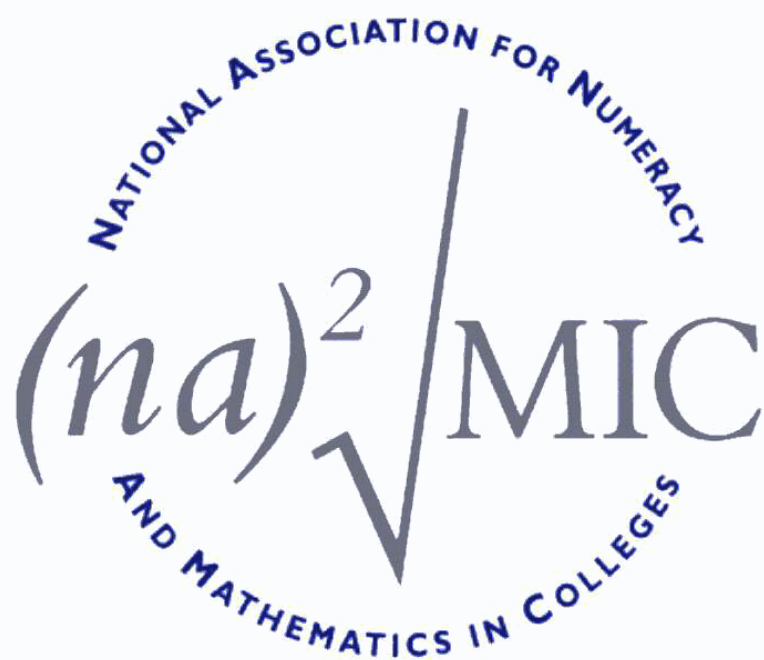


**National Association for Numeracy and Mathematics in Colleges**



## **Committee Handbook**

**Update Sep 2018**



This handbook has been produced by the National Association for Numeracy and Mathematics in Colleges CIO to describe the roles and functions of the organisation, its members, and committee members.

© NANAMIC 2018

## Table of contents

Table of contents .....	3
About NANAMIC .....	4
NANAMIC CIO Constitution.....	5
Membership .....	5
Committee.....	6
Chair .....	6
Vice Chair .....	6
Secretary.....	6
Treasurer .....	6
Membership secretary.....	7
Web editor.....	7
Trustees .....	7
Committee members .....	8
Expenses for committee members.....	8
Subcommittees .....	9
Strategy and Liaison Subcommittee (SALS) .....	9
Conference and Training Subcommittee (CATS).....	9
Meeting arrangements .....	9
Observers.....	10
Communicating with external organisations.....	10
Association activities.....	11
Conferences.....	11
Training / CPD .....	11
Consultations .....	12
Chartered Mathematics Teacher Status.....	13
Newsletter .....	13
Links to other organisations.....	13
Joint Mathematical Council (JMC).....	13
MMSA (Meeting of Mathematics Subject Associations).....	13
Advisory Committee on Mathematics Education (ACME) .....	14

## About NANAMIC

The National Association for Numeracy and Mathematics in Colleges CIO (NANAMIC) is a practitioner organisation representing teachers of mathematics and numeracy in the lifelong learning sector. It was originally formed in 1993 as an association of further education, tertiary and sixth form colleges with the aim of assisting colleges nationally to develop quality in all aspects of their work in mathematics and numeracy. It has subsequently widened its base to all institutions in the lifelong learning sector and introduced an additional category of membership for individuals. The organisation changed to a charitable organisation in 2014 and is registered charity number 1154042 with Principal office: 8 Chelmsford Rd, London E18 2PL.

Individual members may apply for designation as a [Chartered Mathematics Teacher](#) (CMathTeach)

The association represents the sector at a national level and liaises with other associations concerned with these subject areas and wider areas of further education.

It responds to academic and vocational initiatives in mathematics and numeracy and works to improve the accreditation of achievement and the coherence and continuity of mathematics across all education sectors. It also advises on the role of mathematics and numeracy in aiding progression in education, training and employment.

On behalf of its members, the association monitors and provides information on such matters as curriculum developments, effective organisational structures and resources. It attempts to be a focus for good practice. Working groups are formed as necessary to review particular issues and produce position papers and conferences and staff development activities are organised on a regular basis. These provide the information and ideas on the latest developments and in particular give hands-on experience of resources. There is a regular newsletter for members and our website provides a bulletin board, useful links and updates.

For further information about NANAMIC email [committee@nanamic.org.uk](mailto:committee@nanamic.org.uk)

## NANAMIC CIO Constitution

The constitution can be found on the website, the direct URL is:

<http://www.nanamic.org.uk/what-is-nanamic/handbook-and-constitutions/>

## Membership

There are three classes of membership.

Organisational membership is open to Learning Providers eligible for LSC or its successor funding. Such institutions pay an organisation annual fee. A designated nominee from each member organisation is eligible to vote at the Annual General Meeting to determine the policies and procedures of the Association and to agree the membership fees.

Individual membership is open to those who are involved in the teaching and learning of mathematics and numeracy in the United Kingdom. They agree to abide by the NANAMIC code of conduct and pay an individual annual fee. They are eligible to vote at the Annual General Meeting, to determine the policies and procedures of the Association and to agree the membership fees.

Associate membership is open to industrialists, employers, suppliers and organisations and individuals with an interest in the teaching and learning of mathematics and numeracy. They pay the annual associate membership fee (the same as the individual fee) but do not have voting rights.

**All membership is subject to approval by the committee after submission of an appropriate application form.**

Fees may be paid using a cheque or PayPal. Organisations will be invoiced each year.

## **Committee**

At the Annual General Meeting, trustees are elected to serve on the committee for the following 3 years. In addition, committee members can be co-opted. See the NANAMIC constitution for rules. See the separate *Details of NANAMIC committee members* document for details of the current committee.

### **Chair**

The chair is the head of the association.

Duties of chair:

- a. Represent the association
- b. Respond to formal requests from external individuals and bodies
- c. Act as chair to full committee meetings
- d. Report to the AGM and other member meetings

There is no remuneration for this role.

### **Vice Chair**

The vice chair acts as second to the chair standing in when required. The role was introduced in order to allow others to shadow the role of chair.

There is no remuneration for this role.

### **Secretary**

The secretary assists the chair in the running of the association

Duties of secretary:

- a. Call committee meetings, distribute agendas, minutes and papers to committee members
- b. Call AGM and other full meetings, distribute agendas, minutes and papers to members
- c. Deal with correspondence from external bodies and individuals
- d. Report to the AGM and other member meetings

There is no remuneration for this role.

### **Treasurer**

The treasurer is responsible for financial matters of the association

## Duties of the treasurer

- a. Keep up to date records of the accounts of the association
- b. Advise the committee on dealing with financial matters
- c. Liaise with committee members and banks
- d. Report to the AGM and other member meetings

There is no remuneration for this role.

## **Membership secretary**

The membership secretary deals with membership issues.

## Duties of the membership secretary

- a. Keep up to date records of the membership of the association
- b. Contact members to update membership and to send around information about organisation activities
- c. Liaise with the treasurer and deal with financial transactions
- d. Report to the AGM and other member meetings

There is no remuneration for this role.

## **Web editor**

The web editor is responsible for developing the association website.

There is no remuneration for this role.

## **Trustees**

The trustees have responsibility for administering the charity in accordance with its constitution.

The trustees are responsible for ensuring that the following documents are submitted to the Charity Commission website in a timely manner:

- Annual Return
- Trustees' Annual report
- Annual Accounts
- External Scrutiny Report (if appropriate)

## **Committee members**

The trustees are committee members with full voting rights. Other may be co-opted onto the committee by the trustees. Together, they undertake the organisation of the charity.

### **Duties of the committee members**

- a. Attend the committee meetings
- b. Assist in the running of NANAMIC events including CPD and the Annual Conference and AGM
- c. Take part in subcommittees, as appropriate
- d. Represent the association at meetings with external bodies, as appropriate
- e. Contribute to the association's responses to consultations

### **Expenses for committee members**

Reasonable expenses for undertaking activities for the association may be claimed by committee members. Claims should be submitted to the treasurer with receipts for all claims (except mileage claims). The association has limited funds and expenses should be kept to a minimum. Travel should normally be by second class public transport on the day of an event, although the association recognises that there may be reasons for alternative plans. For example, when presenting or transporting items it may be necessary to use private transport and claim mileage. It may be cheaper to travel on an earlier day and book accommodation.

For conferences: Travel and expenses will be paid for any Trustee or committee member who makes a significant contribution to the conference. This will include Chair or Vice-Chair and Treasurer, or appropriate substitute, who are required to report to the meeting and respond to questions, and anyone who presents a session. Trustees and committee members are encouraged to try to obtain funding from their organisations where possible but will not be required to fund their own fees for attendance in recognition of contributions during the year.

Where possible, committee members should raise any issues using the email list in advance of spending the money.



Travel is normally by second class public transport. Car mileage claims use 30p per mile.

Accommodation and subsistence is normally a maximum of £65 per night.

## **Subcommittees**

### ***Strategy and Liaison Subcommittee (SALS)***

The Strategy and Liaison Subcommittee deals with the processes and policies of the association. It advises the full committee on proposed changes to the way the association runs and liaison with external bodies and individuals.

The subcommittee has undertaken the following tasks:

- a. Proposed the policy for how external organisations are responded to by the committee
- b. Produced the NANAMIC committee handbook
- c. Reviewed the documentation and forms used by the association
- d. Proposed the meeting schedule

### ***Conference and Training Subcommittee (CATS)***

The Conference and Training Subcommittee deals with the organisation of the conference and continuing professional development sessions of the association.

The subcommittee has undertaken the following tasks:

- a. Identified potential presenters for conference and CPD events
- b. Recommended venues for conference and CPD events
- c. Recommended fees that can be given to presenters of CP events.

## **Meeting arrangements**

The full committee meets five times a year. Meeting arrangements are usually:

- a. October physical meeting (venue depends upon participants)
- b. December physical meeting (venue depends upon participants)
- c. February / March Skype, online meeting
- d. April / May, Skype, online meeting
- e. July, physical meeting, post conference

The SAL and CAT Subcommittees meet as necessary in between the full committee meetings.

## **Observers**

The NANAMIC CIO Trustees invite a number of organisations to appoint observers. The observers are sent the agenda of our meetings and the minutes of the previous meeting. They are **not** expected to attend the meetings, but are encouraged to send any comments, if they wish to do so.

## **Communicating with external organisations**

It has been agreed that all correspondence to and from the association will be dealt with by

- (a) two committee members; and
- (b) that the chair or another committee member designated by the chair will be one of these;  
unless
- (c) it is an administrative matter such as membership queries or issues around the organisation of events that the Secretary and Event Organiser will deal with.

All official correspondence will be addressed from the Chair, unless otherwise identified by the groups mentioned above.

Note that generic email contacts are published externally

[chair@nanamic.org.uk](mailto:chair@nanamic.org.uk), [secretary@nanamic.org.uk](mailto:secretary@nanamic.org.uk), [admin@nanamic.org.uk](mailto:admin@nanamic.org.uk),  
[membership@nanamic.org.uk](mailto:membership@nanamic.org.uk), [web@nanamic.org.uk](mailto:web@nanamic.org.uk)

## Association activities

### Conferences

The association has run practitioner conferences from its beginning. These were seen as a key aspect of the association providing support for the post compulsory sector not supported sufficiently in other organisations such as the MA or ATM.

During the early period, three conferences a year were held. The spring conference was a residential conference with the other two as single days. The summer day conference has always included the AGM of the organisation. These conferences were intended to cover a range of post compulsory mathematics and numeracy issues. By the time of the summer 1997 Conference, it was decided that all events would be one day.

There was a deliberate attempt to place conferences around the country as indicated by the venues chosen (*see Details of previous NANAMIC committees and activities*).

In addition, NANAMIC has contributed to the British Congress of Mathematics Education conferences. Since 2005 a number of mathematics associations have combined to run a single conference that in part prepares for the International Congress of Mathematics Education conferences while allowing for some networking between association members.

BCME 6: Routes to unity April 2005 University of Warwick

BCME 7: Mathematical Progressions, April 2010, University of Manchester

BCME 8: Building Bridges, April 2014, University of Nottingham

BCME 9: Celebrating mathematics education, April 2018, University of Warwick

### Training / CPD

As noted in the previous section, the decision was taken to run single themed continuing professional development / training days. These in part came from

the success of the Dyslexia and Mathematics sessions run by Julie Kay (formerly Principal of Mark College).

See *Details of previous NANAMIC committees and activities* for list of events

### **Consultations**

Over the years, NANAMIC has responded to a number of consultations of national bodies including OFSTED. In addition, NANAMIC represents the particular needs of the Further Education Mathematics Community on various advisory groups. These include the Joint Mathematical Council of the UK ([JMC](#)) and the Mathematics Expert Group of the DfES Standards Unit. Our consultations include those with the Advisory Committee on Mathematics Education ([ACME](#)) and the former Qualifications and Curriculum Authority, now Ofqual ([Ofqual](#)). This enables us to give an effective voice to the FE Maths community. We work closely with other organisations such as the Association of Teachers of Mathematics ([ATM](#)) and the Mathematics Association ([MA](#)).

Examples of consultations:

Revision of the Level 4 Subject Specifications for Teachers of Adult Literacy, Numeracy & ESOL. NANAMIC sent representatives to consultation meetings and submitted a formal response to the proposed specifications.

14 - 19 Pathways & Functional Mathematics. QCA ran a web based consultation on functional maths in 2006. How do you see "functional mathematics"? How should it be assessed? In response to the 14-19 Education & Skills White Paper, NANAMIC was asked for views on how mathematics education should develop generally by a consortium including the University of Leeds.

More recently NANAMIC has been involved in the revision of Functional Skills and in the current consultation on the feasibility of compulsory mathematics to the age of 18, led by Professor Sir Adrian Smith FRS

## **Chartered Mathematics Teacher Status**

NANAMIC is one of the practitioner organisations that have been designated to confer the designated status of Chartered Mathematics Teacher status CMathTeach.

## **Newsletter**

The association has provided a newsletter over the years. This has not always been regular but we now aim to produce a bi-monthly electronic update.

## **Links to other organisations**

### **Joint Mathematical Council (JMC)**

NANAMIC is a member organisation within the Joint Mathematical Council of the UK. This enables the organisation to keep up to date with developments across all age groups and sectors. This has also led to closer ties with other associations and collaborative working such as the Post-16 network newsletter.

Jack Abramsky represented NANAMIC from 1994. NANAMIC has since been represented by Pat Bryden, Graham Griffiths, David Martin and Sally Barton (currently).

### **MMSA (Meeting of Mathematics Subject Associations)**

NANAMIC belongs to MMSA a formal subgroup of JMC and a meeting point of Officers and Council members of the Association of Mathematics Education Teachers (AMET), Association of Teachers of Mathematics (ATM), Mathematical Association (MA), National Association of Mathematics Advisors (NAMA) and NANAMIC. It meets three times a year to update on developments in the mathematics community and to raise issues, responding jointly where appropriate. It acts as a single point of contact and for this purpose has an Honorary Secretary. Meetings take place face to face and electronically and are chaired in rotation by the different organisations. Minutes are also taken in rotation. The MMSA has taken on joint projects including one for the NCETM to train advisors and teacher trainers in the use of digital technologies in mathematics teaching with the contract held with one of the organisations. It has also given joint presentations about joining a

mathematics subject association. Current representatives from NANAMIC are the Chair John Barton and Andrew Davies.

**Advisory Committee on Mathematics Education (ACME)**

The Advisory Committee on Mathematics Education (ACME) was proposed and set up by JMC and the Royal Society. The committee is independent of all these organisations although its membership is proposed by JMC to which NANAMIC contributes.