

National Adult Literacy Agency

Board Meeting
Wednesday 4 September 2019
13:00 – 14:45

Present: Mary Bambrick (MB) Chairperson, Kevin Kelly (KK), Noel Phelan (NP), Louise Canavan (LC), Marie O’Gorman (MO’G), Olive Phelan (OP), Pat Ayton (PA), Liz O’Sullivan (LOS), Hazel Cryan (HC), David Heylin (DH).

Apologies: Anna Touhy Halligan (ATH), Sinead Ryan (SR), Michael Duffy (MD), Lee Mitchel (LM).

In Attendance: Inez Bailey (IB).

Minute Taker: Miriam Johnston (MJ).

Decision taken at the meeting:
The revised meeting times and composition of the Audit and Finance Sub-committee and the Staff and Policy Sub-committee were approved.
Policy on Publication of Board minutes on NALA website was approved.
The Board manual was approved.
NALA Retention Schedule: allocation of responsibilities was approved.
The General Data Protection Regulation Policy was approved.

1. **Declaration of any conflict of interest/loyalty** – none.
2. **Previous minutes and matters arising.**

The minutes of the previous meeting were adopted. In relation to the actions from the previous meeting. It was noted that:

- a. Details of training opportunities had been sent to all Board Members.
- b. IB had attended a meeting of the Student Sub-Committee.
- c. The date of Literacy Awareness Week had been clarified.
- d. The NALA submission on the FET Strategy had been circulated to Board members.
- e. New Board members had been invited to an induction in July.

3. **Reports from all Sub-committees:**

(a) Student Sub-Committee

The minutes of the recently held meeting of the sub-committee were noted. A discussion arose in relation to the concern expressed at the sub-committee about the reduction in the one-to-one service on offer throughout the country.

The Board requested IB to circulate a paper setting out position for the next meeting of the Board.

(b) Audit and Finance Sub-Committee

The minutes of the recently held meeting of the sub-committee were noted.

(c) Staff and Policy Sub-Committee

The minutes of the recently held meeting of the sub-committee were noted.

4. Policy on Publication of Board minutes on NALA website.

The Policy on Publication of the Board minutes on the NALA website was discussed and approved. It was agreed that the minutes of the Board and its sub-committees should be written in formal language and that, in light of the collective responsibilities of the Board, the naming of individuals should be avoided when possible.

5. Board Manual

The Board manual was approved subject to the reference to the Data Protection Act at Page 20 being changed to 1988 – 2018.

6. NALA Retention Schedule

The paper on NALA Retention Schedule was reviewed and the Board approved the allocation of the various data types to the proposed sub-committees.

7. Sub-committee participation

There was a discussion of the proposed change to the makeup of the Audit and Finance Sub-committee and the Staff and Policy Sub-committee circulated by the Chairperson and the following times and appointments were approved.

11am - Staff and Policy Sub-committee– MB, SR, PA, LC

1pm - Board

3pm - Audit and Finance Sub-committee – DH, KK, OP, MB

The revisions were designed to aid succession planning, share the work fairly and to suit members' time availability. It was also noted that the Board will receive a Finance Report but will not receive a report on the Audit and Finance Sub-committee as that meeting will take place after the relevant Board meeting. There was a query as to whether it was necessary for both the sub-committees to meet on every occasion when the Board meets as this is not done in all organisations. It was agreed

that the Chairpersons of the Sub-committees would review the standing items on the rolling agendas for the Sub-committees. It was suggested that Sub-committees might not need to meet on the day of the December Board meeting.

8. General Data Protection Regulation Policy

The General Data Protection Regulation Policy was reviewed and approved subject to the legislation being cited correctly as Data Protection Acts 1988 – 2018 and to the Data Protection Officer checking that NALA is fulfilling its obligations in relation to personal data which is stored outside the E.U., noting that this may include the UK after 31 October 2019.

9. CEO's Report

The report was taken as read. The CEO's report was considered and the following points were discussed in detail:

- a. The review of the Student Voice Reports of the last five years.
- b. The nomination process for ETBs. It was agreed that IB would give a report on the final outcome when the process has finished. It was agreed that IB would contact LO'S in relation to a potential nominee.
- c. The Erasmus + Check In Take Off Project. Noted that the Upskilling Pathways Advisory Committee is scheduled to meet on 5 September.
- e. TASC - a new vision for adult literacy. The final draft was expected at the end of September.
- f. Draft report from SOLAS appointed auditor.

10. Date and Venue of 2020 AGM and related preparation

There was a discussion and the proposed date of 28 March 2020 was agreed. Proposed venues are to be given to the Board at its next meeting.

11. Staff Presentation – Due to pressure of time no presentation was made.

12. Google Analytics

The report was taken as read.

13. Date of next meeting

The date of the next meeting is Wednesday 23 October 2019.

Actions from the meeting:
Give a report to the next Board on the current numbers in 1:1 provision and voluntary tutors.(IB)

4.2

Give instructions that all minutes are to be in formal language with no comments attributed to any individual (IB)
Do report for Board on the process of nominating members to the ETBs when the process is finished (IB)
Contact LO'S in relation to a potential nominee. (IB)
Give any update on the SOLAS audit. (IB)
Give report on options for the AGM together with list of the status of the various members of the Board at the next meeting. (IB)
Review the standing items on the rolling agendas for the Sub-committees (Chairpersons of the Sub-committees)
Correct the citation of Data Protection legislation in the Board Manual (MJ)
Correct the citation of Data Protection legislation in the GDPR Policy (JD)

Please note: All sensitive and personal matters will be removed from NALA's Board minutes before publishing.