

The Academy of Medical Educators
Annual Report
for the year ended 30 September 2023



**Trustees' report and unaudited financial
statements**

Academy of Medical Educators
Neuadd Meirionnydd, Heath Park
Cardiff CF14 4YS

aome.org

Company Number 05965178;
Registered Charity Number 1128988

Company Secretary: J Browne

Registered Office:
Academy of Medical Educators,
Neuadd Meirionnydd,
Heath Park,
Cardiff CF14 4YS

Independent Examiners:
Independent Examiners Ltd
Unit 2,
The Broadbridge Business Centre,
Delling Lane, Bosham. PO18 8NF

Bankers:
Nat West Bank plc
St Paul's Branch
Juxon House
98 St Paul's Churchyard
London EC4M 8BU

Annual Report for the year ended 30 September 2023

Contents

The Academy’s Council	2
Trustees’ report	4
Structure and governance	5
Strategy and future	6
Professional Standards	7
Membership and assessment	8
Equity, diversity and inclusion	9
The Academy of Medical Educators’ Year	10
Developing medical educators	13
<hr/>	
Financial review	14
Statement of trustees’ responsibilities	15
Independent examiner’s report on the accounts	16
Statement of financial activities	17
Balance sheet	18
Notes to the financial statements	19

The Council of the Academy of Medical Educators



Professor Nick Cooper is Medical Director, Physician Associate Studies, Peninsula Medical School and Director PA Schools Council. Nick has been the Academy's President since April 2023.
A; Edu; ED; M; Po; PS; Att 8/9



Professor Louise Dubras is Foundation Dean of the School of Medicine, Ulster University.
A; Edu; ED; Po; att 3/4



Lynne Allery is Reader in Medical Education, and Programme Director for the MSc in Medical Education, at Cardiff University.
M; Att 2/4



Dr Lisa-Jayne Edwards is a GP trainee based in Oxford. She leads the Developing Medical Educators' Group.
D; Att 3/4



Professor Paul Baker is Deputy Postgraduate Dean HEE NW. Paul chairs the Specialised FP sub-committee for UKFPO. Paul was re-elected to Council in April 2023.
Att 2/4



Dr Mohamed Elhassan Abdalla Elsayed is Associate Professor of Medical Education at the School of Medicine, University of Limerick.
Edu; Att 2/4



Julie Browne is a Reader in Medical Education at Cardiff University, and has been the Academy's Registrar since April 2023.
Edu; ED; M; Po; PS; Att 7/9



Dr James Fisher is a Lecturer at the University of Surrey, and an Occupational Health Physician. He is co-chair of the Membership Committee. James was re-elected to Council in April 2023.
D; Edu; Att 5/6



Professor Aidan Byrne is a retired Consultant Anaesthetist, currently Professor and Quality Lead at Swansea University School of Medicine. He leads on the accreditation of courses for the Academy.
A; M; Po; Att 2/4



Professor Jacky Hayden CBE was President of the Academy until April 2023. She holds several non-executive roles associated with the NHS and medical education.
Edu; ED; M; Po; PS; Att 9/9



Dr Jennifer Conlan is Assistant Professor in Clinical Medical Education in the School of Medicine, Trinity College Dublin. Jennifer was elected to Council in April 2023
Att 1/3



Dr Anna Jones is Faculty Development Lead for the MBBS at GKT School of Medical Education, King's College London and teaches the Masters of Clinical Education.
Att 1/4



Professor Alan Denison is Dean of Postgraduate Medicine, NHS Education for Scotland. He is chair of the Professional Standards Committee.
A; Po; PS; Att 4/9



Dr Ratna Makker is an anaesthetist, and a simulation educator.
Edu; Att 0/4

The Academy is a registered charity in the UK and a company limited by guarantee. Council members are trustees and company directors. They usually serve a term of three years. Elections to Council take place in autumn. Being a Members or Fellow in good standing is the only requirement for standing for election. We are keen that Council represents our entire diverse membership and encourage individuals at all career stages, from all professions and every background to consider getting involved.



Professor Colin Macdougall is Associate Dean, Medical Education, at Warwick Medical School. He is an elected member of the BMA's MASC and executive. Colin was elected to Council in April 2023.
Att 3/3



Dr Katy Stevenson is a GP Trainee at the University Hospitals Plymouth NHS Trust and previously Clinical Lecturer at The University of Plymouth.
D; Edu; Att 2/4



Dr Russell Peek is a Paediatrician in Gloucestershire and Founding Phase 2 Lead at the Three Counties Medical School.
A; M; Att 2/4



Dr Claire Stocker is Phase 1 Lead for Aston Medical School MBCHB, Senior Lecturer and Hon. Reader for Uni of Buckingham. She is chair of the Education Committee. Re-elected to Council in April 2023
A; Edu; Att 4/9



Dr Jim Price is a clinical academic (GP) at Brighton & Sussex Medical School and Programme Director for Postgraduate Courses in Medical & Clinical Education.
A; Edu; Att 3/4



Professor Harish Thampy is a clinical academic working as a GP alongside his role as Professor of Medical Education at the University of Manchester.
Edu; Att 2/4



Professor James Read has been the Academy's Honorary Treasurer since April 2023. He is Dean of Medical Education and Director of the Centre for Medical Education at Cardiff University. James was re-elected to Council in April 2023
Edu; ED; PS; Po; Att 6/9



Dr Philip Xiu is a GP Trainer working in Yorkshire and a Medical School examiner at University of Leeds. He is co-chair of the Membership Committee. Philip was elected to Council in April 2023
A; EDI; Edu; M; Att 5/6



Professor David Croisdale-Appleby is the lay-representative on Council. David's extensive experience and expertise in medical education is invaluable to the Academy.
Att 3/4

Dr James Ashcroft, Professor Andrew Grant, Dr Melvyn Jones and Professor Liz Mossop stood down as Council members in April 2023. **Professor Andrew Smith** stood down as a Council member in August 2023. The Academy thanks them for their service.

Council members take roles on standing committees and working groups:

A = Assessor; D = Developing Medical Educators; Edu = Education; EDI = Equality, Diversity and Inclusion; M = Membership; PS = Professional Standards; Po = Policy; Att = number of Council and Executive meetings, including strategy day, attended

You can find out more about the work done in all of these areas later in the report.

Trustees' report

The Trustees (who are also directors for the purposes of company law) present their report and the financial statements of the Academy of Medical Educators for the year ended 30 September 2023. The financial statements have been prepared in accordance with the accounting policies set out on pages 15 and 16, and comply with the applicable law, the Memorandum and Articles of Association, and the requirements of the Charities SORP (Financial Reporting Standard (FRS) 102).

Objects and activities

Under its Articles of Association, the objects for which the Academy is established are the advancement of medical education for the public benefit in particular by:

- a) the development of a curriculum and qualification system;
- b) undertaking research for the continuing development of professional medical education; and
- c) the promotion and dissemination of best practice in medical education.

The Academy of Medical Educators is a professional organisation, working nationally and internationally, for all those involved in medical education – the education and training of students and practitioners in medicine including physician associates, dentistry, and veterinary surgery. It aims to provide leadership, promote standards and support all those involved in the academic discipline of medical education. Through its [Professional Standards](#), which serve as a guide to curriculum development, the Academy provides a recognised framework so that those in education can demonstrate expertise and achievements in medical education through accreditation as a medical teacher to an agreed national standard.

Public benefit statement

The Council, comprising the Trustees of the Academy, has referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning the Academy's future activities. In particular, the Council considers how planned activities will contribute to the aims and objectives it has set.

The Trustees confirm that they have complied with the duty to have due regard to public benefit guidance published by the Commission, including the guidance *Public benefit: Running a charity (PB2)* in exercising their powers and duties.

The Academy is founded on the recognition that the development and improvement of the training of medical practitioners will be to the benefit of the health of the general public. The Academy's activities in furtherance of the objects defined above directly address the maintenance and improvement of standards of medical training and practice, to the direct benefit of patients.

The Academy's activities are open to all who are able to benefit from them. Special rates are offered to students. Council does not consider there to be detriment from its activities or work.



[The British Student Doctor Journal \(BSDJ\)](#) is a Cardiff University Press Journal publishing high quality research and championing the academic work of medical students and junior doctors.

Founded by two Cardiff University medical students in 2016, the BSDJ provides a free-to-access opportunity for medical students and junior clinicians to gain experience in academic publishing. The BSDJ is the official journal of the Academy of Medical Educators.

The BSDJ seeks to publish a range of medical and surgical research, and articles of interest and educational benefit to junior clinicians.. Journal Acceptance Rate: 44%

The Academy would like to extend its heartfelt gratitude to **Cardiff University** for its enduring support.



Structure and governance

Background

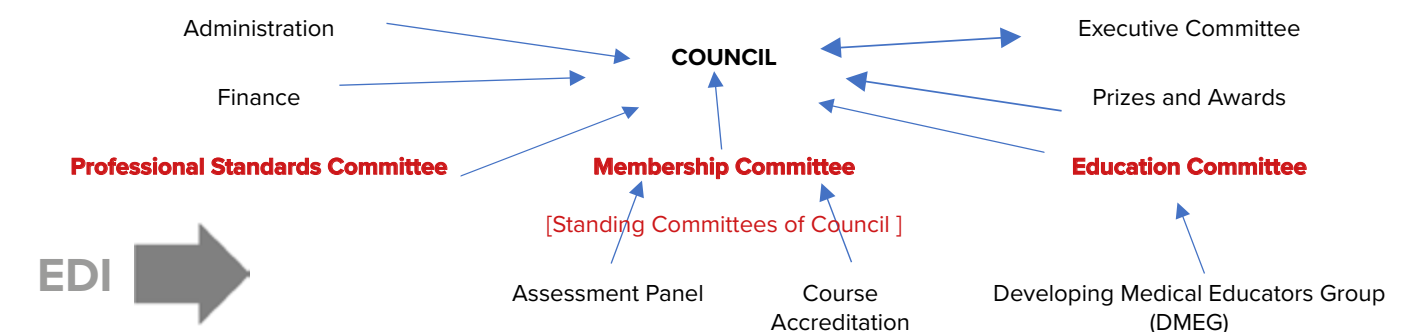
The Academy of Medical Educators was instigated at an informal meeting of interested medical educators and leaders held at the Royal College of Physicians in January 2006. It was then founded in October 2006 as the professional standard setting body for medical educators in the United Kingdom, becoming incorporated as a company limited by guarantee under the Companies Act 1985 on 12 October 2006. Formal elections were held in October 2007 and in December 2007 the first President, Professor John Bligh was elected for three years. The Academy was registered as a charity with the Charity Commission for England on 2 April 2009.

Leadership

The Academy is run by a Council of Trustees who are also the Directors of the Company. Members of Council are elected by the members of the Academy, with additional members who may be appointed by Council. From April 2023 Council comprised 23 elected members, including the President. Honorary Officers and chairs of committees and working groups were elected by Council drawn from their number. The Honorary Officers and Council set the strategic direction of the Academy. An Executive Committee (comprising the President, Honorary Officers, chairs of standing committees, and Executive Director) is responsible for overseeing the financial and administrative management of the Academy. Three full Council meetings, a Council Strategy Day, and six Executive meetings were held during 2022/23.

In the elections in November 2022, confirmed at the AGM in April 2023, Paul Baker, Jennifer Conlan, James Read, Claire Stocker and Philip Xiu were elected for three years from that date. David Croisdale-Appleby remains the lay member on Council.

The Academy's Activities are led by Council and the Standing Committees and working groups that report to Council.



The Staff Team



Executive Director, Tony Carlisle

Tony is full time. He leads the team and is responsible for strategy, Council liaison, governance and development.



Events and Finance Manager, Jodie Burnett-Wren

Jodie works 0.8TF. She maintains financial records and is the central contact for all subscription queries, as well as leading on conference planning and logistics.



Membership Officer, Paul Yeboah-Afari

Paul works 0.8FT. He manages the Membership and Fellowship application and assessment processes and is responsible for accredited course administration.

The team is accommodated within the Centre for Medical Education at Cardiff University, but all team members practice blended working, and, as the needs of the Academy occur frequently outside the standard working day, their flexible approach is appreciated.

Strategy and future

The Academy’s Council held its annual Strategy Day in February 2023. Using the agreed strategic framework below Council discussed how to make progress against our objectives using the resources available, including the Academy’s finances, our staff team, our Council and other specific groups of members, and our membership as a whole.

Three charitable aims of the Academy: a) the development of a curriculum and qualification system; b) undertaking research for the continuing development of professional medical education; and c) the promotion and dissemination of best practice in medical education.				
Through engagement with the medical education community we will pursue our aims. In doing so we will pursue an active policy of equality, diversity and inclusion				
To increase and develop an inclusive membership	To maintain and develop financial stability	To increase and utilise influence	Through good governance and effective administration	Activity <ul style="list-style-type: none">• Policies• AGM• Budget• Staffing• Diversity
			Through the Professional Standards for Medical Educators	Activity <ul style="list-style-type: none">• Principal Fellowship• Review• Influence• Reach• Non-member/partner engagement
			Through a rigorous and effective recognition scheme and relevant member services	Activity <ul style="list-style-type: none">• Assessment• Early/developing Careers• Member Engagement• Prizes and Awards• Course accreditation
			Through the provision of valuable, relevant, Education and Professional Development resources	Activity <ul style="list-style-type: none">• Conference and Events• Online programme• Publications• RTE/Member to Fellow to Principal Fellow resources

Council agreed the priorities below and looked at ways in which they could be achieved:

- Increasing and developing an inclusive membership through promotion of the *Standards*, to all relevant groups at all levels
- Embracing other professions
- Maintaining rigorous, fair and relevant application and assessment processes
- Engaging with medical schools to support people to join AoME; supporting new medical schools
- Promotion of membership through wide ranging and relevant communication and enagement
- Encouraging Corporate Membership of the Academy
- Ensuring our conferences, events and other educational activity is relevant, high quality and provides the opportunities educators are seeking
- Providing support to our existing Members and Fellows through services and resources
- Maintaining and developing the Academy’s financial stability, while ensuring good value for members
- Increasing and utilising the Academy’s reach and influence through existing and new partnerships and contacts.

Professional Standards

The Academy recognises that medical education is distinct from teaching in higher education in general because of the central place that patient care occupies not only in teaching and learning but also in assessment and feedback, and in quality assurance.

The Academy’s *Professional Standards* Framework makes explicit the values, skills, knowledge, and practical capabilities required of those engaged in medical education. and has been developed in wide consultation with the international community of professional medical educators.

The *Standards* framework is outcome-based and generic in nature. The *Standards* are designed to be inclusive, empowering, and relevant to all clinical and non-clinical medical, dental & veterinary educators, irrespective of role.

The *Standards* have been adopted by the General Medical Council (GMC) to set expectations of all medical trainers holding recognised positions. The current edition has built on the first and second editions, using the strong evidence base of AoME’s four core values and five domains; it includes an additional fourth level to reflect the growing number of senior educators who hold educational leadership positions, influencing the education of health and social care practitioners as well as veterinary surgeons. The *Standards* were developed after wide consultation across AoME’s membership and with key strategic organisations and individuals responsible for the education of doctors, dentists, veterinary surgeons, and physician associates. The Academy is confident that these *Standards* represent an authoritative consensus statement on the values, knowledge and behaviours that can be expected of a medical educator.

The Academy uses the *Standards* to assess applications for Membership, Fellowship and Principal Fellowship. As detailed in the *Membership and Assessment* section of this report (page 8) currently 1420 educators can say that they have achieved recognition of their skills and experience in education by measuring themselves against our *Standards* and joining the Academy. The *Standards* can also be used in job planning, appraisal, and as a framework for professional development. The *Professional Standards for Medical Educators* is publicly available on our website. The Academy pursues an active strategy of promoting the Standards at conferences and events and through targeted communications with relevant bodies and individuals.

An initial pilot for the award of Principal Fellowship will take place in 2024. Principal Fellowship will recognise and support those who hold, or aspire to hold, educational leadership positions.

Membership and Fellowship – HESA recognition guidance

It may be helpful for members and others working in higher education to note our statement on recognition against the *Professional Standards* by the Higher Education Statistics Agency (HESA), and equivalence with AdvanceHE,

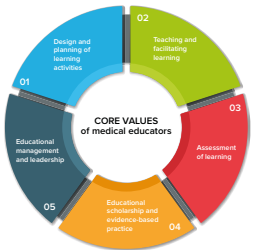
“The Academy of Medical Educators (AoME) is the multiprofessional organisation for those involved in the education and training of students and practitioners in medicine, dentistry and veterinary surgery. The AoME has developed a set of *Professional Standards*[1] which are an explicit statement of the values, skills, knowledge and practical capabilities required of those engaged in medical education. Individuals can seek assessment and recognition of their teaching practice against the standards at Membership and Fellowship level to gain the MACadMED or FAcadMED postnominal. Assessment is a formal, peer reviewed process overseen by an embedded governance structure within the Academy.



HEI’s are required by HESA to collect and submit data relating to the academic teaching qualifications of academic staff. To assist HEIs in submitting data relating to the AoME accreditation scheme, colleagues with confirmed MACadMED or FAcadMED status should be submitted under the 08 code – “accredited as a teacher of their subject by a professional UK body”[2]. This entry is of equivalent status to holding a PGCHE or AdvanceHE recognition, negating the need for these qualifications in addition to AoME recognition for the purposes of HESA returns. “

[1] See <https://www.medicaleducators.org/Professional-Standards>

[2] See <https://www.hesa.ac.uk/collection/c19025/a/actchqual>



Membership and assessment

During the period 2022 - 2023 the Academy’s membership exceeded 1400 Members and Fellows in good standing.

New Applications 1 October 2022 to 30 September 2023			Renewal rates 1 October 2022 to 30 September 2023		
Membership Category	Application approved	Subscription remaining unpaid	Membership Category	Subscriptions due for renewal	Subscriptions renewed
Associate Member	32	13 (46%)	Associate Member	54	40 (74%)
Student Member	3	0	Student Member	3	2 (67%)
Member	265	10 (4%)	Member	798	704 (88%)
Fellow	23	1 (4%)	Fellow	266	245 (88%)
Total all categories	323	24% (7%)	Total all categories	1121	991 (88%)
			All categories, previously lapsed, and newly admitted members in good standing		1420 (143%)

These figures represent an annual growth rate of approximately 13%. Over 68% of members pay their subscription by standing order or direct debit. As ever the response to subscription reminders from those who do not have direct debit or standing order mandates is also very good.

Following Professor Nick Cooper’s election to the Presidency in April 2023, the vacancy Nick left as Lead Assessor was filled by Professor John Sandars. In consultation with the Academy’s leadership and the Assessment Panel John initiated a new separate meeting structure for Membership and Fellowship assessors to improve benchmarking and provide opportunities to discuss ideas and issues. One of the main reasons that Fellowship applications are rejected initially is that applicants have used the single route application rather than addressing all five domains. A small team within the Assessment Panel now reviews all single domain applications and provides advice and feedback to applicants needing to resubmit.

In January 2023 the following were active assessors:

Mohamed Abdallah, Muhammad Ali, Natasha Archer, David Beaumont, Charles Alexis Bouvier, Aaron Braddy-Green, Brian Carlin, Paul Crampton, Deborah Douglas, Louise Dubras, Richard Hays, Mary Higgins, Kartik Iyengar, Mahzuz Karim, Mohamed Abdallah Khamees, Zahid Khan, Mohammed Ismail Khan, Hiro Khoshnaw, Anish Kotecha, Shujing Jane Lim, Adam Livingston, Mohamed Mortagy, Robert Namushi, Russell Peek, Jim Price, Shuaib Ahmed Quraishi, Aylur Rajasri, Amtul Sami, John Sandars, Pathiyil Ravi Shankar, Claire Stocker, Gareth Thomas, Michael Vassallo.

Accreditation and AccreditationPlus

The *AccreditationPlus* scheme was launched in October 2022. *AccreditationPlus* recognises that candidates are engaged in becoming professional medical educators through completing a high quality medical educational course that has assured that they have developed both a high level of medical educational scholarship / practice and that they have committed to promoting the aims of the Academy. Specifically, it recognises that the reflective work completed as part of the course is equivalent to the 500-word reflective statement that is required of all applicants for Membership and Fellowship of the Academy of Medical Educators. Graduates of *AccreditationPlus* programmes are entitled to Membership of the Academy as soon as they complete the registration process and without any further assessment.

Accreditation recognises that candidates are engaged in becoming professional medical educators and that their course has ensured that they have developed appropriate medical educational scholarship / practice and are committed to promoting the aims of the Academy. Graduates of programmes holding Accreditation are entitled to a simpler application process for membership with just a 500-word reflection and contact details of a referee.

The full guidance for accreditation is available on our [website](#). The launch was phased, with existing courses being supported through the transition to AccreditationPlus. 23 courses are now accredited at AccreditationPlus level

Application through the accredited course scheme remains the most popular route to MACadMED. Of the total Membership Applications in the period over 90% were through the accredited course route.

The team responsible for assessing applications for course accreditation is Professor Aidan Byrne and Professor Jim Price.

Equity, diversity and inclusion

In December 2022 the Academy held an Equity, Diversity and Inclusivity focus group. Members and Fellows with an interest in the area were invited, and participants learned more about the Academy and our efforts to date to ensure equity of access to our services and to be inclusive to members from all relevant backgrounds. The focus group shared their own experiences from within the sector and made a number of helpful observations and suggestions.

Most of the focus group attendees have gone on to form an EDI committee, which has provided insight and advice throughout the period. Significantly they felt that a stand-alone committee was not, by itself, the most effective way to make positive changes at the Academy, and proposed representation on each and every other committee and working group. Council and group leaders agreed enthusiastically with this approach. We are in the process of assigning EDI committee members across the rest of our organisational structure.

Progress towards a more equitable and inclusive Academy

For the second year those wishing to stand for election to Council have not needed a proposer or seconder. We believe this has removed barriers that some, particularly early career, and professionally or geographically isolated members, might encounter. The EDI committee has been discussing ways to encourage a higher voter turn-out across the Academy, including using our conference as a platform.

The publication of our Public Professional Register can help members and potential members to identify colleagues in their area and lead to the formation of local support networks.

As reported, the Academy’s AGM approved changes to our Articles of Association around gender neutral language and equal levels of communication for all members, regardless of location.

As the statistics below demonstrate fewer women join the Academy than men, despite being a much more significant proportion of the workforce. The EDI committee is looking at ways to encourage women to apply. For International Women’s Day we reminded you of the inspirational women in education the Academy has honoured.

Through listening to what members want Our *Insights* series featured webinars on *Neurodiversity* and *Reverse mentoring for Race*. We are planning further events in response to members’ feedback.

Statistics

Members can edit their personal details, including their protected characteristics from the “My Details” tab in the [members’ area](#) of the website. The charts below show the information we hold on gender and ethnicity, with a comparison to the previous year. This information is only ever used in an aggregated form as below.

<i>Ethnicity</i>	<i>Total</i>	<i>2022</i>	<i>Ethnicity</i>	<i>Total</i>	<i>2022</i>	<i>Ethnicity</i>	<i>Total</i>	<i>2022</i>
Not stated	846 (68%)	902 (72%)	White and Asian/Asian	16 (1.2%)	16 (1.3%)	African	7 (<1%)	6 (<1%)
White English/Welsh/Scottish/NI/British	204 (16%)	183 (15%)	Other	16 (1.2%)	16 (1.3%)	Chinese	3 (<1%)	3 (<1%)
Indian	62 (5%)	58 (5%)	Caribbean	12 (1%)	11 (<1%)	White and Black African	3 (<1%)	3 (<1%)
Arab	31 (2.5%)	26 (2%)	Irish	8 (<1%)	9 (<1%)	Bangladeshi	5 (<1%)	2 (<1%)
Pakistani	20 (1.5%)	18 (1.5%)	Prefer not to say	8 (<1%)	9 (<1%)	White and Black caribbean	1 (<1%)	1 (<1%)
<i>Gender</i>	<i>%</i>		<i>Gender</i>	<i>%</i>				
Male	60%	62%	Prefer not to say	2%	2%			
Female	35%	34%	Other	2%	1%			

The Academy of Medical Educators' Year

October 2022 to September 2023

The Academy's activities throughout the year are steered by the Committees and working groups described on page 5 and we are immensely grateful to the Chairs and leaders of these groups for their hard work and dedication. There is much crossover and co-operation between committees as they strive to fulfil the Academy's strategic objectives.

Working with our partners

In the run up to International Women's Day, 8 March 2023, in collaboration with ASME, we published a feature on all the women who have been awarded an Honorary Fellowship or President's medal by the Academy. Click on the cover to see the full booklet for an incredibly impressive record of knowledge and achievement in medical education.



The Academy continues to be represented on the organising committee for the Developing Excellence in Medical Education Conference, taking place in Manchester on 5 and 6 December 2023. The programme is mapped against the Academy's *Professional Standards* for Medical Educators. The Academy has an information stand at the event and the final session of the first day is, as has become tradition, our annual Calman Lecture and awards ceremony. The 2023 Calman Lecturer is Professor Kamila Hawthorne MBE, Chair of RCGP Council.



The Academy is always delighted to be invited to attend the *Sharing Training Excellence in Multi-professional Education (STEME)* Conference, organised by Health Education and Improvement Wales (HEIW). The 2023 event took place on 23 March at the Liberty Stadium in Swansea.



On 24 May 2023 President Nick Cooper attended the Worshipful Society of Apothecaries of London's Galen dinner, at Apothecaries' Hall.

The Academy was represented at the ASME Annual Scholarship Meeting *Developing a Diverse Workforce* 12- 14 July 2023, at the Eastside Rooms in Birmingham. As well as our information stand, the annual AoME at ASME workshop was delivered by members of our Developing Medical Educators Group (DMEG), Dr Lisa-Jayne Edwards and Dr David Hettle: *A Review of Entry-Level Medical Education Roles (ELMERs) in the United Kingdom*.



During 2023 the Academy was approached by Cardiff University and the European Board of Medical Assessors. The University has agreed to host EBMA upon its exit from Maastricht University. As the Academy has expertise and experience of setting up and managing a charitable company in the UK we were asked to take on the administration of EBMA. This will mean some changes for the Academy Team, including additional staff resources and funding from

EBMA. In summer 2023 an additional temporary member of staff was recruited and this role, working across the Academy and EBMA will be made permanent in early 2024.



The Academy began working with Cardiff University and Kaplan Assessments to plan the [Cardiff Inter-Professional Assessment Summer School \(InterPASS\)](#). This will take place at the Centre for Student Life, Cardiff University, UK on 1-2 July 2024. We are delighted that the event is also supported by the expertise of EBMA.

From 26 – 30 August the Academy attended the AMEE conference *Inclusive Learning Environments to Transform the Future* at the Scottish Exhibition Centre in Glasgow Glasgow. This was an excellent opportunity to engage with an international audience and share our values and *Standards*.

At the invitation of our 2023 conference partners *The International Network for Health Workforce Education (INHWE)*, Academy representatives attended a digital skills conference in Athens, Greece, addressing critical challenges facing healthcare systems in Europe, particularly in the context of rapid digital transformation.

Supporting our colleagues to gain recognition

On 24 November 2022 Members of the Assessment team and Membership Committee hosted a Special Interest Group session for leaders of the courses the Academy accredits, to answer any remaining questions about the *Accreditation-Plus* scheme and discuss support for teachers and learners.

The Education and Membership Committees worked together to offer two workshops for Members of the Academy considering applying for Fellowship. These took place on 29 November and 6 December. Participants were provided with a useful handbook and the slides from the event to help them make their applications.

In March 2023 the Academy launched its [Public Professional Register](#), a searchable list of all our Members and Fellows in good standing. The publication of the list has been welcomed by members who agree it is the clearest possible way of asserting that:

- Medical education is a profession in its own right;
- Medical educators hold themselves accountable to the public and to the students and patients they serve;
- The Academy's Professional Standards, to which our Members and Fellows hold themselves accountable for their values, conduct, skills and professional development, are the standard of excellence within the profession of medical education.

In May 2023 the Academy responded to the UK government's consultation *Regulating anaesthesia associates and physician associates*. It is important that the Academy is invited by government and regulators to contribute to discussions where they are relevant to educators, and this is another function of our Council, who may also call on expertise from other individual members.

In July 2023 we published our response to the [NHS Long Term Workforce plan](#)

In June 2023 we launched a needs analysis survey, inviting members and partners to have their say on the resources and activities the Academy could be providing. The Academy was delighted to welcome Anaxia Uthayakumar, a Cardiff University student who successfully applied to work with the Academy through the Cardiff Futures summer internship programme. Anaxia's report on the results of the survey identifies needs in a number of key area including providing resources to support excellence in teaching, supervision, aspects of leadership, personal development/scholarship output and developing confidence. The Education Committee will be working with Council to take forward a number of these projects.

Annual General Meeting 2023

The AGM took place on 27 April and was attended by 65 Members and Fellows. The President, Professor Jacky Hayden was in the chair. Those present received an update on activities and highlights from the previous annual report. The statement of accounts was formally adopted by the members, who also gave formal confirmation of the election of new members of Council.

Changes in roles were announced: the President and the acting Honorary Treasurer thanked former Treasurer Professor Andrew Grant on behalf of the Academy for his hard work over the last six years steering the Academy on a steady course financially. Jamie Read took on his new role as Honorary Treasurer, and Julie Browne hers as Registrar of the Academy. James Fisher and Philip Xiu becoming co-chairs of the Membership Committee and John Sandars taking over from Nick Cooper as Lead Assessor. At the end of the meeting Jacky Hayden handed over the Presidency to Nick Cooper.



Under special business a motion to make changes to the Memorandum of Association and Standing Orders was carried. 96% of attending members accepted the motion with 4% abstaining. The changes related to accessibility and communications as well as the removal of gendered language.

Immediately following the Annual General Meeting Professor Paul Baker was awarded the President's Silver Medal in recognition of his achievements in medical education.



Educational Activity

The Education Committee, chaired by Dr Claire Stocker, is responsible for conferences, webinars and other educational activity. The Academy's output from October 2022 to September 2023 included.

13 December 2022 – *The Future of Dental Education*. Part of our *Insights* series. Professor Alison Bullock chaired a panel of key policymakers, researchers and stakeholders sharing lessons relevant to educators across healthcare.

On 14 December the annual Calman Lecture was delivered by Barry Quinn, Chair in Restorative Dentistry and Dental Education at the University of Liverpool. His lecture was titled *Haptically enabled virtual reality simulation: Is this the future for surgical skills training?*

The next *Insights* event *Embracing Neurodiversity in our Healthcare Educators* took place on 29 March 2023.

On 23 May 2023, Professor Adrian Freeman chaired a panel of experts to deliver the *Insights* webinar *The Changing Face of Assessment*.

Our *Insights* webinar on 13 June was *How to Develop Reflective Practice* chaired by Professor John Sandars.

And on 18 July the last *Insights* event before the summer break was *Reverse Mentoring on Race*, delivered by Mousindha Arjunan and Alice Pullinger.

[AoME Insights](#) is a series of webinars, workshops and panel discussions addressing topics of interest to our members and the wider medical and healthcare education community. Further information and, in many cases, recordings of the webinars can be found on our [website](#).



Annual Conference

The Academy's 2023 conference *Learning Together for Clinical Excellence* was held in collaboration with the *International Network for Health Workforce Educators* (INHWE). The international and inter-professional focus INHWE brought to the event enriched the experience for the Academy and it was a pleasure to collaborate with our new friends and partners.

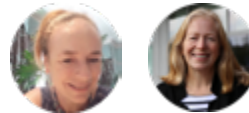


The venue was the Centre for Student Life, Cardiff University. The programme offered a wide range of posters, short presentations, workshops and keynote talks, as well as plenty of time for networking and visiting the exhibition stands.

Our keynote talks were delivered by (l-r): Professor Debra Humphris, Vice Chancellor University of Brighton; Professor Elizabeth Johnson (for INHWE), Dean of the School of Medicine, European University Cyprus; Professor Josie Fraser (for INHWE), Deputy Vice Chancellor, The Open University; Professor Jacky Hayden, Academy of Medical Educators; and Professor Philip Begg Programme Director, MSc Physician Associate Practice, Aston University. Our special guest speaker was Eluned Morgan, Welsh Minister for Health and Social Services.



The President and Registrar were delighted to award Honorary Fellowships to Professor Alison Bullock and Professor Kay Mohanna, as well as presenting certificates to a number of Fellows, Members, Associate Members and Students attending the event.



The Academy's 2024 conference *Science and Technology in Healthcare Practice: Futures in Medical Education* will take place at Aston University, Birmingham on 12 and 13 November. Click [here](#) for further information and to submit an abstract.



Developing medical educators



[The Developing Medical Educators Group](#) (DMEG) aims to promote the development of early career educators including doctors, medical students, dentists, physician associates and veterinary educators, and to provide support to new educators in gaining recognition by the Academy.

The group is open to all early career educators who are Student, Associate or Full Members of AoME. Full information about joining the Academy can be found on the website.

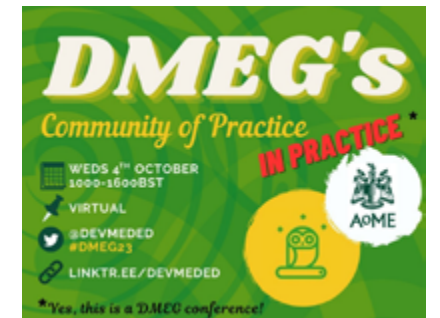
DMEG is a vibrant interactive community, hosting quarterly seminars and networking events, an annual conference, DMEG Podcasts and workshops.

Dr Lisa-Jayne Edwards has led the DMEG committee since 2022.

Committee members during the period October 2022 to September 2023 were: Jenny Gilson, Anna Harvey, Lewis Hendon John, David Hettle, Navneet Kandhari, Sunmeet Kandhari, Roisin McCormack, India Merrony, Meghna Prabhakar, and Jenny Routh.



Following the success of the 2022 event DMEG hosted its second online conference *DMEG's Community of Practice IN PRACTICE* on 4 October 2023. The event gave an opportunity to educators early in their careers to showcase their work, and inspiring keynote talks came from Dr Philip Xiu and Dr Linda Prescott-Clements, with a special podcast interviewee Mr Shakir Mustafa (l-r).



DMEG's *Medical Educatalks* Podcast series features experts and senior figures in medical education sharing their ideas with those earlier in their careers, and the DMEG interviewers have been able to reflect back the experiences of those educators who are learning and teaching in dynamic environments. Dr Lewis Hendon-John leads on the Educatalks series

Podcasts released from October 2022 to September 2023 include:

- *Anti-racist practice in Medical Education* - Dr Gaurish Chawla, senior lecturer at Brighton & Sussex Medical School, discusses anti-racist practice in medical education
- *Med Ed Cafe: The Year Ahead* - Committee members Cara, Jamie, Lewis and LJ reflect on their achievements during 2022 and look ahead to DMEG activities in 2023
- *Simulation in Medical Education* - in conversation with Andy Buttery, Regional Simulation and Human Factors Project Lead, to discuss simulation in medical education.
- *Social Accountability in Medical Education* - with Professor Sonia Kumar, Associate Dean Community Engaged Learning
- *Med Ed Cafe: Our Conference Workshop* - committee members LJ & Cara reflect on their workshop at the Academy of Medical Educators Conference in June in 2023



Click on the logo to access podcasts.

Financial review

The Academy's primary source of income is membership subscriptions and as such it must ensure that these represent value to Members and Fellows but also allow it to develop services and resources. Conferences and events are a smaller yet significant source of income, but again we seek to ensure that our members can benefit from these at as low a cost as possible.

Delivering online resources enables us to make savings and the Academy's policy in recent years has been to hold the vast majority of meetings on online platforms. As education budgets are stretched this has appeared to suit our members and has also had the effect of improving attendance at the relatively few face-to-face events we hold.

As a result of our agreement with the EBMA (see page 10) we have been able to invest in further staff resources without significant additional expenditure. In 2023 the Academy's Council agreed to invest in improvements to our web services, including a new website and customer relationship management database (CRM). Proposals for the new services are being requested from appropriate service providers in early 2024. While we currently use third party abstract submission portals, event registration systems and election software, the new system could bring some or all of these in-house. This, combined with savings in efficiency and improved subscription renewal systems means savings of over £50,000 are possible over the next five years.

It is hoped the new system will offer additional benefits to members around access to resources, membership record management and event attendance and CPD recording, as well as improved communications channels, a wider reach and enhanced reputation.

In implementing the new systems we will seek advice and feedback from relevant groups within the Academy.

The 2022/23 accounts show a surplus of £35,762 (2022: surplus of £32,311)

Overall fund balances carried forward stand at £193,762 (2022 £158,000).

As agreed in 2014, free reserves, (unrestricted funds in excess of amounts invested in fixed assets,) should be held which amount to at least six months expenditure. On this basis there is a requirement for free reserves of £108,196.



Professor Nick Cooper FACadMED,
President



Professor Jamie Read MACadMED,
Honorary Treasurer

Statement of trustees' responsibilities

The Trustees (who are also Directors of The Academy of Medical Educators for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- d) state whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Trustees are also responsible for the contents of the Directors' report, and the responsibility of the independent examiner in relation to the Directors' report is limited to examining the report and ensuring that on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

I approve the attached statement of financial activities and balance sheet for the year ended 30th September 2023, and confirm that I have made available all information necessary for its preparation.

Approved by the board on: 25 April 2024

Signed on their behalf by:

Print name: Julie Browne, Registrar

Independent examiner’s report

Report to the Trustees of The Academy of Medical Educators on the accounts for the year ended 30 September 2023 .

RESPONSIBILITIES AND BASIS OF REPORT

As the charity’s trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (“the 2006 Act”).

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity’s accounts as carried out under section 145 of the Charities Act 2011 (“the 2011 Act”). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a ‘true and fair’ view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed :

Date :

K Gomes FCIE MAAT
Independent Examiners Ltd
Unit 2, Broadbridge Business Centre
Delling Lane
Bosham
West Sussex
PO18 8NF

Statement of financial activities

(Incorporating Income and Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	3a	30,000	-	30,000	30,000
Charitable Activities	3b	223,446	-	223,446	171,150
TOTAL INCOMING RESOURCES		253,446	-	253,446	201,150
RESOURCES EXPENDED					
Costs of Generating Funds					
Raising Funds	4a	9,110	-	9,110	12,082
Charitable Activities	4b	207,282	1,292	208,574	163,104
TOTAL RESOURCES EXPENDED		216,392	1,292	217,684	175,186
NET INCOMING/ (OUTGOING) RESOURCES		37,054	(1,292)	35,762	25,964
Total Funds Brought Forward		156,708	1,292	158,000	132,036
TOTAL FUNDS CARRIED FORWARD		193,762	-	193,762	158,000

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 6 to 10 form part of these financial statements.

Balance sheet

AS AT 30TH SEPTEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	30-Sep-23 Total £	30-Sep-22 Total £
Fixed Assets					
Intangible Assets	2(a)	12,250	-	12,250	12,250
Tangible Assets	2(b)	687	-	687	1,031
Current Assets					
Debtors & Prepayments	6	182	-	182	-
Cash at Bank and in Hand	5	219,720	-	219,720	177,030
Total Current Assets		219,902	-	219,902	177,030
Creditors: amounts falling due within one year	7	39,078	-	39,078	32,311
NET CURRENT ASSETS		180,824	-	180,824	144,719
TOTAL ASSETS less current liabilities		193,762	-	193,762	158,000
NET ASSETS		193,762	-	193,762	158,000
Funds of the Charity					
General Funds		193,762	-	193,762	156,708
Restricted Funds	5	-	-	-	1,292
Total Funds		193,762	-	193,762	158,000

Directors' Responsibilities:

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

For the financial year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

Approved and authorised for issue by
the Board on: 25 April 2024

Signed on their behalf by :

Professor Nick Cooper, President
Trustee
Company number: 5965178

Notes to the financial statements

1. ACCOUNTING POLICIES

Company information

The Academy of Medical Educators is a charity limited by guarantee and incorporated in England and Wales. The registered office is Neuadd Meirionnydd, Heath Park, Cardiff, CF14 4YS.

Basis of Preparation & Assessment of Going Concern

Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Critical Accounting Estimates and Judgements

In the application of the Charity's accounting policies, the board is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant and are reviewed on an ongoing basis. Actual results may differ from these estimates.

There are two critical estimates included within the accounts. The first is depreciation and amortisation; the rate of depreciation charged on tangible fixed assets (and amortisation on intangible fixed assets) is based on the estimated useful life of the asset and this is reviewed annually. The other critical estimate is the value of gifts in kind which are estimated based on the cost of acquiring the gift on the open market.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Membership fees

Membership fees are renewable annually and are recognised on a receipts basis.

Grants and Donations

Grant are recognised when receivable, income is carried forward at the year end, as restricted fund, where amounts have not been fully spent in the year.

Sponsorship and Other income

Sponsorship and Other income is recognised when it is received.

Gifts in Kind

contribution is included in the financial statements as an estimate based on the value of the contribution to the charity.

Notes to the financial statements (cont.)

1. ACCOUNTING POLICIES (Continued)

Incoming Resources (continued)

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Intangible assets

The coat of arms costs are not amortised as these are expected to be of continued long term benefit to the organisation.

The website and software costs are stated at cost less amortisation and impairment. Amortisation is provided at rates calculated to write off the cost of these assets, less their estimated residual value, over their expected useful lives on

Website	33.33% Straight line
Software	33.33% Straight line

Tangible Fixed Assets

Fixed assets are capitalised where the item costs exceed £500. Depreciation is provided to write off the cost of the Fixed Assets over their estimated useful lives at the following annual rates:

Fixtures, fittings and equipment	15% Straight line
Computer equipment & website	33.33% Straight line

Fund accounting

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

Cash and Cash Equivalents

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their at transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

Notes to the financial statements (cont.)

2(a).INTANGIBLE FIXED ASSETS

		Website & Software £	Coat of Arms £	Total 2023 £
Cost	30-Sep-22	121,324	12,250	133,574
Additions		-	-	-
Disposals		-	-	-
Cost at	30-Sep-23	121,324	12,250	133,574
Amortisation	30-Sep-22	121,324	-	121,324
Charge		-	-	-
Disposals		-	-	-
Depreciation at	30-Sep-23	121,324	-	121,324
Net Book Value	30-Sep-23	-	12,250	12,250
Net Book Value	30-Sep-22	-	12,250	12,250

2(b).TANGIBLE FIXED ASSETS

		Fixtures,Fitting & Equipment £	Computer Equipment £	Total 2023 £
Cost	30-Sep-22	2,086	9,624	11,710
Additions		-	-	-
Disposals		-	-	-
Cost at	30-Sep-23	2,086	9,624	11,710
Depreciation	30-Sep-22	2,086	8,593	10,679
Charge		-	344	344
Disposals		-	-	-
Depreciation at	30-Sep-23	2,086	8,937	11,023
Net Book Value	30-Sep-23	-	687	687
Net Book Value	30-Sep-22	-	1,031	1,031

3. INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Voluntary Income				
Rent and Utilities (Cardiff University)	30,000	-	30,000	30,000
	30,000	-	30,000	30,000
b) Charitable Activities				
Membership Subscriptions	161,894		161,894	141,625
Annual conference and Educational Activities	61,552		61,552	29,525
	223,446	-	223,446	171,150

Notes to the financial statements (cont.)

4. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Raising Funds				
Advertising & PR	9,110	-	9,110	12,082
	9,110	-	9,110	12,082
b) Charitable Activities				
Staff Costs	8 146,740	-	146,740	112,349
Office running costs	5,666	1,292	6,958	3,040
Subscription refunds	132	-	132	901
Rent	10 30,000	-	30,000	30,000
Depreciation & amortisation	344	-	344	516
Database	8,232	-	8,232	7,909
Sundry expenses	538	-	538	504
Bank charges	2,796	-	2,796	2,372
Marketing and publicity	10,632	-	10,632	2701.73
Meeting costs	1,044	-	1,044	339
Accountancy Fees	1,110	-	1,110	1584
Legal and professional fees	48	-	48	888
	207,282	1,292	208,574	163,104

5. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 30-Sep-23 £	Total 30-Sep-22 £
Cash at Bank	219,720	-	219,720	177,030
	219,720	-	219,720	177,030

6. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 30-Sep-23 £	Total 30-Sep-22 £
Debtors	182	-	182	-
	182	-	182	-

7. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 30-Sep-23 £	Total 30-Sep-22 £
Trade Creditors	37,968	-	37,968	31,231
Independent Examination	1,110	-	1,110	1,080
	39,078	-	39,078	32,311

Notes to the financial statements (cont.)

8. STAFF COSTS AND NUMBERS

	TOTAL £	TOTAL £
Gross Wages and Salaries	146,740	112,349
	146,740	112,349

The average number of staff employed by the organisation for the period was nil (2022: nil). Staff are employed by the University of Cardiff and costs are re-charged to the charity.

No employee received remuneration in excess of £60,000 (2022: None).

	£ TOTAL	£ TOTAL
Activities in furtherance of organisation's objects	1	1

9. DIRECTORS AND OTHER RELATED PARTIES

Key management personnel are deemed to be the Trustees as they oversee the management of the charity. No key management personnel were remunerated in the year to September 2023 (2022: None).

10. Gifts in Kind

An estimate of the support in kind, based on the value of the contribution to the charity, has been included as a donation and a cost, at amounts summarised below:

	£ 2023	£ 2022
Rent and utilities (Cardiff University)	30,000	30,000
	30,000	30,000

11. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

12. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

13. PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

14. LIMITED LIABILITY

The company is limited by guarantee and has no share capital. In the event of it winding up, the liability of each member is limited to £1.



AOME

ACADEMY OF
MEDICAL EDUCATORS

Academy of Medical Educators
Neuadd Meirionnydd, Heath Park
Cardiff CF14 4YS

aome.org