

Annual Report and Financial Statements 30 September 2008



Academy of Medical Educators
Peninsula College of Medicine and Dentistry
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Contents

Administrative details.....	3
Honorary Officers of the Academy of Medical Educators 2008	3
Report of the Council.....	4
Structure, Governance and Management	4
Risk assessment	4
Objectives and activities.....	4
Governance and infrastructure	5
Public and stakeholder engagement.....	5
Membership by Assessment: standards and processes.....	6
The strategic plan for 2009-2011	6
Honorary Treasurer’s Report	8
Unaudited Accounts for 2008/09.....	9

Administrative details

Name of organisation: **The Academy of Medical Educators**
Registered company no: **05965178**
Principal address: **Peninsula College of Medicine and Dentistry**
Tamar Science Park
Research Way
Plymouth
Devon PL6 8BU

Honorary Officers of the Academy of Medical Educators 2008

President: John Bligh (Elected 22 January 2008)
Treasurer: Derek Gallen (Co-opted 22 January 2008)
Deputy Treasurer: Helen Houston (Elected 22 January 2008)
Registrar: Stuart Carney (Elected 22 January 2008)

Ordinary members of Council and Chairs of working groups

Julian Archer (Elected 22 January 2008): Chair, Early Careers
Paul Bradley (Elected 22 January 2008)
Anne Garden (Elected 22 January 2008): Chair, Course Accreditation
Sean Hilton (Elected 22 January 2008)
Sam Leinster (Elected 22 January 2008)
Andrew Long (Elected 22 January 2008): Chair, Communication
Paul O'Neill (Elected 22 January 2008): Chair, Standards and Assessment
Tim Swanwick (Elected 22 January 2008)
Diana Wood (Elected 22 January 2008)

Co-opted members of Council

Keith Lawrey (Appointed 22 January 2008): lay representative
Lesley Southgate (Appointed 22 January 2008): Immediate past Chair of Transition Council

The Executive Officer during the period covered by this report was Julie Brice.

Report of the Council

Structure, Governance and Management

The Academy of Medical Educators was founded in October 2006 as the professional standard setting body for medical educators in the United Kingdom.

The Academy was instigated at an informal meeting of interested medical educators and leaders held at the Royal College of Physicians in January 2006 under the joint chairmanship of Professor Sir Kenneth Calman and Professor Dame Lesley Southgate. From then a series of open national meetings and the establishment of a Transition Council continued the momentum and forged the outline of a legal entity that became incorporated as a company limited by guarantee under the Companies Act 1985 on 12 October 2006.

The first Directors of the Company were Kenneth Calman, Lesley Southgate, Derek Gallen, Jane Dacre, Andrew Long, Frank Smith, John Bligh and Richard Hays. Legal guidance and support was provided by Keith Lawrey of the Foundation for Science and Technology.

Formal elections were held in October 2007 for 12 members to serve on the Inaugural Council for one year, pending further elections in December 2008. In December 2007 the first President, Professor John Bligh was elected for three years.

The Academy is run by a Council which meets three times a year. In 2008 this was made up of 15 members (12 elected, 3 co-options) including the President; Honorary Officers and Chairs of working groups were drawn from their number. The Honorary Officers and the Council set the strategic direction of the Academy. An Executive Committee (comprising the President, Honorary Officers, and, for 2008, the immediate past Chair of Transition Council) was responsible for overseeing the financial and administrative management of the Academy. Five Executive meetings were held during 2008.

Risk assessment

The Executive Committee advises Council on the risks to which the Academy is exposed. It does this by regularly reviewing all elements of Academy business to ensure that potential risks are identified and processes implemented to mitigate those risks.

Objectives and activities

The Corporate Plan for 2008-9 identified four key areas of activity and key performance targets within those areas. The key areas were:

- Governance and Infrastructure
- Services to Members/public and stakeholder engagement
- Membership by Assessment: standards and processes
- The strategic plan for 2009-2011

The key performance targets were:

1. To secure greater recognition of the central role of medical educators in the delivery of high quality patient care
2. To establish clear standards against which to judge good quality teaching (including research and management where appropriate) in medical education
3. To produce a coherent and reasonable plan for the introduction of Membership of the Academy by Assessment
4. To increase membership to at least 500 members
5. To obtain charitable status
6. To achieve a sustainable business model on which the Academy can grow and develop

Achievements for the year

Governance and infrastructure

Robust systems for maintaining membership and subscription data, maintaining and updating a website, developing information material, organising and servicing meetings and conferences, liaising with and advising external organisations, responding to public consultations and handling accounts and correspondence have been developed.

Membership during 2008 stood at 360 members: this was a little short of the Academy's target of 500 but feedback from potential members suggested that a number were delaying joining until the introduction of Membership/Fellowship by Recognition in 2009.

Public and stakeholder engagement

As a deliberate means of progressing the first key performance target for 2008, the Academy was represented at several conferences and links were forged with key national organisations and figures. Responses to several high-level national consultations were developed and returned, including responses to the Tooke Inquiry, Lord Crisp's report on the education of health workers in Africa, the COPDEND consultation on standards for dental educators and the Research Excellence Framework proposals.

Regular discussions were held with the Fellowship of Postgraduate Medicine to jointly organise and host a meeting on Patient Safety during 2009 and work on this event is progressing. An Annual Academic Meeting was instigated and regular meetings to plan and organise this were held throughout the year. The first AAM will be held in January 2009.

The President and other officers and members of Council met with a wide variety of leaders in healthcare education and medicine to raise awareness of the Academy's work and to develop working partnerships and initiatives. Discussions were held with representatives of Royal Colleges, government and NHS, learned and professional societies, charities and other bodies about ways in which the Academy's charitable objectives could be furthered. In addition, the President gave several invited addresses about the work of the Academy to various meetings and conferences.

The Awards, Fellowships and Prizes working group produced guidelines for the award of Honorary Fellowships and the Academy of Medical Educators' Council was pleased to agree to the admission of Professor John Bligh, Professor Sir Kenneth Calman, Professor Dame Lesley Southgate, Professor Dame Carol Black, Professor Stuart Macpherson and Professor Sir John Tooke as Honorary Fellows during 2008.

An award of the President's Medal was introduced. This silver medal, designed and manufactured by Thomas Fattorini Ltd of Birmingham, acknowledges a Member or Fellow who has made an exceptional and sustained contribution to medical education and who will usually not have achieved recognition previously by other medical education organisations. The first award of the President's medal will be made in 2009.

An open meeting was held on 23 January 2008 at which the Officers of the Academy responded to members' questions. In addition the Academy hosted a successful President's evening in September 2008, and an open meeting for junior doctors and early career medical educators was held in Manchester in October at which it was resolved to set up an Early Careers working group with Dr Julian Archer as Chair.

Regular email updates were sent to members and the website was constantly kept up to date.

Membership by Assessment: standards and processes

Grant funding of £15,000 was obtained from the Health Foundation to appoint a project officer to work with the Chair of Professional Standards, Professor Paul O'Neill, to research, consult on, develop and pilot a process of Membership/Fellowship by Assessment. High level work on the development of a standards framework for medical educators continues with a view to introducing an authoritative curriculum and standards framework during 2009.

In addition, a process of Membership/Fellowship by Recognition was explored and piloting begun. Under the Recognition scheme, to be introduced during 2009, all Foundation Members and other non-member medical educators will be able to apply for full Membership or Fellowship of the Academy through a simplified process of application based on evidence of existing skills, qualifications and experience. A large scale consultation exercise took place in which all members, plus a range of stakeholder organisations and other experts were invited to respond. We received 100 responses, of which 99% were positive and supportive of such a scheme. A decision was therefore taken by the Standards and Assessment group to move to piloting the process and a group of volunteer participants and assessors was recruited. Successful candidates will be permitted to use the post-nominals MAcadMed and FAcadMed, and will be awarded their Certificates of Membership or Fellowship at a special ceremony at the 2009 Annual General Meeting.

The strategic plan for 2009-2011

A draft strategic plan for 2009-11 was developed during 2008 and Council expects to adopt this at its first meeting in 2009.

The strategic plan envisages some expansion in the Academy's programme of work during 2009 to include:

1. Further work to develop a curriculum and standards for the recognition and development of excellence in medical education
2. The promotion and dissemination of best practice in medical education including both public and member engagement strategies
3. Developing and strengthening the Academy's external partnerships with stakeholders in medical education, including the Academy of Medical Royal Colleges, PMETB and the Department of Health
4. Undertaking research for the continuing development of professional medical education including policy development and consultations
5. Further work to develop the Academy's leadership, governance and sustainability

Honorary Treasurer's Report

As previous sections of the Annual Report 2008 have shown, the Academy of Medical Educators is evolving rapidly from its first beginnings in late 2006 and its financial activity reflects this.

Governance and administrative structures have been put in place including:

- Policies on conflict of interest (both financial and otherwise) and expenses, together with a register of interests of Council members.
- Streamline processing for credit and debit card payments.
- Book-keeping and banking procedures.
- HMRC approval for Academy members to obtain tax relief on subscriptions.

Although the Academy is a young organisation, it is gratifying to be able to report that its growth in members and activities is in line with business and strategic projections and there is considerable optimism for its future growth. The small surplus reported during 2007/8 will be reinvested in the charitable objectives of the Academy in line with the strategic plan.

The Academy gratefully acknowledges the ongoing support of the Health Foundation in providing funding for further work on the development of the curriculum and standards for medical educators.

Thanks are due to all those foundation members whose support for the Academy has placed it in a strong position for future growth. In particular, the Academy expresses its thanks to: members of the Academy's Executive, who have provided support and oversight on financial matters; Peter Lowson and Jane Jordan of Messrs Francis Clark Chartered Accountants; Steve Astbury for strategic advice; Professor Helen Houston for her work as Deputy Treasurer; and Lynsey Haine, Mary Jordan and Joanne Plummer for administrative support.

Derek Gallen
Honorary Treasurer

30 September 2008

**The Academy Of Medical Educators
Company Limited by Guarantee
Unaudited Financial Statements
Year Ended 30 September 2008
Company Registration Number 05965178**

The Academy Of Medical Educators Company Limited by Guarantee

Financial Statements

Year Ended 30 September 2008

Contents	Page
Directors' Report	111
Income and Expenditure Account	112
Balance Sheet	113
Notes and Accounting Policies	114
The following pages do not form part of the financial statements	
Chartered Accountants' Report to the Board of Directors	117
Detailed Income and Expenditure Account	118
Notes to the Detailed Income and Expenditure Account	20

The Academy Of Medical Educators Company Limited by Guarantee

Directors' Report

Year Ended 30 September 2008

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 30 September 2008.

Incorporation

Principal Activities

The principal activity of the business during the period was the education and training of medical students and doctors.

Directors

The directors who served the company during the year were as follows:

Dr A M Long
Professor J G Bligh
Professor Dame L J Southgate
Professor F R Smith
Professor J E Dacre
Professor R B Hays
Professor Sir K Calman
Dr S M Carney

Professor F R Smith retired as a director on 3 March 2008.

Professor J E Dacre retired as a director on 7 April 2008.

Professor R B Hays retired as a director on 1 January 2008.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed by order of the directors

Dr S M Carney
Company Secretary

**The Academy Of Medical Educators
Company Limited by Guarantee**

Income and Expenditure Account

Year Ended 30 September 2008

	Note	2008 £	2007 £
Turnover		81,154	27,355
Administrative expenses		(26,874)	(27,859)
Surplus/(Deficit) on Ordinary Activities Before Taxation		54,280	(504)
Tax on surplus/(deficit) on ordinary activities	3	–	–
Surplus/(Deficit) for the Financial Year		54,280	(504)

The Academy Of Medical Educators Company Limited by Guarantee

Balance Sheet

30 September 2008

	Note	2008 £	2007 £
Fixed Assets			
Intangible assets	4	<u>18,027</u>	<u>11,365</u>
Current Assets			
Cash at bank		78,194	26,512
Creditors: Amounts falling due within one year	5	<u>(42,445)</u>	<u>(38,381)</u>
Net Current Assets/(Liabilities)		<u>35,749</u>	<u>(11,869)</u>
Total Assets Less Current Liabilities		<u>53,776</u>	<u>(504)</u>
Reserves			
Income and expenditure account	7 8	<u>53,776</u>	<u>(504)</u>
Members' Funds/(Deficit)		<u>53,776</u>	<u>(504)</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) 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 surplus or deficit for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements have been approved for issue by the Board of Directors on

.....
Professor J G Bligh

The Academy Of Medical Educators Company Limited by Guarantee

Notes and Accounting Policies

Year Ended 30 September 2008

1. Accounting Policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

(b) Turnover

Turnover represents non-returnable grants received and membership fees.

(c) Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Website development - 20% straight line

(d) Fixed assets

All fixed are initially recorded at cost.

2. Operating Surplus/(Deficit)

Operating surplus/(deficit) is stated after charging:

	2008 £	2007 £
Directors' emoluments	–	–
Amortisation of intangible assets	<u>1,444</u>	<u>–</u>

3. Taxation on Ordinary Activities

No provision for corporation tax has been included as charitable status has been applied for meaning the company will be exempt from corporation tax. The directors are confident that this will be achieved.

4. Intangible Fixed Assets

	Website development £	Coat of arms £	Total £
Cost			
At 1 October 2007	–	11,365	11,365
Additions	7,221	885	8,106
At 30 September 2008	<u>7,221</u>	<u>12,250</u>	<u>19,471</u>
Amortisation			
Charge for the year	1,444	–	1,444
At 30 September 2008	<u>1,444</u>	<u>–</u>	<u>1,444</u>
Net Book Value			
At 30 September 2008	<u>5,777</u>	<u>12,250</u>	<u>18,027</u>
At 30 September 2007	<u>–</u>	<u>11,365</u>	<u>11,365</u>

The Academy Of Medical Educators Company Limited by Guarantee

Notes and Accounting Policies

Year Ended 30 September 2008

5. Creditors: Amounts falling due within one year

	2008 £	2007 £
Trade creditors	16,783	38,381
Accruals and deferred income	25,662	–
	<u>42,445</u>	<u>38,381</u>

6. Related Party Transactions

The company was under the effective control of its directors throughout the current period.

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

7. Company Limited by Guarantee

The company is limited by guarantee, not having a share capital.

8. Income and Expenditure Account

	2008 £	2007 £
Balance brought forward	(504)	–
Surplus/(deficiency) for the financial year	54,280	(504)
Balance carried forward	<u>53,776</u>	<u>(504)</u>

**The Academy Of Medical Educators
Company Limited by Guarantee**

Management Information

Year Ended 30 September 2008

The following pages do not form part of the statutory financial statements.

**The Academy Of Medical Educators
Company Limited by Guarantee**

Chartered Accountants' Report to the Board of Directors on the Unaudited Financial Statements of The Academy Of Medical Educators

Year Ended 30 September 2008

In accordance with our terms of engagement, and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 30 September 2008 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Francis Clark
Chartered Accountants
North Quay House
Sutton Harbour
PLYMOUTH
PL4 0RA

.....

Chartered Accountants

**The Academy Of Medical Educators
Company Limited by Guarantee**

Detailed Income and Expenditure Account

Year Ended 30 September 2008

	2008	2007
	£	£
Turnover		
Grants received	56,892	18,000
Membership fees	12,928	9,355
ASME	11,334	–
	81,154	27,355
Overheads		
Administrative expenses	26,874	27,859
Surplus/(Deficit) on Ordinary Activities	54,280	(504)

Administrative Expenses**Personnel costs**

Trade association management	1,251	15,667
Project officer	15,000	–

16,251 15,667

Establishment expenses

Meeting room hire	3,068	6,294
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General expenses

Travel and subsistence	438	1,687
Printing, stationery and postage	370	–
Course running costs	136	3,330
Sundry expenses	212	–
Advertising	1,166	–
Legal and professional fees	1,351	–
Accountancy fees	1,783	881
Amortisation	1,444	–

6,900 5,898

Financial costs

Bank charges	655	–
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26,874 27,859
