

Evaluation and Accreditation
of Quality in Language Services

Trustees' Report and Financial Statements

Year ended 31 December 2019



Trustees report and financial statements Year ended 31 December 2019

Company registration number (England and Wales): 7727406
Charity registration number (England and Wales): 1143547

Evaluation and Accreditation of Quality in Language Services

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Eaquals is a registered charity 1143547 in England & Wales.

Eaquals is a company limited by guarantee and registered 7727406 in England & Wales at 29/30 Fitzroy Square, London, UK, W1T 6LQ

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Trustees

Justin Quinn (Chair)
Centre of English Studies, Ireland

Mila Angelova (Vice-Chair)
AVO Language & Examination Centre, Bulgaria

Thom Kiddle (Vice Chair)
Norwich Institute for Language Education, England

Adam Donoghue (Treasurer)
Freelance

Peter Brown (Founder Chair)
British School of Trieste, Italy

Joanna Watson
Freelance

Susanna Dammann
Freelance

Nergis Uyan
Ozyegin University, Turkey

Chris Moore (Elected April 2019)
Specialist Language Courses, England

Beata Schmid (Re-elected April 2019)
EF International Language Centers

Accreditation Panel

Sarah Aitken

Ute Arnold

Valerie Clochard

Martyn Ellis

Varbinka Hadjidimitrova

Elzbieta Jarosz

Sue Sheerin

Justin Vollmer

Associate Membership Committee

Peter Brown (Chair)

Michael Carrier

Frank Heyworth

Valerie Clochard

Galya Mateva

Eaquals Ombudsman

Ingrid Koester

Eaquals Staff

Lou McLaughlin (Executive Director)

Ludka Kotarska (Director of Accreditation and Consultancy)

Anna Andor (Services Manager)

Vivi Koszegi (Administrative Assistant)

Jenny Rush (Communications Officer)

| | |
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| Charity registration | 1143547 (England & Wales) |
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| Bankers | Barclays Bank 1 Churchill Place, Canary Wharf, E14 5HP, England |

Accredited members

Algeria

- In-tuition*

Belgium

- CLL - Centres des Langues asb

Bosnia and Herzegovina

- Anglia V
- International University of Sarajevo
English Language School

Bulgaria

- AVO Language and Examination Centre

China

- Donghua University International Cultural
Exchange School (Shanghai)

Croatia

- KEZELE School of Foreign Languages and
Business Communication
- LinguaPax Language School
- Skola stranih jezika - Ziger

Cyprus (North)

- Girne American University Foundation English School

Czech Republic

- AKCENT International House Prague
- Threshold Training Associates s.r.o. and
Language and Training*

Egypt

- International House Cairo

Estonia

- The Language School In Down-Town*

France

- ALPADIA Lyon
- Alpha.b Institut Linguistique
- Centre International d'Antibes
- EF Ecole Internationale de Francais - Nice
- EF Ecole Internationale de Francais - Paris
- ILA (Institut Linguistique Adenet) / Easy French
- IFALPES
- IS Aix-en-Provence

Germany

- ALPADIA Language Schools, Berlin
- ALPADIA Language Schools, Freiburg
- did deutsch-institut Berlin
- did deutsch-institut Frankfurt
- did deutsch-institut Hamburg
- did deutsch-institut Munchen
- EF Internationale Sprachschule Berlin
- EF Internationale Sprachschule Munchen
- GLS Campus Berlin - International House

Greece

- Doukas School, The Department of Foreign
Languages

Ireland

- ACET (Cork Language Centre International)
- Active Language Learning
- Twin English Centre Dublin (formerly Alpha
College of English)
- Apollo Language Centre*
- ATC Language School
- Atlantic Language Dublin*
- Atlantic Language Galway
- Atlas Language Centre#
- Bridge Mills Galway Language Centre
- Castel International Education
- Centre of English Studies, Dublin
- Cork English College
- Dorset College
- Emerald Cultural Institute, Dublin
- Future Learning Language School
- Galway Cultural Institute
- International House Dublin
- SEDA College
- Swan Training Institute
- ULearn#

Accredited members (continued)

Italy

- Alpha beta Piccadilly
- British School of Trieste
- CLM-Bell
- CLUSS-Centro Linguistico Università per Stranieri di Siena
- Di.L.It. International House
- EF Centro Linguistico, Rome
- Lord Byron College
- The Language Grid*
- The London School

Japan

- EF International Language Centres, Tokyo
- Hokkaido Japanese Language School

Kazakhstan

- InterPress International House Almaty
- Study Inn

Kosovo

- New Age School

Kuwait

- Australian College of Kuwait

Latvia

- Education Centre DURBE

Libya

- International House Libya

Luxembourg

- PROLINGUA Language Centre

Malta

- ACE English, Malta
- EF International Language Centres, Malta
- European School of English, Malta
- International House Malta-Gozo
- Maltalingua School of English
- NSTS English Language Institute

Montenegro

- Oxford Centar International Language Centre

Poland

- Language Centre Jagiellonian University Collegium Medicum
- Gama College of English
- Language Centre of Krakow University of Economics
- Lodz University of Technology, Language Centre
- The Language Centre Jagiellonian University

Portugal

- CIAL Centro de Linguas
- EF International Language Campuses Lisbon*

Qatar

- Qatar International Academic for Security Studies Language School

Romania

- Alpha Centre of Modern Languages and Department of Romanian Language, Culture & Civilisation, Babes-Bolyai University
- Britanica Learning Centre
- International House Bucharest

Russia

- Derzhavin Institute
- Liden & Denz Language Centre, Moscow
- Liden & Denz Language Centre, St Petersburg

Saudi Arabia

- Yanbu English Language Institute, Royal Commission Colleges and Institutes
- King Faisal Air Academy

Serbia

- Tom & Emma School of English

South Africa

- EC English Cape Town*
- EF International Language School Cape Town
- Good Hope Studies
- Oxford English Academy

South Korea

- EF International Language Campuses*

Accredited members (continued)

Spain

- British Institute of Seville
- EF Centro Internacional de Idiomas, Madrid
- EF Centro Internacional de Idiomas, Malaga
- EF Centro Internacional de Idiomas, Barcelona
- Hispania, escuela de español
- O'Clock Idiomas
- International House Barcelona
- International House Madrid
- Lacunza, International House San Sebastian
- Lenguas Vivas
- Malaca Instituto
- Oxford House (Oxford TEFL SL)*

Switzerland

- ALPADIA Montreux
- Alpha Sprachwelt
- Bell Switzerland SA
- Eurocentres Foundation
- LSI Switzerland AG
- TLC International House Zurich-Baden

Turkey

- Adana Gundogdu College
- Isik University, School of Foreign Languages
- Ozyegin University School of Languages
- Private Sinav Schools-Ankara
- Terakki Foundation School
- School of Foreign Languages, Karabuk University*
- Yuce Schools

Ukraine

- NOVAMOVA International Language School
- Odessa Language Study Centre

United Arab Emirates

- Eton Institute (Dubai & Abu Dhabi)

United Kingdom

- Bloomsbury International
- British Study Centres Edinburgh
- British Study Centres English for Juniors
- British Study Centres London Hampstead
- British Study Centres Manchester
- British Study Centres York
- Centre of English Studies Leeds
- Centre of English Studies Wimbledon
- Centre of English Studies Worthing
- EF International Language Centre Cambridge
- English in Action
- Eurocentres Bournemouth
- Eurocentres Brighton
- Eurocentres Cambridge
- Eurocentres London Central
- Eurocentres London Eltham
- International House Bristol
- International House London
- International House Newcastle
- NILE Norwich Institute for Language Education
- St Giles International Eastbourne
- St Giles International London
- Torquay International School*

Associate members

Austria

- CEBS Center für berufsbezogene Sprachen

Bulgaria

- OPTIMA The Bulgarian Association of Quality Language Services

Canada

- EduNova Co-operative Ltd*

Croatia

- CAFL The Association for Foreign Languages at the Croatian Chamber of Economy

Czech Republic

- Asociace jazykovyck skol

Republic of Macedonia

- MAQS Macedonian Association for Quality Languages Services

Germany

- g.a.s.t. TestDaF-Institut
- Goethe Institut HQ
- telc GmbH

Greece

- QLS Panhellenic Association of Accredited Quality Language Schools

Ireland

- Quality & Qualifications Ireland
- Marketing English in Ireland

Italy

- AISLI, the Italian Association of Quality Language Schools
- ASILS, Association of Schools of Italian as a Second Language

Netherlands

- Educational Testing Service Global BV

Portugal

- Camoes Instituto da Cooperacao e da Lingua

Romania

- Romanian Association for Quality Language Services (QUEST)

Serbia

- Association of Language Schools of Serbia (YALS)

Slovakia

- TrackTest*

Spain

- Asociacion de Centros de Lenguas en la Ensenanza Superior (ACLES)
- Instituto Cervantes
- FEDELE

Sweden

- The Swedish Association of Accredited Language Training providers

United Kingdom

- British Council
- Cambridge Assessment English
- Educational Software Products
- Euroexam International
- Guided e-Learning
- LanguageCert ESOL Qualifications
- Macmillan Education
- Oxford University Press
- Pearson Education
- Trinity College London

Worldwide

- International House World Organisation

Project partners

Italy

- CVCL Universita per Stranieri di Perugia

Switzerland

- Migros-Genossenschafts-Bund

Turkey

- Sabanci University School of Languages

Introduction

The members of the board of trustees, who are the directors of the company ("the association") for the purposes of UK company law and trustees for the purposes of UK charity law, present their statutory annual report which includes the information set out on pages 1 to 6 and the financial statements for the year ended 31 December 2019.

The financial statements have been prepared in accordance with the accounting policies set out on pages 29 to 32 and comply with the Charities Act 2011, the Companies Act 2006, the association's Articles of Association, applicable laws and the requirements of the revised Statement of Recommended Practice (SORP): Accounting and Reporting by Charities, effective from 1 January 2015.

The association is a public benefit entity. All the activities are charitable; the objectives of the association are the advancement of education for the public benefit, in particular to improve the provision and quality of language education and cultural understanding for students of languages and cultures by:

- Developing and promoting quality standards for the teaching and testing of modern languages, cultural awareness and associated skills;
- Providing accreditation against these standards for providers of language education and related services;
- Providing training and support for teachers and others working in the field of language education with view to furthering their professional development to raise language teaching standards worldwide;
- Developing and producing materials and tools to improve language teaching.

As a not-for-profit association there are no shareholders to fund and the financial surplus is available to finance future developments.

Eaquals (Evaluation and Accreditation of Quality Language Services) was founded in 1991 as the European Association for Quality Language Services. The name was later changed to reflect Eaquals' development at global level.

The following Trustees Report and Financial Statements report the activities of Eaquals for the year ended 31 December 2019. At the date of signing in June 2020 much of the world, including the UK, finds itself in the midst of the Covid-19 pandemic.

Eaquals has been impacted in various ways and has responded to this with cost-cutting measures including staff redundancy, reduction in working hours and staff pay cuts. These measures allow Eaquals to continue to provide members with the high standard of service expected for the remainder of 2020 and into 2021.

The trustees report includes notes to the financial statement as a post balance sheet non-adjusting event.



Eaquals Board of Trustees, Madrid, 2019.

Eaquals accreditation

Accreditation by Eaquals is the primary way in which language education institutions can demonstrate compliance with high international standards. Eaquals Membership is awarded after a rigorous inspection based on transparent criteria, and a re-inspection is held every four years. The process is designed to assist language centres to attain and maintain quality standards, and independent consultancy advice is provided where required.

The inspection scheme is regularly reviewed to ensure that it remains fit for purpose. The main categories of Eaquals quality standards, within each of which there are detailed assessment criteria, are:

1. management and administration
2. teaching and learning
3. course design & supporting systems
4. assessment and certification
5. academic resources
6. learning environment
7. client services
8. quality assurance
9. staff profile and development
10. staff employment terms
11. internal communications
12. external communications

The current Inspection Scheme known as Version 7 was launched in November 2014 and since then all inspections have been carried out in compliance with the Quality Standards and procedures as laid out in the Manual. The Inspection Scheme Manual contains the main documents and references needed for inspections and is intended to help Language Centres and inspectors to prepare for and conduct inspections using the Scheme. Eaquals also relies on The Handbook for Inspectors, the Guide to Report Writing and the Guide for Language Centres to support the Inspection Scheme and these were released at the beginning of 2017. They supplement the Manual and are used in conjunction with it.

The Eaquals Mid-cycle Self-assessment requires members to submit a report at the end of year two/beginning of year three of the accreditation period. The objectives in completing the Mid-cycle Self-assessment are to:

- encourage continuing development and reflection against the Eaquals Charters and Standards
- ensure there are no areas of concern on either side regarding continuing accreditation and offer support and guidance if there are
- provide a written record of the Language Centre's development since the previous inspection, which is given to inspectors prior to next inspection to build a coherent narrative.

Overall, membership of Eaquals offers our accredited institutions support in attaining excellence, setting them apart from others in their field. Our inspection process also offers groups of centres a reliable and straightforward way to ensure common quality standards within and across national boundaries. While national accrediting bodies may concentrate on their home language, Eaquals accredits teaching and teacher training across any language.

Additionally, we assist member institutions with manager and staff training, and with consultancy and advice on academic and general management, offering them a range of online and printed resources and a programme of professional development.

Eaquals Inspectorate

The Inspectorate has a high professional profile. Eaquals inspectors are themselves language education professionals with considerable managerial and international experience covering a wide range of markets and languages. Inspectors are appointed for the period of two years upon successful completion of the training programme. They must demonstrate a good knowledge of the Eaquals Inspection Scheme together with the capacity to objectively evaluate a Language Centre's performance against the Quality Standards. They develop and maintain their expertise through regular professional development and standardisation sessions. Re-appointment is subject to adherence to the Code of Conduct for Eaquals Inspectors, feedback from Language Centres and

co-inspectors, and attendance of at least one face-to-face Continuous Professional Development session every two years; this may be replaced in any one year by on-line standardisation tasks. The inspectors carry out both initial inspections and re-inspections. The current team of inspectors comprises 55 inspectors; 36 are freelance inspectors and 19 are employed by accredited members.



Eaquals Inspectorate, Madrid, 2019.

Under the guidance of the Director of Accreditation, Training and Consultancy, the Accreditation Panel of 8 senior inspectors ensures that Eaquals' quality standards are consistently applied. It moderates all inspection reports, decides the outcome of each inspection, and oversees the development of the inspection scheme. Panel members are appointed by the Board of Trustees.



The Eaquals Accreditation Panel with Ludka Kotarska, Director of Accreditation, Madrid, 2019.

Accredited members

Eaquals inspects a wide spectrum of institutions from small single schools to international chains with centralised management and university departments, all requiring a slightly modified approach and focus.

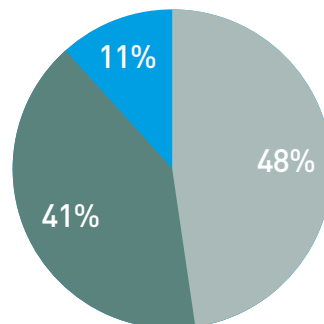
As of 31 December 2019, there are 147 accredited members teaching 25 languages in 38 countries on 3 continents.

- 71 are single schools
- 60 LECs belong to international chains and groups of schools
- 16 are university centres

60% of the accredited members represent intensive LECs where the main languages taught are English, French and German. Some of these members also run extensive courses but this constitutes a smaller proportion of their business. 40% of the accredited members including university centres, are extensive LECs who offer language courses - predominantly English - to the local clientele.

Accredited members are located in 38 countries and 53.8% of the membership are located in 6 countries: the UK, Ireland, France, Spain, Germany and Italy. In 18 countries there is only one accredited member, and in 7 there are 2 members. The new countries on the Eaquals map in 2019 are Algeria, Estonia, and Korea.

Accredited membership



- Single schools
- LECs belong to international chains and group of schools
- University centres

Associate Members & Project Partners

Eaquals has 34 Associate Members based in 17 countries. Our Associate Members bring a wealth of professional expertise to the Eaquals network and provide invaluable support for many of our educational projects. They comprise a diverse group of influential organisations involved in language education. They range from national associations of language education providers to national public-sector bodies responsible for promoting language and culture e.g. Institute Cervantes, language examination providers, publishers of learning materials and a French government institution for language study and research.



Eaquals Associate Member, Pearson, at the Annual International Conference in Madrid, 2019

In addition, there are 3 organisations (from 3 countries) which are Project Partners, all but one of which are university language departments. Project Partners do not have voting rights within Eaquals but make an important contribution to our network and academic work.

Individual Members

Eaquals also has a number of individual members (88 in 2019). These are primarily freelance inspectors and other individuals who are active in the language education field, but not employed by a member institution, and who wish to contribute to Eaquals' mission and projects. Individual members do not have voting rights.



**Eaquals Individual Members,
Jan & Marina Groppe
Eaquals Annual Conference, Madrid, 2019**

Conferences & events

Eaquals conferences and training events are attended by a wide range of member and non-member delegates including directors, school owners, academic and business managers, marketing managers and those responsible for teaching, teacher training and course design.

In running these conferences and training events, Eaquals continues to endorse the principles of Language Learning for European Citizenship formulated by the Council of Europe:

- To increase mutual knowledge and understanding among all European people;
- To increase the quantity and quality of international cooperation;
- To combat prejudice and intolerance towards people of different languages and cultures.

The Eaquals International Annual Conference, Madrid, 11-13 April 2019

Eaquals is celebrating the success of the 28th International Conference, after welcoming a record number of participants to the event, which this year was held in Madrid from 11 - 13 April.

The conference was officially opened by Eaquals Chair, Justin Quinn, who welcomed new members to the organisation and reflected on a year of growth, followed by an opening address by Professor Fernando Galván OBE, of the University of Alcalá who focused on internationalisation both within the sector and further afield.

It was announced during the conference AGM that Eaquals is currently developing their HEI (Higher Education Institution) Scheme which will sit alongside the current Eaquals Accreditation Scheme. This scheme will be piloted in Q4 of 2019 and launched in 2020. This development reflects the growing number of language education centres seeking recognition and accreditation with Eaquals at HE level.

Eaquals was delighted to announce the winners of the first Eaquals Scholarship Scheme which was launched at the AGM in 2018. The winners were Damla Şahin (Girne American University), Mehtap Özer-Isović (Anglia V), Ozlem Baykan (Özyeğin Üniversitesi), Serkan Aras (Özyeğin Üniversitesi) and Verica Amidžić (Anglia V).

In addition, there was a lot of excitement around the announcement of this year's winner of the Eaquals Teacher Award Scheme 2019. Selçuk Bilgin, teacher at Özyeğin Üniversitesi, formally accepted his award at the conference.



Attendees during the opening plenary of the Eaquals Annual International Conference, Madrid, 2019

Three days of innovative presentations, workshops and discussions included a full day Management Training Workshop, delivered by Maureen McGarvey. The *'Managing Performance Management'* sessions were highly interactive, with McGarvey encouraging participants to reflect on their own experiences throughout the day. Their appreciation was shown with a rapturous round of applause at the end of an engaging and informative day.

During the opening plenary, Herbert Puchta presented *'Developing 21st century skills in English language teaching: Thinking skills, values and self-esteem'*. The subject was well received by attendees, with many taking to Twitter to express their thoughts using the official conference hashtag #eaquals19madrid. Martin Fellenz opened the second day with his plenary *'Unpacking Management and Leadership'*, reflecting on organisational behaviour and inviting participants to reflect on their vision of leadership. Closing the three-day event was Gordon Stobart with his plenary *'Developing effective Assessment for Learning'*. The session provided valuable information and useful assessment structures to the audience of language teaching professionals.

The conference gala dinner took place at La Posta Real, an ideal location for an evening of delicious Basque-Castilian cuisine and dancing and, of course, networking.



Eaquals Training for Excellence, Krakow, 22-23 November 2019

The Eaquals Training for Excellence was open to non-members for the first time and offered attendees two full-day workshops in addition to plenary speakers, networking and social events.

The conference was officially opened by Eaquals Chair, Justin Quinn, who welcomed attendees and reflected on the past year. Eaquals updates were then delivered by Executive Director, Lou McLaughlin and Director of Accreditation, Ludka Kotarska, before the conference was opened by Professor Maria Próchnicka, Secretary General of the Polish Accreditation Committee and Vice Dean for Faculty Development, Jagiellonian University in Krakow. Liam Brown provided the conference opening plenary with *Customer Focused Working - ways of paying attention to what matters*.

At the two-day event, participants choose two full-day sessions from four available strands. This year, attendees were offered; Inclusion & SEN with Varinder Unlu, Application of CEFR with Thom Kiddle & Peter Brown, Leadership with Alec Pearson and Marketing with Philippe Taza.

The closing plenary, *Copernicus of Kraków - New Eyes, New Worlds, New Words*, was delivered by Peter Brown, before the Eaquals Chair and Trustees officially closed Eaquals Training for Excellence 2019.

Eaquals development & projects

LAP (Language for Academic Purposes) Framework

Eaquals continued working on this project in 2019 with guidance and support from Tony Prince of NILE. The LAP Framework aims to supplement the *Eaquals Framework for Language Teacher Training and Development* by adding descriptors for the teaching of languages for academic purposes, for example in university language centres. The final draft is currently under external review and will be officially launched in Q1 of 2020.

Academic Management Competences Framework Project

Eaquals began work on an Academic Management Competences Framework in Q3 of 2019. George Pickering is the Project Lead and supported by project members Maureen McGarvey, Martyn Clarke, Inma Molina, Nergis Uyan, Ania Kolbuszewska and Gillian Davidson. The project aims to follow on from the Eaquals Teacher Development Framework and provide a framework that is a practical tool which will be of use for those moving into academic management positions and those currently working at that level.

Towards a Common European Framework of Reference (CEFR) for language teachers: project within the European Centre for Modern Languages (ECML) programme 2016-2019

Eaquals was a main participant in a four-year European Centre for Modern Languages project on teacher competences, now entitled “*A guide to teacher competences for languages in education*”. Richard Rossner worked together with three other principal experts from Switzerland, France and Germany on the various outputs of the project, which ended in December 2019. A key feature of the project was that it aimed to explore the possibility of providing language-related resources for teachers of any subject, not just language teachers. The resources produced include

- A catalogue of teacher competence frameworks and related documents;
- Examples of how some of these frameworks have been used, including those Eaquals was instrumental in developing;
- A taxonomy of teacher competences related to language(s) in education.

The project team are continuing their work in 2020-2021 through the ECML ‘training and consultancy’ programme for member states, including, Poland, Slovenia, Serbia and Greece in 2020.

Eaquals Resource Development Project: Seminar materials

This project began in 2018 and has continued to develop during 2019. Members share their resources on the Eaquals website for other members to access and use. This is coordinated by Eaquals and has resulted in online ready-to-use seminars and materials which are available for use by all members. The members who have been involved to date are:

| MEMBER | Seminar title |
|--------------------|------------------------------------------------|
| CES | Teaching vocabulary (aiding memory and recall) |
| St Giles | Making sense of the phonemic chart |
| IH Dublin | Different ways of managing feedback |
| NILE | Tracking Progress |
| Jo Watson | Expanding from the coursebook |
| Jo Watson | Lesson Planning |
| St Giles | Targeting fossilised errors |
| ACE English, Malta | Mobile Learning in ELT |
| Good Hope Studies | Developing Speaking Skills |
| EF Barcelona | El uso de la L1 |
| IH San Sebastian | Teaching Young Learners |
| The London School | Let me CLIL you a story |
| The London School | Joined Up Speaking and Listening |

Eaquals Resource Development Project: *Training Materials for Technology Enhanced Learning*

The launch of the Eaquals Academic Projects 2018-2019 addressed the strategy objective 'to take systematic steps to identify members' needs, and continue to develop practical and relevant resources', and to adhere to the mission of fostering excellence in language education across the world by providing guidance and support to teaching institutions and individuals. The objective of this project was to provide clear benefits for members and the wider language education community and develop a useful tool for Academic Managers, Directors of Studies and Teachers.

This handbook, *Training Materials for Technology Enhanced Learning*, was one of the particular areas identified as a current need by members and a working group formed to develop a resource in this area. This project was launched at the end of 2018 and the finished handbook presented at the 2019 annual conference. The materials developed are for workshop and/or training use with online resources which support them. These have taken the form of a handbook with training sheets and handouts.

Eaquals is grateful to those who contributed their time, knowledge and expertise to this project: Michael Carrier, Peter Lahiff, Alicja Waligora-Zblewska, Beata Batko, Gigi Saurer, Mirjam Jaeger, Katarzyna Machala, Katarzyna Opiela and Dorota Lubińska-Pyla.

Eaquals 2019 Webinar Series

Eaquals was delighted to announce the launch of a monthly webinar led by many Eaquals members. We were pleased that we had the opportunity to collaborate with Eaquals Associate Members, IHWO, in delivering the first joint webinar of the series in February 2019.

| Month | Presenter | Topic |
|------------------|--------------------------------|----------------------------------------------------------------------------|
| February | Diana England | 21 st Century Skills (Joint Eaquals-IHWO webinar) |
| March | Chris Farrell | Mentoring for Experienced Teachers |
| April | Ania Kolbuszewska | From understanding to managing conflict successfully |
| May | Timothy Black | Digital Toolbox for Teachers |
| June | Rachel Jones | Making a success of rolling enrolment |
| July | Johanna Stirling | Teaching English Spelling: routes less travelled |
| September | Sarka Kreuzova & Chris Edgoose | Following the research on listening: decoding skills - theory to practice? |
| October | Tony Prince | Big Wins from Small Changes |
| November | Jill Coleman | Making Outstanding the Norm |
| December | Graham Burton | ELT grammar: what is it and where does it come from? |

Eaquals 2019 Teacher Award Scheme

The mission of Eaquals is to foster excellence in language education across the world by providing guidance and support to teaching institutions and individuals. Eaquals recognises the hard work and dedication required to be an outstanding teacher. The Eaquals Teacher Award was created to honour exceptional language teachers at all levels and in all contexts. Eaquals were delighted to announce SELÇUK BILGİN, as the recipient of the 2019 award. As the winner, Selcuk received



- €1,000 cash award
- FREE registration, travel and accommodation to attend the 2019 Eaquals Annual Conference
- A profile report in the Eaquals newsletter
- An article in the Eaquals blog

Eaquals Teacher Award 2019

Winner, Selçuk Bilgin, received his certificate from Eaquals Executive Director, Lou McLaughlin, at the 2019 Annual Conference in Madrid.

Trustees report

Eaquals development & projects

Eaquals 2019 Scholarship Fund

The Eaquals scholarship scheme is to enable Eaquals-accredited institutions disadvantaged by challenging business environments, unfavourable exchange rates and local political issues, to benefit from funding to attend the Eaquals annual conference. There were a total of 5 scholarships offered for attendance at the Eaquals 2019 annual international conference and the recipients were Damla Sahin (Girne American University), Verica Amidzic (Anglia V), Ozlem Baykan (Ozyegin University), Mehtap Ozer Isovici (International University of Sarajevo), Serkan Aras (Ozyegin University). The recipients of the scholarship fund received:

- Waiver of conference fee
- €200 as contribution towards travel/accommodation costs
- Free attendance at informal and formal dinners
- Assistance with finding low-cost quality accommodation e.g. with local homestays where possible/appropriate



Some of the Eaquals Scholarship Fund Recipients 2019 with Eaquals Executive Director, Lou McLaughlin

Eaquals Consultancy & Training

Eaquals continued to provide external consultancy throughout 2019 which is overseen by Director of Accreditation, Training & Consultancy. These included quality assurance audits, syllabi review and CEFR alignment in course design and assessment among others. We delivered these consultancy projects for institutions including Oxford University Language Centre and Foreign & Commonwealth Office, UK.

Partnerships

Agreements started during 2019

- LanguageCert
Eaquals were pleased to sign an MoU with Language Cert during Q1 of 2019. LanguageCert have been Eaquals Associate Members for quite a while and this relationship will be developed further.
- AQUEDUTO | Association for Quality Education and Training Online
Eaquals and AQUEDUTO have an agreed MOU in place since 2017 with both sharing a commitment to the promotion and enhancement of quality in the field of international education services. In 2019, this agreement was extended and Eaquals now recognises the accreditation awarded by AQUEDUTO to those institutions offering online learning as part of their overall services.
- Macmillan
Eaquals and Macmillan were delighted to announce that they had signed an MoU in April 2019 with both keen to work jointly in raising awareness with regard to accreditation and quality assurance, areas that are of importance to all Associates Members.

Other partnerships and agreements

- The Council of Europe
Eaquals has participatory status as an INGO (International Non-Governmental Organisation) with the Council of Europe to advise on language education issues, and has worked closely with its Language Policy Unit on developments related to the *Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR)*, the *European Language Portfolio (ELP)*, and language provision for adult migrants. Members of Eaquals also worked under Council of Europe auspices on the preparation of CEFR user guides.
- ALTE | The Association of Language Testers in Europe
Eaquals and ALTE (<http://www.alte.org/>) co-operated to develop the *Eaquals-ALTE European Language Portfolio*, the first electronic ELP to be accredited by the Council of Europe. A high-level meeting took place recently to review our current agreement and explore new opportunities for collaboration.
- BAC | The British Accreditation Council
The BAC has been accrediting independent further and higher education institutions for over 30 years and has considerable expertise in setting standards for educational disciplines other than languages. The BAC (<http://www.the-bac.org/>) and Eaquals have signed a Memorandum of Cooperation, acknowledging our shared interest and mission in enhancing quality in international education services. Eaquals, represented by Lou McLaughlin, attended the launch of BAC's IELP (International English Language Provider) Accreditation Scheme at the UK House of Commons on 9 March 2018.
- BALEAP | British Association for Lecturers in English for Academic Purposes
In June 2018, Eaquals signed a Memorandum of Understanding with BALEAP and are looking forward to sharing knowledge and expertise in the area of university foundation and EMI programmes. BALEAP itself is a vibrant community of EAP professionals with many different areas of activity. BALEAP works to support the development of those involved in learning, teaching, scholarship and research in English for Academic Purposes.
- BEBC | Bournemouth English Book Centre
Eaquals was delighted to sign a Memorandum of Understanding with BEBC. BEBC provide English Language Teaching (ELT) books and resources for universities, teachers and English Schools. BEBC was founded by John Walsh in April 1974 and has gone from strength-to-strength since its beginnings in Bournemouth.
- ENQA | European Association for Quality Assurance in Higher Education
In 2018 Eaquals became an affiliate member of ENQA. ENQA is an umbrella organisation which represents quality assurance organisations from the European Higher Education Area (EHEA) member states. It promotes European co-operation in the field of quality assurance in higher education and disseminates information and expertise among its members in order to develop and share good practice and to foster the European dimension of quality assurance.

- European Confederation of Language Centres in Higher Education (CercleS)
Eaquals has a Memorandum of Cooperation with CercleS, the European Confederation of Language Centres in Higher Education, with a view to exploring areas of common interest and to support language learning in the university sector; especially with regard to quality assurance and providing practical support for academic managers. CercleS (www.cercles.org) aims to support language centres in European establishments of higher education; to promote research in foreign language learning at international level and to encourage international and interdisciplinary cooperation between language centres in order to enable them to co-ordinate the pursuit of their objectives.
- The Council of Europe's Centre for Modern Language (ECML)
The ECML aims to be a centre to promote quality language education in Europe. Eaquals is a co-founder and member of ECML's Professional Network Forum and advises on matters related to language education in general and quality assurance in particular. It is also a co-signatory to the Graz Declaration (2010). Eaquals inspectors and member representatives have played a key role in ECML projects. In 2016, the ECML launched its new 4-year programme *Languages at the heart of learning* - with the aim of creating new solutions to challenges in language education identified by member states. Under this new programme, which runs until 2019, Eaquals is part of a consortium leading a project to explore the feasibility of a common and overarching European framework of competences related to language education.
- The International Organisation for Standardisation (ISO)
Eaquals maintains liaison status with a number of ISO technical committees; ISO/TC 176, which is responsible for ISO 9001 and related management system standards; ISO/TC 232, which is developing standards for education and training outside the formal sector; and ISO/PC288, which aims to develop a management system standard for educational organisations in general. The ISO 21001, the management systems standard (MSS), has recently reached final draft stage and is currently being balloted on by national standards bodies. The final draft of the proposed ISO standard Learning services outside formal education – requirements reported on in the 2015 Board report (ISO 29993) has now been approved.
- Japan Association for Management of Training and Education (JAMOTE)
Eaquals and JAMOTE have worked closely together on the development of ISO 29990, a new standard for providers of learning services in the non-formal sector. In addition, JAMOTE and Eaquals have co-operated to run several seminars in Japan on quality assurance in education and training, including language education.
- Instytut Baden Edukacyjnych | The Polish Ministry of Education
Eaquals members in Poland have been assisting the Polish Ministry of Education - Instytut Baden Edukacyjnych (IBE) - by advising and sharing information on quality assurance requirements for institutions which award certificates and diplomas in language proficiency within the Polish Integrated Qualifications System.
- International House World Organisation (IHWO)
Eaquals and IHWO have an agreed MOC which takes into account both the IH inspection scheme as well as the Eaquals Accreditation scheme.



Eaquals Executive Director, Lou McLaughlin, and Erdem Hacıfazlıoğlu, Head of Macmillan Education Southern Europe, signed the Eaquals-Macmillan MoU at the IATEFL Conference, April 2019.



Eaquals Executive Director, Lou McLaughlin and Henry Tolley, Head of Business Development at LanguageCert signed an MoU in Dublin on 23rd March 2019.

Recognition & participation in the wider community

Eaquals participation in the wider community

Events with Eaquals participation in 2019

In order to promote Eaquals, our members and our wider quality ethos, Eaquals was represented at the public events listed below:

| Date | Event | Attended by |
|--------------|-------------------------------------------------------------------------------------|------------------------------------------------|
| 19 Feb | CAFL Associates, Croatia | Jo Watson |
| 23 Feb | English UK Scotland Conference | Lou McLaughlin |
| 23 March | AJs Conference, Prague | Nergis Uyan |
| 21-23 March | AISLi Director of Studies Conference, Italy | Ludka Kotarska |
| 1-5 April | IATEFL Conference, Liverpool, UK IATEFL PCE EAP (Eaquals representative speaker) | Lou McLaughlin Tony Prince Mila Angelova |
| 1-2 May | BALEAP Conference, UK | Tony Prince |
| | ELT Symposium, King Abdulaziz University, Saudi Arabia | Tim Goodier |
| 4-5 May | Quality in Language Provision (Macmillan), Turkey | Ludka Kotarska |
| 11 May | FEDELE Conference, Spain | Cesare Eterni |
| 23 May | English UK AGM | Lou McLaughlin Justin Quinn |
| 5-6 June | ELT Forum, Bratislava | Chris Farrell |
| 15 June | Future of ELT Conference, UK | Tony Prince |
| 29-30 June | OPTIMA , Bulgaria | Lou McLaughlin |
| 9 August | EduSA, Cengage & Eaquals Training Event, South Africa | Lou McLaughlin |
| 30-31 August | GAELA Meeting, London & ST Awards | Lou McLaughlin |
| 15 September | QUEST | Timothy Black |
| 3-5 November | ICEF Berlin Workshop, Berlin | Lou McLaughlin Ludka Kotarska |
| 7 November | AISLi AGM, Italy | Thom Kiddle Justin Quinn |
| 9 December | PNF Meeting, ECML, Graz | Peter Brown |

Eaquals Member Event Fund 2019

The Eaquals Event member continues to support members through providing financial support towards training events and conferences organised at local and regional level. 12 accredited and associate members benefitted from this funding in 2019. This award of €1,000 goes towards the running of the event itself which is an opportunity to support members but also reach out to local non-members. Members provide an Event Report which is then available on the Eaquals blog and disseminated via the Eaquals monthly newsletter.

| Institution | Membership | Location |
|--------------------------------------------------|------------|----------------|
| AISLi | Associate | Italy |
| AJS, Czech Association | Associate | Czech Republic |
| YALS Association of Language Schools, Serbia | Associate | Serbia |
| ATC Language Schools | Accredited | Ireland |
| OPTIMA | Associate | Bulgaria |
| Future Learning Language School | Accredited | Ireland |
| QLS | Associate | Greece |
| GLS Sprachenzentrum IH Berlin | Accredited | Germany |
| Study Inn | Accredited | Kazakhstan |
| Croatian Association of Foreign Language Schools | Associate | Croatia |
| FEDELE | Associate | Spain |
| MAQS | Associate | Macedonia |



Member Event Fund Award Recipients | Peter Lahiff, Academic Director, Future Learning

Strategic Report

Throughout 2019, Eaqals continued to work to achieve its objectives which were in line with the Eaqals Strategy Document 2016-2020, endorsed by members at the 2016 Annual General Meeting.

Eaqals Mission

We foster excellence in language education across the world by providing guidance and support to teaching institutions and individuals.

Eaqals' Values

- To service the interests of language learners worldwide
- To promote the teaching and learning of all languages and cultures
- To encourage personal and professional development
- To foster international cooperation and understanding
- To uphold openness and transparency
- To support fair dealing and professional service

The Eaqals 2016-2020 Development Strategy comprises the following main objectives:

- Overarching objective: Eaqals aims to strengthen its position as the leading international association for language learning service providers, with a reputation for academic excellence and all-round quality.
- Accredited membership: Eaqals will secure its future through strategic growth in the number of accredited members.
- Associate membership: Eaqals will seek strategic growth in the numbers and range of associate members in order to enhance its profile, influence and reputation for academic excellence.
- Contribution to language education, and the profile of Eaqals: Eaqals will continue to make a contribution to language education, including to the personal development of language learners. In this way, Eaqals will raise its academic profile and increase its influence.
- Member benefits: Eaqals will provide value for money and tangible benefits to its members.
- Eaqals staff and resources: Eaqals will periodically review its financial and human resources in order to ensure that these enable us to meet our objectives.

The Executive Director is responsible for implementing the development plan and meeting these objectives and reports regularly on progress to the trustees.

The trustees have ensured that all activities throughout the year have been in the interest of public benefit. The trustees confirm that they have referred to the guidance contained in the UK Charity Commission's general guidance on public benefit when reviewing the association's aims and objectives and in planning future activities.

Specific Achievements in 2019

- The continued promotion of high standards by providing practical professional support to Eaqals members through online resources.
- The continued growth of the association by increasing the number of accredited and associate members.
- The development of Eaqals' external consultancy and training services in specific areas of expertise.
- The successful launch of the Eaqals Webinar Series 2019 on a range of themes, including academic topics, which provided additional benefits to members and the wider international community.
- The funding of 12 local events through the Event Member Fund which is decided through a blind review process with a review panel. This assisted members to run their events at local and regional level.

- The success of the second Eaqals Teacher Award Scheme with the winning applicant attending the Eaqals Annual International Conference in April.
- The successful launch of the Eaqals Scholarship Scheme 2019 which had 5 recipients who were assisted in terms of attendance and presentation at the Eaqals Annual International Conference.
- The successful running of events: We organised and delivered the April 2019 Eaqals Annual International Conference in Madrid with over 300 attendees.
- The successful delivery of the Eaqals Training for Excellence event in November 2019 in Krakow. This provided members with the opportunity for specific training in 4 different areas: Leadership, CEFR application, SEN and Digital Marketing.
- The development of the Eaqals website with a complete overhaul, review and redesign of the events section as well as through reorganisation and updating of resources, adding further interactive material and including further sign-up options.
- The development of communications about Eaqals activities and services to members, potential members and stakeholders by further use of online and social media channels and running biannual campaigns to engage members. This has allowed us to strengthen our own links to members and helps to strengthen our membership networks and aided in the running of the social media campaigns.
- The provision of further training for accredited members and inspectors in relation to the integration of the quality standards for blended learning programmes.
- The presentation of the Eaqals 2018-2019 Academic Resource Project at the Annual Conference in Madrid in April 2019. The handbook of *Training Materials for Technology Enhanced Learning* is now available for members and consists of detailed lesson plans, resources and accompanying materials.
- The development of the short-term academic resource projects which have increased the number of resources available online for members and these have also been developed in Spanish as well as English.
- The successful promotion of the Eaqals Certificate of Achievement scheme and adoption by Eaqals member institutions.
- The addition of policy documents and Eaqals Guarantees on the Eaqals website in additional languages: Spanish, Italian, Russian, French, German, Japanese, Czech, Romanian and Polish.
- The maintenance and development of the Eaqals Monthly Newsletter. This has continued to provide a summary of monthly developments within Eaqals e.g. where we have been, new members, new agreements etc.

Further details and website links for all Eaqals activities can be found on our website: www.eaqals.org

The association is very grateful to the many members who voluntarily, without charge, give a good deal of their time to Eaqals activities, and this gratitude extends to their employers for their support; without this work and support Eaqals could not operate.

Reserves

The association's reserves are constituted wholly by unrestricted funds and are all free reserves. As at 31 December 2019 the reserves stood at €261,076. The association pursues a policy of maintaining the reserves at least to the level of 6 months' expenditure in order to support the ongoing activities.

The trustees maintain a planned level of cash, taking account of our charitable purpose, operational and financial risks and seasonal fluctuations, and cash which may be needed for future developments.

Risk management

During the year the trustees have reviewed the material risks facing the association and have taken appropriate steps to mitigate risks. The main financial risk, as identified by the trustees, lies in the continued support by member organisations; the trustees closely monitor member feedback and levels of new applications, and take steps to maintain and enhance the association's activities.

The trustees have considered the issues raised in *Going Concern and Liquidity Risk: Guidance for Directors of UK Companies 2009* issued by the UK Financial Reporting Council. The trustees have reviewed the main trends and factors affecting future developments, the performance of the association and the external language teaching environment, and have drawn up detailed financial projections. The trustees are satisfied that the association is a going concern.

Structure & governance

Voting Members

The association is governed by its Articles of Association and also by its Membership Rules.

Eaquals is ultimately controlled by its voting members who elect trustees at the annual general meeting and also determine any changes to the Articles. There are two types of voting members: accredited members and associate members. All members are expected to participate, particularly in the annual conferences and general meetings.

Accredited members are language education centres which have reached the necessary quality standards as determined through the regular inspection process. As at 31 December 2019 there were 147 accredited members as listed on pages 3-5 of which we are delighted to welcome those which joined Eaquals in 2019 (marked *) plus 2 in 2020 to date (marked #).

Associate members are other organisations involved in the promotion of language teaching but not offering direct teaching themselves. Admission as an associate member requires nomination by the associate membership committee and approval by the trustees. As at 31 December 2019 there were 34 associate members as listed on page 6.

Board of Trustees

There must be at least 5 but no more than 11 trustees elected by the voting members for terms of up to three years, including the Chair, Vice-Chair(s) and Treasurer. In addition, the trustees may co-opt up to 4 additional members. There is no restriction on who may be elected as a trustee. The board of trustees met five times in 2019, three face-to-face meetings and two online meetings.

Julian Flitter of Goodman Jones LLP was reappointed in 2019 as the independent examiner for Eaquals.

Dr Ingrid Koester currently holds the position of Ombudsman for Eaquals.

Statement of trustees' responsibilities

The trustees (who are also directors of the association) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations. UK company law requires the trustees to prepare financial statements for each financial year in accordance with *United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards)* and applicable law.

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the association and of its net incoming resources 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 UK Charity Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the association will continue to operate.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the association's transactions and disclose with reasonable accuracy at any time the financial position of the association, and enable them to ensure that the financial statements comply with the UK Companies Act 2006. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the association's website.

Strategic report

Structure & governance

In so far as each of the trustees is aware:

- there is no relevant information of which the association's independent examiner is unaware; and
- each of the trustees has taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The trustees report including the strategic report on pages 21 to 24 was approved by the trustees on 4 March 2020 and signed on their behalf by:

Justin Quinn, Eaquals Chair

Independent examiner's report to the Trustees of Eaquals (the 'association')

I report to the charity Trustees on my examination of the accounts of the Association for the year ended 31 December 2019.

This report is made solely to the trustees of the association, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Association's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Association and the Association's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the Association (and 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 Association are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Association's accounts carried out under section 145 of the Charities Act 2011 ('the 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

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Association 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 [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Signed:

Dated:

Julian Flitter FCA
Goodman Jones LLP
29/30 Fitzroy Square
London, W1T 6LQ

Statement of financial activities incorporating an income and expenditure account

Year ended 31st December 2019

| | 2019 € | 2018 € |
|----------------------------------------------------------------|------------------|------------------|
| Income from charitable activities | | |
| Membership fees | 369,754 | 371,612 |
| Conferences and other member services | 154,282 | 154,930 |
| Consultancy and other income | <u>78,008</u> | <u>68,832</u> |
| Total income from charitable activities | <u>602,044</u> | <u>595,375</u> |
| Charitable expenditure | | |
| Inspection costs | (170,100) | (164,656) |
| Conferences and other member services | (163,229) | (164,365) |
| Consultancy costs | (11,309) | (19,424) |
| Marketing, website and development | (77,695) | (77,573) |
| Support costs | | |
| - Governance: trustee and committee meeting costs | (21,787) | (23,814) |
| - Governance: independent examiner's costs | (2,439) | (3,500) |
| - Other support costs | <u>(143,839)</u> | <u>(142,802)</u> |
| Total charitable expenditure | <u>(599,398)</u> | <u>(596,134)</u> |
| Net income and net movement in funds for the year | <u>(2,646)</u> | <u>759</u> |
| Reconciliation of funds | | |
| Funds brought forward | <u>258,430</u> | <u>259,189</u> |
| Funds carried forward | <u>261,076</u> | <u>258,430</u> |

There are no recognised gains or losses for the year other than as shown above and all activities are continuing activities.

All charitable activities relate to unrestricted funds.

The notes on pages 29 to 33 form part of these financial statements.

| | 2019 € | 2018 € |
|----------------------------------------------------------|-----------------|------------------|
| Current assets | | |
| Debtors | | |
| - Trade debtors..... | 14,021 | 42,161 |
| - Prepayments | 61,822 | 36,601 |
| Cash at bank and in hand | <u>271,175</u> | <u>286,842</u> |
| | <u>347,018</u> | <u>365,604</u> |
| Current liabilities | | |
| Creditors: amounts falling due within one year | | |
| - Trade creditors | (27,376) | (18,143) |
| - Accruals and income received in advance | <u>(58,566)</u> | <u>(89,032)</u> |
| | <u>(85,942)</u> | <u>(107,174)</u> |
| Net assets | <u>261,076</u> | <u>258,429</u> |
| Total funds: all general fund (unrestricted)..... | <u>261,076</u> | <u>258,429</u> |

The notes on pages 29 to 33 form part of these financial statements.

The association (the charitable company) is registered as a company in England and Wales (registration number 7727406) and as a charity in England and Wales (registration number 1143547) and is entitled to exemption from audit under Section 477 of the UK Companies Act 2006 for the year ended 31 December 2019. The members have not required the association to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) (a) ensuring that the association keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the association as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the association..

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. These financial statements were approved and authorised for issue by the trustees on 9 March 2019 and were signed on its behalf by:

Adam Donoghue, Treasurer

Cash flow statement

Year ended 31st December 2019

| | 2019 € | 2018 € |
|-------------------------------------------------------------|----------------|----------------|
| Cash flows from operating activities | | |
| Net cash provided by / (used in) operating activities | (15,667) | (1,086) |
| Change in cash in the year | (15,667) | (1,086) |
| Cash brought forward | <u>286,842</u> | <u>287,928</u> |
| Cash carried forward | <u>270,175</u> | <u>286,842</u> |

Notes to the financial statements

Year ended 31st December 2019

1 Reconciliation of net movement in funds to net cash flow from operating activities

| | 2019 € | 2018 € |
|------------------------------------------------------------------|-----------------|----------------|
| Net income for the year | | |
| (per Statement of Financial Activities) | 2,646 | (759) |
| Adjustment for: | | |
| Decrease/(increase) in debtors | 2,919 | 7,778 |
| (Decrease)/increase in creditors | <u>(21,232)</u> | <u>(8,105)</u> |
| Net cash provided by (used in) operating activities | <u>(15,667)</u> | <u>(1,086)</u> |

2 Accounting policies

The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice* applicable to charities preparing their accounts in accordance with UK Financial Reporting Standard 102 (Charities SORP FRS102) and the UK Companies Act 2006.

These financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to produce a true and fair view. This departure has involved following the Charities SORP FRS102 published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy. Monetary amounts in these financial statements are rounded to the nearest euro (€).

2 Accounting policies (continued)

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as set out below.

BASIS OF FINANCIAL STATEMENTS

Having reviewed the financial position, the trustees have a reasonable expectation that the association has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going-concern basis in preparing the financial statements.

During the year the trustees have reviewed the material risks facing the association and have taken appropriate steps to mitigate risks. The main financial risk, as identified by the trustees, lies in the continued support by member organisations; the trustees closely monitor member feedback and levels of new applications, and take steps to maintain and enhance the association's activities.

The trustees have considered the issues raised in *Going Concern and Liquidity Risk: Guidance for Directors of UK Companies 2009* issued by the UK Financial Reporting Council. The trustees have reviewed the main trends and factors affecting future developments, the performance of the association and the external language teaching environment and have drawn up detailed financial projections. The trustees are satisfied that the association is a going concern.

FUND ACCOUNTING

The general fund represents unrestricted funds and is available for use at the discretion of the trustees in furtherance of the charitable objectives of the association.

INCOME AND DEFERRED INCOME

Charitable income for the general fund comprises membership fees, income from conferences and other member services, additional inspections and consultancy, and is accounted for on the accruals basis.

Where income is received relating to charitable activities in the following year, it is shown as deferred income (income received in advance) in current liabilities on the balance sheet.

EXPENDITURE

Charitable activities result in expenditure related to the direct furtherance of the association's charitable objectives. Expenditure from the general fund is accounted for on the accruals basis.

Support costs including governance costs are charged directly to the association's charitable activities.

CURRENCY EXCHANGE

The association accounts in euros as this is the functional currency of the association. Monetary assets and liabilities denominated in other currencies are translated into euros at the rate of exchange ruling at the balance sheet date. Transactions in other currencies are recorded using the rate of exchange ruling at the date of the transaction. Exchange gains and losses arising on transactions in the year are recognised in the statement of financial activities.

OPERATING LEASES

Rentals under operating leases are charged to the Statement of Financial Activities incorporating an Income and Expenditure Account on a straight-line basis over the lease term.

2 Accounting policies (continued)

DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the association anticipates it will pay to settle the debt or the amount it has received as advance payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the discount rate before any tax that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

TAXATION

The association is a registered charity in England and Wales. It is not liable to income tax or corporation tax on income derived from its charitable activities.

As an educational body the association is exempt from charging value added tax (VAT) on its services. Where appropriate, expenditure is inclusive of irrecoverable VAT.

FINANCIAL INSTRUMENTS

The association only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

3 Trustee remuneration

The trustees neither received nor waived any remuneration during the year in relation to their duties as trustees. As permitted by the Articles of Association, Joanna Watson was remunerated in 2019 for non-trustee work carried out: €3,250 (2018: €2,500) as an inspector, Mila Angelova was remunerated €1,925 (2018: €3,600) as an inspector and Susanna Dammann was remunerated €2,800 (2018: €2,260).

11 trustees were reimbursed travelling expenses of €19,023 during the year in relation to their duties as trustees (2018: 12 trustees were reimbursed €19,490). In addition, 3 trustees were reimbursed €1,819 for travelling expenses relating to inspections (2018: 3 trustees were reimbursed €1,717).

4 Remuneration paid to key management personnel

Key management personnel are those having authority and responsibility for planning, directing and controlling the activities of the association, directly or indirectly.

The following trustees are considered to be key management personnel: Justin Quinn (Chair), Mila Angelova (Vice-Chair Academic), Thom Kiddle (Vice-Chair) and Adam Donoghue (Treasurer). None of these received any remuneration in 2019 or 2018.

Two staff members are key management personnel. In 2019 they were paid €114,132 in total, plus €7,351 social security contributions (2018: 2 staff were paid €109,547 in total, plus €7,088 social security contributions).

5 Staff costs

| | 2019 € | 2018 € |
|------------------------------------------------------|----------------|----------------|
| Salaries and fees | 165,516 | 159,025 |
| Social security costs | 7,351 | 7,088 |
| Total staff costs | 172,867 | 166,114 |
| Average number of staff (full time equivalent) | 4.3 | 4.3 |

There were no employees paid more than £60,000 (€70,000) in either 2019 or 2018.

6 Deferred income

| | € |
|--------------------------------------------------------------------------|---------------|
| Balance included in current liabilities at 31 December 2018 | 85,972 |
| Released to income in 2019 | (85,972) |
| Income received in 2019 relating to activities in 2020 | 54,952 |
| Balance included in current liabilities at 31 December 2019 | 54,952 |

Deferred income comprises membership fees and conference sponsorship income received in the year but relating to activities in the following year

7 Lease obligation

The association leases an administrative office in Budapest, Hungary. There is a lease expiring on 30 June 2020, with a commitment at 31 December 2019 of €2,280 (2018: €2,280).

8 Related party transactions

Except as disclosed elsewhere in these financial statements, there were no transactions with related parties either in 2019 or 2018 requiring disclosure in these accounts.

Notes to the financial statements

Year ended 31st December 2019

9 Share capital

The association is limited by guarantee and does not have share capital. Members are not entitled to any dividends or to a share in the assets on dissolution. Each member undertakes to contribute up to a maximum sum of €1 on winding up. Each member has one vote. There were 181 members as at 31 December 2019.

10 General

The association is a public benefit entity in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The association is incorporated as a company in England and Wales (registration number 7727406). The address of the registered office is: 29/30 Fitzroy Square, London UK W1T 6LQ.

11 Year-end position and going concern

Eaquals net current assets at 31 December 2019 were £261,076. Though Eaquals income in terms of membership fees during the current year has not been impacted by the ongoing situation of Covid-19 in 2020, it is an uncertainty looking forward into 2021. However, given the cost-cutting measures already taken and the cash reserves currently held, the Trustees consider Eaquals a going concern.

12 Post balance sheet event

On 11 March 2020, the World Health Organisation declared Covid-19 a pandemic. Subsequently the UK government announced lock down and social distancing measures.

The annual report and accounts herein are for the period to 31 December 2019. At that time the pandemic was not known and thus the event is treated as non-adjusting.

