ANNUAL GENERAL MEETING, 21st July 2011

Library Teaching Room, 20 Bedford Way

In attendance: Sarah Aitchison (Chair), Becky Webster (Secretary and Treasurer), Kathryn Hannan, Stephen Pickles, Gene Adams, Richard Aldrich, Margaret Brown, Gary McCulloch, John Bynner, Margaret Meek Spencer.

1. Apologies for absence

Apologies were received from Lady Vallance, Edith Wilson, Norman Graves, Clyde Chitty, Jane Martin, Peter Cornall, and Peter Cunningham.

2. Approval of Minutes

The minutes from last year’s AGM were approved by the FNLA.

3. Matters Arising

The examination papers have now been reorganised.

The Ministry of Education book collection has been weeded by members of the Collection Development team. Three books sales have taken place to raise funds from duplicate and surplus items and there is still a possibility that the remaining items will be sold in bulk. The next stage will be to catalogue the items that have been selected for retention.

Work to secure external funding to catalogue the records of the National Union of Women Teachers (NUWT) has been successful and a full update on the work was discussed later on at the meeting.

The work to secure funding to catalogue the ILEA collection is pending.

4. Annual Report

Sarah Aitchison reported on the work of the Friends and the Library over the past year. Claire Drinkwater, who had served as Treasurer since the Friends was established, retired in May and the role has been taken on by Becky Webster in the interim.

Fourteen new members had joined the Friends over the last year. There are now 47 members (34 annual members, 11 life members and 2 corporate members). This increase has largely been due to a membership drive and in future all new depositors
will be encouraged to join the Friends to support the work of the library and archives. A recruitment drive will also be carried out on an annual basis.

Due, in part to the Friends, the library has also secured external funding to catalogue the records of the NUWT. Kathryn Hannan has been employed as the Cataloguing Archivist to complete this work.

The Librarians of Institutes and Schools of Education (LISE) have transferred their closing balance to the Friends and deposited their archive with the Library. Sue Chubb has joined the Friends as an Honorary Member to retain links with the, now disbanded, group.

The Friends are also organising a study afternoon to be held next January on teacher professionalism. Full details will be available nearer the time.

5. **Treasurer’s Report**

Income figures attached. Becky Webster talked through the accounts. The Friends had received a £500 donation and this, in addition to Friends’ membership subscriptions, meant the Friends had received the level of income required by the Charity Commission. Expenditure had been made to meet the cost of the study afternoon held in January 2010. Since July 2010 income had been high due to the large donation from LISE and an increase in membership. The only expenditure (£5 000) had been towards the project to catalogue the records of the National Union of Women Teachers (NUWT).

6. **Discussion of current projects and future activities**

An update was given on current fundraising activities.

Since the 2010 AGM external fundraising had been secured to employ an archivist for fourteen months to list the completely uncatalogued material comprising 370 boxes. An application to the National Cataloguing Grants programme for just under £35 000 had been successful and this was combined with a £3200 donation from the UK History of Education Society and a £5 000 donation from the Friends. Both donations had also qualified for 50% matched funding from HEfCE. Kathryn Hannan, who has been employed on the contract, gave a presentation on the work she has been doing and the material she is finding. A discussion on research potential and the collection itself followed.

The School Histories project, funded by the Heritage Lottery Fund, is now complete and the final report will be submitted shortly. All publications have been fully catalogued and are now on open access in a dedicated space. Fragile items are fetched on request. A teaching pack has also been created with a CD and postcards, and information leaflets produced for local historians. All resources are available online as well as in hard copy. Two volunteers who worked on the project are now working on the NUWT project.
In light of the successful NUWT bid, which used seed money from the Friends to attract larger financial support from other funders, it was agreed that using the Friends money for similar projects in the future would be an appropriate use of the money.

It was also suggested that money from the Friends could be used to meet the travel expenses of volunteers or to pay for exhibitions.

An informal discussion then took place about the current work of the Friends and suggestions were made for future activities.

It was suggested that there was potential for the Friends to link up with other events that are being organised by the Institute. In particular the recent Michael Rosen lecture organised by the Alumni Association had been particularly successful and was a good opportunity for the Library and Archives to raise awareness of collections.

Access to digitised theses was raised and Stephen Pickles reported that at the moment the library collects two hard copies. In the future the library will start collecting one hard copy and one electronic copy. Time frames for this have not yet been formalised and will need to be made in agreement with the Doctoral School. In the past theses were digitised on demand but this no longer takes place. However there are about 400 digitised theses available on the internet.

It was suggested that a suitable topic for a future study afternoon was ‘the ups and downs on special education’. This was noted as a good subject to promote the Institute’s own archive. The NUWT collection also contains relevant material.

An update on the library and archive stores was given and members were asked if they would be interested in a tour of the new archive mezzanine and surrounding areas once building works were completed. It was suggested this could be arranged for the next AGM or at an interim meeting.

7. Any Other Business

There was no other business.