

BALEAP

England & Wales · Charity number 1139147

Details

Other names	BRITISH ASSOCIATION OF LECTURERS IN ENGLISH FOR ACADEMIC PURPOSES
Status	Registered
Legal form	Charitable company
Company number	07330723
Registered	2010-11-22
Register	View on the Charity Commission register

Contact

Address	68 Haining Road Renfrew PA4 0AH
Phone	0777 2246742
Email	admin@baleap.org
Website	www.baleap.org

Activities

Objects: THE COMPANY'S OBJECT(S) ("THE OBJECTS") ARE FOR THE PUBLIC BENEFIT, THE ADVANCEMENT OF LEARNING, TEACHING AND RESEARCH IN THE FIELD OF ENGLISH FOR ACADEMIC PURPOSES, INCLUDING, WITHOUT BEING LIMITED TO:2.1.1 ENHANCING THE QUALITY OF LEARNING AND TEACHING OF ENGLISH FOR ACADEMIC PURPOSES IN FURTHER AND HIGHER EDUCATION2.1.2 SUPPORTING THE PROFESSIONAL DEVELOPMENT OF THOSE INVOLVED IN LEARNING, TEACHING, SCHOLARSHIP AND RESEARCH IN ENGLISH FOR ACADEMIC PURPOSES;2.1.3 PROVIDING AN ACCREDITATION SCHEME FOR COURSES OF ENGLISH FOR ACADEMIC PURPOSES; AND2.1.4 PROMOTING AND DISSEMINATING UNDERSTANDING OF ENGLISH FOR ACADEMIC PURPOSES TO RELEVANT STAKEHOLDERS.

Activities: BALEAP supports the professional development of those involved in learning, teaching scholarship and research in English for Academic Purposes (EAP).

Classification

- **How:** Sponsors Or Undertakes Research
- **What:** Education/training
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** THROUGHOUT ENGLAND AND WALES
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£208,212	£209,974	-	-
2024-07-31	£124,298	£69,886	-	-
2023-07-31	£212,345	£184,360	-	-
2022-07-31	£108,140	£69,191	-	-
2021-07-31	£115,989	£65,100	-	-
2020-07-31	£98,218	£65,520	-	-

Trustees

Name	Role	Appointed
Hannah Isis Jones	Chair	2025-04-15
Alison Elizabeth Jane Goodliff		2026-04-24
Angelos Bakogiannis		2024-04-19
Ben Brown		2022-04-02
Conrad Heyns		2018-03-24
Dr Philip Smyth		2026-04-24
Helen Hickey		2025-04-15
Jolanta Hudson		2026-04-24
Karin Whiteside		2024-04-19
Kathryn Redpath		2025-04-15
Marousa Pavli		2026-04-24
Matthew Ketteringham		2026-04-24
Paula Villegas		2026-04-24
Suzanne Coates		2026-04-24

BALEAP

England & Wales - Charity number 1139147

Accounts

Company registration number 7330723 (England and Wales)

Charity registration number 1139147 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2025

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Heyns
L Hanson
N Ingall
H Hickey
B Brown
A Ziomek
J Raynor
B Bond
L Connolly
A Hewitt
A Bakogiannis
H Jones
K Whiteside
K Redpath

Country of incorporation

United Kingdom
(England and Wales)

7330723

Charity registration

England and Wales

1139147

Principal address

68, Haining Road,
Renfrew
PA4 0AH

Registered office

Unit F1
Intec
Parc Menai
Bangor
Gwynedd
Wales
LL57 4FG

Independent examiner

Barrie Buels

BALEAP

CONTENTS

	Page
Trustees' report	1 - 8
Statement of trustees' responsibilities	9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14-19

BALEAP Trustees' Report for the Year Ended 31 July 2025

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.

Executive Committee:

- **Hannah Jones** - Chair (April 2025 – April 2028)
- **Conrad Heyns** - Outgoing Chair (April 2025-April 2026)
- **Ben Brown** - Treasurer (April 2025-April 2028)
- **Karin Whiteside** - BAS Chair (April 2025-April 2028)
- **Fiona Wallace** - Events Officer (April 2024 - April 2027), handed over to **Kathryn Redpath** (April 2025-April 2028)
- **Anna Ziomek** - Testing Officer (April 2023 – April 2026)
- **Lisa Hanson** - Information and Publicity Officer (April 2023 – April 2026)
- **Joanne Raynor** - Web Officer (April 2023 – April 2026)
- **Angelos Bakogiannis** - Research and Publications Officer (2024 -2027)
- **Bee Bond** - TEAP Officer (April 2023 – April 2026)
- **Helen Hickey** - SIG Officer (April 2025 – April 2028)
- **Natasha Ingall** - Ordinary Member (April 2023 – April 2026)
- **Laura Connolly** - Ordinary Member (April 2023 – April 2026)
- **Andrew Hewitt** - Ordinary Member (April 2023 – April 2026)

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.

**TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 JULY 2025**

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. Additional induction and handover is provided through meetings with the relevant Committee role holder.

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 the charity and are satisfied that adequate systems are in place to mitigate these risks.

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. Working Parties have also been established to carry out time-bound project work, including the BALEAP Vision and Values in Practice Working Party, the BALEAP UCU Working Group and the TEAP Working Party, noting that the latter is a more stable entity that may benefit from re-constitution as a committee. The Special Interest Groups (SIGs) are also organised around a Committee structure. Work is ongoing to ensure that all entities within BALEAP's governance structure are supported by appropriate terms of reference.

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 JULY 2025

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

BALEAP achieves its objectives through various activities including events, conferences, workshops, the publication of research, and the provision of our individual and institutional accreditation schemes. Professional development is facilitated through Professional Issues Meetings (PIMs), biennial conferences, and webinars. The SIGs offer specialised focus areas to support a diverse range of interests. The current SIGs are:

- Academic Literacies
- Creative Disciplines
- Doctoral Education
- English Medium Instruction
- In-Sessional EAP
- Law
- Social Justice
- STEM
- Teacher Education in EAP
- Technology Enhanced Learning
- Testing, Assessment and Feedback
- Transnational Education

Achievements and Performance (1 August 2024 – 31 July 2025)

At the end of 2024-2025, BALEAP had 443 members, comprising:

- Associate Members 3
- Honorary Membership 9
- Individual Concession Members 125
- Individual Members 204
- Institution membership fee-Single Site Small Centre-BAS accredited 1
- Institutional Members 60
- Institutional Membership with BAS Accreditation 32
- Small Institutional Membership Single Site Small Centre non BAS accredited 9

Of these 117 members were non UK based, including 18 institutions.

Professional Issues Meetings (PIMs) and Special Interest Groups (SIGs):

PIMs:

Three PIMs were held as follows, using a mix of in-person and online formats in order to support inclusion and access:

- November 2024 - Challenges and Tensions in Materials Design for English for Academic Purposes (University of Portsmouth)
- March 2025 - Transitions and Transformations: The key roles of the EAP Practitioner (University of Hertfordshire)
- June 2025 - Professional Growth and Development in EAP: Exploring Current Practices and Imagining Future Possibilities (QMUL)

SIGs:

The SIGs are active, expanding their reach and hosting events. Examples of SIG events include:

- Academic Literacies SIG Webinar – Designing Embedded EAP/Academic Literacies
- In-sessional SIG event - The role of In-sessional EAP in inclusive assessment practices
- TEd in EAP SIG - Designing CPD **With** Teachers On Pre-sessionals
- EMI SIG - The role of EAP in enhancing student support and teacher education in EMI contexts
- Law SIG - Teaching discipline-specific vocabulary for law

In order to promote inclusion and access, and mindful of a somewhat crowded event landscape, BALEAP Executive Committee took a decision to reduce the number of future PIMs from three per year to two per year, with one online by default. All events are now listed on the BALEAP website in order to provide clear information to members on the wide variety of free and online events available.

Conferences

The 2025 BALEAP Conference was hosted by the University of Plymouth 14th-17th April 2025 on the theme of co-construction and collaboration. The Conference invited exploration of unique positionings, 'third spaces', and collaborative projects that reach across and beyond the university, and aimed to explore questions such as:

- What does it mean to engage in co-creation in EAP teaching and research?
- How are participation, voice and agency linked?
- What are the conditions of possibility for collaboration across disciplines and among participants who are differently positioned within institutions or society?

**TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 JULY 2025**

A host was also identified for the 2027 Conference, which will be held in London in April 2027 hosted jointly by King's College London and the University of Westminster. The conference theme is 'From Precarity to Possibility: Community and creativity in EAP'.

BALEAP Accreditation Scheme (BAS):

From 1st August 2024 to 31st July 2025, re-accreditations were successfully completed at several institutions, as follows:

- Portsmouth 19th - 21st August 2024
- University of Warwick Foundation Studies 4th - 6th March 2025
- University of Strathclyde 2nd - 4th June 2025
- University of Glasgow 23rd - 25th June 2025
- University of the Arts London, 29th - 31st July 2025

On Saturday 17th May 2025, the annual May Event, free to all members of BALEAP, was held at the University of Reading, with the programme including the sharing of best practice by recently accredited institutions, and BAS-related training (on preparation of visit Context Documentation and articulation of EAP Principles within this documentation).

Work continued on a collaborative project with the EMI SIG Convenor to improve BAS's international reach.

Research and Publications:

The **ResTES** series continued successfully this year, offering five webinars to support practitioner research in EAP:

- Why publish practice-based research and what makes practice-based research publishable?
- Selecting a journal and identifying the contribution
- Navigating the review process and life after publication
- Researching EAP practice: methodological choices and how to make them
- Dealing with ethics in EAP teacher research: positionality, power relationships, and micro-ethics in practice

The **BALEAP Journal of Research and Practice** was also launched as an open access publication providing a space for practitioner research in a range of multimodal formats. The journal aims to foster a dynamic space for EAP educators, researchers, and theorists to exchange and develop knowledge in creative and scholarly ways. It seeks to promote dialogue

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 JULY 2025

that bridges theory and practice in EAP and related disciplines, while also encouraging interdisciplinary engagement that supports both academic understanding and practical teaching applications.

In addition, the **MA Dissertation Award** was completed, with the winner announced at the BALEAP Conference in Plymouth. The **Doctoral Studies Award** was launched in January 2025, further strengthening BALEAP's support for emerging researchers in the EAP community.

TEAP

The TEAP scheme saw a streamlining of processes and a focus on extending international engagement.

During this period, 11 applicants were awarded Associate Fellow, 3 were awarded Fellow and 2 Senior Fellow status.

Strategic Projects

Two strategic initiatives under the leadership of the BALEAP Chair reached milestones as follows:

Vision and Values in Practice Project

Endorsed by the BALEAP Executive Committee in October 2024, this project builds on BALEAP's Values and EDI Statement to create a Vision statement for the organisation and a Values in Practice framework to articulate BALEAP's commitment to ethical practice in all areas of our work. Endorsement was followed by the establishment of a Working Group and a series of consultation and engagement activities with members which took place up to and including summer 2025.

BALEAP BUILA Good Practice Guide

Following an approach by BUILA (the British Universities' International Liaison Association), the BALEAP Executive Committee endorsed a collaborative project to develop and jointly publish sectoral guidance to highlight good practice in the evaluation of English language tests and qualifications and to articulate the value and impact of good quality EAP pre-sessional and in-session provision.

A team of expert writers were appointed to work with the Chair and Outgoing Chair on the development of the content. This project is jointly funded by BALEAP and BUILA.

**TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 JULY 2025**

Governance

A number of enhancements were made to BALEAP's governance, including:

- Updating of all policies and the development of a Dignity & Respect Policy and a new Complaints Policy in order to drive inclusive and collegiate behaviour across the organisation.
- Development of Terms of Reference for the BALEAP Executive Committee and agreement to generate similar ToR for all sub committees and sub groups.
- Development of templates for project initiation documents, papers and proposals to enhance governance and institutional memory within the Executive Committee.

Financial Review

At the end of the financial year, the charity had net resources amounting to £445,689 (2024 – 447,451). The trustees consider this adequate for continuing planned activities.

Reserves policy aims to maintain funds equivalent to three to six months' expenditure, ensuring sustainability amidst funding variability.

The financial review confirmed satisfaction with risk management systems in place.

Future Plans (1 August 2025 to 31 July 2026)

- Launch new BALEAP website.
- Launch final BALEAP Vision and Values in Practice Statement and develop a communications strategy to raise awareness and drive engagement across the membership.
- Joint publication of the BALEAP BUILA Good Practice Guide and development of a plan for the associated interactive workshops.
- Events planned as follows:
 - November PIM (University of Edinburgh): The EAP Student
 - March PIM (University of Sheffield): Transnational Education
 - June PIM (University of Leeds): EAP and the academy in the age of GenAI
 - Joint BAS-TEAP Event (Leeds) May 2026
 - Online SIG Day with embedded AGM (April 2026)
- Launch new Leadership and Management SIG and announce moratorium on new SIGs for the time being.
- Continue to liaise with BALEAP Conference 2027 Organising Committee to support planning of the conference.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 JULY 2025

- Launch 'pathways to impact' funding stream to support research that evidences the value and impact of EAP.

On behalf of the board of trustees.

Hannah Jones

Trustee

Dated:  24th April 2026

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2025

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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006;
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



Barrie Buels FCCA FCIE
Créstmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 27 APRIL 2026

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2025

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income and endowments from:			
Donations and legacies	3	108,504	80,375
Investments		8,927	4,577
Other income	4	90,781	39,346
Total income		<u>208,212</u>	<u>124,298</u>
Expenditure on:			
Charitable activities	5	209,974	69,886
Total expenditure		<u>209,974</u>	<u>69,886</u>
Net income/(expenditure) and movement in funds		<u>(1,762)</u>	<u>54,412</u>
Reconciliation of funds:			
Fund balances at 1 August 2024		447,451	393,039
Fund balances at 31 July 2025		<u>445,689</u>	<u>447,451</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2025

	Notes	2025 £	£	2024 £	£
Current assets					
Debtors	10	45,284		42,578	
Cash at bank and in hand		450,166		489,402	
		<u>495,450</u>		<u>531,980</u>	
Creditors: amounts falling due within one year	11	(49,761)		(84,529)	
Net current assets			<u>445,689</u>		<u>447,451</u>
The funds of the charity					
Unrestricted funds	12		<u>445,689</u>		<u>447,451</u>
			<u>445,689</u>		<u>447,451</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the trustees on 24th April 2026


B Brown

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	14		(48,163)		59,202
Investing activities					
Investment income received		8,927		4,577	
Net cash generated from investing activities			8,927		4,577
Net cash generated from financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(39,236)		63,779
Cash and cash equivalents at beginning of year			489,402		425,623
Cash and cash equivalents at end of year			450,166		489,402

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2025

1 Accounting policies**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2025

1 Accounting policies

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Membership fees	108,504	80,375

4 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Accreditation subscriptions	19,670	19,320
Other general income	5,515	4,680
Events	65,596	15,346
	90,781	39,346

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2025

5 Charitable activities

	2025 £	2024 £
Conferences and meetings	39,358	5,098
Publications	1,044	954
Website related costs	69,498	9,357
Administration costs	58,335	16,730
JEAP costs	21,221	22,188
TEAP accreditation and events	3,523	1,125
Awards and funding	12,437	8,552
Accreditation expenses	2,278	3,272
Accountancy and Independent Examination	2,280	2,610

Unrestricted fund expenditure	209,974	69,886
-------------------------------	---------	--------

6 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,020	1,020

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

8 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Total	-	-

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2025

10 Debtors	2025	2024
	£	£
Amounts falling due within one year:		
Other debtors	45,284	42,578

11 Creditors: amounts falling due within one year	2025	2024
	£	£
Accruals and deferred income	49,761	84,529

12 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	At 1 August 2024 £	Incoming resources £	Resources expended £	At 31 July 2025 £
General funds	447,451	208,212	(209,974)	445,689
Previous year:	At 1 August 2023 £	Incoming resources £	Resources expended £	At 31 July 2024 £
General funds	393,039	124,298	(69,886)	447,451

13 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

14 Cash (absorbed by)/generated from operations	2025	2024
	£	£
(Deficit)/surplus for the year	(1,762)	54,412
Adjustments for:		
Investment income recognised in statement of financial activities	(8,927)	(4,577)
Movements in working capital:		
(Increase) in debtors	(2,706)	(6,868)
(Decrease)/increase in creditors	(34,768)	16,235
Cash (absorbed by)/generated from operations	(48,163)	59,202

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2025**

15 Analysis of changes in net funds

The charity had no material debt during the year.

BALEAP

England & Wales - Charity number 1139147

Accounts

Charity registration number 1139147

Company registration number 7330723 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Heyns	
	L Hanson	
	N Ingall	
	F Wallace	
	B Brown	
	A Ziomek	
	J Raynor	
	B Bond	
	L Connolly	
	A Hewitt	
	A Bakogiannis	(Appointed 19 April 2024)
	H Jones	(Appointed 19 April 2024)
	K Whiteside	(Appointed 19 April 2024)
Charity number	1139147	
Company number	7330723	
Principal address	68, Haining Road, Renfrew PA4 0AH	
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG	
Independent examiner	Barrie Buels	

BALEAP

CONTENTS

	Page
Trustees' report	1 - 9
Statement of trustees' responsibilities	10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 20

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2024

The trustees present their annual report and financial statements for the year ended 31 July 2024.

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".

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 and practitioners in English for academic purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

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

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and online 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 return 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 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. PIMs are held usually three times a year, hosted by a member institution. ResTES events are often 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 JULY 2024***

There are also now twelve 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
- In-sessional
- LAW
- Social Justice
- STEM
- Teacher Education in EAP
- Technology Enhanced Learning (TEL)
- Testing, Assessment and Feedback
- Transnational Education (TNE)

Over the period of August 2023 - July 2024, the SIGs have continued to develop their programmes and build membership. The Developing, Teaching and Testing Academic Listeners SIG is no longer operating, and the new EMI SIG came on board.

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

Achievements and performance (1 August 2023 – 31 July 2024):

In June 2023 there were 535 memberships, including 125 overseas individual members and 15 overseas institutions. In June 2024 there were 377 individual members, including 105 overseas. There were 118 institutional members, including 19 overseas.

Professional Issues Meetings (PIMS) and Special Interest Groups (SIGs)

PIMS:

There were two PIMs in 2023 and two in 2024.

- Durham University PIM: **AI-assisted academic writing – who's the author now?**

We'll be exploring how HEIs, and EAP / ESP teachers and high-stakes assessment course designers are responding to the latest advances in AI tools available to our students. Neural Machine Translation seems to be moving texts from flawed to 'too good', while Transformer AI is getting creative: generating text, mimicking writing styles, and even producing plausible academic misinformation. What does this mean for the role of English language competence, digital literacy in academia, and authorship in HE? How are HEI policies adapting, and how are / should we be teaching and assessing our pre-sessional and in-sessional students?

- Heriot-Wat University PIM: **Multimodality in EAP contexts**

Multimodality: "the investigation of diverse modes of communication and their expressions" (Bateman 2014). What can multimodality mean in our context?

- *What is the impact of digital texts on academic and professional communication? How do we support students to read/write such texts?*
- *What is the role of multimodal artefacts in EAP (e.g. posters, presentations, videos by students)*
- *What is the value of a multimodal EAP pedagogy?*
- *How can multimodal approaches help in widening participation in higher education?*

- King's Foundations PIM: **Collaboration, Power and Influence**

As EAP professionals our work relies on effective collaboration across and beyond the university. However, our willingness to collaborate may not always be reciprocated by faculties, students and other stakeholders. Join us at King's College London to discuss this issue, consider how power is shared in higher education and exchange ideas on how we can build influence effectively.

- Nazarbayev University, Kazakhstan PIM: **Back to the Classroom – New Framework, New Balance?**

Examining how the landscape of EAP courses and the balance of EAP roles have altered in the shadow of the global pandemic.

This BALEAP PIM marked the first instance of being hosted internationally. We hope that, in the future, there will be additional opportunities to organise PIMs at member institutions in other countries.

SIGs:

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.

Regrettably, the *Developing, Teaching, and Testing Academic Listeners* SIG is no longer active, and the SIG Officer has also decided to step down from the role. As a result, it will be necessary to appoint an interim SIG Officer, who will formally assume the position following the AGM next year.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

BALEAP Accreditation Scheme:

In 2023/24 BAS assessors conducted 9 accreditation visits using the new criteria. All visits had successful outcomes.

The visits that took place between 1 Aug 2023 and 31 Jul 2024:

2023

- Durham University August 2023
- University of Edinburgh, August 2023
- University of Reading, August 2023
- University of Nottingham Ningbo China October 2023
- Edge Hill University, November 2023
- Swansea University, October 2023

2024

- Nazarbayev University, Feb 2024
- The University of Manchester, July 2024
- University of Portsmouth August 2024

The annual membership-facing BAS event took place on 11 May 2024 at the University of Manchester, with 41 attendees including three external speakers but not counting assessors, BAS Chair and BAS administrator. The event was titled 'EAP outside the box' and was linked to a core principle in the accreditation handbook (contextualisation).

The Impactful Collaboration award attracted only one application, which was being evaluated in the time frame of this report.

Progress is being made about direct payments to BAS assessors, with a meeting held on 20 June 2024 (BALEAP Chair, Treasurer, BAS Chair and BAS incoming Chair, and BAS Administrator) to look at a draft letter of agreement per visit between assessors and BAS. This will be followed by a letter of agreement for the BAS assessor role overall, and letter templates to institutions.

BAS assessors met on 10 May 2024 (this is one of two formally scheduled BAS assessor meetings, normally taking place in May and October). The meeting included planning 2024 visits and post-visits arrangements, a discussion of payment guidelines, and preparation for the 11 May 2024 event.

It was also decided that the accreditation visit fees would increase, from the 2024 AGM onwards, from £175 per assessor per day to £250 per assessor per day, and the report writing fee (one-off) increase from £200 to £300.

TEAP:

There have been 23 applications for individual accreditation across the 2 submission points (June and November 2024). Three of 11 June submissions were successful with decisions on referrals and the November submissions still pending. All submissions are now under the new TEAP criteria and anecdotal feedback suggests that these criteria are easier to work with for most applicants and assessors whilst still requiring candidates to evidence the same competencies.

Amendments have been made to the TEAP Handbook and this has now been uploaded to the website.

Funding has been awarded for two scholarship projects focusing on the TEAP scheme. £5000 has been awarded to Carole MacDiarmid (University of Glasgow) and Lindsay Knox (Edinburgh) for a project titled: A phenomenographic exploration of the concept EAP teacher competence.

A further £800 has been awarded to Wayne Rimmer (University of Manchester) for his project: A cognitive-based evaluation of the contribution of observation to the individual BALEAP TEAP scheme

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

Mentoring, observing, assessing:

- trying to establish a process for group mentoring to cover institutions without an internal mentor but where we have multiple requests
- Increased fees for mentoring: from £35 up to £50 for individual
- New fees introduced for group mentoring: £40 per person
- Capacity remains and is an increasing concern. Mentors with Fellowship only are now going to be able to mentor Fellows as well as AFs and are going to shadow assessments
- Working parties (mentoring, observing, self-study web materials) completed work in September, with new training sessions and self-study materials for the website already in use.

Actions for the next quarter:

- Get support for and make changes on the website
- Conduct pilot for aligning TEAP with institutional EAP qualifications

Actions for longer term:

- Build on growing interest in the scheme in Hong Kong, China, Singapore and Malaysia – find ways to support development and co-ordinate across institutions.
- Decide on way forward for aligning TEAP scheme with MA modules/ programmes
- Explore potential for development of stronger alignment between TEAP and BAS schemes
- Once AF-SF has been reviewed, work towards developing a PF pathway

Research Training Events (ResTES) and Funding:

Four events were planned for the year:

ResTES: Collaborative Autoethnography: Opportunities and Challenges – 14 June 2023

Building on EAP practitioner experience of collaborative autoethnography (CAE) (e.g., Carr et al, 2021), this online ResTES will provide a forum to discuss CAE and the opportunities and challenges it may offer to EAP practitioners. We will first outline and reflect on our experiences of a collaborative autoethnography process and how we began together. We will then move onto ethical considerations and other questions relevant to CAE, drawing on insights offered by Lapadat (2017) and others. Finally, session participants will identify opportunities and challenges for CAE in their own EAP and other related learning and teaching contexts, what might be involved, and what their next steps might be.

ResTES: Exploring the realities endured by students labelled international: Insights from interculturality and higher education – 21 February 2024

This talk will draw on recently completed doctoral research to critically examine the experiences of students labelled international and the implications resulting from the ongoing process of hyper-internationalisation and systematic differentiation between home and international students. The talk aims to present three ongoing research directions that are of interest to academics in UK higher education institutions (HEIs) and other study destinations where neoliberal rationality (Brown, 2015) is increasingly gaining momentum. The first direction challenges the underpinnings of the international label and makes use of narratives by students labelled international to tackle deficit discourses and highlight how students are actively positioned “outside the nationally defined realm of demands for educational equality” (Brook, 2018, p.756). The second direction sheds light on how problematic positivist approaches to culture and interculturality (Dervin, 2011) are increasingly shaping the realities endured by students labelled international within and beyond the classroom and compromising their potential to construct any meaningful sense of belonging. The third direction looks at the UK’s HE sector as a whole and makes use of recent statistics to question the current direction of neoliberal HE

ResTES: What is always being done, no matter who is doing it? An institutional ethnography of language and race on UK pre-sessionals - 1 May 2024

*This talk is based on the early stages of my doctoral research into UK pre-sessional courses. I will introduce **institutional ethnography** (IE), which looks at the everyday work that goes on inside an institution and asks how this work is standardised. In other words: What is always being done, no matter who is doing it? This makes IE particularly useful for analysing pre-sessionals, where contracts may be temporary and turnover high.*

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

IE is exciting because it is methodologically radical. Drawing from anti-positivist feminism and critical theory, it directs us to really examine what we have normalised as our “work”, especially when it involves doing things that seem counterintuitive. I am not aware of any work that applies IE to EAP, so I hope my finished research will act as a sort of methodological template that others can pick up and apply to their own contexts.

BALEAP Dissertation:

The winner of the 2024 BALEAP MA Dissertation award was Paul Robertson with his dissertation entitled: *'Student and staff perceptions of student digital competencies on an English-Medium international foundation year programme in Europe, with reference to the EU's Digital Competence Framework for Citizens (DigComp 2.2)'*

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. For the last year we have been featuring all the Special Interest Groups (SIGs).

The BALEAP AGM took place online on the 19th April 2024.

Financial review

At the end of the financial year, the charity had net resources amounting to £489,402 (2023: £425,623). 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.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

Future plans (1 August 2023 to 31 July 2024):

Events: A range of events will be taking place between August 2024 and July 2025.

TEAP events:

- Introduction to TEAP Accreditation – two online events
- TEAP Observation workshop – an online event

PIM: Challenges and Tensions in Material Design for English for Academic Purposes – 1 November 2024 at the University of Portsmouth.

At our PIM we will look to explore the challenges and tensions faced by practitioners in designing effective and appropriate materials for English for Academic Purposes programmes. Challenges faced by materials designers include the tension between disciplinary authenticity of the content and accessibility not only to students, but also to tutors, some of whom may have to 'switch gears' from general EFL to EAP in a short period of time. Resolving tensions such as these requires a fine balance and careful decision making.

Assessment Roadshow 3: Exploring practical strategies for using ChatGPT to enhance grading and feedback (13.12.2025)

In this hands-on webinar, participants will explore practical strategies for using ChatGPT to enhance grading and feedback processes in English language assessments. The main focus will be on how ChatGPT can be used to analyse and provide feedback on written performances, simulating the grading process. Using some published learner performances, participants will compare their own grading with ChatGPT's feedback, learning how to refine and improve the AI's suggestions to make them more useful and actionable for students.

We will also explore how to fine-tune the feedback generated by ChatGPT to align more closely with established grading criteria, ensuring that AI can support teachers effectively without replacing their essential role.

Assessment Roadshow 4: Integrated Skills Assessment in EAP: Designing Mediation Tasks with Practical Applications (19.03.2025).

ResTES: Publishing practice-based research materials – 22 January 2025

English for Academic Purposes at its best is characterised by a reciprocal and dynamic relationship between research and teaching: dilemmas arising in the EAP classroom inspire research questions, and in turn, research guides future teaching practice. Therefore, EAP practice is enriched when teachers engage in research and disseminate their findings to the wider EAP community. The aim of these three short workshops is to work with members of BALEAP to plan a small-scale research project in their own teaching context and support them in writing up the project for journal publication. Workshop I focuses on why we should write and publish, and what makes an EAP practice-based paper publishable. Workshop II will focus on publication itself: selecting the right journal, tailoring writing to the audience, and arguing newsworthiness. Workshop III will focus on the review process, dealing with reviewer comments, and how to promote our published articles.

PIM: Transitions and Transformations: The key roles of the EAP practitioner – University of Hertfordshire – 7 March 2025

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

This PIM aims to explore the key themes of Transition and Transformation for students embarking on their academic journeys and beyond. The focus here is on the vital roles we play as EAP practitioners in firstly supporting students to successfully bridge the (at times significant) gap to academic study and then enabling students to maximise their potential to make a university education a truly life-changing experience for them.

BALEAP Conference: University of Plymouth - 14 – 17 April 2025

In 2023, EAP was put under deconstruction. In 2025, we are celebrating EAP as co-construction.

While EAP practitioners share a commitment to enhancing the international student experience, we may find ourselves very differently positioned and/or valued by our institutions. BALEAP 2025 invites an exploration of unique positionings, 'third spaces', and collaborative projects that reach across and beyond the university.

The conference aims to explore questions such as:

- What does it mean to engage in co-creation in EAP teaching and research?*
- How are participation, voice and agency linked?*
- What are the conditions of possibility for collaboration across disciplines and among participants who are differently positioned within institutions or society?*

The BALEAP AGM will take place during the conference and the incoming Chair, Hannah Jones, will formally take over for the outgoing Chair, Conrad Heyns.

There is one Executive role that has been filled in the interim and will be officially announced at the conference.

- SIG Officer – Hellen Hickey

BAS event: What we do: Learning from 3 years of the new BAS criteria – University of Reading – 17 May 2025

PIM: Professional Growth and Development in EAP: Exploring Current Practices and Imagining Future Possibilities

Queen Mary, University of London, invites you to join us for a 'slow' online PIM, in which we want to explore how we grow professionally as EAP practitioners and scholars, what supports our development, and how we pursue interests and choose to specialise in different areas of EAP. We want to explore both personal motivations and institutional options of support, including the value of mentorship and coaching in EAP.

BAS:

The BAS assessors will be carrying out a series of accreditation visits over the course of the year both in the UK and overseas. There will also be the annual BAS free event on the 17th May 2024.

Structure, governance and management

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

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 Chair (April 2021 – April 2025)
Ms Hannah Jones Incoming Chair (April 2024 – April 2025)
Mr Ben Brown Treasurer (April 2022 – April 2025)
Ms Fiona Wallace Events Officer (April 2022 - April 2025)
Ms Anna Ziomek Testing Officer (April 2023 – April 2026)
Ms Lisa Hanson Information and Publicity Officer (April 2023 – April 2026)
Ms Joanne Raynor Web Officer (April 2023 – April 2026)
Mr Angelos Bakogiannis Research and Publications Officer (2024 -2027)
Ms Bee Bond TEAP Officer (April 2023 – April 2026)
Ms Natasha Ingall Ordinary Member (April 2023 – April 2026)
Ms Laura Connolly Ordinary Member (April 2023 – April 2026)
Mr Andrew Hewitt (April 2023 – April 2026)
Ms Lia Blaj-Ward BAS Chair (April 2022 - April 2025)
Ms Karin Whiteside Incoming BAS Chair (2024-2025)
SIGs Officer position vacant

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.

The trustees' report was approved by the Board of Trustees.

C Heyns

Dated: 4 April 2025

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2024

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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Barrie Buels FCCA FCIE
Crestmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 4 April 2025

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income and endowments from:			
Donations and legacies	3	80,375	77,665
Investments		4,577	2,174
Other income	4	39,346	132,506
Total income		124,298	212,345
Expenditure on:			
Charitable activities	5	69,886	184,360
Total expenditure		69,886	184,360
Net income and movement in funds		54,412	27,985
Reconciliation of funds:			
Fund balances at 1 August 2023		393,039	365,054
Fund balances at 31 July 2024		447,451	393,039

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	10	42,578		35,710	
Cash at bank and in hand		489,402		425,623	
		<u>531,980</u>		<u>461,333</u>	
Creditors: amounts falling due within one year	11	(84,529)		(68,294)	
		<u></u>		<u></u>	
Net current assets			447,451		393,039
			<u></u>		<u></u>
The funds of the charity					
Unrestricted funds	12		447,451		393,039
			<u>447,451</u>		<u>393,039</u>
			<u></u>		<u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the trustees on 4 April 2025

B Brown

Company registration number 7330723 (England and Wales)

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	14		59,202		21,846
Investing activities					
Investment income received		4,577		2,174	
		<u>4,577</u>		<u>2,174</u>	
Net cash generated from investing activities			4,577		2,174
Net cash used in financing activities			-		-
			<u>-</u>		<u>-</u>
Net increase in cash and cash equivalents			63,779		24,020
Cash and cash equivalents at beginning of year			425,623		401,603
			<u>425,623</u>		<u>401,603</u>
Cash and cash equivalents at end of year			<u>489,402</u>		<u>425,623</u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

1 Accounting policies**(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2024 £	Unrestricted funds general 2023 £
Membership fees	80,375	77,665

4 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Enter ac937 in database	19,320	20,105
Enter ac938 in database	4,680	4,185
Enter ac939 in database	15,346	108,216
	<u>39,346</u>	<u>132,506</u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

5 Charitable activities

	2024 £	2023 £
Conferences and meetings	5,098	100,286
Publications	954	1,980
Website related costs	9,357	5,361
Administration costs	16,730	29,781
JEAP costs	22,188	17,849
TEAP accreditation and events	1,125	875
Awards and funding	8,552	20,696
Accreditation expenses	3,272	5,042
Accountancy	2,610	1,890
Governance	-	600
Unrestricted fund expenditure	69,886	184,360

6 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

10 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	42,578	35,710

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	84,529	68,294

12 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2023 £	Incoming resources £	Resources expended £	At 31 July 2024 £
General funds	393,039	124,298	(69,886)	447,451
Previous year:	At 1 August 2022 £	Incoming resources £	Resources expended £	At 31 July 2023 £
General funds	365,054	212,345	(184,360)	393,039

13 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

14 Cash generated from operations

	2024 £	2023 £
Surplus for the year	54,412	27,985
Adjustments for:		
Investment income recognised in statement of financial activities	(4,577)	(2,174)
Movements in working capital:		
(Increase) in debtors	(6,868)	(3,320)
Increase/(decrease) in creditors	16,235	(645)
Cash generated from operations	59,202	21,846

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 JULY 2024***

15 Analysis of changes in net funds

The charity had no material debt during the year.

BALEAP

England & Wales - Charity number 1139147

Accounts

Charity registration number 1139147

Company registration number 7330723 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Heyns L Hanson N Ingall F Wallace S Cowley-Haselden L Monbec B Brown A Ziomek P Tzanni J Raynor B Bond L Connolly A Hewitt
Charity number	1139147
Company number	7330723
Principal address	68, Haining Road, Renfrew PA4 0AH
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG
Independent examiner	Barrie Buels

BALEAP

CONTENTS

	Page
Trustees' report	1 - 8
Statement of trustees' responsibilities	9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 18

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2023

The trustees present their annual report and financial statements for the year ended 31 July 2023.

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".

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 and practitioners in English for academic purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

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

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and online 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 return 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 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. PIMs are held usually three times a year, hosted by a member institution. ResTES events are often 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 JULY 2023***

There are also now twelve 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
- In-sessional
- LAW
- Social Justice
- STEM
- Teacher Education in EAP
- Technology Enhanced Learning (TEL)
- Testing, Assessment and Feedback
- Transnational Education (TNE)

Over the period of August 2022 - July 2023, the SIGs have continued to develop their programmes and build membership.

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

Achievements and performance (1 August 2022 – 31 July 2023):

In June 2022 there were 541 memberships, with 150 overseas members. This included 13 overseas institutions. In June 2023 there were 535 members, including 125 overseas individual members and 15 overseas institutions.

Bi-annual BALEAP conference at Warwick University (19 – 21 April 2023)

The hope with this conference was to encourage a critical look at every aspect of EAP. The organisers hoped that the community would 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.

Professional Issues Meetings (PIMS) and Special Interest Groups (SIGs)

PIMS:

There were two PIMS in 2022 and one in 2023. The **Language Centre** at the **University of Leeds** hosted a **one-day Professional Issues Meeting (PIM)** on the relationship between Intercultural Communication and EAP on **Friday 17th June, 2022**. The 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 second PIM was held on the 12th November 2022 at the University of Sheffield. This PIM focused on the transition from EAP Teacher to EAP Teacher Educator. Although there is support available to those transitioning into EAP from more general English teaching, very little support is available to those EAP practitioners working with other teachers. Working with other teachers may involve observing other teachers on a summer school, preparing, and delivering a series of workshops as part of a teacher education programme or mentoring and supporting teachers new to EAP.

This PIM provided a space to share ideas and best practice including approaches and methods to Teacher Education. This PIM was of interest to Senior Teachers, DOSs, Teacher Trainers and Educators and indeed anyone who works with or is planning to work with other teachers.

The third PIM was held on the 3rd March as an online event with Oxford Brookes University. The theme was EAP for a more sustainable world. 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 aimed 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.

SIGs:

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. The newest SIG, the BALEAP In-sessional SIG seeks to create a dynamic space for colleagues involved in both the delivery and management of In-sessional EAP to share best practice and build their knowledge of and facility in In-sessional EAP delivery.

As SIGs are working to a variety of timetables re AGMS and drafting their Annual reports for the BALEAP Executive, it was suggested by the SIG Officer that all SIGs move to having their AGMs in the spring and write up their minutes and their Annual reports by end of March for the April BALEAP Executive meeting. This makes more intuitive sense as SIGs will have had 6 months of activity by the time they draft their Annual report.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

BALEAP Accreditation Scheme:

In 2022 BAS assessors conducted ten accreditation visits using the new criteria. All visits had successful outcomes (Heriot-Watt University, Middlesex University, Oxford University, Royal College of Art, The University of Sheffield, UCL, University of Leeds, University of St Andrews, University of Strathclyde/BRIT, Xi'an Jiaotong Liverpool University, Coventry University).

The visits that took place between 1 Aug 2022 and 31 Jul 2023:

2022

- Coventry University, Nov 2022
- Middlesex University London, Aug 2022
- Oxford University Language Centre, Aug 2022
- XJTLU, Aug 2022
- University of Strathclyde/BRIT Bangkok, Aug 2022
- Pre-visit only - UNNC

2023

- Aston University, Jul 2023
- Goldsmith's University of London, Jun 2023

After a successful recruitment, induction and shadowing process, we four new assessors were welcomed to the BAS team. Each new assessor was assigned to a more experienced assessor as a mentor and conducted full visits in 2023. One assessor retired from BAS but has agreed to continue to support BAS work in different ways. The scheme made a surplus of approx. £5k in the 2021-2022 financial year (1 Aug to 31 July), some of which was used for scheme development work.

BAS introduced an Impactful Collaboration award - the application was made and budgeted for in 2022-2023.

The annual BAS May Day event took place online on Sat 13 May 2023. The focus was on constructive alignment. Institutions that have courses accredited with the new criteria were invited to contribute to the practice-sharing event. The BAS Chair met with the Research Officer to explore ways of connecting the 'deconstruction' focus of the BALEAP conference to the May BAS event.

There were also online talks that took place in Japan and Ningbo in February 2023 and May 2023 respectively.

The continuing piece of work for BAS is to finalise the assessor handbook (the assessor-facing counterpart of the accreditation handbook).

TEAP:

There have been a total of 16 applications for individual accreditation across the 2 submission points (June and November 2023). Five of the June submissions were successful with decisions on referrals and the November submissions still pending. All submissions are now under the new TEAP criteria and anecdotal feedback suggests that these criteria are easier to work with for most applicants and assessors whilst still requiring candidates to evidence the same competencies.

A new TEAP Officer stepped into role in April 2023. The main focus since then has been on establishing clearer processes and systems, working to clarify timelines and how information is stored and shared. This has involved closer working relationships with the BALEAP administrator and moving some of the systems, process and general communication work over to her. The work is ongoing.

A working party away day to be held on 8 January 2024. This is to discuss and decide on key priorities for the rest of the TEAP Officer's term of office and to develop a more collaborative approach to the work around TEAP, with a wider group of people being involved in the development of the scheme.

Next steps will be:

- Creating materials and exemplars of RAPPS to be shared on the BALEAP website
- Developing and running further training around observations and mentoring, in collaboration with the TEdSIG
- Working with the Research Officers to scope out and recruit someone to undertake research into the TEAP scheme
- ~~• Connecting to institutions that run TEAP qualifications to pilot a possible alignment between BALEAP TEAP accreditation and their formal qualification.~~

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

Research Training Events (ResTES) and Funding:

Four events were planned for the year, fewer than last year partly because of the BALEAP conference. The programme started with a conversation around obstacles and solutions to scholarship and ideas were collated. The events were – *Engaging with Scholarship, Peer Reviewing in EAP, Research Methods: Autoethnography and PhD in Progress*.

A number of research projects were chosen, and announced to the membership and all are underway:

1. *An intervention to scaffold understanding at a conceptual level in an EAP context*. Celia V. Antoniou
University of Strathclyde, School of Education

Up to: **£1180**

2. *Inclusivity, interactivity and communities of practice: exploring principles of an instructional design in a post-pandemic online programme in English for academic study*. Weronika Fernando, Queen Mary, University of London

Up to **£4,971**

3. *Exploring Inclusive Formative Assessment Practices (IFAP) of English for Academic Purposes (EAP) in Higher Education (HE)*. Dr Eleni Meletiadiou, London Metropolitan University – Guildhall School of Management and Law

Up to **£4,900**

4. *RefugEAP: conceptualising, piloting and evaluating an innovative EAP programme for refugee-background students*. Aleks Palanac, University of Leicester (Centre for International Training and Education) and Deirdre McKenna, University of Leeds.

Up to **£5,000**

5. *SUEÑO: Oaxacan experiences of EAP testing instruments and their washback on graduation rates, teaching practices, and language ideology in Oaxaca, Mexico*. Alexander Black, UCL IOE and Melissa Ferrin, UTM (Mexico)

Up to **£5,000**

A research and publications sub-committee was formed, and a first meeting was held with the sub-committee members where roles were discussed. Members submitted a more detailed plan for their area.

Scoping Study on Access to Literature:

The project is progressing well. Ethics were obtained, the survey was shared with 70+ respondents so far. Potential participants for interviews and focus groups were contacted too, with first ones conducted in July 2023.

BALEAP Dissertation:

The winner of the 2023 Masters Dissertation Award was Yanhua Liu, *Investigating Metadiscursive and Visual Features in Three Minute Thesis Presentations*.

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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

Financial review

At the end of the financial year, the charity had net resources amounting to £286,119.26 (2022: £282,488). 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.

What's in a name:

After much consultation through a survey, focus groups and discussion, including a general discussion at the last AGM, it has been decided to re-embrace our original name of the 'British Association of Lecturers in English for Academic Purposes'.

When the new website is created we will explain the change as reference to our original name.

Future plans (1 August 2023 to 31 July 2024):

Events:

A range of events will be taking place between August 2023 and July 2024.

PIM: Multimodality in EAP Contexts – 3 November 2023 at Heriot-Watt University. Multimodality: “the investigation of diverse modes of communication and their expressions” (Bateman 2014).

What can multimodality mean in our context?

- What is the impact of digital texts on academic and professional communication? How do we support students to read/write such texts?
- What is the role of multimodal artefacts in EAP (e.g. posters, presentations, videos by students)
- What is the value of a multimodal EAP pedagogy?
- How can multimodal approaches help in widening participation in higher education?

Book and Article Reviews: – 17 November 2023

In this event, we will briefly (re)-launch [the book and article review initiative](#) by the [Research and Publication Baleap subcommittee](#). As part of this initiative, Dr Alex Ding will be delivering an engaging session on the topic of book reviews.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

Publishing practice-based research articles A series of workshops for lecturers, tutors, teachers and doctoral students working in the field of English for Academic Purposes – 24 January 2024

English for Academic Purposes is characterised by a reciprocal and dynamic relationship between research and teaching: dilemmas arising in the EAP classroom inspire research questions, and in turn, research guides future teaching practice. Therefore, EAP practice is very much enriched when teachers engage in research and disseminate their findings to the wider EAP community. The aim of these three short workshops is to work with members of BALEAP to plan a small-scale research project in their own teaching context and support them in preparing the project for journal publication. Workshop I focuses on why we should write and publish, and what makes an EAP practice-based paper publishable. Workshop II will focus on publication itself: selecting the right journal, tailoring writing to the audience, and arguing newsworthiness. Workshop III will focus on the review process, dealing with reviewer comments, and how to promote our published articles

ResTES: 'Exploring the realities endured by students labelled international: Insights from interculturality and higher education' – 21st February 2024

This talk will draw on a recently completed doctoral research to critically examine the experiences of students labelled international and the implications resulting from the ongoing process of hyper-internationalisation and systematic differentiation between home and international students.

PIM: Collaboration, Power, and Influence

King's Foundations (KCL) invites you to join us at our Strand Campus or online to discuss issues of collaboration, power and influence within EAP and higher education.

PIM: Back to the Classroom – New Framework, New Balance? – 1st June 2024

Nazarbayev University, Kazakhstan invites members to a PIM examining how the landscape of EAP courses and the balance of EAP roles have altered in the shadow of the global pandemic.

The BALEAP AGM will take place on the 19th April and the venue is still to be decided.

There are 3 Executive roles that need to be filled and new appointments will be announced at the conference
The following roles need to be filled:

- BALEAP Chair (April 2025 – April 2028)
- BAS Chair (April 2025 – April 2028)
- Events Officer (April 2024 - April 2027)
- Research and Publications Officer (April 2024 - April 2027)

BAS:

The BAS assessors will be carrying out a series of accreditation visits over the course of the year both in the UK and overseas. There will also be the annual BAS free event on the 11th May 2024. There will be another impactful collaboration award next year.

Structure, governance and management

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2023**

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 (April 2021 – April 2025)
Ms Sarah Brewer Outgoing Chair (April 2022 – April 2023)
Mr Ben Brown Treasurer (April 2022 – April 2025)
Ms Fiona Wallace Events Officer (April 2021- April 2024)
Ms Anna Ziomek Testing Officer (April 2023 – April 2026)
Ms Panagiota Tzanni SIGs Officer (April 2023 – April 2026)
Ms Lisa Hanson Information and Publicity Officer (April 2023 – April 2026)
Ms Joanne Raynor Web Officer (April 2023 – April 2026)
Ms Susie Cowley-Haselden Joint Research and Publications Officer (2021-2024)
Ms Laetitia Monbec Joint Research and Publications Officer (2021-2024)
Ms Bee Bond TEAP Officer (April 2023 – April 2026)
Ms Natasha Ingall Ordinary Member (April 2023 – April 2026)
Ms Laura Connolly Ordinary Member (April 2023 – April 2026)
Mr Andrew Hewitt (April 2023 – April 2026)

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.

The trustees' report was approved by the Board of Trustees.

C Heyns

Dated: 25 March 2024

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2023

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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Barrie Buels FCCA FCIE
Crestmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 25 March 2024

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income and endowments from:</u>			
Donations and legacies	3	77,665	74,420
Investments		2,174	100
Other income	4	132,506	33,620
Total income		212,345	108,140
<u>Expenditure on:</u>			
Charitable activities	5	184,360	69,191
Net income for the year/ Net movement in funds		27,985	38,949
Fund balances at 1 August 2022		365,054	326,105
Fund balances at 31 July 2023		393,039	365,054

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Debtors	9	35,710		32,390	
Cash at bank and in hand		425,623		401,603	
		<u>461,333</u>		<u>433,993</u>	
Creditors: amounts falling due within one year	10	<u>(68,294)</u>		<u>(68,939)</u>	
Net current assets			393,039		365,054
Income funds					
Unrestricted funds - general			393,039		365,054
			<u>393,039</u>		<u>365,054</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 25 March 2024

B Brown
Trustee

Company registration number 7330723

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	12		21,846		31,447
Investing activities					
Investment income received		2,174		100	
		<u>2,174</u>		<u>100</u>	
Net cash generated from investing activities			2,174		100
Net cash used in financing activities			-		-
			<u>-</u>		<u>-</u>
Net increase in cash and cash equivalents			24,020		31,547
Cash and cash equivalents at beginning of year			401,603		370,056
			<u>401,603</u>		<u>370,056</u>
Cash and cash equivalents at end of year			<u>425,623</u>		<u>401,603</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies**(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Membership fees	77,665	74,420

4 Other income

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Accreditation scheme income	20,105	24,150
Other charitable income	4,185	1,910
Events	108,216	7,560
	<u>132,506</u>	<u>33,620</u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

5 Charitable activities

	2023 £	2022 £
Conferences and meetings	100,286	2,510
Publications	1,980	2,202
Website related costs	5,361	7,294
Administration costs	29,781	20,615
JEAP costs	17,849	21,974
TEAP accreditation and events	875	1,715
Awards and funding	20,696	4,903
Accreditation expenses	5,042	5,638
Accountancy	1,890	1,840
Governance	600	500
Unrestricted fund expenditure	184,360	69,191

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

9 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	35,710	32,390

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	68,294	68,939

11 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

12 Cash generated from operations

	2023 £	2022 £
Surplus for the year	27,985	38,949
Adjustments for:		
Investment income recognised in statement of financial activities	(2,174)	(100)
Movements in working capital:		
(Increase) in debtors	(3,320)	(14,105)
(Decrease)/increase in creditors	(645)	6,703
Cash generated from operations	21,846	31,447

13 Analysis of changes in net funds

The charity had no debt during the year.

BALEAP

England & Wales - Charity number 1139147

Accounts

Charity registration number 1139147

Company registration number 7330723 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Brewer A Williams C Heyns L Hanson A Rolinska A Murawska N Ingall P Hendrie F Wallace S Cowley-Haselden L Monbec L Blaj-Ward B Brown	(Appointed 24 May 2022)
Charity number	1139147	
Company number	7330723	
Principal address	68, Haining Road, Renfrew PA4 0AH	
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG	
Independent examiner	Barrie Buels	

BALEAP

CONTENTS

	Page
Trustees' report	1 - 9
Statement of trustees' responsibilities	10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 19

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2022

The trustees present their annual report and financial statements 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 charitable charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)', effective January 2015 (the Charities SORP FRS 102).

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 and practitioners in English for academic purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

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

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and online 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 return 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 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. PIMs are held usually three times a year, hosted by a member institution. ResTES events are often 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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.

Conference Proceedings, Leeds 2019

The 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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 £365,054 (2021: £326,105). 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

The 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)

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.

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.

TEAP:

Submission dates for TEAP fellowship applications will be in November 2022 and June 2023.

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 JULY 2022***

Structure, governance and management

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2022**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements 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)
Mrs Lia Blaj-Ward BAS Chair (April 2022 -2025)

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

The induction process for newly appointed trustees comprises an e-mail 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.

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.

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 a charity in 2010, changing its name to BALEAP.

The trustees are not aware of any related parties.

The trustees' report was approved by the Board of Trustees and signed on their behalf.

C Heyns
Trustee

Dated: 21 April 2023

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2022

The trustees, who are also the directors of BALEAP for the purpose 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).

Company Law requires the trustees to prepare financial statements 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 financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements 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 financial statements 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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Barrie Buels FCCA FCIE
Crestmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 21 April 2023

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	74,420	68,685
Investments		100	96
Other income	4	33,620	47,208
Total income		108,140	115,989
<u>Expenditure on:</u>			
Charitable activities	5	69,191	65,100
Net income for the year/ Net movement in funds		38,949	50,889
Fund balances at 1 August 2021		326,105	275,216
Fund balances at 31 July 2022		365,054	326,105

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	8	32,390		18,285	
Cash at bank and in hand		401,603		370,056	
		<u>433,993</u>		<u>388,341</u>	
Creditors: amounts falling due within one year	9	<u>(68,939)</u>		<u>(62,236)</u>	
Net current assets			365,054		326,105
Income funds					
Unrestricted funds - general			365,054		326,105
			<u>365,054</u>		<u>326,105</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 21 April 2023

B Brown

Trustee and Treasurer

Company registration number 7330723

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	11		31,447		47,623
Investing activities					
Investment income received		100		96	
		<u>100</u>		<u>96</u>	
Net cash generated from investing activities			100		96
Net cash used in financing activities			-		-
			<u>-</u>		<u>-</u>
Net increase in cash and cash equivalents			31,547		47,719
Cash and cash equivalents at beginning of year			370,056		322,337
			<u>370,056</u>		<u>322,337</u>
Cash and cash equivalents at end of year			<u>401,603</u>		<u>370,056</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2022

1 Accounting policies**(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Membership fees	74,420	68,685

4 Other income

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Accreditation scheme income	24,150	19,320
Other charitable income	1,910	2,225
Events	7,560	25,663
	<u>33,620</u>	<u>47,208</u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

5 Charitable activities

	2022 £	2021 £
Conferences and meetings	2,510	2,080
Publications	2,202	11,700
Website related costs	7,294	5,785
Administration costs	20,615	15,990
JEAP costs	21,974	19,774
TEAP accreditation and events	1,715	-
Awards and funding	4,903	5,450
Accreditation expenses	5,638	2,053
Accountancy	1,840	1,818
Governance	500	450
	<u> </u>	<u> </u>
Unrestricted fund expenditure	69,191	65,100
	<u> </u>	<u> </u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	-	-
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was more than £60,000.

8 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Other debtors	32,390	18,285
	<u> </u>	<u> </u>

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	68,939	62,236
	<u> </u>	<u> </u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

10 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

11 Cash generated from operations	2022 £	2021 £
Surplus for the year	38,949	50,889
Adjustments for:		
Investment income recognised in statement of financial activities	(100)	(96)
Movements in working capital:		
(Increase)/decrease in debtors	(14,105)	12,755
Increase/(decrease) in creditors	6,703	(15,925)
Cash generated from operations	31,447	47,623

12 Analysis of changes in net funds

The charity had no debt during the year.

BALEAP

England & Wales - Charity number 1139147

Accounts

Charity Registration No. 1139147

Company Registration No. 7330723 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Brewer	
	B Reichard	
	A Williams	
	C Heyns	
	L Hanson	
	A Rolinska	
	A Murawska	
	N Ingall	
	P Hendrie	
	F Wallace	(Appointed 7 April 2021)
	F Orel	(Appointed 7 April 2021)
	S Cowley-Haselden	(Appointed 7 April 2021)
	L Monbec	(Appointed 7 April 2021)
Charity number	1139147	
Company number	7330723	
Principal address	68, Haining Road, Renfrew PA4 0AH	
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG	
Independent examiner	Barrie Buels	

BALEAP

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Statement of cash flows	11
Notes to the financial statements	12 - 17

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2021

The trustees present their annual report and financial statements for the year ended 31 July 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)', effective January 2015 (the Charities SORP FRS 102).

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 and practitioners in English for academic purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

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

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and online 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 return 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 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. PIMs are held usually three times a year, hosted by a member institution. ResTES events are often linked to PIMs or are organised as independent meetings. All events are open to members and non-members and PIMs are usually also attended by publishers' representatives to promote teaching books and other support material. All events have continued to be hosted online (since Spring 2020) which has notably increased accessibility for overseas members.

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

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

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

Achievements and performance (1 August 2020 - 31 July 2021)

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

Biennial conference

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

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

CEAPA-BALEAP conference

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

Professional Issues Meetings and Special Interest Groups

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

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

BALEAP Accreditation Scheme

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

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

TEAP

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

Research Funding

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

June 2021 saw the launch of the 142-page report from the research commissioned by BALEAP and carried out by Dr Emma Bruce and Helena Stakounis, [*An examination of how organisations delivering EAP were affected and responded in terms of academic delivery and operational procedures*](#). The research indicated that overall, despite initial 'panic and pitfalls ... a large number of opportunities arose from the various strategies adopted in terms of provision and administrative and operational procedures, and it is expected that many of these opportunities will be harnessed for the future, even in the return to face-to-face programmes.' (p.5).

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

BALEAP Dissertation

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

BALEAP News

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

BALEAP Values survey

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

Financial review

At the end of the financial year, the charity had net resources amounting to £326,105 (2020: £275,216). The trustees consider this adequate to continue the planned work of the charity.

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

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

Future plans

Events

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

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

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

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

BAS

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

TEAP

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

BALEAP 50th anniversary

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

Conference Proceedings

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

Structure, governance and management

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2021**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Executive Committee

Ms Sarah Brewer Chair (April 2019-2022)
Mr Conrad Heyns BAS Chair (2019-2022); Incoming BALEAP Chair (April 2021-2022)
Ms Bella Reichard Treasurer (April 2020-2023)
Ms Kerry Tavakoli Events Officer (April 2018-2021)
Ms Fiona Wallace Events Officer (April 2021-2024)
Mr John Slaght Testing Officer (April 2015-2021)
Ms Fiona Orel Testing Officer (April 2021-2024)
Ms Anneli Williams SIGs Officer (May 2020-2023)
Ms Lisa Hanson Information and Publicity Officer (April 2020-2023)
Ms Ania Rolinska Web Officer (April 2020-2023)
Mr Steven Herron Research and Publications Officer (April 2020-2023) – withdrew 2021
Ms Susie Cowley-Haselden Joint Research and Publications Officer (2021-2024)
Ms Laetitia Monbec Joint Research and Publications Officer (2021-2024)
Mr Paul Hendrie TEAP Officer (May 2020-2023)
Ms Natasha Ingall Ordinary Member (May 2020-2023)
Ms Anna Murawska Ordinary Member (May 2020-2023)

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

The induction process for newly appointed trustees comprises an e-mail 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 a charity in 2010, changing its name to BALEAP.

The trustees are not aware of any related parties.

The trustees' report was approved by the Board of Trustees.

S Brewer

Dated: 2 April 2022

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2021

The trustees, who are also the directors of BALEAP for the purpose 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).

Company Law requires the trustees to prepare financial statements 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 financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements 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 financial statements 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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Barrie Buels FCCA FCIE
Crestmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 2 April 2022

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

		Unrestricted funds 2021 £	Unrestricted funds 2020 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	68,685	69,907
Investments	4	96	554
Other income	5	47,208	27,757
Total income		<u>115,989</u>	<u>98,218</u>
<u>Expenditure on:</u>			
Charitable activities	6	<u>65,100</u>	<u>65,520</u>
Net income for the year/ Net movement in funds		50,889	32,698
Fund balances at 1 August 2020		<u>275,216</u>	<u>242,518</u>
Fund balances at 31 July 2021		<u><u>326,105</u></u>	<u><u>275,216</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	9	18,285		31,040	
Cash at bank and in hand		370,056		322,337	
		<u>388,341</u>		<u>353,377</u>	
Creditors: amounts falling due within one year	10	(62,236)		(78,161)	
Net current assets			326,105		275,216
Income funds					
Unrestricted funds - general			326,105		275,216
			<u>326,105</u>		<u>275,216</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 2 April 2022

S Brewer
Trustee

Company Registration No. 7330723

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	13		47,623		52,877
Investing activities					
Investment income received		96		554	
Net cash generated from investing activities			96		554
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			47,719		53,431
Cash and cash equivalents at beginning of year			322,337		268,906
Cash and cash equivalents at end of year			370,056		322,337

BALEAP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2021**1 Accounting policies****(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Membership fees	68,685	69,907

4 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	96	554

5 Other income

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Accreditation scheme income	19,320	19,320
Other charitable income	2,225	487
Events	25,663	7,950
	<u>47,208</u>	<u>27,757</u>

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

5 Other income (Continued)

6 Charitable activities

	2021 £	2020 £
Conferences and meetings	2,080	2,981
Publications	11,700	398
Website related costs	5,785	5,602
Administration costs	15,990	22,450
JEAP costs	19,774	20,444
TEAP accreditation and events	-	680
Awards and funding	5,450	5,169
Accreditation expenses	2,053	5,708
Accountancy	1,818	1,638
Governance	450	450
Unrestricted fund expenditure	65,100	65,520

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	18,285	31,040

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	62,236	78,161

11 Coronavirus pandemic

Financial impact

The financial impact of the Covid-19 pandemic on BALEAP is both negative and positive. As our income has dropped slightly, our expenses have also dropped. Overall, for the current financial year, we have no reason to be worried, but we are closely monitoring the factors that influence our decreased income and whether these remain commensurate with decreased expenses.

Our two main sources of income are membership contributions and events fees. Our membership income has decreased only very slightly. However, as CPD budgets keep being reduced, we are aware of the possibility that there may be a further reduction in income for the next year, but we expect this to be temporary and contributions to stabilise over the next few years.

Income from events has gone completely for the first year of the pandemic, as all events were either cancelled or moved online and offered for free. Having reviewed our own experience and practice in the sector, we started to charge for online events in January 2021. The majority of events has not incurred costs because hosts were able to use existing platform licenses provided by their institutions, but there were costs for our main conference in April 2021. These were covered by registration fees.

Our expenses have decreased because most online events have not incurred costs (catering, room hire etc.) and there were very few travel expenses for the charity, mainly related to accreditation. Meetings that would normally have created expenses (Exec meetings, BAS/TEAP ratification meetings, training events etc.) have been moved online.

Practical impact

A main impact on our organisation was that several long-planned events had to be cancelled or postponed, but conversely, other events were organised sometimes at short notice, especially around online teaching and assessment. Other events were moved online, resulting in higher-than-expected attendance. Meetings were also moved online, resulting in more frequent communication.

Our members were impacted more than our organisation, and we commissioned a research project to find out exactly what the impact was and how problems were solved, so that members can learn from each other. Throughout the pandemic, the community has stepped up to support each other through a wide variety of online events and resources, which was possible because through our organisation there were ready-made communications channels, such as our new SIGs, some of which stepped up to provide information and platforms for exchange of practice.

Overall, the directors are of the opinion that the organisation has adequate resources to provide its services to members and will keep this under constant review as the response to and recovery from the pandemic progress.

12 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

13	Cash generated from operations	2021 £	2020 £
	Surplus for the year	50,889	32,698
	Adjustments for:		
	Investment income recognised in statement of financial activities	(96)	(554)
	Movements in working capital:		
	Decrease/(increase) in debtors	12,755	(1,035)
	(Decrease)/increase in creditors	(15,925)	21,768
	Cash generated from operations	<u>47,623</u>	<u>52,877</u>
14	Analysis of changes in net funds		
	The charity had no debt during the year.		

BALEAP

England & Wales - Charity number 1139147

Accounts

Charity Registration No. 1139147

Company Registration No. 7330723 (England and Wales)

BALEAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

FRIDAY



AA3JDMGH

A24

30/04/2021

#183

COMPANIES HOUSE

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Brewer	
	J Slaght	
	B Reichard	
	K Tavakoli	
	A Williams	
	C Heyns	
	L Hanson	
	A Rolinska	(Appointed 3 April 2020)
	S Herron	(Appointed 3 April 2020)
	A Murawska	(Appointed 15 June 2020)
	N Ingall	(Appointed 15 June 2020)
	P Hendrie	(Appointed 15 June 2020)
Charity number	1139147	
Company number	7330723	
Principal address	68, Haining Road, Renfrew PA4 0AH	
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG	
Independent examiner	Barrie Buels	

BALEAP

CONTENTS

	Page
Trustees' report	1 - 5
Statement of trustees' responsibilities	6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the financial statements	11 - 16

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2020

The trustees present their report and financial statements for the year ended 31 July 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)', effective January 2015 (the Charities SORP FRS 102).

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 and practitioners in English for academic purposes and
4. promoting and disseminating understanding of English for Academic Purposes to relevant stakeholders.

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

In order to achieve its charitable objects, BALEAP undertakes a range of activities including face-to-face and online 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 return 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.

The professional development of EAP practitioners is achieved through regular Professional Issues Meetings (PIMs), a biennial conference, a Research Training Event Series (ResTES) and a series of webinars. PIMs are held three to four times a year, hosted by a member institution. ResTES events are often linked to PIMs. They are open to members and non-members and usually also attended by publishers' representatives to promote teaching books and other support material. In order to broaden our reach to overseas practitioners, we have introduced webinars, which may be stand-alone events or linked to a PIM. Both the individual and institutional accreditation schemes also organise regular events to familiarise practitioners with the schemes. All members have access to a discussion list through which they can engage in discussion on topics of mutual concern, engage in informal consultancy or surveys and obtain advice about testing, materials for courses, syllabus design and recruitment. These activities contribute to the public benefit by enabling teachers to become better informed about the nature of their work and thus provide higher quality teaching to international students on EAP programmes.

At the end of 2019 a call for proposals for Special Interest Groups was put out. At the beginning of 2020, eight Special Interest Groups were set up to allow members to develop interests in certain specific areas. These will benefit a wider audience than those who can attend the main BALEAP face to face events. The SIGs that were proposed and have been set up are: Academic Literacies; Creative Disciplines; Developing, Teaching and Testing Academic Listeners; Doctoral Education; Social Justice; Technology Enhanced Learning (TEL); Testing, Assessment and Feedback; and Transnational Education (TNE).

BALEAP contributes to the public benefit of students through its Accreditation Scheme, which is designed to ensure the quality of EAP courses. Accredited courses are listed on the website so that students can be sure they are choosing a high quality course. Members of the accreditation scheme are re-inspected every four years to maintain the original quality of the courses.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2020**

Achievements and performance

Membership numbers continued to rise steadily. In July 2019 the number of members was 382 with 83 overseas. In 2020 this had grown to 445 memberships with 112 overseas.

During the course of this financial year the Covid 19 pandemic spread across the world and from March 2020 all BALEAP events moved online. The rapidity of change meant that the PIM planned for March 2020 on the theme of 'Integration' at Northumbria had to be postponed until the following year.

The AGM took place as a Zoom meeting on Friday 27 March 2020. The results of the electronic elections that had taken place earlier in the year were confirmed and new members of the executive committee were welcomed to their posts: Bella Reichard was elected as Treasurer leaving her previous role of Web Officer. Ania Rolinska was elected as Web Officer. Lisa Hanson was elected as Information Officer. Steven Herron was elected as Research and Publications Officer. Honorary membership was approved for Maggie Ward Goodbody on her retirement from the University of Bath in recognition of her contribution to BALEAP as a former Chair and a member of the BALEAP Accreditation Scheme committee. A further election was required in May following the death of the TEAP Officer, Gary Riley-Jones. The executive committee also made the decision to introduce a new role of SIGs Officer in order to manage the newly created SIGs. This was approved at the March 2020 AGM and the election took place following this. Following these elections, Paul Hendrie was elected as TEAP Officer, Anneli Williams was elected as SIGs Officer and the two vacancies of Ordinary Member were filled by Natasha Ingall and Anna Murawska. These members of the executive committee will be confirmed in their roles at the AGM in 2021 at the Biennial conference hosted by the University of Glasgow.

There were two PIMs this year, but the onset of the Covid 19 pandemic meant significant changes to the usual programme of events and to the planning of future events. The November PIM was held on 9 November 2019 at Goldsmiths, University of London on 'The Future of EAP'. It was followed on 13 November by a webinar on the same theme as an opportunity for further comment and discussion of what was covered at the PIM. 2020, however, saw a succession of postponements but also innovation in the face of the transition to online working and teaching. The PIM due to be held in March 2020 was postponed, as was BALEAP's first overseas PIM planned to take place in Luxembourg in June 2020 on the topic of 'EAP for Doctoral Study'. Further planning for face-to-face events was put on hold, but a 'Pop Up PIM' was arranged and held as a digital event on 17 June 2020. It was hosted by the Hong Kong University of Science and Technology on the theme 'Migrating teaching to online delivery' and attracted an international audience. In parallel to the PIMs, a series of webinars and other digital events were offered by the BALEAP SIGs, most notably the TELSIG, as well as a BALEAP webinar on 'Creating digital content (Xerte and other tools)' (20 November 2019). BALEAP's major collaboration with the Chinese EAP Association (CEAPA) and colleagues at Xi'an Jiaotong Liverpool University in China on a joint conference to be held in May 2020 at XJTLU was another event that was unable to go ahead and had to be postponed.

Similarly, the usual free BALEAP Accreditation Scheme (BAS) professional development event held annually in May was not able to go ahead. In 2020 it was to have been held in Edinburgh on 2 May 2020 on Discipline Specificity. This was also the case with the popular Testing Roadshows, which also had to be paused until further notice.

BALEAP's funding stream, which was introduced in 2019 and designed to recognise the work that our members do in collaboration with a broad range of colleagues in HEIs, continued with a new tranche of awards of £750 budgeted for out of 2018-2019 surplus funds. The call for proposals was announced at the AGM in March 2020. The focus was on 'Narratives of innovation and resilience: Supporting student learning experiences in challenging times'. Successful recipients of the award would contribute their accounts to form part of a collated publication to be published on the BALEAP website.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2020**

During August 2019, BALEAP assessors visited two UK institutions as part of the BALEAP Accreditation Scheme (BAS), and in February 2020, an accreditation visit took place to Nazarbayev University in Kazakhstan. The EAP programmes at all three institutions were accredited. All other accreditation visits to institutions planned for the remainder of the 2019-2020 financial year had to be postponed. The BAS Working Group, however, has been able to continue its work reviewing the BAS Handbook and Criteria to ensure that these can be used both within the UK and overseas and are relevant to EAP delivery in other contexts.

13 new TEAP Fellows were accredited from the Nov 2019 and June 2020 submissions for Fellowship (3 Fellows, 10 Associate Fellows). The TEAP Officer is working with the TEAP Working Group to revise the Criteria and TEAP Handbook.

The winner of the 2019 BALEAP Dissertation was Indrit Bulku. Indrit's dissertation is entitled 'What features of legal writing matter to domain and language specialists? An exploratory study investigating indigenous assessment criteria in a second language legal context'. It was submitted to Lancaster University as part of a Master degree.

The Chair continues to write regular BALEAP news articles for the Journal of English for Academic Purposes, providing updates on BALEAP activity six times a year (September 2019, December 2019, January 2020, March 2020, May 2020, July 2020). BALEAP members have been invited to contribute narratives of teaching EAP in their own contexts across the work and these are incorporated into the news articles.

In response to members' requests for events that do not encroach on weekends, a survey of the membership was carried out by the organising committee of the 2021 Glasgow conference to see if there was a preference for a Thursday-Saturday rather than a Friday-Sunday event. There was a slight preference for Thursday-Saturday and this was taken into account in the planning for the conference.

Financial review

At the end of the financial year, the charity had net resources amounting to £275,216 (2019: £242,518). 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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2020**

Future plans

Two major conferences are coming up in the period August 2020 to July 2021 and both will be online. The first is the biennial conference hosted by the University of Glasgow on the theme 'Exploring pedagogical approaches in EAP teaching' to be held on 6-10 April 2021. As well as the usual range of papers and other conference activities, there will be both BAS and SIG events during the 5-day period. The BALEAP AGM will also take place during the conference. The CEAPA BALEAP conference hosted by Xi'an Jiaotong Liverpool University, China will be held online between 28-31 May 2021.

The SIGs will submit reports to the Executive Committee meeting to be held in November 2020 and will continue to act as a focus for the development of specific interests in EAP and to run online events for their members.

There will be three PIMs. The November 2020 PIM will be held online by the University of Kent on '2020 Visions: Looking back and looking ahead.' The event is to take place on Friday 6 November in response to members' requests that events should not always take place at weekends. The spring 2021 PIM will be hosted by Northumbria University on 27 March with the theme of 'Integration'. In June 2021, the PIM will be hosted by the University of Durham.

The Chair of BAS will continue to lead the Working Group to revise the Criteria and Handbook of the Accreditation Scheme to ensure it can be used to accredit institutions delivering EAP both within the UK and overseas. A BAS Committee meeting will be held on 7 October 2020 to review the work carried out on the criteria and the Handbook and to plan for carrying out online accreditation during 2021. There will be a free BAS event in May 2021 on Discipline Specificity, as well as an introduction to the new scheme to be launched in 2022.

8 TEAP fellowship submissions from November 2020 are now being assessed, and additional submissions are expected in June 2021. Assessors in the Working Group will continue to meet to work on the revision of the TEAP Criteria and Handbook. Free online TEAP meetup events will be held in February and March 2021 to provide peer support to candidates.

Responding to issues raised by the membership through the JiscMail discussion list, the executive committee proposes to:

1. Carry out a survey to elicit members' views on the values that should underpin the work of BALEAP as a professional association in order to articulate these more explicitly and therefore to:
 - understand how to best support our members;
 - make decisions on allocating resources;
 - take a principled stance and contribute to public debate around issues in the broader context of work.
2. Provide research funding to record the impacts of Covid 19 on EAP practitioners and the sector.

To celebrate the 50th anniversary of the founding of BALEAP (as SELMOUS in 1972) a Special Issue of the *Journal of English for Academic Purposes* is proposed and a call for proposals for papers will be sent out in autumn 2020.

Structure, governance and management

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

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Executive Committee

Ms Sarah Brewer Incoming Chair (April 2018 – April 2019)/Chair (April 2019-2022)
Ms Maxine Gillway Chair (April 2016-19)/Outgoing Chair (April 2019-2020)
Ms Lia Blaj-Ward Treasurer (April 2014-2020)
Ms Kerry Tavakoli Events Officer (April 2018-2021)
Ms Bella Ruth Reichard Web Officer (April 2016-2022); Treasurer April 2020 (-2023)
Mr John Slaght Testing Officer (April 2015-2021)
Mr John Wrigglesworth Research and Publications Officer (April 2014-2020)
Mr Conrad Heyns Incoming BAS Chair (April 2018-2019)/BAS Chair (April 2019-2022)
Ms Clare Poulson Information and Publicity Officer (April 2014-2020)
Mr Gary Riley-Jones TEAP Officer (April 2018 - April 2020)
Ms Jane Bottomley Ordinary Member (April 2017-2020)
Ms Anneli Williams Ordinary Member (April 2018-2021); SIGs Officer May 2020 (-2023)
Ms Lisa Hanson Ordinary Member (April 2019-2022); 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)
Mr Paul Hendrie TEAP Officer (May 2020-2023)
Ms Natasha Ingall Ordinary Member (May 2020-2021)
Ms Anna Murawska Ordinary Member (May 2020-2021)

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

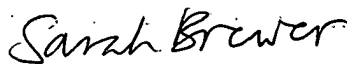
The induction process for newly appointed trustees comprises an e-mail outlining the duties of the executive members, a copy of the articles of association and information about specific aspects of the charity's work including the powers and responsibilities of individual trustees and the Board. A brief 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 a charity in 2010, changing its name to BALEAP.

The trustees are not aware of any related parties.

The trustees' report was approved by the Board of Trustees.

S Brewer



Dated: 26 March 2021

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2020

The trustees, who are also the directors of BALEAP for the purpose 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).

Company Law requires the trustees to prepare financial statements 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 financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements 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 financial statements 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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

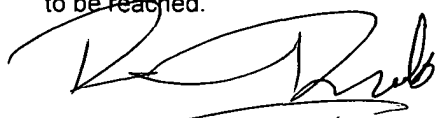
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



Barrie Buels FCCA FCIE
Crestmere Limited

Unit F1, Intec
Parc Menai, Bangor
Gwynedd LL57 4FG

Dated: 26 March 2021

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2020

		Unrestricted funds 2020 £	Unrestricted funds 2019 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	69,907	72,438
Investments	4	554	106
Other income	5	27,757	46,669
Total income		<u>98,218</u>	<u>119,213</u>
<u>Expenditure on:</u>			
Charitable activities	6	<u>65,520</u>	<u>77,870</u>
Net income for the year/ Net movement in funds		32,698	41,343
Fund balances at 1 August 2019		<u>242,518</u>	<u>201,175</u>
Fund balances at 31 July 2020		<u>275,216</u>	<u>242,518</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALEAP

BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	9	31,040		30,005	
Cash at bank and in hand		322,337		268,906	
		<u>353,377</u>		<u>298,911</u>	
Creditors: amounts falling due within one year	10	(78,161)		(56,393)	
Net current assets			<u>275,216</u>		<u>242,518</u>
Income funds					
Unrestricted funds - general			275,216		242,518
			<u>275,216</u>		<u>242,518</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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.

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

The financial statements were approved by the Trustees on 22 March 2021

S Brewer
Trustee



Company Registration No. 7330723

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	13		52,877		47,393
Investing activities					
Interest received		554		106	
Net cash generated from investing activities			554		106
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			53,431		47,499
Cash and cash equivalents at beginning of year			268,906		221,407
Cash and cash equivalents at end of year			322,337		268,906

BALEAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

(Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are 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. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

3 Donations and legacies

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Membership fees	69,907	72,438

4 Investments

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Interest receivable	554	106

5 Other income

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Accreditation scheme income	19,320	19,320
Other charitable income	487	8,524
Events	7,950	18,825
	27,757	46,669

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

6 Charitable activities

	2020 £	2019 £
Conferences and meetings	6,178	12,930
Publications	398	100
Website related costs	5,602	3,616
Administration costs	20,978	25,057
JEAP costs	20,444	18,896
TEAP accreditation and events	1,696	1,150
Awards and funding	3,444	500
Accreditation meetings	4,692	13,713
Accountancy	1,638	1,458
Governance	450	450
	<u>65,520</u>	<u>77,870</u>
Unrestricted fund expenditure	65,520	77,870

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

8 Employees

There were no employees during the year.

9 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	31,040	30,005

10 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	78,161	56,393

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 JULY 2020**

11 Coronavirus pandemic

Financial impact

The financial impact of the Covid-19 pandemic on BALEAP is both negative and positive. As our income has dropped slightly, our expenses have also dropped. Overall, for the current financial year, we have no reason to be worried, but we are closely monitoring the factors that influence our decreased income and whether these remain commensurate with decreased expenses.

Our two main sources of income are membership contributions and events fees. Our membership income has decreased only very slightly. However, we assume that some membership contributions have come out of the previous year's CPD budget for some of our members. As CPD budgets keep being reduced, we are aware of the possibility that there may be a further reduction in income for the next year, but we expect this to be temporary and contributions to stabilise in 2022 at the latest.

Income from events has gone completely for a year, as all events were either cancelled or moved online and offered for free. Having reviewed our own experience and practice in the sector, we are beginning to charge for online events in January 2021. The majority of events has not incurred costs because hosts were able to use existing platform licenses provided by their institutions, but there will be costs for our upcoming main conference. We are expecting to break even for this, with the introduction of fees for this event.

Our expenses have decreased because online events so far have not incurred costs (catering, room hire etc.) and there have been no travel expenses for any aspect of the charity. All meetings that would normally have created expenses (Exec meetings, BAS/TEAP ratification meetings, training events etc.) have been moved online.

Practical impact

A main impact on our organisation was that several long-planned events had to be cancelled or postponed, but conversely, other events were organised sometimes at short notice, especially around online teaching and assessment. Other events were moved online, resulting in higher-than-expected attendance. Meetings were also moved online, resulting in more frequent communication.

Our members were impacted more than our organisation, and we have commissioned a research project to find out exactly what the impact was and how problems were solved, so that members can learn from each other. Throughout the pandemic, the community has stepped up to support each other through a wide variety of online events and resources, which was possible because through our organisation there were ready-made communications channels, such as our new SIGs, some of which stepped up to provide information and platforms for exchange of practice.

Overall, the directors are of the opinion that the organisation has adequate resources to provide its services to members and will keep this under constant review as the response to and recovery from the pandemic progress.

12 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

13	Cash generated from operations	2020 £	2019 £
	Surplus for the year	32,698	41,343
	Adjustments for:		
	Investment income recognised in statement of financial activities	(554)	(106)
	Movements in working capital:		
	(Increase) in debtors	(1,035)	(11,905)
	Increase in creditors	21,768	18,061
	Cash generated from operations	<u>52,877</u>	<u>47,393</u>
14	Analysis of changes in net funds		
	The charity had no debt during the year.		