

BALEAP Annual General Meeting 15th April 2025

The University of Plymouth, The Rolle Marquee

5.30pm-6.30pm

In attendance: Conrad Heyns, Hannah Jones, Ben Brown, Lisa Hanson, Karin Whiteside, Helen Hickey, Bee Bond, Fiona Wallace, Angelos Bakogiannis, Natasha Ingall, Laura Connolly, Andrew Hewitt, Yvonne Cavanagh

Apologies: Joanne Raynor, Lia Blaj-Ward, Ania Ziomek

Welcome

Conrad opened the meeting by thanking Helen Bowstead and her team for a fantastic BALEAP 2025 conference and for all the organisation that went into it.

Minutes from last AGM 2024

Conrad asked that last year's minutes (available on the BALEAP website) were formally approved. Bee Bond proposed them as accurate, and Aaron Rotsinger of University of St. Andrews seconded this.

There will be a few changes to the Executive team going forward. Lia Blaj-Ward will be leaving us after many years on the Executive Committee in different roles, including most recently the BALEAP Accreditation Scheme (BAS) Chair. Conrad thanked Lia for all her work in that time. Additionally, Conrad thanked Fiona Wallace who is also leaving us as our current Events Officer. Fiona has been an excellent support to event's organisers. Kathryn Redpath of the University of Edinburgh was welcomed to the team as her replacement.

We are pleased to announce that Ben Brown is continuing as Treasurer and Helen Hickey stepped in early as the new SIGS Officer mid-year, working with the various SIGs now in place.

Honorary Membership

Sarah Brewer was nominated and accepted as an Honorary member this year. Sarah has been a Chair of BALEAP and is a current BAS Assessor. She is also helping with the text for the new BALEAP website to ensure consistency in style and content.

Sarah was Chair when SIGS were first introduced and we now have 13 SIGs, soon to be fourteen, all going strong. She was also responsible for the introduction of the BALEAP news in JEAP.

We are therefore delighted to offer an Honorary membership.

Annual Report 1st August 2023-31st July 2024

Our annual report and accounts are available to read on our BALEAP website, however Conrad highlighted some of the key achievements.

- Sub Committees/Groups

Various working groups and activities are now up and running, including the Research and Publications sub-committee, RestES events, TEAP events, Testing Roadshows, and various

SIG events. There are many opportunities for members to get involved and develop interests in specific areas.

- **BALEAP Membership**

Our membership has a healthy number and currently comprises 201 individual members, 105 institutional members, and 9 honorary members. There are 115 overseas members included in these figures.

- **PIMs**

We have had a number of successful PIMs in 2023-2024 including in Durham University, Heriot-Watt University, Portsmouth University, University of Hertfordshire and our first overseas one at Nazarbayev University.

- **BAS**

Nine universities were re-accredited in 2023-2024, and many more accreditation visits are planned.

- **TEAP**

There were twenty-three applications to become TEAP accredited in 2024 under the new TEAP criteria, which appear to be well received by applicants and assessors alike.

Official Handover

Conrad is today officially handing over to Hannah Jones, who will be the new Chair of BALEAP from 2025-2028.

Hannah Jones

Hannah explained that she is both excited and a little daunted to be taking over the role.

She talked about her background which includes working through the TEFL route and working abroad in a private high school and at the British Council in Taiwan, and latterly in Shanghai when she became involved in EAP. BALEAP became an important resource and support for her at that time.

She returned to the UK in 2016 and has been Director of English Language Education in the University of Edinburgh since 2019.

Hannah is keen to embrace the BALEAP values.

There is a session tomorrow at 11.00, which is a member instigated, and member led session. It is about collaboration and how to deal with the challenges in the sector. She will join that session.

Hannah will lead on a project to develop a Vision and statement of Values in Practice for BALEAP in order to support ethical practice in all that we do. The first step is to create a vision statement and she would like to engage members to get involved.

A physical suggestion box was placed in the room and members were asked to put three words that they would like to see features in our Vision statement in the box

Natasha Ingall and Laura Connolly, two of our Ordinary Members, are also involved in this project and we are looking for more volunteers.

The next step will be to set up an engagement and consultation plan.

Hannah thanked Conrad for his invaluable support in the last year to introduce her to the role and Yvonne, the Administrator, both of whom have supported her induction and made her feel welcome, along with the wider Executive Committee.

Ben Brown, Accounts and Annual Report

Ben talked briefly about the BALEAP accounts for 2023-2024 on the website. We are in a very healthy position going forward to support new initiatives and research in the sector.

At the end of the financial year, 31st July 2024, the charity had net resources amounting to £484,825 (2023: £425,623).

The trustees consider this adequate to continue the planned work of the charity.

The accounts are required to be approved at the AGM today. Susie Cowley-Haselden of University of Warwick proposed them as accurate, and Paul Hendrie of Bristol University seconded them.

BALEAP also recommends that we retain our current accountant, Barrie Buel's of Crestmere Ltd Accountants. Carole MacDiarmid of University of Glasgow proposed this, and Gill Kendham seconded the motion.

Website

Lisa Hanson talked briefly on behalf of our Web Officer, about the new website being created. Joanne Raynor, Web Officer, has worked extremely hard this year to secure and brief an agency to take this forward.

The new website will offer everything we have currently plus a lot more, including an area specifically for SIGS.

She thanked everyone for voting on the colour scheme for the site and presented slides showing the results figures, and sample pages demonstrating how the colours will look.

Lisa also thanked the Exec and Yvonne for their input into this.

Helen Hickey, SIGS Officer

Helen is new to the role and thanked the SIGs for all their work to date and for making her welcome.

She was delighted to report that a new SIG is just about to start on Leadership and Management and will be run by Deak Kirkham.

The total number of SIGS is currently fourteen, and BALEAP would like to pause at that number for now to allow us to consolidate what has already been done.

Karin Whiteside, BAS Chair

Karin will take on the role of BAS Chair from 2025-2028, having been Incoming Chair over the last year.

She was keen to promote the upcoming annual BAS event on 17th May 2025 at the University of Reading. It is a free (to members), catered event and involves sharing of best practice from institutions who have been accredited.

This year's theme is the BAS criteria themselves.

More and more institutions are interested in having not just Pre-session courses but others, e.g. In-session courses, accredited.

A flyer was shared on the tables with all the details, including key presenters. If members are keen to be accredited or interested in finding out more, please come along or get in touch.

Fiona Wallace, Events Officer

Fiona also expressed thanks to Helen and her team for this excellent conference.

Invitations to host the 2027 conference are already being encouraged and Fiona suggested talking to Helen Bowstead in Plymouth about her experience in planning and hosting if you are interested.

Details will be posted on the BALEAP discussion list.

Susie Cowley-Haselden and Sanchia Rodriguez-BALEAP News

Historically BALEAP conference proceedings have been managed by a publishing house. Susie was delighted to announce today that BALEAP will now publish their own, through the University of Warwick.

The 2023 proceedings are available on the BALEAP Journal of Research and Practice website.

Susie thanked all the authors for their hard work to bring this to fruition.

Sanchia and Susie would like to recruit helpers to create content. The previous proceedings were owned by publishers and crucially, they now will not.

Submissions will be peer reviewed, and as accessible as possible. Volunteers are encouraged to get involved.

Bee Bond, TEAP Officer

Bee formally announced that the TEAP scheme offered two scholarship funded projects this year.

We received three applications in total for the award of up to £5000 for a TEAP related scholarship project. The full amount was awarded to Carole MacDiarmid and Lindsay Knox (Universities of Glasgow and Edinburgh respectively) for a phenomenological study of perceptions of TEAP criteria in two different contexts (UK and China).

The Exec agreed to also award a smaller amount to Wayne Rimmer (University of Manchester) for a study on TEAP observer cognition.

Congratulations were offered to all the successful applicants.

TEAP Certificates

Historically, BALEAP would hand out award certificates at the AGM for those who successfully completed a TEAP Associate Fellowship/Fellowship/Senior Fellowship in that year. The practice fell away due to the COVID period mainly.

We would like to resurrect this tradition and recognise achievements for those who achieved in the last few years. Not everyone was able to attend, however, Bee went on to present certificates to Angeliki Apostolidou, Maroussa Pavli, Natalie Green, Neil Tibbetts, Robert

Coates, Vincenzo Alfano, Gemma Peacock, and Wayne Rimmer. Some successful applicants were unable to attend.

Angelos Bakogiannis, Research Officer

Angelos spoke briefly about the applications for the MA Dissertation award and the high standard of submissions.

The successful applicant was Cathy Faulkner. Cathy spoke briefly to the members about her project.

Questions

Conrad asked the audience if they had any questions for the Exec team.

A member asked if it would be possible to read Cathy's paper. Angelos advised that it would be made available on the website soon.

DATE OF NEXT AGM: The next AGM will be in April 2026, date and venue TBC