

**Annual General Meeting**

19th March, 2016, 13.30 – 14.15pm

London School of Economics

**MINUTES**

1. Welcome from the outgoing chair Diane Schmitt [DS]

1.1. Apologies – no official apologies received

1.2. Declaration of any conflict of interest – none declared

1.3. Minutes of AGM 18.04.15 to be declared a true and correct record – proposed as true and correct record Clare Poulson (Leeds) seconded by Kerry Tavakoli (St Andrews)

2. Matters arising from AGM minutes 18.04.15 [DS] – discussion about areas people would like to see more activity:

Frameworks for practitioner research – BALEAP will be returning to another cycle of ResTES – 1st event at Southampton PIM – ‘what is scholarly activity?’ and PCE at Bristol conference.

How do we get to world perspectives of EAP? – PIM at Southampton looking at EMI. In addition we have had suggestions to run a PIM in Luxembourg. This will be an added extra to UK PIMs. DS just returned from trip in Pakistan where there is potential to use the AGA Khan university in a pilot to take the TEAP scheme beyond the UK

3. Elections [DS]

DS to return to deputy chair role as of today and Maxine Gillway [MG] to take over as chair for next 3 years.

5.1. Events Officer – Sarah Brewer [SB] is the only candidate. The Chair reconfirmed SB as Events Officer for another 3 year term

5.2 Web Officer – DS acknowledged the fantastic work Martin Barge [MB] has done with the website. MB was officially thanked. There was only one expression of interest for this role from Bella Reichard. She was confirmed as web officer

5.3. Ordinary Member – Celia Antoniou (University of Essex) has withdrawn from the ballot for ordinary member. There were three candidates - Gary Riley-Jones (Goldsmiths), Walter Nowlan (Nottingham Trent), Chris Smith (University of Sheffield). An official vote was held and MG, in her new role as chair reported the winner at the end of the meeting. This was Gary Riley-Jones.

4. Chair’s report [DS]

3.1. Presentation of the annual report – includes brief report on activities of BALEAP and accounts Aug1st – July 31st. DS – most activity has been related to staff development. A lot of development of TEAP and maintaining momentum beyond pilot. Work done by Olwyn Alexander [OA] and BAS in terms of revision to criteria and training new assessors for inspections. More specifically OA and Jenny Kemp [JK] report on these activities. The most important issue is related to the website. We were in a position where we needed to change provider, and after some investigation we agreed on Alberon, accompany based in Oxford that was suggested by members from Oxford Brookes. All expenses for the development of the new website will occur in the 2016/17 financial year. We are taking the opportunity to develop an online store, and an online membership database that BALEAP exec can access directly instead of going through our administrators, Dovetail. Both of these should lead to greater efficiency. We will be able to advertise more events rather than just one PIM at a time, making it easier to book ahead for PIMS. We will also have a link to accountancy software to support the treasurer. We aim to launch the basic services of the website in mid-May. The online store will take a bit more time so will be launched a bit later. The current website appears to have problems with the security certificate, but members are advised to bypass this notice as there is not a security issue.

3.2 Website Update

a. Membership and Events Registration – see 3.1

b. Financial information – see 3.1

5. Hand over to new Chair - DS officially handed over to new chair Maxine Gillway. MG thanked DS on behalf of membership and exec for her 3 years as chair. MG acknowledged DS contribution to making BALEAP a global forum.

3.3 MG The next conference will be in Bristol. The website is up and running (Website: <http://baleap2017.org/> Twitter: @baleap2017). The theme is ‘Addressing the state of the union: working together = learning together’. The call for papers now open. 4 plenaries on website: Karl Maton, Libor Štěpánek, Glenn Fulcher, Clare Furneaux. There will be a materials strand of conference dedicated to memory of Bob Jordan.

6. Treasurer’s report – Lia Blaj-Ward [LBW] – BALEAP is in a healthy state as we have the appropriate level of reserves. LBW encouraged members to ask questions if they have any.

4.1. Presentation of accounts for approval

4.2. Re-appointment of the accountant – proposed OA, seconded Louise Greener (Durham University)

4.3. Approval of continued inclusion of JEAP in the membership offering – OA JEAP as a membership benefit was discussed when OA was chair. It was felt unfair that institutional members can get the journal electronically through their libraries, but individuals may not have access to the journal. At the time, both types of members said they appreciated receiving the paper copies and at that time members agreed it was worth it. DS explained that this item recurs on the AGM agenda to ensure members are still happy with this arrangement. DS: Keeping JEAP as a membership benefit helps maintain the strong relationship between BALEAP and JEAP. DS: The JEAP editors and publisher are keen for BALEAP to disseminate what we do. DS: Some members complain that the activities and interests of BALEAP are not well represented in the journal, but JEAP can only publish on topics it receives. JEAP cannot publish what we don’t send them. MG Agreed this arrangement remains.

7. Officer Reports

6.1. BASC Chair – Olwyn Alexander (OA) – OA solicited questions on her report – none raised. OA proposes a small reorganisation of the BAS Committee that allows BASC to be standing committee for BALEAP and therefore able to ratify BAS and TEAP accreditation. We no longer need a TEAP working party as we did when TEAP was being set up. OA any asked for any objections – none raised

6.2. Events Officer – Sarah Brewer (SB) – SB had one addition to her report. Once the new website is up and running SB hopes to post more information regarding how to propose an event and organise PIMs. She has a lot more documentation on both and aims to make that more widely available. She also noted that will be more scope for publishing PIM talks on the website. SB called for proposals to host the 2019 conference. If any members are interested please contact SB to receive more information to put together a proposal. The same case was announced for PIMs. We now have five PIM proposals taking us into 2018-2019. SB asked if there were any questions – none raised.

6.3 TEAP Officer - Jenny Kemp (JK) – A large part of the TEAP report gave recognition to new Associate Fellows and the first Fellow and new Senior Fellows. JK reported on more plans for disseminating the scheme and noted that we are particularly looking into how to develop TEAP Fellowships abroad. One point not mentioned in the report is that it is possible to use videoed observations. Early trials with these have been quite successful. Video observations help us to be more inclusive for those further afield. There will be more discussion about teacher observation at the 14th May BAS event organised by OA. JK presented a Senior Fellow certificate to Maxine Gillway, and Fellow certificate to Bella Reichard. JK: There will be two workshops in April and May event to help members gain recognition. There were no questions.

6.4 Research and Publications John Wrigglesworth [JW] – There were sixteen submissions for the MA dissertation award, all of which were of a high standard. Three were short listed Ian Johnson, Karen Schrader, and Eilidh Webster. The winner was Elida Webster from the University of Glasgow MEd TESOL. JW will circulate full report. JK suggested encouraging the winner to publish for JEAP. JW: The winner will receive an award of £250 and a guaranteed presentation slot at the next BALEAP Conference or a PIM of her choice.

6.5 Web Officer – Bella Reichard (BR) – The report was prepared by outgoing Web Officer MB. Most of the issue have already been covered by DS the Chair’s Report (point 4). Please direct any questions to BR. BR will let membership know when new website up and running. MG stressed the amount of hard work done by CP/ BR/ MB/ DS

6.6 Information and Publicity - Clare Poulson (CP) – Most of CP’s time since summer has been spent working on the website. BALEAP currently has a visually disparate look and we have used the opportunity of website try to streamline the design of all BALEAP publications into a recognisable BALEAP brand. We have started with the TEAP and BASC handbooks. Otherwise, the jobs section of the website is increasingly popular with more and more full-time jobs being advertised. DS attended TESOL Arabia and this coincided with an article about BALEAP in ELGazette so hopefully both have raised our profile in that region. CP added that there are many activities that BALEAP wishes to engage in, but these require the organisation to build up funding.

7. Testing officer report – John Slaght [JS] – A fruitful sub-committee meeting was held at Reading just before Christmas. The membership have been sent minutes of that meeting. The sub-committee is prepared to run advisory seminars or workshops for the membership, if interested contact JS, DS or JW

8. AOB - new ordinary member elected MG announced Gary Riley-Jones as the winner.

8.1 Issues arising from the Executive Meeting on 18 March – next year instead of voting at AGM there will be an online ballot to allow more access to voting. The TEAP role will involve a recharge, i.e. a payment to the post-holder’s institution for release of hours. BALEAP does need to pay people for some services, particularly BASC and TEAP assessors. We are looking into how as a charity we can do this. In addition, we intend to put in place a process of regularly reviewing our suppliers (e.g. website provider, management company) to ensure we get the best deal for the membership.

9. Date and venue of next AGM April 2017 (date to be confirmed) Saturday 8th April in Bristol at the conference.