



# Association for Language Learning

## Introduction to setting up and running a Network, Branch, or Primary Hub

*(This is a live working document)*

# 2024

## **Introduction**

The Association for Language Learning (ALL) is a professional association with charitable status and a democratic structure; it exists to serve its members and to promote the teaching and learning of natural languages. As a charity it also makes a broader contribution to public awareness.

ALL operates at international, national and local levels and it is often at the local level, through the activity of a network or branch or hub, that new members encounter the Association, appreciate the benefits of membership, and begin to engage in the work of the Association themselves.

The main income to the Association, allowing it to pursue its aims, comes from membership fees, with very occasional project funding which is usually passed directly on into activity. Local events are important for recruitment of new members, and retention of current members.

ALL is very largely a volunteer-driven association and members and trustees value highly the time and energies of our many volunteers at all levels.

This is an introduction to the work of the ALL branches, networks and hubs. It is a working document which evolves in response to legislation as well as changes in the Language World.

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## **1. Information and guidance – the national association**

### **1a. The aims of ALL**

The Association is established to promote and support the learning and teaching of natural languages.

In furtherance of the above object but not further or otherwise the Association may:

- a) support professional work and development which furthers language teaching and learning;
- b) promote improved standards of language learning and teaching;
- c) encourage understanding of the importance of languages, communication and cultural issues at all levels in our global society;
- d) promote the development of national language policies that appropriately reflect the linguistic diversity and language needs of the country and its population;
- e) advance understanding of the nature and process of language learning and the techniques and approaches for successful language teaching.

The Association exists to serve its members through the provision of information and other services (such as events at local, regional and national level, representation on national committees, involvement in policy discussions, and liaison with other national and international agencies).

The activities of a Branch, Network or Hub are an important benefit to members of the Association and offer significant potential for recruitment.

Branches and Networks are often known by the simple name:

ALL + the name of the area

e.g. ALL Manchester, ALL Norfolk

sometimes with the addition of 'Network'

Hubs are known as 'ALL + the name of the locality + (the words) Primary Hub

e.g. ALL North Durham Primary Hub

## 1b. The structure of ALL

The following notes describe the most important features of the structure in relation to Branches.

|                               |  |
|-------------------------------|--|
| Branches and networks         | <p>Each member is allocated to his/her nearest Branch or Network according to their mailing address but may elect to belong to another Branch or Network instead. In this case they should update their options in the Membership account area of the website <a href="https://www.all-languages.org.uk/account/">https://www.all-languages.org.uk/account/</a></p> <p><b>All members may attend any ALL events anywhere.</b></p> <p>Current details of ALL Local groups are listed on the ALL website <a href="https://www.all-languages.org.uk/about/community/local/">https://www.all-languages.org.uk/about/community/local/</a> (page being updated June 2024)</p>              |
| Management Board (MB)         | <p>This is the major decision-making body of the Association. It is the legal entity responsible for finance, legal matters, property, staffing and management of the charity. It comprises officers plus invited trustees. Trustees are invited in order to cover wherever possible the following areas of expertise: the field of language learning and teaching, a national overview business/finance, legal, management and communications.</p> <p>Current details of Board members are listed on the ALL website. <a href="https://www.all-languages.org.uk/about/what-is-all/how-does-all-work/">https://www.all-languages.org.uk/about/what-is-all/how-does-all-work/</a></p> |
| Officers                      | <p>The President serves a three-year term of office: one year as President Elect, and two years as President; in each of these years the President chairs Language World Conference. Presidents are assisted by the Honorary Membership Officer (and HMO team) and the Management Board and are advised by the Council.</p>  |
| Language Zones (LZs)          | <p>The Language Zones currently include French, German, Italian, Russian and Spanish / Portuguese, Chinese Language and Arabic. Additionally ALL hosts the collaborative HHCL webpage. Contributions from members and others are always welcome via <a href="mailto:info@ALL-Languages.org.uk">info@ALL-Languages.org.uk</a></p>   |
| Special Interest Groups       | <p>From time to time these will be set up to consider and research specific topics, as advised by Council or MB. They may be short or long term and will be drawn from members with particular expertise. Currently there are <b>Special Interest Groups</b> for primary languages, initial teacher education / training, and De-colonising the curriculum.</p>  |
| Branch, Hub and Network forum | <p>This occasional meeting affords an opportunity for local ALL volunteer representatives to meet, exchange information and consider matters of mutual and general importance. The possibility of holding the meeting is always contingent on funding being available, and the meeting may be held online.</p>   |
| ALL                           | <p>Membership includes officers, trustees and directly elected</p>   |

|         |  |
|---------|--|
| Council | <p>members. Details of current Council members are listed on the ALL website <a href="https://www.all-languages.org.uk/about/what-is-all/how-does-all-work/">https://www.all-languages.org.uk/about/what-is-all/how-does-all-work/</a></p> <p>There is no automatic representation of Branches, Networks or Hubs, but communication with Council members is welcome.</p> |
|---------|--|

### 1c. The Association's office

The Association's officers (local and national) and trustees are all volunteers.

The administrative office is:  
 Association for Language Learning  
 1A Duffield Road  
 Little Eaton  
 Derby DE21 5DR

Tel: 01332 227779

e-mail: [info@all-languages.org.uk](mailto:info@all-languages.org.uk)  
 Website: [www.all-languages.org.uk](http://www.all-languages.org.uk)

The Association is administered by:  
 KC Jones  
 1A Duffield Road  
 Little Eaton  
 Derby DE21 5DR

Tel: 01332 227779

The main point of contact is the ALL Development Manager:  
[crista.hazell@all-languages.org.uk](mailto:crista.hazell@all-languages.org.uk)

The main contacts for Local leaders on issues relating to Branches, Networks and Hubs are

the Honorary Membership Officer (HMO) Suzi Bewell  
[suzibewell@googlemail.com](mailto:suzibewell@googlemail.com)

And HMO Team members:

Silvia Bastow [silvia.bastow@gmail.com](mailto:silvia.bastow@gmail.com)

Isabelle Jones [icpjones@yahoo.co.uk](mailto:icpjones@yahoo.co.uk)

Steven Fawkes [steven.fawkes@gmail.com](mailto:steven.fawkes@gmail.com)

## 2. Information and guidance – the role of local groups

### 2a. What is a Branch? What is a Network? What is a Hub?

All three are local meeting places for ALL members and other Language teachers (who we hope will join the Association).

A **Branch** is a formal constituted body, often covering a large region, and representing a wide range of interests.

A **Network** is informal, often smaller than a Branch, but again with a potentially wide range of interests. It will probably not have a committee but instead be run by one or more volunteers, often operating on the good will of speakers, and managing only petty cash.

A **Primary Hub** exists to serve teachers in a small locality, and will mostly involve primary teachers, although for reasons of transparency, mutual support and progression, colleagues from other sectors are encouraged to attend. It will probably not have a committee but instead be run by one or more volunteers, often on goodwill and managing only petty cash.

ALL believes the Branches, Networks and Hubs are crucial to the recruitment and retention of members, who are the lifeblood of the Association. The quality of opportunities locally is therefore vital to our success.

The Branch/ Network/ Hub is linked to, and supported by, the national Association (e.g. by the termly Roadshows sent out in the half-term holidays) but is autonomous in much of its decision-making, within limits imposed by the Charity Commission Regulations and the ALL Constitution.

A **Branch** has a committee, which consists of local members, often nominated and elected at an optional annual general meeting, which is sometimes linked to another event. On occasion new members of the committee are co-opted during the year when need or opportunity arises. A Branch has a bank account and presents an annual financial report at the end of August as a requirement for our charitable status. The ALL office provides a format for this report to the Branch Treasurer. The Branch annual report informs the ALL annual report to the Charity Commission.)

<https://www.all-languages.org.uk/about/annual-report/>

A **Network** is simply an informal arrangement allowing members to get together and set up small-scale events locally. A Network raises the Association's profile in a local area (and will hopefully bring in new members who don't know about ALL as yet.) Some people already running a network decide to brand it also with ALL in order to reach more teachers through our contacts, and 'join up with the national picture'.

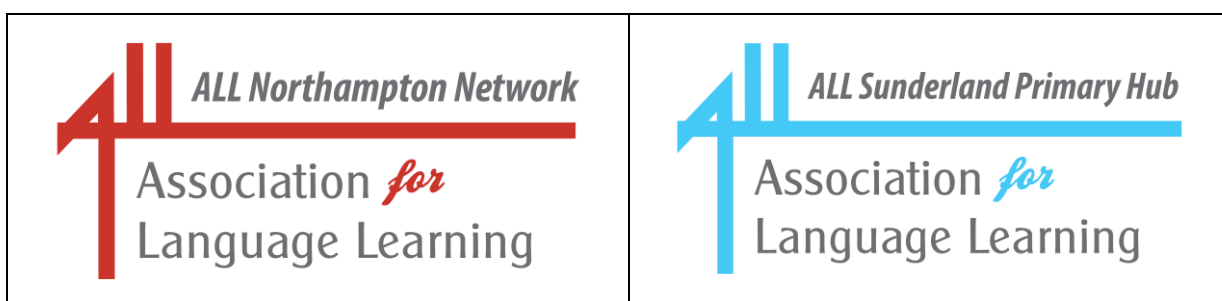
The Council provides a termly Roadshow for Branches and Networks to make use of, as and if they wish. An archive of the Roadshows is kept in pdf format on the ALL website at:  
<https://www.all-languages.org.uk/all-local/support-branches-networks-primary-hubs/>

**A Primary Hub** is a very local informal arrangement allowing those interested in Primary Languages and the continuum into Secondary to get together and set up small-scale events. These are often free of charge.

The Primary Steering Group provides a termly Roadshow for Primary Hubs to make use of, as and if they wish. An archive of the Roadshows is kept in pdf format on the ALL website at:

<https://www.all-languages.org.uk/all-local/support-branches-networks-primary-hubs/>

ALL Local groups can obtain by request a logo – in a choice of colour - for their local group to use in email communications, on programmes or other communications.



Online events are now a major element in the programmes of ALL nationally and locally.

### ALL's online events

There are regular ALL webinars and online meetings to give you chance to get together with people who share your interests.



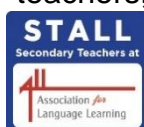
**Watch your weekly ALLNet , or the**

**Events page for details of how to book for these Online events:**

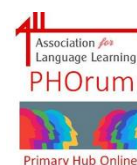
**PHOrum** – the termly meeting online for Primary Language teachers, led by Sue Cave.

**ITET**-forum – an occasional event for teacher trainers /educators with an annual conference.

**ALL Social Zoom**, the meeting online for trainee and ECT Language teachers, hosted by members of the ITET-forum.



**STALL**, the termly meeting online for Secondary Language teachers, with your hosts Esmeralda Salgado, Greg Horton and Vincent Everett.





***Francophonie en direct***, the termly meeting online for teachers of French, with Helen Myers and Steven Fawkes.

**German Zone Live**, the termly event for teachers of German, with the Action Group for German.

**HHCL** webinars are planned, usually termly, by a group of volunteers from different associations around the UK and hosted by ALL, principally for teachers of Home, Heritage or Community Languages but all are welcome.



**Decolonising** the curriculum – for Primary colleagues, chaired by Darnelle Constant-Shepherd and Amy Lennon.

**ALL Leaders webinar** – for Heads of Department in Secondary schools, and/or Language Coordinators in Primary

As well as occasional webinars organised for the **Arabic Zone Live** and **Mandarin Zone live**.

**ALL London** also hosts its own webinars, including the TILT sessions  
<https://all-london.org.uk/webinars/>

## 2b. What does a Branch do?

- ❖ Establishes, by election or invitation a committee to manage Branch affairs.
- ❖ Engages and recruits local members and contributes to maintaining the level of membership nationally.
- ❖ Supports local members, organises events and promotes the work of the Association in its area.
- ❖ Informs and consults members on key issues in education and languages and expresses their views, as appropriate, at local, national and international levels through the Association's channels.
- ❖ Offers information and opinion to the Association's policy formation.
- ❖ Liaises with the ALL office with regard to events and publicity as required.
- ❖ Manages Branch finances in accordance with the guidance provided by the ALL office.
- ❖ Nominates persons for election to the Council or to other national positions.

### **Official wording on what a Branch does from the revised Constitution:**

The functions of the Branches shall be:

- a) to establish by election or invitation a committee to manage branch affairs
- b) to organise and promote the work of the Association in their area
- c) to conduct their affairs in accordance with the Constitution and Association Handbook
- d) to seek the views of their members and express them, at local level and feed them into wider discussion at national and international levels through consultations requiring an ALL response, the Council or the Management Board.

e) to ensure that all language and sectoral interests are met in the light of local needs, and to collaborate with other branches as they consider necessary.

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## **2c. What does a Network / Hub do that's different?**

- ❖ You don't need to create a committee unless you want to.
- ❖ You don't need to set up a bank account (although you may wish to – \* see *Finances* below).
- ❖ You do need someone to host the event (in a school, college, home, pub, etc.)
- ❖ You don't need permission to have a meeting on the topic you choose.
- ❖ You just need some people who want to meet!

Network events take a range of formats:

- ❖ Professional conversations (a few people discussing professional things).
- ❖ Social events (meals, drinks, going to a film – all contain a subtext of professional support).
- ❖ Training events (a talk from someone about a resource they really like, an invited speaker recommended by another network).

Of course, some of these events have financial implications \* (although many don't.)

## **Strategic action points from meetings**

Action points may well emerge from local meetings held by Branches, Networks or Hubs; some of these are local action points (people taking on specific tasks for events etc.) and some are strategic action points which need consideration by the Association. Branch Network and Hub coordinators are encouraged to send strategic action points (only) to one of the Contacts on page 6, for forwarding to the agenda of the Council at its next meeting (early Autumn term) or Board.

Examples of strategic action points:

- ❖ Items relating to national or regional policy.
- ❖ Suggestions for national activity or events.
- ❖ Matters relating to the structure and operation of the Association.

## **2d. How to set up a Branch**

In the first instance advice and support can be sought from the Membership Officer, or Trustee Steven Fawkes (Contacts page 6) who will seek approval from ALL Council. You would probably have identified parties who have

expressed initial interest in working together on this (potential officers etc.) in advance.

## **2e. How to set up a Network or Hub**

Contact the Honorary Membership Officer or Trustee Steven Fawkes (Contacts page 6) who will put you in touch with others, send some general advice, and seek approval from the ALL Council (Network) or the ALL Primary Steering Group (Hub).

### **3. Running a branch**

#### **3a. Branch committee**

##### **1. Who are the branch committee members?**

Committee members are local ALL members from a variety of backgrounds:

- ❖ Teachers from a variety of sectors: secondary, primary, AE, FE, HE, Complementary sector etc,
- ❖ LA officers (where these still exist),
- ❖ ITE lecturers,
- ❖ PGCE students or other trainee teachers,
- ❖ Representatives of cultural agencies,
- ❖ Local business people (e.g. from chamber of commerce),
- ❖ Other individuals or representatives from groups in the local community, interested in language teaching and learning.

The Branch decides on the size of its committee, bearing in mind any expense and the nature of the events it may wish to provide.

##### **2. Why do people join the local ALL committee?**

Teachers / student teachers

- ❖ For individual professional development.
- ❖ To increase chances of promotion.
- ❖ To access a network of colleagues with similar professional interests.
- ❖ To keep in touch and up-to-date.

Colleagues with responsibilities for languages in schools, colleges, local authorities, universities / ITE / other bodies

- ❖ As part of their area of work.
- ❖ To influence ALL's work on a local and national level.
- ❖ To access a network of contacts with similar professional interests.

##### **3. The Role of Committee members**

All committee members;

- ❖ Attend committee meetings and participate actively in the planning of committee activities.
- ❖ Take on responsibility for certain aspects of the committee's work as they arise, e.g. producing publicity material for a certain event, approaching potential speakers, hosting speakers at the event, etc.

## **Committee meetings**

When / how often do meetings take place?

A Branch committee meets regularly, for example once a term, or as need arises.

### **Annual General Meeting (AGM)**

Although it is no longer a constitutional requirement, Branches often hold an Annual General Meeting to review, organise and plan, giving local members reasonable notice of the agenda and an opportunity to nominate, elect or co-opt committee members.

Invitations to an AGM should go out to every ALL member within the local branch.

Many branches hold an event alongside the AGM to attract a wider attendance (including non-members) for recruitment purposes; this is sometimes a social or cultural event.

Networks and Hubs do not need to hold an AGM.

## **The role of Branch officers**

Each Branch should elect

- ❖ A chairperson.
- ❖ A secretary.
- ❖ A treasurer.

Tenure of the office is ideally for three years, with a possibility of a further re-election for three years. The officer should then stand down (and may be nominated for a different office). However, this is not always possible, and Branches should make appropriate arrangements to fit their circumstances. Advance strategic planning, which can include shadowing, may help to ensure availability of officers.

Roles will depend on the activities of the Branch. The roles of the chairperson and secretary are flexible and might overlap or be shared between more than two persons.

The following are suggestions only:

The chairperson

- ❖ Sets agenda for committee meetings in discussion with others.
- ❖ Keeps an overview of events organised by the committee.
- ❖ Deals with communication with the ALL office, with external partners and support agencies.
- ❖ Ensures that issues of local recruitment and retention of members are considered when planning branch activity.

- ❖ Encourages nominations from the local committee to Council and/or to the national positions.

#### The secretary

- ❖ Calls committee meetings.
- ❖ Takes and disseminates minutes of meetings.
- ❖ Communicates with local membership
- ❖ Administers events (communication with speakers / venue; bookings from members; attendance lists; attendance certificates etc.)

#### The treasurer

- ❖ Manages Branch finances in accordance with the guidance provided by ALL.
- ❖ Invoices members / schools for events or takes payment.
- ❖ Oversees payments to speakers and facilitators.

#### **4. Running a Network or Primary Hub**

Networks and Hubs do not require officers or a committee, but will have a nominated coordinator / contact person, and usually have more than one volunteer involved in the planning and running of events.

Events are planned according to local need and support, often hosted by a local school or other institution, and advertised locally as well as through the ALL systems described elsewhere.

The advice to Branch committee members above may be interesting.

## 5. Planning and managing local events

Each Branch/ Network / Hub is free to organise any activities it feels will be successful and will meet the needs of its members.

Members of Branches and Networks will include teachers of all languages, including 'community' / world languages, teachers and tutors working in all sectors, from primary schools to higher education. Branch officers / Network coordinators will play a major role in taking the needs of all of these into account.

Those attending Primary Hubs will be focused on issues of primary languages and transition beyond.

Events are sometimes cultural or social, but most frequently they are linked to local or national professional development needs, and take the form of talks, workshops or conferences.

### What event? Where to find the speakers?

Topics for successful events can be found in a variety of ways:

- ❖ National events and priorities: new developments create a need for CPD; often it is only the local ALL Branch/ Network which can provide professional development sessions on such topics which is timely, cost-effective and relevant to local need.
- ❖ An annual members' questionnaire: some Branches ask the 'customers'; language departments draw up their development plans and accompanying CPD priorities and it is important to respond to these needs. Often priorities are shared between many different institutions across the area and responses to such a questionnaire can form the basis for a programme for a whole year.
- ❖ Language World: the programme of ALL's annual national conference provides a wealth of ideas for sessions which are up-to-date, relevant and attractive. You can approach the speakers directly after their sessions or ask the ALL office to put you in touch with a speaker.
- ❖ ALL's Branch/ Network forum is useful for sharing views on what is successful.
- ❖ Local expertise: every locality has members interested and experienced in particular areas or know good speakers / topics. Colleges, Schools, university departments and other HE institutions etc. all have excellent practitioners who may be happy to speak on a topic within their area of expertise. Many of them will even be ALL members.
- ❖ You may want to include an appeal for information in one of your messages or ask local contacts (where possible).
- ❖ Electronic communication links ALL volunteers around the country: the ALLNet message, local distribution lists (via Mailchimp), social media, wikis and websites are all routes for accessing valuable advice.

contacting the ALL office (perhaps just me)



If ALL Local groups are seeking sponsorship for an event from an ALL Corporate partners, please contact [crista.hazell@ALL-Languages.org.uk](mailto:crista.hazell@ALL-Languages.org.uk)

## Waivers

Many speakers give their time, energy and ideas freely, and the Languages community at large is very grateful for this professional sharing; some of course need to charge a fee because speaking is their income source. Most speakers will not be selling products, but if a speaker (e.g. from a publishing house) is promoting a specific commercial product, members like to know this before signing up for a session.

Within an ALL event, where speakers refer to others and disagree with their thoughts, we would collectively expect this to be handled professionally and with courtesy.

To protect the reputation of ALL and of ALL Local groups, as well as individuals, we naturally expect that speakers will avoid plagiarism, breach of copyright in any form, or any defamatory remarks. Local groups may wish to include a waiver in the programme to the effect 'ALL is grateful to speakers for their work and time, and relies on them to take responsibility for matters such as respecting copyright and intellectual property.'

Many speakers now willingly share their resources (e.g. presentations) with delegates but this should not be taken for granted; some speakers are not allowed by their employers to share and others are self-employed and need to keep them to themselves. (They often provide a handout instead.)

It is good practice to include on the programme or billing a waiver to say that any views expressed by the speaker are not necessarily the views of ALL or of (the name of your local ALL group).

Likewise it is good practice to check with speakers

- if they wish, or not, to make their presentations available,
  - if they agree, or not, to photography, filming or recording
- and alert the delegates accordingly.

See also **Refunds** below.

## Publicity

The cost for publicity can be kept to a minimum by using ALLNet and the ALL website, by using social media, or by using a dedicated regional correspondence list (currently Mailchimp) organised and managed by the ALL office.

Volunteers are advised of the risks of independently capturing and retaining email data about people in their local area as there are tight Data Protection protocols which require volunteers and ALL, as the parent body, to adhere to the GDPR legislation. *See below :*

Advertising local events increasingly takes place through the events page of the website [www.all-languages.org.uk](http://www.all-languages.org.uk) and via the weekly ALLNet email message. Entries for events should be sent well in advance to [crista.hazell@all-languages.org.uk](mailto:crista.hazell@all-languages.org.uk) in the form of a short piece of text (ideally with a link) which can be copied and pasted, containing:

Title of event

Venue

Booking details

Contact.

## Pricing structure

Every event is a potential opportunity for recruiting new members, and the pricing structure should reflect the benefits of being an ALL member.

Many events in Hubs and Networks are traditionally offered without charge, particularly in the Primary Hubs, which are hosted in a local primary school by volunteers.

See **Finances** below \*.

One recommendation is that anyone is welcome to come to their first non-charging event, but that they should be expected to become a member in order to attend subsequent events.

Clearly, in some contexts, income is needed to cover the costs of the speakers' expenses, venues, refreshments, or sometimes printing/ mailing etc.

\* In this situation pricing will often be differentiated:

One example would be that the cost of a longer event (half-day or day conference) is composed of the member fee + the cost of membership for non-members.

Another might be:

| A Branch offers:                                   | Individual members | Group members | non-members |
|--|--------------------|---------------|-------------|
| Individual twilight/evening event (2 hours)        | £20                | £30           | £60         |
| Series of five related evening events (2 hrs each) | £75                | £150          | £250        |
| Half-day conferences                               | £50                | £100          | £150        |
| Full-day conferences                               | £75                | £150          | £200        |

The above structure has obvious advantages:

- ❖ It encourages ALL membership.
- ❖ It encourages good attendance, as group members can bring as many colleagues as they wish for the same price (group members can attend

as a group; i.e. the price is for all members of the department). This policy has proved extremely successful in Yorkshire. It is also popular amongst CPD coordinators and HoDs as it allows for cost-effective departmental CPD.)

### **Refunds**

If you are charging for an event it is worth considering having a statement on your booking form / listing about Refunds

- in case of cancellation by a delegate
- in case of cancellation of the event

## 6. Event finances

Because ALL is a registered Charity, all parts of the Association are legally bound by the financial controls imposed by the Charity Commission. This is why Branches have always been required to submit annual financial statements. In future it may be that some form of accounting may be required from other local groups who handle money.

Petty cash – the Management Board has agreed that Hubs and Networks may handle small amounts of money in cash. This is intended principally to permit coordinators to collect some subsidies for refreshments. The recommendation is that this petty cash be disbursed and not allowed to build up.

Some Networks and Hubs have unofficial accounts within a school budget or their own personal accounts. The latter is a risky position for volunteers, as it does not offer a clear record of what money has come in and gone out (a financial trail) and so might expose individuals to possible malicious suggestions of mishandling money. The recommendation is strongly against this model.

An ALL account within a school account at least offers some record of transactions; this is still not ideal, and we will continue to explore best practice. The Association does not wish to limit any volunteer's ability to put on events of local interest, but likewise does not wish to expose volunteers, who are working on ALL members' behalf, to risk.

One suggestion is that Networks and Hubs speak to their nearest Branch colleagues about some arrangement where they might have a sub-account, but this is clearly up to goodwill and practical convenience.

In any case it would be advisable for any volunteers handling money in this ALL context to **share the oversight** of that money; this may simply be by working with a friend to record in a simple format any monies in and out in relation to an event or activity. e.g. on a double page spread

Left:

Event / Activity

| Date | Income | From | For | Balance |
|------|--------|------|-----|---------|
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |
|      |        |      |     |         |

This balance is held in cash by

Witnessed: \_\_\_\_\_ and \_\_\_\_\_

Date

Right:

| Date | Expenditure | To | For | Balance |
|------|-------------|----|-----|---------|
|      |             |    |     |         |
|      |             |    |     |         |
|      |             |    |     |         |
|      |             |    |     |         |
|      |             |    |     |         |
|      |             |    |     |         |
|      |             |    |     |         |

Worked example:

Left:

Event / Activity: Twilight session on using songs with Barry Manilow

5 June 2019

Participants contribute £5 subs each to cover Barry's expenses and costs of the pastries and prosecco

Cakes were donated by Jamie Oliver.

| Date   | Income | From               | For  | Balance |
|--------|--------|--------------------|------|---------|
| 5/6/19 | £5     | Jane Butters       | subs |         |
|        | £5     | Matt Robson        | Subs |         |
|        | £5     | Angela Jones       | Subs |         |
|        | £5     | Simeon Pitt        | Subs |         |
|        | £5     | Veronique Delarode | Subs |         |
|        | £5     | Arthur Grimble     | Subs |         |
|        | £5     | Jamie Oliver.      | Subs | £35     |

Right:

| Date   | Expenditure            | To            | For                                | Balance |
|--------|------------------------|---------------|------------------------------------|---------|
| 4/6/19 | £12 paid by Ann Aconda | Tesco         | Prosecco                           |         |
| 5/6/19 | £20                    | Barry Manilow | Travel expenses from San Francisco | £3      |
|        |                        |               |                                    |         |
|        |                        |               |                                    |         |

This balance is held in cash by Ann Aconda for use at future meetings

Witnessed: \_Jo Page\_\_\_\_\_and \_\_\_\_\_Rob Simms\_\_\_\_\_

Date: 5 June 2019

Some security will also be offered if local groups send a report of their finances (i.e. a copy the above completed document) to the ALL office at the financial year end in August – a record will then exist.

## Managing Branch finances

N.B. Financial controls are imposed on the Association by the Charity Commission.

- i. A Branch should have a bank account with the title: Association for Language Learning, \*\*\*\*\* Branch. New Branches, or those changing their bank, should contact the ALL Office about setting up their account. ALL allows the Branch committee the power of delegation to one person on the relevant committee in respect to electronic banking.
- The primary user of the bank account can have access to the account online and through telephone banking.
  - The primary user of the bank account can make payments solely.
  - The primary user of the account can delegate access to others.
- ii. A simple Year End accounts form will be sent out for completion by Treasurers at the end of August annually.

This should reach the office no later than 30 September for the Association's audit, along with a copy of the August bank statement.

- iv. The Association is a registered charity no 1001826. It does not have to pay tax on bank interest. A CIT exemption form is required by the Branch bank to ensure that gross interest is received. This is obtainable from the bank.
- v. Branches may raise money by any legal means and decide for themselves how they will organise their finances, to include any costs for mailings, photocopying, ink cartridges, reimbursing travel and subsistence expenses incurred by its officers and speakers etc.

As ALL is a registered charity it is not allowed to have its funds unduly dispersed. Therefore, a Branch account should have sufficient funds to operate comfortably but not keep excessive reserves. Branch funds are legally part of ALL's finances, and as such are subject to audit by the ALL auditors and the Charity Commission. Branches must submit any financial information requested by the ALL office within 7 days of such a request.

### Insurance

The Association has full public liability insurance to cover all in-service training events, and branches do not need a separate policy.

### **It is imperative that ALL Branch and Network event volunteers be members of ALL for this insurance to be valid.**

For the avoidance of doubt, if a volunteer helping at an event is not a registered paid-up member of the Association, we regret that they would not be covered for any claims made.

Membership accounts can be checked here : <https://www.all-languages.org.uk/account/>

For events which are attended by students, extra insurance cover may be needed. Please check with the ALL office well in advance about plans for such events as any additional insurance charge will need to be included by the branch in the cost of the event.

## **NB**

Our insurance policy specifically excludes coverage for claims related to abuse or molestation. This means that ALL is not protected from any legal action or financial liability resulting from allegations of this sort. Whilst we appreciate the likelihood of this happening is close to zero we would like to point this out to you.

**ALL advises that organisers of events with students, or any person under the age of 18, take sensible adjustments to protect themselves and volunteers, e.g. by ensuring ...**

- that volunteers are never in the position of being alone with a student under 18; if at least two volunteers are together at any time this should mitigate any potential allegation
- that volunteers are members of ALL (in any category), registered on the ALL database by name
- that ALL volunteers have an up-to-date DBS check

We appreciate that many volunteers are retired teachers and would not be covered by a school DBS check. DBS checks are sometimes free of charge for volunteer events; otherwise the(modest) cost of DBS checks can be paid by your ALL Local Group funds rather than the individual

Please ensure that you have read and are familiar with the ALL Safeguarding Policy which can be seen here:

<https://www.all-languages.org.uk/wp-content/uploads/2024/01/Safeguarding-Policy-for-ALL-2.pdf>



## 7. Support for Branches, Networks and Hubs

### **(i) The ALL office and officers; the ALL website, discussion fora, social media etc.**

The Honorary Membership Officer (HMO) and HMO Team take a special interest in the work of local groups and can be contacted (page 6) as links to other parts of the Association.

Volunteers send out the termly Roadshows to Branches and Networks and Hubs. If you have ideas for content (and/or would like to submit any section of the Roadshow) please get in touch!

Materials for use by local volunteers can be made available on the website. If you require something, or have a template to share, please get in touch.

Other items are occasionally available also. Please contact [info@ALL-languages.org.uk](mailto:info@ALL-languages.org.uk)

The ALL website is to be found at [www.all-languages.org.uk](http://www.all-languages.org.uk)

The Membership area:  
contains downloadable email footers for individual members, and  
downloadable personal certificates.

ALLNet is particularly useful for advertising events, especially as members will often travel long distances to attend a useful event. Please contact [crista.hazell@ALL-languages.org.uk](mailto:crista.hazell@ALL-languages.org.uk) , if you would like to include a message in ALLNet.

ALL hosts an online discussion forum for Initial teacher educators and trainers :  
[ITET-LANGUAGES@JISCMail.AC.UK](mailto:ITET-LANGUAGES@JISCMail.AC.UK)  
Details of how to join are on the ITET webpage.

ALL's external wikis share informally ideas and strategies and resource suggestions to support the whole 7-14 (or 7-16) curriculum. The concept is that teachers in both primary and secondary sectors and teacher trainers and academics and potentially parents, governors and learners (and no doubt others) have a lot to share!  
<https://allconnectblog.wordpress.com/category/all-wikis/>

ALL manages messages through social media also, via [crista.hazell@all-languages.org.uk](mailto:crista.hazell@all-languages.org.uk) (Twitter X, Facebook) and [shirleykliment@hotmail.com](mailto:shirleykliment@hotmail.com) (LinkedIn).

## **(ii) The forum and other ALL volunteer links**

The forum allows representatives to meet and discuss issues. This is an occasional meeting held sometimes on a Saturday as a face-to-face meeting and sometimes in the evening online.

Details of Branches, Networks, Hubs and other contacts around the country are available on the ALL website for informal contact and mutual support!

### **3e. Members' data**

The laws about data protection are evolving continuously and national and local groups within the Association are required by these to handle data carefully.

These laws relate to data such as e-mail addresses, postal addresses etc.; the purpose of collecting addresses needs to be made clear along with detail of how long the data will be stored and an assurance that it will not be given to any third party; consent needs to be given for the use of the data, and a waiver is needed to allow anyone to remove their data at any time. It is good practice to send at least an annual reminder of any data being held.

Email contacts need to give their agreement in writing to being on an email list, and have the right to remove their contact whenever they wish.

Their addresses should not be visible in the open address field. In any email correspondence you should put the multiple addresses into the Blind Copy line (bcc).

Local groups may wish to include an email footer such as:

*'You are receiving this email from a volunteer at ALL because of your interest in Language Education events and updates. You can unsubscribe at any time by replying to a message.'*

*Your email address will only be used for sending these messages (as blind copy - bcc) and will not be divulged to anybody else.'*

For purposes of protecting volunteers from criticism of data misuse the Association recommends contacting local members through the Mailchimp list which is linked to the ALL database, even though this may not be ideal. This issue is being kept under observation as we seek a better solution.

A Guide to using the Mailchimp system is available.

### **iii) Other useful contacts**

Please see the ALL website for contacts with cultural and other agencies, corporate members, publishers etc. who may be able to offer support, information and sometimes sponsorship and advice.

[www.ALL-languages.org.uk](http://www.ALL-languages.org.uk)

**Thank you for everything you do for Language Learning in the UK  
on behalf of our Association.**