

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales · Charity number 1181610

Details

Status Registered

Legal form CIO

Registered 2019-01-17

Register [View on the Charity Commission register](#)

Contact

Address Woburn House
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Activities

Objects: THE ADVANCEMENT OF EDUCATION AMONG STUDENTS AT HIGHER EDUCATION INSTITUTIONS BY PROVIDING A NETWORK FOR THE COMMUNICATION OF IDEAS AND SHARING OF GOOD PRACTICE RELATING TO THE INSTITUTIONAL ROLE OF HEADS OF EDUCATIONAL DEVELOPMENT DESIGNED TO IMPROVE LEARNING, TEACHING AND ASSESSMENT PRACTICES IN HIGHER EDUCATION.THE TERM 'HEAD' IS UNDERSTOOD TO MEAN A PERSON HOLDING RESPONSIBILITY FOR CROSS-INSTITUTIONAL EDUCATIONAL DEVELOPMENT IN A HIGHER EDUCATION PROVIDER IN THE UK AND IRELAND.THE TERM 'EDUCATIONAL DEVELOPMENT' IS UNDERSTOOD TO INCLUDE ACTIVITIES DESIGNED TO:- CONTRIBUTE TO ORGANISATIONAL AND POLICY DEVELOPMENT IN HIGHER EDUCATION WITH RESPECT TO LEARNING AND TEACHING AT INSTITUTIONAL REGIONAL AND NATIONAL LEVELS,- SUPPORT THE LEARNING DEVELOPMENT OF STUDENTS- PROMOTE INFORMED DEBATE, RESEARCH AND SCHOLARLY ACTIVITY RELATING TO THE ABOVE.THE AREA OF BENEFIT IS THE UK AND IRELAND

Activities: The aim of HEDG is the advancement of education among students at Higher Education Institutions by providing a network for the communication of ideas and sharing of good practice relating to the institutional role of heads of educational development designed to improve learning, teaching and assessment practices in higher education. The area of benefit is the UK and Ireland.

Classification

- **How:** Makes Grants To Organisations, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- Ireland
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£23,661	£17,784	-	-
2023-12-31	£28,413	£15,785	-	-
2022-12-31	£21,808	£15,805	-	-
2021-12-31	£15,899	£15,335	-	-
2020-12-31	£15,752	£16,155	-	-

Trustees

Name	Role	Appointed
Bobbi Moore		2025-03-07
Dr Claire Gordon		2024-03-08
Dr Paul Alan Chin		2024-03-08
Emily Alice McIntosh		2021-11-19
Isabel Maria Janeira Lucas		2020-11-06
Juliet Eve		2020-11-06
Letizia Gramaglia		2021-11-19
Sarah Wolfenden		2025-01-06

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales - Charity number 1181610

Accounts



HEDG Chair's Report

AGM 7 March 2025

This report covers March 2024 to February 2025.

Meetings

Three main meetings were held this year on Zoom and, for the first time we experimented with a Hybrid event: Spring Meeting, 8 March 2024 (with AGM); Summer Meeting, London & Manchester, 6 June 2024; Autumn Meeting, 15 November 2024.

Thanks to the Executive Committee and contributing members for all their hard work delivering this programme of events as well as the other areas of work outlined in this report.

HEDG Administration

HEDG administrative support is provided by Kirsten Guindi and Flora Hancsicsak, based at the Association of Commonwealth Universities (ACU). Both Kirsten & Flora can be contacted via the email address, info@hedg.ac.uk.

This year Kirsten & Flora have continued to offer support HEDG in the following:

Delivering the main meetings for all members.

Servicing the meetings of the Executive Committee.

Support with our accounts, member fees and charitable status.

On behalf of all the Executive Committee we are grateful to Kirsten and her colleagues for their work, often unseen, across the year.

Charitable Status

HEDG successfully submitted its annual report for 2023 to the Charities Commission (on 10/10/2024).

Invitations to Speak to HEDG

Lynda Brady, Pro Vice-Chancellor, Edge Hill University; **Prof Claire Taylor**, Vice-Chancellor Plymouth Marjon University & **Prof Prof Shân Wareing**, Vice-Chancellor, Middlesex University were the *Guest Speaker Panel on Leading Education in the Now and Beyond* at the Summer Meeting.

Debbie McVitty, WonkHE spoke on *The State of Play in UK HE* at the Autumn Meeting

Professor Laura Kilby, University of West of Scotland spoke about *What does it mean to be an Imposter?: Identity, belonging and representation* at the Autumn Meeting.

Professor Leti Gramaglia, from HEDG Executive kindly spoke about her secondment to Australia - *Australian Magic: A shot of restritto to expand our horizons*

Hot topics' for HEDG members

HEDG members had several hot topics, raised at the regular “what’s on top” sessions at our Autumn, Spring and Summer events, but also as items of discussion on the HEDG JISC list. The hottest topics this year were:

- Academic Integrity and Artificial Intelligence
- Online and blended delivery
- Assessment and feedback

HEDG projects

There have been 4 main projects in the reporting period:

- 1. Peer Mentoring led by Executive Member Sue Mathieson.** HEDG Peer Mentoring is in its 4th year, and a number of groups continue to meet for mutual support and development. As Sue leaves us this year, I want to thank Sue for this initiative which has provided some much needed support, guidance and ‘therapy’ for so many members of our HEDG community.
- 2. HEDG Growth instigated by Chair Isabel Lucas** but which is largely member-led sessions aimed at sharing effective practice, debating challenges and ways forward and sharing sector-wide news. Over the course of the reporting period 7 sessions took place which is a reduction from the 17 the year before. Under the leadership of Leti Gramaglia we are considering a different approach to peer development for the coming year, namely working groups / special interest groups aimed at consistently common themes among members.

Date	Session title	Speaker(s)
09/02/2024	Using systems-thinking to facilitate our roles as educational (and change) leaders	Sarah Wilson-Medhurst
23/02/2024	Leading Academic Development in the age of Gen AI	Jenny Lawrence
24/02/2024	Leading Academic Development in the age of Gen AI	Jenny Lawrence
19/04/2024	Using systems-thinking to facilitate our roles as educational (and change) leaders	Sarah Wilson-Medhurst
24/05/2024	Leading Academic Development in the age of Gen AI	Jenny Lawrence
12/07/2024	Beyond Excellence Awards: supporting, promoting, 'winning' at teaching	Sarah Wilson-Medhurst
29/11/2024	Gen AI SIG 'Digital Innovation and Learning: The case of formative assessment feedback'	Dr Isabel Fischer

3. **Collaborative Writing Group led by Jackie Potter. There have been 3 groups this year which have convened to support the development of publications with 2 articles published in 2024 in the Educational Development SEDA publication issue 25.3:**
 - a. **Reflections on enabling transformative educational change**
Sue Mathieson, Sarah Wilson-Medhurst, Tina Byrom and Pam Parker
 - b. **Towards staff engagement with SoTL: The case for supporting SoTL coherently and sustainably**
Petia Petrova, Paul Chin and Sabrina Vieth

4. **Academic Development for the Age of AI led by Jenny Lawrence continues to run and is a thriving special interest group.**

Looking Forward

The March 2025 event will focus on ***Facing the Future of Academic Development in HE*** and we aim to create time and space for colleagues to reflect on the role Academic Development has played in advancing the sector over HEDG's 30 year history, and the role we have to play in securing the future of transformational HE and the professional and personal well-being of our learning community. We'll consider how we can strategise for greater engagement in Academic Development within our institutions, evidence the value we add and lobby our Governors and SMTs to invest in our teams. We'll consider what we need as senior leaders to fortify ourselves to lead with vigour, and love, when we may be ourselves depleted.

Following on from earlier conversations in the year, the HEDG Executive will use our 30th Anniversary year to re-engage the wider membership with what we want to HEDG to be going forward and what tactics we will use to ensure the new direction embeds. We will also seek to broaden our membership to FE Colleges who work in our space at levels 4-8 and with Educational Developers at international providers who feel they would benefit from and be able to support the work of our community. Finally, work continues to develop the HEDG website to make it more user-friendly and interactive as well as providing an inviting platform to attract new members.

The June 2025 event will be held in person at the Burlington Hotel, Birmingham and within that day we will start the celebrations of our 30th Anniversary.

HEDG Executive Committee

The Executive Committee was led by Isabel Lucas (Chair) with Paul Chin agreeing to act up as Vice Chair in the absence of this being agreed at the 2024 AGM. Juliet Eve (Executive member) agreed to remain as Treasurer for the second year for which we are grateful. Janei Pritchard stepped down as an Executive member following a number of years of service and remains an active member of the HEDG family. Leti Gramaglia spent some months out of the Executive committee while on secondment to Australia. Sue Mathieson had a change of role and will sadly be leaving HEDG in March 2025 – Sue will be a huge loss to the wider HEDG community and leaves behind her legacy of the Peer Mentoring which has fostered support and collaboration among members since 2020. Alison Nimmo also left HEDG due to changes at her institution and we extend our gratitude to her for being the voice of Scotland on the group. Sarah Wolfenden was co-opted to Executive following Alison and Jane's departures to ensure continuity. Emily McIntosh continued on the Executive Committee and we welcomed Claire Gordon and Jenny Lawrence as new members.

**Isabel Lucas
Chair, HEDG
March 2025**



HEDG Treasurer's Report

AGM March 2025

This report covers January – December 2024

Summary

The HEDG end of calendar year accounts for 2024 (see table 1, below) showing an operating surplus and a year-on-year increase in net assets held. The in-year surplus (£5877) was down from 2023 (largely due to no income being generated from conferences, as was the case in past years). This surplus has increased our reserves to £29,619.

Update

As with previous years, our member subscriptions are the main source of income to pay for the group's operating costs; although slightly down from 2023 (by £157), subscriptions remain relatively stable, generating an income of £23,226. Our total expenditure for the year was £17,784, with the majority of that being spent on administration costs (£15,806). Other costs include money spent on conferences (£503) and our website (£780).

The membership fee for 2025 has been held at the same level as last year - £235. This continues to include attendance at the Spring meeting and AGM, participation in peer mentoring groups, and the HEDG growth seminars.

Administration costs continue to be our biggest outlay, and usually attract a small increase each year. Costs for 2025 have been subject to an increase of 3% and will be £16,280 for the period 1st of January to 31 December 2025.

Forward Look

Any significant future expenditure is likely to be in supporting major work on our website. Discussions are happening around the suitable amount of reserves to hold back in a reserves policy, were our income to dramatically decrease in any given year. A reserves policy is under development and will be finalised and approved by the Executive Committee later this year, and forwarded to members for information.

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales - Charity number 1181610

Accounts

**Independent examiner's report to the trustees of
Heads of Educational Development Group (HEDG), Registered Charity
No: 1181610**

I report to the trustees of HEDG (the Trust) on my examination of the accounts of the charity ("the Trust") for the year ended 31 December 2023 set out below.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Keith Stephenson

Keith Stephenson MA FCMA MBA DipHE

25B Montpelier Road
London
W5 2QT

24 July 2024

Heads of Educational Development Group

Income & Expenditure Account held by ACU

1 January to 31 December 2023

		2023	2022	2021
Income				
Subscriptions	4100	23,383	20,248	13,753
<u>Conference registrations</u>				
Spring Meeting	4110	0	0	1,450
Summer Meeting	4110	4,056	696	0
Autumn Meeting	4110	702	831	696
		28,141	21,775	15,899
Interest	4500	272	33	1
Total income		28,413	21,808	15,899
Expenditure				
<u>Conference costs</u>				
Summer Meeting	6600	3,827	0	0
Autumn Meeting	6600	0	0	
		3,827	0	0
Admin fee	5600	15,198	14,544	14,544
Website	6510	216	1,086	756
Travel	6160	54	0	
Sundry expenses	6195	317	0	35
Bad debts	6930	0	175	0
Total expenditure		15,785	15,805	15,335
Surplus / (Deficit)		8,800	6,003	565
Balance brought forward		14,941	8,938	8,373
Net balance carried forward		23,742	14,941	8,938
Funds Held		23,742	14,941	8,938
debtors		930	225	1,138
cash		22,812	14,716	7,801
Net Assets		23,742	14,941	8,938
Designated fund - grants				
Reserves		23,742	14,941	8,938
Total funds		23,742	14,941	8,938

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales - Charity number 1181610

Accounts



HEDG Treasurer's Report

AGM March 2023

This report covers January – December 2022

Summary

The HEDG end of calendar year accounts for 2022 (see table 1, below) show a healthy operating surplus and a year-on-year increase in net assets held. Whilst the accounts summary covers the last two years, it is worth noting that the in-year surplus (£6003) follows a deficit position as recently as 2020 (£-403).

Update

Member subscriptions are the main source of income to pay for the group's operating costs. Consequently, over the past year, the HEDG Executive has continued to prioritise activities to enhance the benefits of the HEDG membership offer, with support and input from the wider group. This has included incorporating the cost of attending the Spring meeting and AGM within the subscription fee, enhancing the support provided for a range of activities in response to member interests including group mentoring and the HEDG Growth webinars for priority issues, and identifying topics and high-profile guest speakers to ensure the regular cycle of meetings is as useful and attractive as possible. In addition, there was a targeted communication campaign to educational development units without a HEDG representative, resulting in some new memberships. Additionally, our administrator has followed up late payments earlier in the year which has contributed to the reduction in outstanding membership fees ('debtors').

The main costs relate to the administration provided by the Association of Commonwealth Universities (ACU), including the website maintenance. For 2022 the administration was held at the same rate as 2021 – no inflationary increase – in recognition of some of the issues encountered in the previous year. Over the past year, as noted and welcomed in the Chair's Annual Report, the quality of support has been back on track. The increased website payment reflected costs associated with ACU's web hosting.

Forward Look

The administration costs will be subject to a below inflation 4.5% increase in 2023 (total including VAT will be £15,189). There could be enhancements to the website hosting with cost implications, further information will follow this year. For 2023, there has been a modest increase in the membership subscription fee from £225 to £235 to ensure we can cover costs and maintain a healthy surplus. This is with the intention of being able to consider opportunities to enhance the HEDG resources; for example, options are being considered for hosting resources produced by the 'Measuring Value' project, previously funded by HEDG, and there could be opportunities to fund further projects on topics of high importance to HEDG members. Options will be considered by the Executive and brought to the group for further consideration, subject to being on track to maintain or increase the membership during 2023.

Table 1: HEDG 12 Months to 31 December 2022 Accounts Summary

	31 December 2022	2021	Variance
Income	£	£	£
Subscriptions	20,248	13,753	6,495
Conferences	1,527	2,146	(619)
Interest	33	1	32
Total Income	21,808	15,899	5,908
Expenditure			
	£	£	£
Conferences	0	0	0
Administration	14,544	14,544	0
Website	1,086	756	(330)
Bad debt write-off	175		
Other	0	35	35
Total expenditure	15,805	15,335	(295)
Surplus	6,003	565	5,438
Grants made	0	0	0
Balance brought forward	8,938	8373	
Net balance carried forward	14,941	8938	
Debtors			
	225	1,138	
Cash	14,716	7,801	
Net Assets	14,941	8,938	
Total Funds	14,941	8,938	

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales - Charity number 1181610

Accounts

Heads of Educational Development Group Treasurer's Annual Report 2021

Overview

The annual summary and HEDG statement of accounts are provided below. The overall position is favourable, with a modest increase in income, a year-end surplus versus the previous year's deficit and a healthy reserve balance.

ACU administration and website hosting comprised the bulk of HEDG 2021 expenditure, and these were subject to the usual annual inflationary increase required to cover costs. Considering the issues experienced in continuity of support during 2021, for 2022 ACU has agreed to hold these costs at the same level.

With respect to meetings and conferences, during the past year we reviewed venue booking commitments held and carried forward due to COVID. Decisions on these bookings were made based on the lowest risk option available - no cost cancellation or flexible roll forward options. This has minimised the risk of incurring costs for unused venues ahead of returning to face-to-face events.

Member subscriptions are the largest source of HEDG income. As in previous years, in 2021 we needed to chase overdue membership payments and at the year-end had several debtors. Given this has been a regular pattern through recent years, we have looked at subscriptions over the past year and noted the following:

- In the case of overdue payment there can be delays in processing the invoice which are not always visible to the HEDG member; these tend to get rectified once a reminder goes out.
- In the case of debtors this usually relates to individual members moving on before the subscription has been paid. As HEDG is an individual rather than institutional based membership, during the gap between departing and a new appointment being made it can be difficult to find the right person to contact. In addition, there is not always an obvious deputy or interim to engage with HEDG.

To help minimise debtors, we are working with ACU to send out first reminders more promptly and to review outstanding subscriptions earlier in the year. In addition, consistent membership administrative support should help in this regard, for example, identifying when somebody is moving on

with a HEDG membership payment outstanding and potentially making earlier contact with any interim, deputy or incoming contact.

The executive has also identified and progressed activities to raise the profile of HEDG, and to help ensure a wide range of HE providers know about us and the ways their lead for educational development might benefit from the network. This could have a positive impact on membership numbers and in turn help sustain a favourable financial position.

HEDG 2021 Accounts Summary

	2021	2020	Variance
Income		£	£
Subscriptions	13,753	13,715	38
Conferences	2,146	2,025	121
Interest	1	12	(11)
Total Income	15,899	15,752	147
Expenditure			
Conferences	0	1,287	1,287
Administration	14,544	14,258	(285)
Website	756	540	(216)
Other	35	70	35
Total expenditure	15,335	16,155	821
Surplus / (Deficit)	565	(403)	968
Grants made	0	0	0

Summary of performance

In 2021, HEDG reported a surplus of £565 compared to a £403 deficit in 2020. Income was £15.9k with membership and conference income up on prior year performance. Expenditure was £15.3k, which is £821 lower than prior year.

Financial highlights are:

- Regular meetings and conference held online with £2,146 income and without the usual venue costs. Note Spring and Summer income have not been disaggregated. Compared to 2020, Conferences has contributed an extra £1,408 net income
- Administration cost £14,544. This is an increase of £285 based on a 2% increase in the contract price in 2020.

- Website domain and hosting cost £540 has not changed from last year. However, in 2021 £216 was paid for annual Wildcard SSL Certificate Management.
- Other cost £35 covered the Summer Conference social online art class.
- There were no grants in 2020 or 2021
- At the year-end membership debt is £1,138. As at 16 February 2022 debt is £963. We have sent one final debt chasing letter to members reminding them to pay their 2021 fees.

HEDG ended the year with £8,938k in reserves.

Louise Woodcock, HEDG Treasurer, March 2022

Heads of Educational Development Group

Income & Expenditure Account

	2021	2020	2019	2018
Income				
Subscriptions	13,753	13,715	15,280	14,685
<u>Conference registrations</u>				
ASAP (one-off event in 2018)			0	2,100
Spring Meeting	1,450	2,025	2,030	2,535
Summer Meeting	0	0	3,150	4,595
Autumn Meeting	696	0	1,770	2,400
	2,146	2,025	6,950	11,630
Interest	1	12	17	13
Total income	15,899	15,752	22,247	26,328
Expenditure				
<u>Conference costs</u>				
ASAPW (one-off event in 2018)	0			1,928
Spring meeting		1,449	1,370	1,810
Summer Meeting	0	0	3,403	3,895
Autumn Meeting		(162)	1,866	2,733
	0	1,287	6,639	10,366
Admin fee	14,544	14,258	13,843	13,440
Website	756	540	540	540
Meetings	0	0	74	
Grants (one-off grant in 2018)	0	0	0	7,000
Photocopying	0	0	1	35
Postage	0	0	1	68
Sundry expenses	35	0	217	96
Bad debts	0	70	1,830	1,110
Bank charges	0	0	527	224
Total expenditure	15,335	16,155	23,672	32,879
Surplus / (Deficit)	565	(403)	(1,425)	(6,551)
Balance brought forward	8,373	8,776	10,201	16,752
Net balance carried forward	8,938	8,373	8,776	10,201
Funds Held	8,938	8,373	8,776	10,201
debtors	1,138	680	690	1,850
prepayments / sundry debtors				
creditors				(4)
cash	7,801	7,693	8,086	8,355
Net Assets	8,938	8,373	8,776	10,201
Designated fund - grants			0	0
Reserves	8,938	8,373	8,776	10,201
Total funds	8,938	8,373	8,776	10,201

HEADS OF EDUCATIONAL DEVELOPMENT GROUP

England & Wales - Charity number 1181610

Accounts

**Independent examiner's report to the trustees of
Heads of Educational Development Group (HEDG) Charity No 1181610**

I report to the trustees on my examination of the accounts of the HEDG (the Trust) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:



Name:

Khairul Bashar, FCCA

Address:

Association of Commonwealth Universities, Woburn House, 20-24
Tavistock Square, London WC1H 9HF

Date:

01 March 2021

HEDG STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019	Change
<u>Income</u>	£	£	£
Subscriptions	13,715	15,280	(1,565)
Conferences	2,025	6,950	(4,925)
Interest	12	17	(5)
Total Income	15,752	22,247	(6,495)
<u>Expenditure</u>			
Conferences	1,287	6,639	5,352
Administration	14,258	13,843	(415)
Website	540	540	0
Other	70	2,650	2,580
Total expenditure	16,155	23,672	7,517
(Deficit) / Surplus	(403)	(1,425)	1,022
Net movement in funds	(403)	(1,425)	1,022
Funds brought forward	8,776	10,201	
Funds carried forward	8,373	8,776	

HEDG BALANCE SHEET AS AT 31 DECEMBER 2020

	<u>2020</u>	<u>2019</u>
	£	£
Current assets		
Debtors	680	690
Cash at bank and in hand	7,693	8,086
	<u>8,373</u>	<u>8,776</u>
Creditors: amounts falling due within one year	0	0
Net Assets	<u>8,373</u>	<u>8,776</u>
Reserves		
Unrestricted funds	<u>8,373</u>	<u>8,776</u>
Total Funds	<u>8,373</u>	<u>8,776</u>