

BALEAP Trustees' report for the year ended 31 July 2022

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:

Mr Conrad Heyns BAS Chair (2021 – April 2025)
Ms Sarah Brewer Outgoing Chair (April 2022 – April 2023)
Ms Bella Reichard Treasurer (April 2020 – April 2022)
Mr Ben Brown Treasurer (April 2022 – April 2025)
Ms Fiona Wallace Events Officer (April 2021- April 2024)
Ms Fiona Orel Testing Officer (April 2021 – August 2022)
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 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 there are systems 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.

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. Since the pandemic most events have been hosted online which has helped to increase accessibility for overseas members and since the easing of restrictions there are now several hybrid events with some sessions being available to an online audience.

Both the institutional accreditation schemes (BAS) and the individual accreditation scheme (TEAP) 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.

There are also now eleven Special Interest Groups (SIGs) 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
- LAW
- Social Justice
- STEM
- Teacher Education in EAP
- Technology Enhanced Learning (TEL)
- Testing, Assessment and Feedback
- Transnational Education (TNE)

Over the period of August 2021-July 2022, the SIGs have continued to develop their programmes and build membership. There is currently a proposal being approved for a new twelfth In-sessional SIG.

BALEAP contributes to the public benefit of students through its Accreditation Scheme (BAS), 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 2021 – 31 July 2022):

In June 2021 there were 498 members, with 122 overseas members. This included 10 overseas institutions. On 23 June 2022 there were 541 memberships, with 150 overseas members. This included 13 overseas institutions.

50th Anniversary AGM event:

The BALEAP 50th Anniversary AGM was hosted at the University of Manchester on the 2nd April 2022.

The event programme included:

- Opening session with previous Chairs talks on BALEAP: Looking back on the last 50 years of SELMOUS/BALEAP
- Launches for BAS and TEAP new criteria, Research and Publications Word press site
- AGM
- SIGs networking and publicising session
- Lightning talks on EAP and the next 50 years:
 - Stella Bunnag, Susan Finlay, Joanne Shiel, Elisabeth Wilding, Samantha Wilson: The future of EAP includes TNE
 - Dr Cristina Ivanovici: What does the future hold for using TED talks in EAP teaching?
 - Angelos Bakogiannis: BALEAP: Building Academic Literacies (AL) into English for Academic Purposes (EAP)
 - Angeliki Apostolidou and Stella Bunnag: Metaverse: another buzz word or a real future in the EAP classroom?
- Reception to celebrate the anniversaries of BALEAP (50th) and JEAP (20th)

Professional Issues Meetings and Special Interest Groups

There were two PIMs, one in November 2021 and the second in June 2022. In November 2021, the PIM was held online at the University of York on *Ownership in EAP*. In June the hosting institution was the Language Centre at the University of Leeds on *EAP and Intercultural Communication*. The latter PIM was held on campus at the University of Leeds and presentations were live streamed where possible. Colleagues were also able to submit and view recorded presentations online.

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, Law held their first online event in June 2022, during which four committee members delivered short presentations on different issues in EALP, touching on contextual issues, criticality, encouraging communication in the classroom, and vocabulary development. Annual reports from the SIGs were submitted for approval to the Executive Committee meeting held in November 2021.

BALEAP Accreditation Scheme:

The BALEAP Course Accreditation Scheme (BAS) piloted its draft revised criteria in August 2021 to re-accredit Pre-sessional courses in two UK-based universities. Three additional accreditations were carried out in the first half of 2021-2022 using the original scheme. The new criteria (reduced to 20 from 42 and underpinned by the three core principles of contextualisation, constructive alignment, and collaboration) were officially launched at the 50th anniversary of BALEAP (University of Manchester, 2 April 2022) and were then used to carry out 6 additional successful accreditations in the 2021-2022 financial year, bringing the combined total number of accreditations to 11, including 2 new institutions and 9 re-accreditations.

BAS ran its annual membership-facing development day on 7 May 2022 at the University of Bristol, with a focus on the core principle of collaboration. The event, titled *Serendipity and/or structure? Building sustainable collaborations with the University*, included talks from two EAP colleagues in UK universities and one from South Africa and culminated with a panel facilitated by Louise Greener. To ensure it can operate at capacity, the scheme has recruited four new assessors, with plans in place to further increase and diversify the assessor base.

TEAP:

Eight new TEAP Fellows were accredited from the Nov 2021 and June 2022 submissions, including 2 new senior Fellow/assessors. This number was lower than last year as this assessment period saw the introduction of the new TEAP criteria, which were finally completed and released at the beginning of 2022. New TEAP observation processes and documentation were also introduced, and a workshop on TEAP observation practices was developed and delivered to members across the network. This TEAP observation training workshop has now been delivered twice, has increased engagement with the scheme across the network and has received excellent feedback each time. Work has also continued to promote the Fellowship Scheme and to provide support to members working on TEAP portfolios, particularly considering the release of the new criteria. Several online cross-institutional events have taken place as well as revision of the mentoring system.

The TEAP scheme also now more closely reflects BALEAP's values of *Collaboration, Development, Inclusivity* and *Professionalism* and is more aligned with other professional accreditation schemes (such as HEA) while retaining distinctive 'EAP' features. Very usefully the scheme has started a bank of online recordings of EAP observations intended to be available to BALEAP institutions for institutional tutor development programmes.

ConferenceThe BALEAP *Conference Proceedings* (Leeds 2019) were published as an e-book by Garnet Education in January 2022. Papers are now indexed for Google Scholar to provide greater visibility and accessibility for a wider readership.

Research Funding:

BALEAP's funding stream, which was introduced in 2019, continued with a new tranche of awards of £5000 budgeted for out of 2021-2022 surplus funds. The 2022-2023 iteration of the BALEAP Funding Stream was announced in May 2022. Following on from two successful rounds of funding centred around BALEAP core values in this round, research proposals on an open theme were invited. 5 projects were selected.

Scoping Study on Access to Literature:

In June 2022, a scoping research project was launched, initiated by Dr Michelle Evans, to explore accessibility of the literature by EAP practitioners.

BALEAP Dissertation:

The winner of the 2022 Masters Dissertation Award is Rob Lowton. Rob was awarded his MA from the University of Nottingham Ningbo, China. The title of the dissertation is 'The (T)EAP of the Iceberg: The Role of Qualifications in Teaching English for Academic Purposes'.

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. The SIGs have been invited to contribute and thus far we have had a contribution from TNE and Creative Disciplines.

BALEAP Values and EDI Statement:

These have now both been added to the BALEAP website

We are proud to be able to say our work is built on four core values: collaboration, development, inclusivity, and professionalism:



BALEAP is a community of members coming not just from across the United Kingdom but also across the world. Therefore, as a community we are committed to supporting all of our members and the various identities they hold. This includes fostering a spirit which enables everyone to make their voice heard. We take a view that this both represents key elements of individual and community rights but also strengthens and enriches all through an enhanced diversity of views.

The purpose of the Equality, Diversity and Inclusion Statement is to set out clearly and fully the values that underpin any actions we can take to combat direct and indirect discrimination in the organisation, in the services it provides and in its relationships with other organisations. We also recognise that some of these actions and practices may be subtle and/or systemic and are willing to both advocate for and support our members (both individual and institutional) who are seeking positive change.

We are profoundly opposed to both individuals and institutions who persist in oppressive actions and practices and are dedicated in continuing to make BALEAP a community where all members – both current and prospective – feel welcome, safe, and able to contribute (see articles of association, 2.1.4 and 3.1 and our own BALEAP Values).

In adopting this Equality and Diversity and Inclusion Statement, BALEAP is also making an unequivocal commitment to turning this values statement into action in collaboration with our members, so as to ensure that equal opportunity becomes a reality and with the associated benefits and strengths to all of diversity.

Financial review:

At the end of the financial year, the charity had net resources amounting to £ 282,488 (2021: £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 2022 to 31 July 2023):

Events:

A range of events will be taking place between August 2022 and July 2023. One **PIM** is currently planned for November 2022 hosted by the University of Sheffield on the theme of *From EAP teacher to EAP Educator*. A PIM planned for March 2023, to be hosted by Oxford Brookes University will focus on *How EAP can contribute to teaching and learning for a fairer, fitter future*. All EAP leaders and practitioners hold a unique position to sketch out the conceptual ground for sustainability education, as they set the scene for academic study in HE. Staples of EAP expertise such as scaffolded learning, reflective practice, communicative and collaborative learning, critical thinking skills and student-centred pedagogies are also key to teaching and learning for sustainability. This BALEAP PIM aims to build on these EAP strengths and share complementary knowledge, resources and networking potential to enable educators from multiple disciplinary backgrounds to embed transformative sustainability education into any course, at any level.

A series of **ResTES** events are planned over the year with the first taking place in October 2022. The theme of this event will be *Scholarship Conversation* and in the session Dr Laetitia Monbec and Dr Susie Cowley-Haselden will facilitate an informal session collating their thoughts and experiences of engaging in scholarship. Including considering what puts people off (imposter syndrome, fear of showing one's writing, fear of reviewers, self-taught syndrome, frustrations, etc) and discussing scholarship as part of practice (simply as professional satisfaction and development) and of ways to disseminate (BALEAP blog, Language Scholar, IJEAP).

A second ResTES event will take place in November 2022 on *Peer Review, Scholarship and EAP*. This online session will focus on peer review, scholarship and EAP, bringing together different perspectives and experiences from authors, editors, practitioners and reviewers to explore various aspects of peer review and scholarship in EAP.

The BALEAP 2023 Biennial Conference will be held at the University of Warwick, 19-21 April 2023. The hope of this conference is to encourage a critical look at every aspect of EAP and that the community will feel bold and brave enough to challenge the status quo, offering ideas, opinions, research, practices, and suggestions that can take the field in new directions.

The I AGM will also take place at the same time as the conference. There are several Executive roles that need to be filled and new appointments will be announced at the conference. The following roles need to be filled:

- Testing Officer (April 2023 - April 2026)
- Web Officer (April 2023 - April 2026)
- SIGs Officer (April 2023 - April 2026)
- TEAP Officer (April 2023 - April 2026)
- Information and Publicity Officer (April 2023 - April 2026)
- Ordinary Member x 2 (April 2023 - April 2026)

There will also be the annual BAS free event in May 2023 – Constructive (re) alignment and creative (mis) alignment: Working with the BALEAP accreditation scheme criteria. This will be a practice-sharing day for institutions with BALEAP-accredited courses, as well as for institutions which are considering accreditation. The event will unpack how course teams understand and enact constructive alignment, one of the three core principles of the accreditation scheme.

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 9 (possibly 10) visits will be made in the course of the twelve months from August 2022-July 2023.

TEAP:

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BALEAP 50th anniversary:

The Anniversary Special Issue of the *Journal of English for Academic Purposes (Practitioner voices, scholarship, and practice-led research in the evolution of EAP)* edited by Sarah Brewer and Olwyn Alexander will be completed by December 2022 with a mix of research articles and Researching EAP in Practice papers.

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

Conrad Heyns

A handwritten signature in black ink, appearing to read 'CHS', enclosed within a large, loopy oval shape that extends to the right.

Trustee

Dated: 6 February 2023