, education up to 25% and the impact of the abolition of centrally funded quangos (GTC, BECTA, QCDA).

#### **3.2 Much still needs to be done**

Against this backdrop the government has issued an ambitious reform agenda, including

- A review of the primary curriculum;
- The introduction of iGCSEs;
- A new baccalaureate;
- A review of Key Stage 2 tests
- A review of vocational education led by Alison Wolf;
- A review of Early Years led by Dame Tickell;
- A change in Diploma provision;
- A review of education led by Sir Richard Sykes;
- Awarding bodies developing schools based qualifications with schools being the choice to opt in or out of this new provision;
- Universities and awarding bodies would come together, supported by employers, to develop new curricula and A level qualifications.

A new direction of travel is emerging for the new government with education being freed from central control and instead schools being more self-reliant in the services they procure and the way they manage themselves and will provide an exciting new environment for us to work within and provide support to.

#### **3.3. Where does all this leave the CIEA?**

At last year's annual general meeting, the Chair emphasised that the coming year would focus on investment in products and services for our members so that the CIEA would be stronger moving forward.

The past year has seen the results of that investment coming to fruition, in the form of :-

- Investment in our popular Chartered Educational Assessor course providing those engaged in teaching and lecturing with the skills necessary to devise, develop and deploy valid and reliable assessments;
- Investment in our website which now houses over 10,000 pages of resource for our members, allowing them to access vital services around the clock;
- Investment in our qualifications on the Qualifications and Credit Framework (QCF) to allow for routes to progression from those within and outside the profession to develop their knowledge and understanding of good assessment practice.

Moving forward into the new year and our new working arena has seen last year's loss turned around by the efforts of the board and the management team to a surplus.

This surplus will allow the CIEA to promote its services more strongly across the education community, make the case for good assessment practice to key educational policyholders and government, and reinvest in the necessary services to keep our members at the forefront of good assessment practice.

### **3.4 Moving forward**

In the wider educational landscape government needs organisations to allow it to deliver its ambitious reform agenda. Schools and teachers will need to develop and devise new ways of working, new teaching methods and new assessment methodologies in a devolved landscape of no National Strategies, less central coordination and more local accountability.

Local Authorities will develop more devolved ways of working as they attempt to maintain a quality educational provision while being subject to the same financial pressures as central government.

The Institute is well placed to take advantage of a more devolved educational landscape which puts more emphasis on local accountability, in an educational community which will be subject to market liberalisation with a small 'l', but which still needs the support of an organisation like the CIEA dedicated to the professional development of those closest to the learner – the educational assessor.

### **4.0 To receive the Trustees report and the accounts for the year ending 31 March 2010 - CIEA and dormant IEA**

The attendees were asked to receive and note the audited annual accounts for the CIEA and the dormant accounts of the predecessor-body the Institute of Educational Assessors. The Chair thanked James Birch, a partner of Dickinsons Chartered Accountants, for being in attendance to answer any technical queries.

The CIEA accounts are laid out in the form required by financial regulations relating to registered charities as the Chartered Institute has been established by royal consent and registered with the Charities Commission rather than Companies House.

The period covered by the accounts is from 1 April 2009 to 31 March 2010, the end of our usual financial year. For the year ended 31 March 2010, the Chair reported a cumulative surplus of £206,975 compared against a deficit of £39,065 that was reported for 2008/09. The surplus has arisen due to an increase in provision of conference, membership income, consultancy and training activity.

The source of costs to relocate the CIEA from the Piccadilly, London office to Earlsdon Park, Coventry office was questioned. David Wright advised that the relocation exercise was wholly funded by the QCDA and had not impacted on the current set of accounts.

### **5.0 To re-appoint Dickinsons as auditors for the ensuing year**

The resolution to "re-appoint the external firm Dickinsons Chartered Accountants as the auditors to the CIEA in the year 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 and the board of trustees be authorised to set their remuneration" was accepted by a unanimous vote of members in attendance and supported by 22 votes submitted by proxy before the meeting.

## **6.0 Appointment of Trustees**

The introduction of the Royal Charter in April 2008 saw a governance change for the Institute. As part of this move to chartered status, members became the legal owners of the organisation and now have an opportunity to vote and become Trustees of the Institute.

The charter allows for up to six elected members to sit as Trustees on the Board of the Institute. Each year, CIEA Board members are elected on a rotational basis and one third of the Board members stand down and independent elections are held for these places. This year, two Trustees (John Loveridge and Jenifer Moody) were required to stand down.

Nominations were invited from the voting members (Fellow, Full Members and Associate Members) for receipt by the end of June 2010. Due to an initial poor response, the deadline for submission for nominations was extended until the end of July 2010. At this time, a further two nominations were received, but were incomplete and the nominations were deemed invalid.

As per the CIEA election procedures, the number of nominations (1) did not exceed the number of vacancies (2), therefore, no membership election was required and the 1 candidate was declared elected unopposed.

In addition, the Trustees have agreed to co-opt John Dunsford, ex- General Secretary of ASCL, to the Board of Trustees. His period of co-option has been agreed for a 12 month period effective from the 2010 Annual General Meeting. A recommendation to approach the two unsuccessful membership election nominees for a short period of co-option had been supported to the Board.

Following a period of ill health, Lord Sutherland of Houndwood has stood down as the Chair of Board of the Chartered Institute of Assessors. The CIEA byelaws allow for the appointment of a President of the Institute – a non-remunerated and non-operational post. At its recent meeting, the Board of Trustees wholly supported a recommendation to appoint Lord Sutherland as its first President for a period of three years.

## **6.1 Announcement**

The Annual General Meeting attendees to receive the following results:

### **6.1.1 Incoming Uncontested Trustees**

Incoming Elected Trustees appointments were confirmed for a period of three years with effect from 7<sup>th</sup> October 2010

- Barbara Wilson, an extensive background in vocational and academic assessment over 30 years in both the commercial and education sector.

### **6.1.2 Outgoing Trustees with effect from 7<sup>th</sup> October 2010**

- Mr John Loveridge, an extensive background from the further education and examiner communities.
- Dr Jenifer Moody, Education Development and Innovation Director, EDI.

### **6.1.3 Chair of the Institute**

- Lord Sutherland has stepped down from the role of the Chair of the Board to become the first President of the Institute.

#### **6.1.4 Co-options to the Board of Trustees**

Incoming co-opted Trustees appointments were confirmed for a period of one year with effect from 7<sup>th</sup> October 2010

- John Dunsford, ex- General Secretary of ASCL, to the Board of Trustees;
- Kevin Hewison, retired chief examiner;
- Neil King, chief examiner for OCR.

The Chair thanked outgoing Trustees for their hard work and support for the CIEA over their period of office and welcomed new Trustees into office.

#### **7.0 To consider items of notified other business**

None received.

#### **8.0 Annual general meeting formally closed**

The second annual general meeting of the Chartered Institute of Educational Assessors formally closed at 1355 hours.

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