



## **Council for Learning Outside the Classroom Annual General Meeting Minutes**

**15<sup>th</sup> November 2023**

**Meeting held virtually via Zoom**

**Chaired by Steve Dool**

### **Attendees:**

Steve Dool, Anne Hunt, Matilda Miles, Kim Hudson, Catherine Harris, Claire Williams, Clive Atkins, Justin Dillon, Gill Harevy, Jane Weller, Kate Lodge, Liam Jones, Mark Falkingham, Mary King, Paul Airey, Richard Retallick, Simon Ward, Sue Dutton.

4:00pm

### **Welcome and Introductions**

Steve Dool, Chair of the Council for Learning Outside the Classroom

Steven Dool, Chair of the CLOtC Board of Trustees, welcomed attendees including staff and trustees (identified by show of hands).

Confirmation that this was an intentionally short meeting – covering both celebration of current developments and then the more formal required business including review of our financial performance for the year ending March 2023 and elections.

4:10pm

Presentation: Anna Griffiths, Teachers at Dan Y Coed School (GOLD LOtC Mark).  
*'The Impact of LOtC'*

4: 20pm

Presentation: William Talbot-Ponsonby, Head of Schools and Family Learning, at Hereford Cathedral (LOtC Quality Badge provider).  
*'How the LOtC Quality Badge has helped improve the quality and safety of our educational programmes'*

4:30pm

### **Reflections on the 22/23 financial year and looking to the future**

Steve Dool (Chair) and Anne Hunt (CEO) Council for Learning Outside the Classroom.

A key message was the success in building in our cash reserves so that we could look to return to a normal staffing capacity in the 23/24 financial year, and so that we could plan to continue investing in developments essential to underpin future growth.

Steve and Anne thanked the team for their hard work and commitment in delivering such a strong performance, despite the restricted staff capacity. They also thanked the Trustees and the Finance Audit Committee in particular; and our sponsors and partners whose support continues to be essential.

Looking forward CLOtC operational priorities continue to be focused on:

- Quality Assurance
- CPD and training for education establishments and LOtC providers
- Advocacy and facilitation

4:45pm

**Formal AGM business including approval of minutes and accounts.**

**2022 AGM minutes**

Proposed approval by Justin Dillon

Seconded by Paul Airey

Matters arising – none

**Acceptance and approval of annual report and financial accounts**

Proposed approval by Peter Cairn

Seconded by Simon Ward.

**Appointment of independent examiner/auditor**

Haines Watts proposed by Justin Dillon, seconded by Gill Harvey. Anne Hunt noted that we have recently changed accountants, and good practice would be to also review who we use as our independent examiner.

Confirmation of re-election for another term: Justin Dillon, Louise Edwards, Simon Ward, Felix Pepler.

New Trustee elected – Kate Lodge.

5:00pm

**AOB and close**