

Academy of Medical Educators Annual Report

For the year ended 30 September 2019

www.medicaleducators.org

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Trustees' Report and Unaudited Financial Statements

Company Limited by Guarantee

Company Number 05965178

Registered Charity Number 1128988



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The Academy of Medical Educators is grateful to Cardiff University for its ongoing support.



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Regulatory Information

Trustees and Directors



Lynne Allery
Elected April 2019



Paul Baker



Adrian Blundell
Stood down February 2019



Julie Browne
Deputy Chair of Council



Kate Burnett
Elected April 2019



Adrian Byrne
Re-elected April 2019



Nick Cooper
Membership Committee Chair



Angharad Davies
Elected April 2019



Alan Denison
Re-elected April 2019



Louise Dubras
Re-elected April 2019



Ricky Frazer



Adrian Freeman
Re-elected April 2019



Malcolm Galloway
Stood down February 2020



Andrew Grant
Treasurer
Re-elected April 2019



Kamila Hawthorne



Jacky Hayden
President



Christopher Holland
Stood down December 2018



Ibrahim Inuwa



Melvyn Jones



Johnny Lyon-Maris
Stood down April 2019



Liz Mossop



Deborah Murdoch-Eaton



James Read
Registrar and Honorary Secretary
Re-elected April 2019



Gabriel Reedy
Education Committee Chair
Re-elected April 2019



Val Wass



Flora Smyth-Zahra



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Regulatory Information continued

Company Secretary:
J Read

Registered Office:
Academy of Medical Educators,
2nd floor
Neuadd Meirionnydd,
Heath Park,
Cardiff CF14 4YS

Registered Number: 05965178

Charity Number: 1128988

Independent Examiners:
Moore Kingston Smith LLP
Chartered Accountants
Devonshire House
60 Goswell Road
London EC1M 7AD

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



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Trustees Report

The Trustees (who are also directors for the purposes of company law) present their report and the financial statements of the Academy of Medical Educators for the year ended 30 September 2019. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in 2014 to be compliant with Financial Reporting Standard (FRS) 102, and which is applicable for reporting periods beginning on or after 1 January 2015.

The financial statements have been prepared in accordance with the accounting policies set out on pages 17 and 18, and comply with the applicable law, the Memorandum and Articles of Association and the requirements of the Charities SORP (FRS 102).

Objects and activities

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

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

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

Public benefit statement

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

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

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

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

More detailed descriptions of the activities and the beneficial outcomes are contained in the Review of Activities in 2018/19 (below).



Well-being in Healthcare Education, April 2019



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Structure and governance

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

The Academy is run by a Council of Trustees who are also the Directors of the Company. Members of Council are elected by the members of the Academy, with additional members who may be appointed by Council. From April 2019 Council comprised 23 elected members including the President. Honorary Officers and chairs of committees and working groups were elected by Council drawn from their number. The Honorary Officers and Council set the strategic direction of the Academy. An Executive Committee (comprising the President, Honorary Officers and chairs of standing committees) is responsible for overseeing the financial and administrative management of the Academy. Four full Council meetings, a Council Strategy Day, and four Executive meetings were held during 2018/19.

In the elections in October 2018, confirmed at the AGM in April 2019, Lynne Allery, Kate Burnett, Aidan Byrne, Angharad Davies, Alan Denison, Louise Dubras, Adrian Freeman, Andrew Grant, James Read and Gabriel Reedy were elected to Council to serve for three years from April 2019. Council also invited Keith Lawrey to attend Council to provide additional professional expertise in legal affairs. In November 2018 Council invited David Croisdale-Appleby to attend Council as a lay member, following the resignation in January 2018 of David Russell due to ill health.

Council has reviewed the constitution of its four standing committees (Professional Standards, Education, Membership and Early Careers) and the other groups reporting to it. A list of the committees and ad hoc groups, with their membership as at 1 January 2019, is given on page 13.

Strategy and the future of the Academy

The Academy turned 12 years old in 2018. At its annual Strategy Day in February 2018 Council took stock of its current position in relation to its charitable aims and developed a strategy that makes the best use of

its resources and the key relationships and areas of interest that it enjoys. Over the next three years Council agreed to focus on the three key objectives:

1. to increase the level of respect and influence the Academy has across the medical education landscape in the UK;
2. to achieve and maintain financial stability;
3. to increase overall membership of AoME

We continue to offer our members a unique way of recognising their own commitment to excellence in medical education and the value of our Professional Standards as a benchmark for quality in education is increasing all the time. We engage with our members, our partners in other professional organisations, regulators, care providers and higher education institutions through involvement in projects, plans and initiatives that contribute to the development and promotion of the Professional Standards; the accreditation of medical educators and courses; the provision of resources for medical educators; supporting the medical education profession; securing a sustainable and well managed organisation; and promoting patient-centred care in medical education.

We are grateful to Cardiff University School of Medicine for continuing to host the AoME office, comprising Chief Executive Officer Tony Carlisle and Administrative Officers Paul Yeboah-Afari and Jodie Burnett-Wren.

The administrative team works closely with the Trustees to ensure we meet our core charitable and financial responsibilities and pursue the objectives above.

Risk

At the time of preparing the annual report the UK is in lockdown due to the COVID 19 pandemic. It is unclear at this point what impact the situation will have on the Academy's activities. AoME's income comes predominantly from membership subscriptions, and at any time the most significant risks are those which would reduce that income. As detailed in the report AoME works with its members and the wider medical education community to ensure its offering is relevant and valued. While those working in medicine are occupied with providing care and support to the public during this crisis there is a risk that application rates may drop and subscriptions may lapse, if only temporarily. The trustees will monitor the situation carefully and discuss appropriate action if a negative impact is experienced.

The academy, in the opinion of the trustees, continues to operate as a going concern.



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Review of Activities and Achievements 2018 - 19

Membership and Assessment

Membership Committee Chair and Lead Assessor Professor Nick Cooper,
and Accredited Course Lead Professor Aidan Byrne



Membership applications

During the 2018-19 financial period the Academy's membership reached 1000. We received 148 applications for Membership, 32 for Fellowship, 39 for Associate membership and 2 for Student membership.

Recognition by AoME is achieved through completion of an application form and provision of evidence in support of skills and experience in medical education at the appropriate level, mapped against our Professional Standards. A volunteer group of senior, experienced and dedicated medical educators assesses every application, each one being seen by at least two assessors, and ongoing checks made to ensure our process is fair and rigorous. Applicants benefit from the feedback the assessors provide.

Course accreditation

Application upon completion of an AoME accredited course continues to be the most popular route to Membership of the Academy. Of the Membership applicants mentioned above, some 90% had completed an accredited course.

We are delighted that a number of new courses successfully applied for accreditation during the period: University of Bristol - MSc/Dip/Cert Teaching and Learning for Health Professionals Programme; University of Buckingham – Postgraduate Certificate in Medical Education; Newcastle University - Certificate in Medical Education; University of Sheffield - Postgraduate Certificate in Medical Education. The types and levels of courses that are accredited vary. The quality of each one however is independently validated against the Academy's Professional Standards and our course accreditation team seeks to be assured that upon completion an applicant can demonstrate achievement in all five Professional Standard domains at least at level 1 - the minimum requirement for Membership.

At the end of the period 50 courses in total were accredited. A full list is available on the Academy's website.

Following a review of the criteria for accreditation in 2018 which recognised the variance in depth and breadth of course content, feedback from assessors now reflects this and applicants with achievements at a higher level are encouraged to apply for Fellowship in due course. An accredited course can state that it is 'Accredited by the Academy of Medical Educators' and use the Academy's logo on course materials. The application process for anyone who has successfully completed a course is simplified.

The membership assessment team's annual away day took place on 15 October 2018. The group discussed improvements to processes and level of feedback, shared good practice and together undertook a number of anonymised assessments as a calibration exercise. A summary of these discussions was shared with those unable to attend and further comments sought. Many of the improvements the group recommended were around communication; with applicants, between assessors and with the office team. The assessment team plays a crucial role in ensuring the Academy grows and that its members are those who put patient care at the centre of their educational practice.



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Professional Standards

Joint Chairs of the Professional Standards Committee -
Professor Alan Denison and Dr Melvyn Jones



The Academy of Medical Educators developed and launched the first edition of the Professional Standards Framework for medical educators in 2009. The Standards and associated assessment processes provide a robust mechanism for formal professional recognition for all those involved in the education of doctors, dentists, veterinary scientists, physician associates and students of those disciplines. We think that these standards matter to medical educators and are a valuable tool in improving medical education for the benefit of patients. The Professional Standards were designed to enable all those involved in the delivery and management of medical education to:

- Identify the competences required of medical educators who fulfil a wide variety of educational roles
- Benchmark individuals' educational performance against nationally agreed standards of good practice
- Identify professional development needs or develop existing skills
- Set objectives in performance and appraisal
- Assist with job planning for medical educators
- Recognise excellence in individual medical educators
- Develop frameworks for the recognition, approval and accreditation of medical educators
- Develop and quality assure training programmes and assessments to ensure they meet the needs of medical education professionals

A review of the Standards was last carried out in 2014.

Professor Alan Denison and Dr Melvyn Jones became joint chairs of the Professional Standards Committee in 2018. An initial update of the Standards was produced during 2018 informed by the Educators of Healthcare Professionals: Shared Values and Activities Study¹ (HEVAS). A draft revision of the Standards was completed by the end of 2018 and reviewed and refined by Council (February 2019).

Discussions about the revised Standards were held at the DEMEC conference in Dec 2019 with key national stakeholders. One of the key changes is the proposal to offer a fourth level of attainment of the Standards - a "Principal Fellowship". The next step is put the revised Standards out to a wider range of stakeholders (Medical & other Royal Colleges, Regulators, academic leaders) for consultation and to make final revisions to the standards in light the responses we receive. Assuming there are no substantive or fundamental changes required we would aim to seek the approval of revised Professional standards by the Council of the Academy by late 2020 and to publish and disseminate the revised Standards by late 2020 or early 2021.

1. Browne J, Bullock A, Parker S, Poletti C. (2019) Educators of Healthcare Professionals: Shared Values and Activities Study (HEVAS). Cardiff University



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Education and External Relations

Chair of Education Committee Dr Gabriel Reedy
and Chief Executive Tony Carlisle



The Education Committee exists to oversee educational activities provided by the Academy and in collaboration with members and partner organisations, and co-ordinates AoME's participation in events and initiatives that seek to improve patient care through providing educational opportunities for our members and the wider medical education community.

Highlights and examples of our activities in the 2018-19 period are listed below:

November 2018

Jacky Hayden and Jamie Read attended the **Faculty of Medical Leadership and Management (FMLM)** conference in Birmingham, presenting a workshop entitled *Developing Leadership in Medical Education*.

Tony Carlisle and Council member Louise Dubras attended the **European Board of Medical Assessors' (EBMA)** conference, *Technology in Assessment*, at the Braga University School of Medicine, Portugal. AoME hosted an information stand and engaged with delegates.

Council members Julie Browne, Johnny Lyon-Maris and Jamie Read attended the **Wessex National Medical Education Conference, The Inquisitive Educator**, presenting a workshop on *Recognising Teaching Excellence*. Jamie gave a keynote talk on *Developing a Career in Medical Education*. Jodie Burnett-Wren from the AoME staff team also attended, hosting an information stand and speaking to delegates about membership. In its thirteenth year, this event is aimed at local and national primary and secondary care trainees, medical educators and allied health professionals with an interest in medical education.

Paul Yeboah-Afari from the AoME office team hosted our information stand at The Wales Deanery's **Sharing Training Excellence in Medical Education** conference in Wrexham. This was an excellent opportunity to engage with potential members in the north of Wales.

December 2018

We were delighted that Professor Peter Lees, Chief Executive of FMLM delivered our annual **Calman Lecture**. The event took place at Kings' College London and the attendance of Sir Ken Calman, one of our founding members, and to whom the lecture is dedicated, was a great honour for the Academy. Jacky Hayden presented Professor Lees with an Honorary Fellowship of AoME. Honorary Fellowships were also conferred on Professor Wendy Burn, Professor David Croisdale-Appleby, Professor Anne Garden and Professor Sheila the Baroness Hollins, in recognition of their outstanding contributions to medical education. Professor Hayden was also delighted to award a number of new Members and Fellows with their certificates. The President hosted a dinner for our Honorary Fellows following the lecture and awards.

February 2019

The **Council's annual strategy day** took place in Birmingham on 12 February. Council identified the Academy's top three priorities for the next three years - to increase respect and influence, to maintain financial stability, and to increase membership - and began work on a detailed strategy to achieve these aims.

March 2019

AoME attended the **Health Education and Improvement Wales (HEIW) Learning Environment Conference** in Cardiff, talking to potential members and hosting an information stand.



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April 2019

On 4 April AoME held its **annual spring meeting**. The venue was the Royal Welsh College of Music and Drama in Cardiff and the theme of the day was **Well-being in Healthcare Education**. We were delighted that our keynote speakers were Professor Andrew Grant, Swansea University, and Professor Karen Mat-tick, University of Exeter. Vaughan Gething, Welsh Minister for Health and Social Care also addressed our delegates and we were very grateful to him for taking the time out to enagage with medical educators. The event was AoMEs highest attended conference to date. It featured workshops, short presentations and posters and attracted delegates from across the spectrum of medical education.

The President presented Professor Derek Gallen and Professor Sean Hilton, themselves both past pres-idents of the Academy, with **Honorary Fellowships**, and awarded a number of Membership and Fellow-ship certificates too.

The Annual General Meeeting was held immediately after the award ceremony, and the day ended with a drinks reception in the lovely atrium of the College.

Also in April, Jacky Hayden contributed to a policy workshop for the **Care Under Pressure** project which looked at ways to improve the mental health of doctors.

We were also very pleased to be invited to host a stand and engage with the delegates at the **4th Mid-lands Medical Education Meeting**, at Keele University.

And later in the month, Julie Browne delivered a workshop on Career Development and the benefits of professional recognition to faculty at the **Queens Medical Centre, Nottingham, supported by** Paul Baker, Kate Burnett and Tony Carlisle.

May 2019

The Academy had a presence once again at the **NHS Executive Scotland Medical Education Conference**, hosting an exhibition stand and promoting the Professional Standards.

Across May and June Tony Carlisle was invited to help deliver **fellowship application workshops** for Cardiff University staff, highlighting the benefits of professional recognition and outlining AoME's scheme. These resulted in several successful applications for FAcadMED.

Jacky Hayden spoke at the **UKFPO Foundation Doctors Academic Conference** on Friday 17th May 2019 at the Edinburgh International Conference Centre. Together with Kim Walker from ASME she presented *Medical Education – Research, Leadership and Clinical Opportunities*.

The President also attended the **Worshipful Society of Apothecaries Annual Galen Dinner**, by invitation. The Society is a longstanding supporter and Corporate Partner of the Academy.

June 2019

Working in partnership with the newly formed **UK Clinical Teaching Fellows Forum** the Academy deliv-ered a conference aimed at CTFs, teaching fellows, medical education fellows, and those seeking to begin or further their involvement in medical education, at Frimley Park Hospital, Surrey. The event was an extremely lively collaboration. Jacky Hayden delivered an introduction and the keynote speakers were Professor Roberto di Napoli, Professor of Higher Education Scholarship and Practice, St. George's Univer-sity of London and Neil Dardis, Chief Executive of Frimley Health Foundation Trust. Jamie Read and editor in chief of the **British Student Doctor Journal** Shivali Fulchand both presented workshops.



We continue to work closely with the CTF Forum, looking at ways we can engage with and support this key group of educators. There are plans to repeat the event in 2020.

July 2019

The Association for the Study of Medical Education's (ASME) Annual Scientific Meeting is one of the highlights of the medical education calendar, and AoME had a significant presence at the 2019 event ***Sustainability, Transformation and Innovation in Medical Education*** at Glasgow's SECC. The traditional AoME at ASME workshop, this year entitled ***Professional standards for medical educators for the next decade*** was delivered by Jacky Hayden and Julie Browne.

Andrew Grant and Angharad Davies delivered a ***Recognising Teaching Excellence*** workshop to faculty and guests for the Avon Wiltshire Partnership (AWP) Trust Medical Education team.

September 2019

Julie Browne, Ricky Frazer and Tony Carlisle began an engagement with earlier career faculty at Cardiff and Vale University Health Board. This ***Developing Junior Doctors*** initiative highlighted the benefits of professional recognition and networking and resulted in a one day conference being planned for early 2020.

Louise Dubras and Academy Fellow Pascal McKeown delivered a ***Recognising Teaching Excellence*** workshop at the Northern Ireland Medical & Dental Training Association (NIMDTA) Clinical Educators Day at Queens University Belfast. Jodie Burnett-Wren also attended and hosted the AoME information stand.

The Academy is grateful to all of the partner organisations mentioned above for the opportunities provided, enabling us to fulfil our aims of meeting and engaging with medical educators across the UK, and providing advice and guidance on the recognition of their achievements.

We continue to strengthen our relationships with partners like ASME, EBMA, NES, HEIW, HEE, NIMDTA and the GMC whose own aims complement our own, and who share our vision to support the professionalism of the people delivering education. We are also very pleased to be developing relationships with new groups like the Clinical Teaching Fellows Forum, and the Cardiff and Vale educators.

Another very exciting partnership is with the **British Student Doctor Journal (BSDJ)**, a high quality, open access, biannual, peer-reviewed, general medical journal, which publishes articles written primarily by medical students. In addition to publishing original research and systematic reviews, it also provides a platform for medical students to express original thought and reflections on clinical practice, student life and medical education.



In the coming year the Academy will continue to focus on these relationships and work with its partners to offer education and engagement opportunities to its members, promoting excellence and improving care as a result.



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Prizes and Awards

The Academy of Medical Educators presents a number of prizes and awards each year.

Honorary Fellowship is the highest award of the Academy of Medical Educators. The award is intended for exceptional individuals whose contributions are often internationally recognised and who have made a significant contribution to medical education. In December 2018 the President was proud to award Honorary Fellowships to the following:

Professor Wendy Burn

Wendy was elected President of the Royal College of Psychiatrists in 2017 where her enthusiasm for medical education and support of doctors in training continues.



Professor David Croisdale-Appleby

David has been involved with the regulation of the medical profession for sixteen years. In 2019 he was appointed as lay-representative on the Academy of Medical Educators' Council.



Professor Anne Garden

Anne was awarded an MBE for services to Medical Education by the Queen in 2014. A long-standing Fellow and former Council member of the Academy, one of Anne's greatest contributions was the development of our accredited course scheme.



Professor Sheila the Baroness Hollins

Sheila is an inspirational member of the medical profession. Formerly President of the Royal College of Psychiatrists, the BMA and the Royal College of Occupational Therapists, she was created a crossbench life peer in 2010.



Professor Peter Lees

Peter has had a long career at the forefront of medical leadership. He continues this passion as the chief executive and medical director of FMLM, where he has been responsible, amongst many other activities, for establishing and nourishing the national clinical leadership training programmes.



Two former Presidents of The Academy of Medical Educators received Honorary Fellowships at our spring conference in April 2019

Professor Sean Hilton

Sean has a long and distinguished record of service to medical education. He was a Foundation Member and a member of Council from the Academy's inception until 2017, becoming President in 2011 during one of our most difficult periods. Thanks to his exceptional service, the organisation not only survived but continued to make progress in achieving its charitable aims.



Professor Derek Gallen

Derek has made an impressive contribution to medical education throughout his long career. He has been one of the major driving forces behind the Academy's development, ensuring firm financial foundations during his time as Treasurer and subsequently as President, where he established our Cardiff Office and continued to develop and grow the Academy and its membership.



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Financial Review

The Academy entered the 2018/19 period mindful that its financial liabilities were increased in 2017 through taking on full responsibility for staff salaries. The deficit experienced at the end of the previous period was in part due to that and we continued to monitor income and expenditure in light of the change. Through careful financial management we have maintained a stable position and the deficit for this period is considerably reduced, the accounts show it as £36,154 on the year (2018: deficit of £46,112). Following the same strategy we hope to reduce it even further and reach a neutral position in 2019/20.

Apart from salaries, significant expenditure in the period was on promoting the Academy to relevant audiences at medical education events and through educational activities including our own conferences and workshops as highlighted in the Education and External Relations section of this report. Registration fees for the Academy's spring meeting and the Clinical Teaching Fellows Event were as usual both set in order to be cost neutral.

Expenditure on web developments was minor. Direct debit was implemented in the previous period and in 2018/19 we began to see the benefits with around a third of members signed up to either direct debit or standing order at the end of the period. From 2019 we began to promote direct debit as the preferred means of subscription payment, with an alternative offered only on request. Over 95% of new members since then have opened a mandate and the policy has had no discernable negative impact on member growth. However, a further issue with our CRM database meant that some reminders for existing members were not generated, which did lead to a lag in receipt of subscription income, and also cost us in administrative staff time. We have worked through the issues with our web provider and the current system is working well.

Reserves

Overall, fund balances carried forward stand at £130,174 (2018: £166,328). A small proportion of the Academy's funds are tied up in fixed assets and, therefore, are not available for normal business activity.

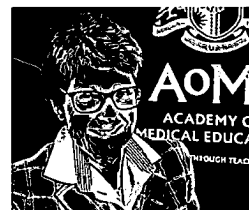
As agreed in 2014, free reserves, (unrestricted funds in excess of amounts invested in fixed assets,) should be held which amount to at least six months expenditure. On this basis there would be a requirement for free reserves of around £93,785. At the year-end total free reserves were £130.174 (restricted funds £nil).

Future developments

At its strategy days the Academy's Council has agreed a clear vision of what it wants to achieve

- To be the voice of medical education in the UK
- To provide advice and support to UK practitioners and regulators alike
- To be accepted by regulators as the authority on and the source of quality in medical education
- To continue to provide a quality assured means of recognition for all of those involved in medical education
- To empower medical educators and give them the confidence and the tools to progress in their careers
- To make an essential contribution to the wellbeing of educators and the safety of patients
- To provide quality support and resources to its members utilising funds in a responsible and sustainable way.

AoME's position over the last five years has continued to strengthen and we have built very solid foundations from which to achieve our vision. Among our membership we have some of the most experienced and influential medical educators in the UK. We also have a groundswell of educators early in their careers who embrace our values and can see the benefits of coming together as a community to reinforce the professionalism in our discipline.



Professor Jacky Hayden CBE,
President

4 June 2020



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Statement of Trustees' Responsibilities

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

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing resources and application of resources, including the income and expenditure, of the charitable company for that period. 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By Order of the Board

J.M. Read

25.06.2020

Dr J Read
Company Secretary



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Standing Committees as at 1 January 2019

Executive

President, Chief Executive, Deputy Chair of Council, Treasurer, Registrar, Chair - Membership Committee, Chair - Professional Standards Committee, Chair - Education Committee, Immediate past-President

Education Committee

Gabriel Reedy (Chair), President (ex officio), Registrar (ex-officio), Julie Browne, Nick Cooper, Louise Dubras, Malcolm Galloway, Andrew Grant, Christopher Holland, Johnny Lyon-Maris.

Professional Standards Committee

Joint chairs - Alan Denison and Melvyn Jones, President (ex officio), Treasurer (ex officio), Registrar ex officio), Julie Browne, Nick Cooper, Kamila Hawthorne, Liz Mossop

Membership Committee

Nick Cooper (Chair), President (ex officio), Julie Browne, Derek Gallen, Andrew Grant, Gabriel Reedy, Adrian Blundell, Kamila Hawthorne, Deborah Murdoch-Eaton

Prizes and Awards Sub-Committee

Registrar (Chair), President, Deputy Chair of Council, Chair of Equality and Diversity Committee

Early Careers Group

Alan Gopal (Chair). At January 2019 group membership to be confirmed and further interest from members sought. The nature of the group means membership is time-limited.

Equality and Diversity Group

David Croisdale Appleby (Chair), President (ex officio), Registrar (ex officio), Julie Browne, Angharad Davies, Louise Dubras, Malcolm Galloway

Working Groups and ad hoc Groups as at 1 January 2019

Course Accreditation Sub-Group

Aidan Byrne (lead), Jim Price

Assessors' Group

Nick Cooper (chair), Tarig Fadlallah Altahir Ahmed, Sateesh Babu Arja, Anjan Banerjee, Julie Browne, Kate Burnett, Alan Denison, Louise Dubras, Malcolm Galloway, Andrew Grant, Jennifer Heathcote, Christopher Holland, Melvyn Jones, Mahzuz Karim, Debroah Murdoch Eaton, Samantha Murton, Gabriel Reedy, John Sandars, Andrew Smith, Michael Vassallo.

Recognising Teaching Excellence (RTE)

Louise Dubras



Independent Examiner's Report to the Council of The Academy of Medical Educators

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2019.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

Moore Kingston Smith LLP

Shivani Kothari, FCCA. DChA
For and on behalf of Moore Kingston Smith LLP,

Devonshire House
60 Goswell Road
London EC1M 7AD

Date: 5 June 2020

The Academy of Medical Educators
Statement of Financial Activities
(incorporating the Income and Expenditure account)
For the year ended 30 September 2019

	Notes	2019 Unrestricted Funds	2019 Restricted Funds	2019 Total Funds £	2018 Total Funds £
Income					
Voluntary Income					
Gifts in Kind	4	30,000	-	30,000	39,663
Charitable activities					
Membership subscription		95,897	-	95,897	88,280
Annual Conference and educational activities		26,003	-	26,003	19,373
Total Income		<u>151,900</u>	<u>-</u>	<u>151,900</u>	<u>147,316</u>
Expenditure on:					
Expenditure on raising funds		49,629	-	49,629	53,368
Charitable Activities					
Professional standards & regulation		39,703	-	39,703	42,694
Educational activities		91,670	7,052	98,722	97,366
Total Expenditure	3	<u>181,002</u>	<u>7,052</u>	<u>188,054</u>	<u>193,428</u>
Net (Expenditure)/Income	2	<u>(29,102)</u>	<u>(7,052)</u>	<u>(36,154)</u>	<u>(46,112)</u>
Transfers between funds					
Gross transfers between funds	10/11	(336)	336	-	-
Net movement on funds		<u>(29,438)</u>	<u>(6,716)</u>	<u>(36,154)</u>	<u>(46,112)</u>
Funds as at 1 October 2018		159,612	6,716	166,329	212,440
Fund balances carried forward as at 30 September 2019	10/11	<u>130,174</u>	<u>-</u>	<u>130,174</u>	<u>166,329</u>

All activities in the year were attributable to continuing operations.

The Academy of Medical Educators

Balance Sheet as at 30 September 2019

	Note	2019 £	2019 £	2018 £	2018 £
Fixed Assets					
Intangible fixed assets	6		14,653		23,178
Tangible fixed assets	7		<u>-</u>		<u>192</u>
			14,653		23,370
Current Assets					
Debtors	8	690		2,280	
Cash at bank and in hand		<u>145,105</u>		<u>177,327</u>	
		145,795		179,607	
Creditors: Amounts falling due within one year	9	<u>(30,274)</u>		<u>(36,649)</u>	
Net Current Assets			<u>115,521</u>		<u>142,958</u>
Total Assets less current liabilities			<u><u>130,174</u></u>		<u><u>166,328</u></u>
Funds					
Restricted funds	11		-		6,716
Unrestricted funds	10		<u>130,174</u>		<u>159,612</u>
			<u><u>130,174</u></u>		<u><u>166,328</u></u>

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

For the financial year ended 30 September 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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

Approved and authorised for issue by the Board on
Signed on their behalf by:

J Hayden
Trustee

Company Number 05966178

J Hayden 4 June 2020

The Academy of Medical Educators

Notes to the Financial Statements

For the year ended 30 September 2019

1 Accounting Policies

Company information

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

Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), published on 16 July 2014. The Charitable Company is a public benefit company for the purposes of FRS 102 and therefore the charity also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP), the Companies Act 2006 and the Charities Act 2011.

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

Going Concern Basis

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources and the current economic challenges facing both the Charity and its members the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements.

Further, the Trustees have considered the current Covid-19 pandemic and its effect on the charity as a going concern. As a result of their review, the Trustees deem the charity to continue to be a going concern.

Critical Accounting Estimates and Judgements

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

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

Incoming resources

Membership fees

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

Grants receivable

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

Sponsorship and Other income

Sponsorship and Other income is recognised when it is received.

Resources expended

Cost of generating funds are those costs incurred in furthering the name of the charity.

Charitable activities comprises all expenditure directly relating to the objectives of the charity.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation for payment to be made. Support costs are allocated against direct costs on a staff time basis.

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

Gifts in kind

Where services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements as an estimate based on the value of the contribution to the charity. Donated services and facilities are discussed in note 4.

Intangible assets

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

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

Website	33.33% Straight line
Software	33.33% Straight line

Tangible Fixed Assets

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

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

Fund accounting

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

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

Financial Instruments

Cash and Cash Equivalents

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

Debtors and creditors

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

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

2 Net Incoming/(Outgoing) Resources

		2019	2018
The net incoming/(outgoing) resources for the year is stated after charging:		£	£
Depreciation and amortisation		8,719	17,634
Independent examiner's fee	<i>Current year</i>	4,615	4,392

3 Total Expenditure

	Direct Costs	Support costs (note 3b)	Total 2019
	£	£	£
Cost of Generating Funds			
Advertising & PR	-	19,852	19,852
Website Costs	-	29,777	29,777
Charitable Activities (note 3a)	29,241	109,184	138,425
	<u>29,241</u>	<u>158,813</u>	<u>188,054</u>

Total Expenditure

	Direct Costs	Support costs (note 3b)	Total 2018
	£	£	£
Cost of Generating Funds			
Advertising & PR	-	21,347	21,347
Website Costs	-	32,021	32,021
Charitable Activities (note 3a)	22,651	117,409	140,060
	<u>22,651</u>	<u>170,777</u>	<u>193,428</u>

3a Charitable Activities

	Direct Costs	Support costs (note 3b)	Total 2019
	£	£	£
Professional standards and regulations	-	39,703	39,703
Educational activities	22,189	69,481	91,670
Credential in Medical Education	7,052	-	7,052
	<u>29,241</u>	<u>109,184</u>	<u>138,425</u>

Charitable Activities

	Direct Costs	Support costs (note 3b)	Total 2018
	£	£	£
Professional standards and regulations	-	42,694	42,694
Educational activities	15,271	74,715	89,986
Credential in Medical Education	7,380	-	7,380
	<u>22,651</u>	<u>117,409</u>	<u>140,060</u>

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

3b Support costs comprise	2019	2018
	£	£
Staff costs (see note 4 & 5)	91,482	88,427
Office running costs	11	8,297
Rent (see note 4)	30,000	30,000
Depreciation & amortisation	8,719	17,634
Database	9,404	6,924
Sundry Expenses	1,206	4,658
Bank charges	2,342	-
Staff travel	782	958
Marketing and publicity	2,734	-
Governance Costs (see note 3c)	12,133	13,879
	<u>158,813</u>	<u>170,777</u>

3c Governance Costs	2019	2018
	£	£
Board Meetings and travel costs	5,786	9,487
Independent examiner's fee- current year	4,615	4,392
Legal and professional fees	1,732	-
	<u>12,133</u>	<u>13,879</u>

4 Gifts in Kind

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

	2019	2018
	£	£
Rent and utilities (Cardiff University)	30,000	30,000
Staff salaries (Cardiff University)	-	9,663
	<u>30,000</u>	<u>39,663</u>

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

5 Staff Costs

	2019	2018
	£	£
Gross salaries	91,482	88,427
	<u>91,482</u>	<u>88,427</u>

Staff Numbers

The average number of staff employed by the organisation for the period was nil (2018: nil).
Staff are employed by the University of Cardiff and costs are re-charged to the charity.

No employee received remuneration in excess of £60,000 (2018: None).

Key management personnel are deemed to be the Trustees as they oversee the management of the charity.
No key management personnel were remunerated in the year to September 2019 (2018: None).

6 Intangible Fixed Assets

	Website & Software £	Coat of arms £	Total £
Cost			
As at 1 October 2018	121,324	12,250	133,574
Additions	-	-	-
As at 30 September 2019	<u>121,324</u>	<u>12,250</u>	<u>133,574</u>
Amortisation			
As at 1 October 2018	110,396	-	110,396
Charge for the year	8,525	-	8,525
As at 30 September 2019	<u>118,921</u>	<u>-</u>	<u>118,921</u>
Net Book Value			
As at 30 September 2019	<u>2,403</u>	<u>12,250</u>	<u>14,653</u>
As at 30 September 2018	<u>10,928</u>	<u>12,250</u>	<u>23,178</u>

7 Tangible Fixed Assets

	Fixtures, Fittings and Equipment £	Computer Equipment £	Total £
Cost			
As at 1 October 2018	2,086	7,102	9,188
Additions	-	-	-
As at 30 September 2019	<u>2,086</u>	<u>7,102</u>	<u>9,188</u>
Depreciation			
As at 1 October 2018	2,086	6,910	8,996
Charge for the year	-	192	192
As at 30 September 2019	<u>2,086</u>	<u>7,102</u>	<u>9,188</u>
Net Book Value			
As at 30 September 2019	<u>-</u>	<u>-</u>	<u>-</u>
As at 30 September 2018	<u>-</u>	<u>192</u>	<u>192</u>

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

8 Debtors	2019 £	2018 £
Other debtors	-	-
Prepayments	690	2,280
	<u>690</u>	<u>2,280</u>

9 Creditors: Amounts falling due within one year	2019 £	2018 £
Trade Creditors	438	2,464
Accruals	29,836	34,185
	<u>30,274</u>	<u>36,649</u>

10 Unrestricted Funds	As at 1 October 2018 £	Incoming Resources £	Resources Expended £	Transfers £	As at 30 September 2019 £
General Fund	159,612	151,900	(181,002)	(336)	130,174
	<u>159,612</u>	<u>151,900</u>	<u>(181,002)</u>	<u>(336)</u>	<u>130,174</u>

11 Restricted funds	As at 1 October 2018 £	Incoming Resources £	Resources Expended £	Transfers £	As at 30 September 2019 £
Credential in Medical Education	6,716	-	(7,052)	336	-
	<u>6,716</u>	<u>-</u>	<u>(7,052)</u>	<u>336</u>	<u>-</u>

Restricted funds represent funding received from the Wales Deanery to be spent on the senior fellowship recognition project.

12 Net assets by fund	Unrestricted funds	Restricted Funds	Total funds 2019
Fixed assets	14,653	-	14,653
Current assets	145,795	-	145,795
Current liabilities	(30,274)	-	(30,274)
Total	<u>130,174</u>	<u>-</u>	<u>130,174</u>

	Unrestricted funds	Restricted Funds	Total funds 2018
Fixed assets	23,370	-	23,370
Current assets	172,891	6,716	179,607
Current liabilities	(36,649)	-	(36,649)
Total	<u>159,612</u>	<u>6,716</u>	<u>166,328</u>

The Academy of Medical Educators
Notes to the Financial Statements
For the year ended 30 September 2019 (Continued)

13 Transactions with Trustees

There was no remuneration or expenses paid to the Trustees during the year (2018: None).

Trustees received reimbursement for costs including attending meetings and travelling expenses which amounted to £5,786, for 9 trustees (2018 - £4,715 for 9 trustees).

14 Limited Liability

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