

<b>National Adult Literacy Agency</b>	
<b>Draft Minutes of the NALA Board</b>	
<b>Date:</b>	28 February 2024
<b>Time:</b>	2.00pm – 4.30pm
<b>Venue:</b>	Zoom

<b>Chairperson:</b>	Margaret Kelly (MK)
<b>Present (Charity Trustees):</b>	Catherine Devlin (CD), Ciaran Casey (CC), Elma Teahan (ET), Frances Ward (FW)*, Maria O’Gorman (MOG), Maurice Sammon (MS) Tom O’Mara (TOM), Trish Nolan (TN)*
<b>Quorum:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>In Attendance (Others):</b>	Colleen Dube (CEO), Paul Cahill (PC) (Finance & Corporate Services Manager), Michelle Reade (MR) (Governance & Compliance Officer), Luna Atkins, 2into3 (LA) (from 3.00pm)
<b>Apologies:</b>	Paula Tiller (PT), Pat Ayton (PA), Eleanor Neff (EN),

\*joined during Agenda item 8

Please see Glossary of Terms at the end of this document for guidance

<b>1. Welcome</b>
<ul style="list-style-type: none"> <li>MK opened the meeting</li> </ul>
<b>2. Conflicts of Interest</b>
<ul style="list-style-type: none"> <li>MK asked if there were any conflicts of interest. MR advised that while not necessarily a conflict, she is happy to step out of the meeting if there is a discussion on the Finance and Corporate Services Manager position. She noted she did this at the LSPG subcommittee to allow a discussion on the wider team as she in on that team. MK advised it will not be necessary.</li> <li>There were no others.</li> </ul>
<b>3. Minutes of Previous Meetings</b>
<b>3.1 Minutes of 13 December 2023 Meeting</b>
<ul style="list-style-type: none"> <li>MK enquired about: <ul style="list-style-type: none"> <li>the status of the ████████ ALL Innovation Project. CEO advised that it is now on track to</li> </ul> </li> </ul>

meet the new extended deadline.

- the QQI Guidelines. CEO gave an update on the coordination of the implementation.
- The rooftop broadband. CEO and MR advised it appears to be working ok as there have been no indications otherwise.

**AGREED:**

- The minutes were approved

**3.2 Minutes of 1 February 2024 Meeting**

**AGREED:**

- The minutes were approved

**4. Governance – Update on EGM and AGM**

**NOTED:**

- MR informed the Board that since the papers issued, the communications in relation to the EGM have been issued and people are beginning to register.
- MR informed the Board that she had contacted any Board member with an expired or expiring NALA Membership to ensure they were renewed in time to be eligible to participate in the EGM.
- MK referred to the table that MR prepared in the papers in relation to each Board Member's term of office in the case of the Constitution being adopted and not being adopted. MK asked all Board Members to inform the Board and NALA of their intentions. MK gave a suggestion for a potential replacement candidate for the role of Chairperson and asked the Board to consider same.

**5. Finance**

**5.1 2023 End of Year Financial Outcome and Update on 2023 Audit and Financial Statements**

**NOTED:**

- PC advised that:
  - the audit is largely completed. PC is working on finalising that with Mazars presently.
  - the new process, staff and systems Mazars introduced this year were very successful.
  - he has received a draft of the audit report and Mazars have closed out internal control issues raised in previous years and no new internal control issues have been identified.
  - the financial statements and audit report will be presented to the next AR&F

subcommittee meeting and onwards to the Board at their next meeting.

- PC gave a brief summary of the financial details contained in the papers.
- CEO advised that we have made some changes to the Director's Report and Financial Statements this year to reflect the feedback from the Good Governance Awards. NALA has also started preparing for the creation of the Annual Report where more feedback from the Good Governance Awards will be incorporated.

## **5.2 2024 Budget / SOLAS Funding**

### **NOTED:**

- PC informed the Board that there is no further update. We are expecting approval in early April and we may get a first tranche before that.
- TOM enquired about the process that surrounded the changes to the Student Development Fund. CEO gave an overview of the process and engagements between NALA, SOLAS and NALA's Board. TOM confirmed he was clear on the Board decision but just wanted clarification on the correspondences leading to it.
- MK highlighted the issue for NALA is the flatlining of funding for a third year in a row and the position that leaves us in, particularly in relation to awarding pay increases.

## **6. 2023 Work Plan and Implementation Framework**

### **NOTED:**

- CEO summarised the approach to creating the Work Plan and highlighted a couple of movements of actions to different objectives. CEO highlighted that some actions may be subject to change pending further discussions with the ALL Office and other stakeholders, the outcome of the changes to the Membership structure following the upcoming EGM and upcoming changes to the Finance Team in light of a retirement and career break request. She confirmed we would not be actively seeking any EU projects in 2024. Any new actions would be subject to resources as staff are working at capacity.
- The Board discussed the career break request. CEO clarified the staff members will be leaving in May regardless of whether a career break is granted. The outcome of the recruitment for the Finance and Corporate Services Manager will be critical for analysing the needs and structure of that team into the future. The Board was in favour of granting the break for a period of 3 years but this however, this item will return officially to the next LSPG.

### **AGREED:**

- The 2024 Work Plan was approved.

## **7. Subcommittees – minutes, documentation and items for decision**

### **7.1 Student Subcommittee - Draft Minutes of 18 January 2024 meeting**

#### **NOTED:**

- The Board discussed the disappointment of the Student Subcommittee with the loss of the Student Development Fund for 2024. CEO noted that NALA is actively promoting the REACH Fund.
- CD informed the Board that the Student Subcommittee is actively preparing for the Student Day in Cork on 7 March. MS enquired if there is any advertising done by poster and is there scope to do that. CEO advised that it is primarily done by email but she will see if she can arrange something. MS also suggested that information sessions on what a Student Day is and includes would be beneficial as many students don't know this. CD had participated in creating a video last year. CD also recommended a video of the day. CEO will see what is possible in that regard with the Communications Team but many people don't like to be videoed or photographed.
- MK thanked MS again for his contribution to the Student Subcommittee. It was noted at the previous meeting that he had left the subcommittee but MK wanted to thank him in person.

### **7.2 Literacy and Staff Policies and Governance Subcommittee**

#### **7.1.1 Draft Minutes of 7 February 2024 Meeting**

#### **NOTED:**

- MK enquired about the SOLAS review of LWN and if would cover the distance learning service and online tuition. CEO advised that it has been agreed in principle only [REDACTED].
- MK also enquired if there was an update on the HR issue mentioned [REDACTED]. MR advised [REDACTED].
- MK drew the Boards attention to the:
  - decision to advertise the Finance and Corporate Services Manager Position
  - results of the Board Effectiveness Survey.

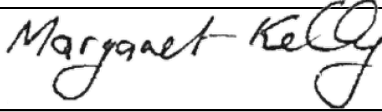
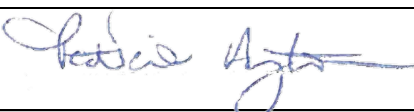
#### **7.1.2 Updated Staff Handbook**

#### **AGREED:**

<ul style="list-style-type: none"> <li>The updated Staff Handbook was approved.</li> </ul>
<b>8 Strategic Plan</b>
LA joined the meeting to discuss the Strategic Plan. She presented the draft of the Strategic Plan and facilitated a discussion on it. LA and CD gathered the feedback.
<b>9. AOB</b>
<ul style="list-style-type: none"> <li>PC reminded the Board to review, sign and return the Director's Confirmation Statements.</li> <li>MR reminded the Board to respond to her email in relation to Board Bios.</li> <li>MK wished PC well in his retirement.</li> </ul>

<b>Next Meeting</b>	
<b>Date:</b>	27 March 2024
<b>Time:</b>	2.00pm
<b>Venue:</b>	Zoom

<b>Actions Arising from This Meeting:</b>			
Item	Action	Person Applicable	Timeframe

	
27 March 2024	27 March 2024
Chairperson's Signature and date	Secretary's Signature and date
MARGARET KELLY	PATRICIA AYTON

## Glossary

Acronym	Full Description
ALL	Adult Literacy for Life
ABEDiLi	Adult Basic Education Digital Literacy project
AGM	Annual General Meeting
AEO	Adult Education Officer
AEOA	Adult Education Officers' Association
ALO	Adult Literacy Organiser
ALOA	Adult Literacy Organisers' Association
ARF	Audit, Risk and Finance Subcommittee
CEO	Chief Executive Officer
CITO	Check In, Take Off
CPD	Continuous Professional Development
CRA	Charities Regulatory Authority
CRO	Companies Registration Office
DLS	Distance Learning Service
DFHERIS	Department of Further and Higher Education, Research, Innovation and Science
DPER	Department of Public Expenditure and Reform
ERS	ERS IT solutions
ESOL	English for Speakers of Other Languages
ETA	Education, Training & Assessment Subcommittee
ETB	Education and Training Board
ETBI	Education and Training Boards Ireland
FBF	Furthest Behind First
FET	Further Education and Training
IBCB	Irish Banking Culture Board
ICT	Information Communications Technology
LAT	Literacy Awareness Training
LSPG	Literacy and Staff Policies and Governance Subcommittee
LWN	Learn with NALA
PMDS	Performance Management Development System
QQI	Quality and Qualifications Ireland
Q1, 2, 3, 4	Financial Quarter 1 (January – March), 2 (April - June) 3 (July – September) 4 (October – December)
RLC	Regional Literacy Coordinator
RPL	Recognition of Prior Learning
SIPTU	Services Industrial Professional and Technical Union
SOFA	Statement of Financial Affairs
SORP	Statement of Recommended Practice (SORP) on Accounting and Reporting for Charities
TUI	Teacher's Union of Ireland