**BALEAP Trustees’ report**

**for the year ended 31July 2021**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities (FRSSE), effective January 2015".

**Structure, governance and management**

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

**Executive Committee**

Ms Sarah Brewer Chair (April 2019-2022)

Mr Conrad Heyns BAS Chair (2019-2022); Incoming BALEAP Chair (April 2021-2022)
Ms Bella Reichard Treasurer (April 2020-2023)
Ms Kerry Tavakoli Events Officer (April 2018-2021)
Ms Fiona Wallace Events Officer (April 2021-2024

Mr John Slaght Testing Officer (April 2015-2021)

Ms Fiona Orel Testing Officer (April 2021-2024)

Ms Anneli Williams SIGs Officer (May 2020-2023)

Ms Lisa Hanson Information and Publicity Officer (April 2020-2023)

Ms Ania Rolinska Web Officer (April 2020-2023)

Mr Steven Herron Research and Publications Officer (April 2020-2023) – withdrew 2021

Ms Susie Cowley-Haselden Joint Research and Publications Officer (2021-2024)

Ms Laetitia Monbec Joint Research and Publications Officer (2021-2024)

Mr Paul Hendrie TEAP Officer (May 2020-2023)

Ms Natasha Ingall Ordinary Member (May 2020-2023)

Ms Anna Murawska Ordinary Member (May 2020-2023)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The induction process for newly appointed trustees comprises an email outlining the duties of the executive members, a copy of the articles of association and information about specific aspects of the charity's work including the powers and responsibilities of individual trustees and the Board. A brief history of the charity, copies of Board minutes, accounts and a copy of the Charity Commission Guidance 'The Essential Trustee: What you need to know' are available for new trustees electronically in the BALEAP Google Drive shared folders.

BALEAP supports the professional development of those involved in learning, teaching, scholarship and research in English for Academic Purposes (EAP). The organisation was founded in 1972 as SELMOUS (Special English Language Materials for Overseas University Students) and became The British Association of Lecturers in English for Academic Purposes in 1989. It became a company and charity in 2010, changing its name to BALEAP.

The trustees are not aware of any related parties.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**Objectives and activities**

The charity's objects are, for the benefit of the public, the advancement of learning, teaching and research in the field of English for Academic Purposes (EAP) including, without being limited to:

1. enhancing the quality of learning and teaching of English for Academic Purposes in further and higher education;
2. supporting the professional development of those involved in learning, teaching, scholarship and research in English for Academic Purposes;
3. providing an accreditation scheme for courses in English for Academic Purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and on-line events, publication of research and conference presentations and production of statements of good practice such as teacher competencies and guidelines for testing.

BALEAP has until now carried out its work through the activities of sub-committees and working parties which report regularly to an executive committee, which in turn reports to an Annual General Meeting. The sub-committees currently comprise the BALEAP Accreditation Scheme (BAS) committee, which deals with both individual and institutional accreditation, and the Research and Publications (RP) committee. These are more stable entities with long-term aims. Working parties are set up to deliver specific projects over a short term.  Currently, there is a working party to support the development of the Teaching EAP Fellowship Scheme (TEAP) headed by the TEAP officer.

The professional development of EAP practitioners is achieved through regular Professional Issues Meetings (PIMs), a biennial conference, a Research Training Event Series (ResTES) and occasional webinars, often linked to PIMs. PIMs are held usually three times a year, hosted by a member institution. ResTES events are either linked to PIMs or are organised as independent meetings. All events are open to members and non-members and PIMs are usually also attended by publishers' representatives to promote teaching books and other support material. All events have continued to be hosted online (since spring 2020) which has notably increased accessibility for overseas members.

Both the individual and institutional accreditation schemes (BAS and TEAP) also organise regular events to familiarise practitioners with the schemes. All members have access to a discussion list through which they can engage in discussion on topics of mutual concern, engage in informal consultancy or surveys and obtain advice about testing, materials for courses, syllabus design and recruitment. These activities contribute to the public benefit by enabling teachers to become better informed about the nature of their work and thus provide higher quality teaching to international students on EAP programmes.

In January 2020 (following a consultation process) eight Special Interest Groups were set up to allow members to develop interests in specific areas that might not be covered in the same depth by existing events and training opportunities. The SIGs are: Academic Literacies; Creative Disciplines; Developing, Teaching and Testing Academic Listeners; Doctoral Education; Social Justice; Technology Enhanced Learning (TEL); Testing, Assessment and Feedback; and Transnational Education (TNE). Over the period of August 2020-July 2021, the SIGs have continued to develop their programmes and build membership.

BALEAP contributes to the public benefit of students through its Accreditation Scheme, which is designed to ensure the quality of EAP courses. Accredited courses are listed on the website so that students can be sure they are choosing a high quality course. Members of the accreditation scheme are re-accredited every four years to maintain the original quality of the courses. Individual accreditation is provided by the Teaching EAP Fellowship Scheme which provides professional development support, mentoring and a qualification at Associate Fellow, Fellow and Senior Fellow levels for BALEAP members.

**Achievements and performance (1 August 2020–31 July2021)**

In June 2020, there were 445 members, with 112 overseas. A year later, there were 498 members, with 122 overseas members. This included 10 overseas institutions.

**Biennial conference**

The BALEAP Biennial conference was hosted by the English for Academic Study department at the University of Glasgow from 6-10 April 2021 with the theme of *Exploring Pedagogical Approaches In EAP Teaching*. The conference was wholly online with a mix of pre-recorded papers with live discussion slots, live papers and plenaries, SIG events, publisher sessions, a forum for further discussions and a social programme. 700 participants attended from 52 different countries.

The AGM took place as a Zoom meeting on 7 April 2021 during the conference. The results of the electronic elections that had taken place earlier in the year were confirmed and new members of the executive committee were welcomed to their posts: Fiona Wallace was elected as Events Officer (2021-24); Fiona Orel was elected as Testing Officer (2021-2024); Conrad Heyns was elected as Incoming Chair (2021-2022); Susie Cowley-Haselden and Laetitia Monbec were elected to hold the Research Officer role jointly (2021-2024). Four committee members had been elected in late elections the previous year due to the death of the TEAP Officer (Gary Riley-Jones) and changes in committee responsibilities. The four members new to the committee or new to their roles were: Paul Hendrie TEAP Officer (2020-2023); Natasha Ingall (2020-2023); Anna Murawska (2020-2023); Anneli Williams SIGs Officer (2020-2023). Following Conrad Heyns’ election to the role of Incoming BALEAP Chair, a vacancy as BAS Chair was created. Lia Blaj-Ward had been nominated and was elected unopposed. Honorary membership was approved for Olwyn Alexander and Jenifer Spencer on their retirement and in recognition of their considerable contributions to BALEAP and the development of EAP practices.

**CEAPA-BALEAP conference**

BALEAP co-hosted a conference with the China EAP Association (CEAPA) on *EAP as a Glocal Language* which took place on 28-30 May 2021 at Xi’an Jiaotong-Liverpool University in China. BALEAP members contributed papers and a plenary and the BALEAP Chair provided a welcome speech at the opening of the conference.

**Profession Issues Meetings and Special Interest Groups**

There were three PIMs, one in November 2020, the second in March 2021 and the third in June 2021. In November 2020, the PIM was held at the University of Kent on *2020 Visions: Looking back and looking ahead*. In March the hosting institution was Northumbria University with a PIM on *Integration.* The third PIM was hosted at the University of Durham on *Leadership and Management in EAP: Insights, Issues and Experiences*. All the PIMs were online events and as such attracted members from around the world who were able both to contribute and to attend.

The BALEAP SIGs have continued to be active with events taking place over the year including webinars, workshops, symposia, coffee mornings and other networking events. They have continued to build their infrastructures, setting up twitter accounts, developing their websites and embedding themselves within the EAP community in the UK and overseas. Membership varies from 16 (the minimum) to c.350 with an average of 90 per SIG and the move to online meetings and events has meant that these groups are much more accessible to overseas members. The newest SIG, Teacher Education in EAP (TEd in EAP) held an inaugural event in March 2021. Annual reports from the SIGs were submitted for approval to the Executive Committee meeting held in November 2020.

**BALEAP Accreditation Scheme**

The BAS annual free event took place in May. The topic was the new revised Accreditation Scheme with talks of interest to prospective centres (both in the UK and abroad) from speakers based in the UK, Hong Kong, and Turkey. The plenary introduced the new scheme and was followed by talks on the impact of accreditation on individual institutions, and on what makes an accreditation scheme ‘global’ and ‘internationally’ applicable.

Between August 2020 and July 2021 BAS assessors carried out 4 accreditation visits largely involving online assessment and observations, although there were some face to face visits where this was possible. The BAS Working Group has continued its work reviewing the BAS Handbook and Criteria to ensure that these can be used both within the UK and overseas and are relevant to EAP delivery in other contexts.

**TEAP**

13 new TEAP Fellows were accredited from the Nov 2020 and June 2021 submissions for Fellowship (4 Fellows, 9 Associate Fellows). The TEAP Officer has continued working with the TEAP Working Group to revise the Criteria and TEAP Handbook. Work has also continued to promote the Fellowship Scheme and to provide support to members working on TEAP portfolios. A number of online cross-institutional events have taken place as well as revision of the mentoring system.

**Research Funding**

BALEAP’s funding stream, which was introduced in 2019, continued with a new tranche of awards of £750 budgeted for out of 2019-2020 surplus funds. The 2021 iteration of the BALEAP Funding Stream was announced in May 2021. Following on from two successful rounds of funding centred around BALEAP core values (Collaboration in 2019 and Development/Innovation in 2020) the theme addressed another core value identified by the membership – Inclusivity. Research proposals on the theme of **“Enacting Social Justice in EAP practice”** were invited.

June 2021 saw the launch of the 142-page report from the research commissioned by BALEAP and carried out by Dr Emma Bruce and Heléna Stakounis, [*An examination of how organisations delivering EAP were affected and responded in terms of academic delivery and operational procedures*](https://www.baleap.org/wp-content/uploads/2021/06/BALEAP-Report-Covid-and-EAP-May-2021.pdf.)*.*  The research indicated that overall, despite initial ‘panic and pitfalls … a large number of opportunities arose from the various strategies adopted in terms of provision and administrative and operational procedures, and it is expected that many of these opportunities will be harnessed for the future, even in the return to face-to-face programmes.’ (p.5).

**BALEAP Dissertation**

No award was made this year as the panel judged that none of the submissions fully met the criteria.

**BALEAP News**

The Chair continues to write regular BALEAP news articles for the *Journal of English for Academic Purposes*, providing updates on BALEAP activity six times a year (September 2020, December 2020, January 2021, March 2021, May 2021, July 2021).  SIGs are invited to provide updates which are featured in the BALEAP News on an occasional basis.

**BALEAP Values survey**

In August 2020, a survey was carried out to elicit members’ views on the values that should underpin the work of BALEAP as a professional association in order to articulate these more explicitly and therefore to: understand how to best support our members; make decisions on allocating resources; take a principled stance and contribute to public debate around issues in the broader context of work.

**Financial review**

At the end of the financial year, the charity had net resources amounting to £ XXX,XXX (2020: £275,216). The trustees consider this adequate to continue the planned work of the charity.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month’s expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity’s current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year .

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**Future plans (1 August 2021 to 31 July2022)**

**Events**

A range of events will be taking place between August 2021 and July 2022. One **PIM** is currently planned for November 2021 hosted by the University of York on the theme of *Ownership in EAP – Integrity, argumentation and authorial voice.* A PIM planned for June, hosted by the University of Luxembourg has been cancelled due to organisational difficulties, but a call for proposals has gone out for another host.

A series of **ResTES** events are planned over the year with the first taking place in November 2021. The theme of this event will be *Publishing in EAP* and the session will provide a forum to discuss matters related to writing for publication starting with motivations for writing for publication before looking at selected types of publication, including conference proceedings, chapters in edited volumes, journal articles and blogs. Participants will have the opportunity to clarify publication processes and focus on strategies that EAP practitioners new to scholarship writing can consider when starting to write for publication. A second ResTES event will take place in February on *Systemic Functional Linguistics in EAP* scholarship. This session will focus on the usefulness of SFL in practitioner-led, classroom-based scholarship, taking a case study approach to examine this. Future ResTES events are planned around the following themes: Testing and Assessment in March; Ethics in April; LCT in May.

The AGM will take place at the core of an event to celebrate the 50th anniversary of the founding of BALEAP as SELMOUS and the 20th anniversary of the Journal of English for Academic Purposes (JEAP) which is the official journal of BALEAP.  It will take place on 2 April at the University Language Centre, University of Manchester. The programme will include the official launch of the *JEAP Special Issue* celebrating BALEAP’s 50th and JEAP’s 20th anniversaries (*Practitioner voices, scholarship, and practice-led research in the evolution of EAP*); the launch of the new criteria for the BALEAP Accreditation Scheme; the launch of new criteria for the TEAP Fellowship Scheme; the launch of the BALEAP Research website; and will be an opportunity for SIG communities to come together. There will also be a plenary session reflecting on the last 50 years and lightning talks looking forward to the next 50 years.

There will also be the annual BAS free event in May 2022 - theme to be determined.

**BAS**

The BAS assessors will be carrying out a series of accreditation visits over the course of the year with a mix of in person and online visits both in the UK and overseas. It is expected that at least 16 visits will be made in the course of the twelve months from August 2021-July 2022.

**TEAP**

Submission dates for TEAP fellowship applications will be in November 2021 and June 2022.

**BALEAP 50th anniversary**

To celebrate the 50th anniversary of the founding of BALEAP (as SELMOUS in 1972) the Special Issue of the *Journal of English for Academic Purposes* (*Practitioner voices, scholarship, and practice-led research in the evolution of EAP*) will start to publish papers tracing the interactions between practice, scholarship and research across the lifetime of BALEAP, reinforcing the key role of theory in EAP practice and pointing the way to future directions.

**Conference Proceedings**The delayed BALEAP *Conference Proceedings* (Leeds 2019) will be published as an e-book by Garnet Education in January 2022. The e-book will be indexed for Google Scholar which will give much greater visibility to the papers that are included in each volume.

**Statement of Trustees' responsibilities**

The trustees, who are also the directors of BALEAP for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Sarah Brewer

Trustee
Dated: