


Agenda for 44th BERA Annual General Meeting to be held on Monday 7th December 2020, 14:00-15:00, held virtually via www.bera.ac.uk

- 1. Welcome**
- 2. Declarations of conflicts of interest**
Members should notify the Secretariat of any declarations of interest
- 3. Amendments to the Articles of Association** AGM-2020-01
 - 3.1 One-off variation to the Articles due to COVID-19
- 4. Annual Reports**
 - 4.1 President's Report AGM-2020-02
 - 4.2 Publications Committee Report AGM-2020-03
 - 4.3 Engagement Committee Report AGM-2020-04
 - 4.4 Conference & Events Committee Report AGM-2020-05
 - 4.5 Chief Executive's Report AGM-2020-06
 - 4.6 Financial Reports**
 - 4.6.1 Treasurer's Report AGM-2020-07
(including Finance & Operations Report)
 - 4.6.2 BERA Audited Accounts 2019 AGM-2020-08
(including Trustees' Annual Report 2019)
 - 4.6.3 BERA 2020 Budget AGM-2020-09
 - 4.7 Risk update** AGM-2020-10
- 5. Notification of BERA Election Results**
 - 5.1 Council Membership 2020/21 AGM-2020-11
- 6. Minutes and matters arising (9th September 2019)** AGM-2020-12
- 7. AOB**

Paper: Variation to the Articles of Association		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Nick Johnson	Date: 7 th December 2020	Ref: AGM-2020-01
Summary: It is proposed a one-off change to the length of the presidential term is made. This is due to the unprecedented impact of COVID-19 on BERA's activities and operations and the uncertainty caused by the pandemic. BERA members present at the AGM are to vote on this proposal.		

Background

1. COVID-19 has had a major impact upon BERA's activities, notably forcing the cancellation of this year's conference, significant changes to our events programme including the delaying of the start of the Presidential roundtables, and delays to the development of the new strategic plan. The impact on BERA's turnover can be seen in the Treasurer's Report.
2. It has also seen the cancelation of almost all external events at which BERA would normally be represented. Alongside this, projects on which BERA has been engaged such as the work of the Royal Society/ British Academy, the partnership with CCT and engagement with WERA have all been significantly delayed. This has particularly limited the ability of the President to act as the external representative of BERA that is set out in the role description.

Proposal for ratification by the BERA membership

3. In this context, it is therefore proposed that the current President has their term of office extended by 12 months. At the BERA Council meeting on 8th September 2020, this proposal was considered and comes with unanimous recommendation, as it would provide the organisation with greater stability during a period of uncertainty leading up to BERA's 50th anniversary in 2024.
4. This would be a one-off move due to COVID-19 and therefore we are not proposing amending the Articles of Association but merely asking the BERA membership to agree to a variation for the current terms of the President and incoming Vice-President. This suggestion has been discussed with both of those individuals and they are both supportive. The current Articles of Association can be [found here](#).
5. The motion to agree at this meeting reads:

With regards to Article 22.1.1 whereby it states that "[the term of office] for the President and Vice President will be four years in total (two years as President and two years as Vice-President). At the end of that time, they will retire from office;" it is proposed to enact a one-off variation whereby the current President will serve for three years as President and the incoming Vice-President will serve three years as Vice-President (two as incoming and one as past-President).

The next election for Vice-President will be held in winter 2022. The terms would therefore be:


Dominic Wyse

President 2019-2022
Vice President 2022-2023

Vivienne Baumfield

President-Elect 2020-2022
President 2022-2024
Vice President 2024-2025

6. It is for the BERA members present at the AGM to vote on this proposal. Should any queries about this arise, BERA's Chief Executive will answer these in the meeting. Questions can be submitted in advance to secretariat@bera.ac.uk or on the day during the meeting.

Paper: President's Report 2019 - 2020		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Dominic Wyse	Date: 7 th December 2020	Ref: AGM-2020-02
Summary: This report highlights the BERA President's activities in the period since the previous AGM.		

Overview

1. I want to start by offering my profound thanks to all the BERA staff, including Chief Executive Nick Johnson for his leadership, and all BERA members for the work that they have done in the context of the global pandemic. To take one important example, the process of moving from face-to-face activities to digital activities has been done with the high standards and creativity that is a hallmark of all who are involved with BERA. Highlights from the programme of digital events and activities include the new BERA Podcasts. The range of topics and contributors continues to grow. Two of the podcasts are the BERA President's 'In-Conversation' with the most recent John Nisbet Fellows, Professor Ian Menter (previously a BERA President) and Professor Usha Goswami. Another example of our response to the pandemic was to launch the BERA Covid-19 research grants. More than 75 applications were peer-reviewed in order to make the final selection of 15 projects.
2. I would like to warmly thank Gary McCulloch very much for his term as BERA President, and Vice President, which finished in September 2020. Gary's research into the history of education has been an important influence on the many things he has contributed to in his BERA roles.
3. Intersecting with some of the context of the pandemic, another highly significant development in 2020 was the Black Lives Matters movement. As a result of thinking about the issues raised, BERA put in place a series of initiatives to critically reflect on both its internal processes and its externally facing work. The most important improvements only come with attention to robust data and information, ongoing commitment, and clearly sighted strategic developments, all of which require sufficient time. Alongside this careful incremental work shorter term actions, which are designed to have decisive impact, have also been implemented.

Education as an Academic Discipline

4. In my Presidential Address I argued for a more proactive, positive portrayal of education as an academic discipline. The Presidential Address was published in the British Educational Research Journal, as was the paper reporting the findings of the BERA *Close-to-Practice* research project that I worked on with colleagues. Both these papers provide arguments, based on citations of a wide range of scholarship and on new analyses, for the development of education as an academic discipline. A new activity that is part of BERA's support of education is the State of the Discipline (ESD) initiative. The first part of this, a systematic review of relevant published work, will inform the approach to a large-scale survey of people working in universities in the UK. The focus of the survey will be education research and researcher identities in the UK of the 21st Century. The findings will be one part of our goal for the ESD initiative to provide evidence-based support to BERA members' advocacy for education in universities. I am grateful to the BERA steering group for their original idea of a survey, BERA Council members Gerry Czerniawski, Mhairi Beaton, Ruth Boyask, Oliver Hooper and Gary Beauchamp.
5. Following the British Academy (BA) and Royal Society (RS) report *Harnessing Educational Research* BERA is part of a new Programme Board that has been established. Professor Charles Hulme (School of Education, University of Oxford) is the Chair of the board. It is important that any recommendations and developments that arise from the work of the board take account of BERA's extensive experience of education research, education practice and policy. BERA involvement with the board will also contribute to the ESD initiative.

BERA College of Reviewers

6. In another exciting new development, I would like to welcome our first tranche of reviewers who are part of the BERA College of Reviewers (CoR). The CoR is a first for BERA. The CoR has started its work peer-reviewing applications for a range of BERA opportunities. In due course I will chair a meeting (hopefully a physical meeting) to review the progress of the CoR, and what next steps are to further improve BERA's role in ensuring the highest quality in education research.

World Education Research Association


7. Considerable progress has been made by BERA in relation to the possibility of re-joining the World Education Research Association (WERA). One part of this work has come through a focus on supporting Early Career Researchers through academic writing. The first of two linked seminars aiming to support ECRs' academic writing, organised by BERA WERA and the Russian Education Research Association (RERA), was held on Monday 16th November and the second seminar a month later. We are very much looking forward to evaluating this pilot to see the potential for engagement with ECRs in other regions of the world.

Presidential Round Tables

8. Like many BERA activities, including the flagship BERA Annual Conference, the Presidential Round Tables have been affected by Covid-19. The first roundtable focused on children and young people's health and wellbeing was held on 4th December 2020. Future round tables are being reviewed including topics, possible academic leads, and the possibilities for physical and/or online meetings.

BERA Strategic Plan

9. The wealth of activities that BERA continues to engage with inevitably raises questions about strategy. Following the development over a number of years of BERA's high-level priorities, work is now being done to evolve the strategic plan to include decisions about key activities for the year, and years, ahead. Part of this work will include attention to the role of Special Interest Groups (SIGs); the role of BERA committees; decision-making processes; and communication, all in ways that will further improve BERA's commitment to the work of its members and to education research.

Paper: Publications Committee Report 2019 - 2020		 BERA BRITISH EDUCATIONAL RESEARCH ASSOCIATION
Author: Vivienne Baumfield	Date: 7 th December 2020	Ref: AGM-2020-03
Summary: This report outlines BERA Publications Committee's activities in the period since the previous AGM.		

Activities

1. The activities of the Publications Committee contribute to the BERA Strategic Objectives of advancing research quality; building research capacity and fostering research engagement. Its main responsibilities are to uphold the rigour and quality of BERA's four peer-reviewed journals, extend the reach and range of the BERA Blog, the publication of *Research Intelligence* and oversight of BERA-commissioned publications.
2. The committee is playing an active role in representing the interests of BERA members in current discussions regarding the development of policy in the UK on Open Access to minimise any negative impact on the Association, its members and the wider research community.
3. A number of meetings have been held between BERA and Wiley concerning open access developments and how our journals portfolio should adapt in response to it, with further meetings planned. An all-journals strategy day held in late May 2020 proposed a number of measures to enhance the BERA journals' offer, which were discussed and agreed by the Publications Committee in June 2020:
 - a. an article transfer network, now established across the BERA journals and to be expanded to all education journals published by Wiley from January/February 2021
 - b. a minimum number of special issues per volume, now in place across all journals
 - c. greater expectation of article commissioning from editorial board members (which has been added to the BERA Journal Terms of Reference document)
 - d. the adoption of free-format submission across all four journals, having been successfully trialled by *Review of Education* and the *Curriculum Journal*.
 - e. A series of journal-specific strategy days are being held to bring together editors, Wiley and BERA office staff to discuss further means of improving, developing and future-proofing each journal. The first, for *Curriculum Journal*, was held on 22 October, with *BJET* (3 November), *BERJ* (12 November), and *RoE* (17 November) to follow.
4. At the time of writing, UKRI is finalising its new open access policy (which will be adopted by the various UK research funding councils), following consultations on its proposals between September 2019 and October 2020 in which BERA participated through its membership of The Academy of Social Sciences and the Society Publishers Coalition. We have identified the potential threat to BERA's publication portfolio income and management of risk was a key factor in the negotiation of the publishing contract with Wiley. We are also working actively with Wiley and the journal editors to agree strategies for adapting the journals to this new environment to ensure they maintain their standing as leaders in the field and benefit from new opportunities.
 - a. One of the most significant developments in the past year has been the transformative read-and-publish deal between Jisc and Wiley, which from 2 March 2020 has provided access to funding for gold open access to journal article authors whose institutions are members of Jisc. This resulted in a higher-than-anticipated take-up, which can be seen as an indication of the success of the deal in terms of driving uptake of OA in Wiley journals, which puts the BERA journal portfolio at a competitive edge. However, as a consequence of that take-up, funding for OA articles under the deal has, from 12 October 2020, been restricted to those with funding from a select group of funders (Wellcome, UKRI and a handful of health charities) which are unlikely to fund many articles in BERA's journals. For 2021, when funding will be reset, it is expected that OA fees will no longer be covered for *all* types of content – editorials, book reviews, not just original articles and reviews – and that the risk of this recurring will be eliminated. It is also hoped that potential losses to BERA will be minimal, as UK-based authors intent on publishing in our journals can simply wait until the new year to have their article processing charges paid from the new allocation.

BERA Journals

Contract with Wiley, 2020–2026

5. From January 2020, the *Curriculum Journal* has been published by Wiley, the publisher of our other three journals, under a new six-year contract which began in January 2020. This has allowed us to bring in a number of portfolio-level initiatives, such as:
 - a. an article transfer network facilitating the transfer of quality articles declined by one journal to others in our portfolio (and, from 2021, to/from other Wiley education journals)
 - b. a 'BERA Hub' area of the Wiley Online website, which creates a branded landing page that showcases all four of our journals
 - c. from 2021, all journals will have new, coordinated cover and interior page designs.

British Educational Research Journal

6. The editorial team comprises Ourania Filippakou and Emma Wainwright of Brunel University, David Aldridge of Edge Hill University and Gert Biesta of Maynooth University.
7. *BERJ*'s first special issue, 'Ethical Questions in Educational Research', edited by David Aldridge, was published in August 2020, and all indications so far are that it has been a successful experiment for the journal. Further special issues due to publish in 2021 are 'Research toward Human Rights and Social Justice for a Most Vulnerable Population across the Globe: Refugees' Educational Issues for their Transition to and Resettlement in New Societies', guest-edited by Dr Ahlam Lee, Xavier University; and 'Inequalities in childhood and their consequences for later educational outcomes', guest-edited by Professor Cristina Iannelli, University of Edinburgh and Professor Emer Smyth, Economic and Social Research Institute, Dublin. The journal's impact factor rose to 1.752 for 2019, from 1.364 in 2018, and it is currently ranked 114/263 journals in the 'education and educational research' category.
8. A number of new members of *BERJ*'s editorial board were recruited in May 2020, following a successful open call for new members. A second round of recruitment is about to conclude, before the replenished board meets in early 2021. Particular thanks are due to outgoing editorial board chair Cate Watson, as well as her colleagues on the selection panel Paul Downes (board member) and David Aldridge (editor).

British Journal of Educational Technology

9. The editorial team comprises Sara Hennessy and Louis Major (University of Cambridge), Manolis Mavrikis, Sara Price and Mutlu Mutlu Cukurova (UCL Institute of Education). Louis and Mutlu joined the team to replace the now departed editors Carina Girvan and Niall Winters in January and July 2020 respectively.
10. Throughout 2019 *BJET* celebrated its 50th birthday by publishing a series of special features and guest-edited special sections throughout the volume. Wiley produced an interactive timeline of key achievements in EdTech both within and beyond the journal, and the final issue of the volume featured a special anniversary cover design.
11. Since taking on their roles in July 2016, the team has driven up article quality and increased the word length from 4,000 to 6,000 (plus references), and substantially increased the volume of high-quality articles and special sections published each year. The journal's impact factor rose to a record 2.951 for 2019, returning to a steady upward trajectory after a slight dip to 2.588 for 2018 after hitting 2.729 in 2017. The journal is currently ranked 31 of 263 (Education and Educational Research) journals worldwide. The editors look for rigour, innovation and cutting-edge contributions to the field of educational technology use across a very wide variety of contexts.
12. October 2020 Thomas Weatherby of Goethe-University, Frankfurt, was announced as the winner of the 2021 *BJET* Fellowship for his research proposal, 'Development and evaluation of a web application to promote student collaboration in the secondary science classroom'. Full reports of Thomas's research will feature in articles in both *BJET* and *BERA's Research Intelligence* magazine in 2022. We hope to be able to publish a report by Sharon Smith on her 2019 Fellowship-winning project shortly.

Curriculum Journal

13. The editorial team comprises lead editors Dr Stavroula Philippou (University of Cyprus) and Professor Mark Priestley (University of Stirling), and associate editors Dr Daniel Alvunger (Linnaeus University, Sweden), Professor Kathryn Hibbert (Western University, Canada), Professor David Leat (Newcastle University, UK), Dr Nienke Nieveen, (Eindhoven University of Technology and SLO, Netherlands), Dr Claire Sinnema (University of Auckland, NZ) and Dr Tiina Soini (Tampere University, Finland), and book reviews editor Joseph Smith (University of Stirling).
14. In a first for BERA, the special issue of the journal 'Re-educating the nation? The development of a new curriculum for Wales' (31[2]) was published in June 2020 in both English and Welsh. Guest edited by Sally Power and Chris Taylor of Cardiff University, it is a timely and important collection that explores the many issues arises from Wales' radical departure from a conventional subject-based approach to curriculum.
15. The next special issue of the journal, publishing in 2021, is entitled 'Potentialities in health and physical education: professional boundaries and change agendas', guest-edited by Malcolm Thorburn and Shirley Gray of Edinburgh University.

Review of Education

16. The Editorial Team based at the University of Durham – Stephen Gorard, Beng Huat See, Dimitra Kokotsaki, Nadia Siddiqui, and Jonathan Tummons – continues to raise the profile of *RoE* by encouraging the submission of articles from leading international researchers, which is reflected in its >2 pseudo-impact factor. In October 2020 Carole Torgerson stepped down from the editorial team, and in November it was confirmed that Xiaofei Xi and David Bolden, both assistant professors at Durham University, would join the team.
17. In November it was confirmed that the journal had been unsuccessful in its promising bid for promotion to the Social Sciences Citation Index. While a re-evaluation cannot now be requested until another two years have elapsed, Clarivate will continue to monitor the journal against their impact criteria and may perform a re-evaluation sooner than that should it perceive indications that its criteria may be met. It is understood that the volume/distribution of citations and the perceived uniqueness of its contribution to the field were the unmet criteria, and while we will consider how this can be acted on though we hope to receive more specific feedback from Clarivate.

BERA Blog

18. It has been another successful year for the Blog's editorial team – Gerry Czerniawski, Alison Fox and Rowena Passy. Rowena, of the University of Plymouth, joined the team in April 2020 to boost its capacity, and quickly became a valued and indispensable member of it. However, Rachel Lofthouse stepped down from the team at around the same; we'd like to take this opportunity to thank her for playing a key role in the Blog's success. It is intended that the team will recruit at least one further member once a new content management system (CMS) has been brought in.
19. The BERA Blog has taken advantage of the functionality of new BERA website launched in June 2019 to launch nine special blog series throughout 2020, covering a variety of important and timely topics. These were:
 - a. The challenges and solutions for qualitative researchers in gaining ethical approval and consent
 - b. Education for our planet and our future
 - c. Independent researchers: The challenges of accessing ethical approval
 - d. Researching education and mental health: From 'Where are we now?' to 'What next?'
 - e. Covid-19, education and educational research
 - f. Re-educating the nation? The development of a new curriculum for Wales
 - g. Framing research: Theories, concepts and reflexivity in educational research
 - h. At the time of writing, a further three are planned:
 - i. #BlackLivesMatter and racial justice in education
 - j. Uncharted territory: Teaching & learning in higher education in times of uncertainty
20. The blog received an unprecedented number of submissions during 2020, largely from April onwards. This was in part due to a successful initiative to invite blog posts for the

abovementioned special series on Covid-19's effects on education, which starting on 9 April led to a series of 38 blog posts and counting (selected posts from which will shortly be republished as a BERA Bites collection, edited by Alison Fox). It may also be that lockdown itself created more time and opportunity for blogging, leading to a one-off overabundance of submissions.

21. This overabundance of content meant that blogs took longer to publish than the, at most, six weeks that we aim for, despite publishing four or five blogs per week for significant portions of the year, compared to a rate of between two and three per week in previous years. This greater number of blogs has not brought in proportionately greater readership: despite unique page views rising overall in 2019/20, on average each blog post is actually receiving fewer views in than in 2018/19.
22. In response, the BERA Blog editors intend to maintain growth in readership while stabilising the volume/flow of posts being published, by inviting/commissioning posts in a more selective and targeted way while continuing to allow space for unsolicited posts.
23. It is intended that a new CMS for the Blog, integrated into the BERA office's existing systems, will be brought in by Spring 2021. Among other features, it is intended that it will allow blogs to be submitted through bera.ac.uk rather than by email. It will also enable the evaluation of patterns and trends in blog post authorship versus readership.
24. The number of unique page views (UPVs) of articles on the BERA Blog (excluding the homepage) was 14.4% higher over the period 1 October 2019–30 September 2020 than the same period in 2018/19 (124,042 vs 110,652). While positive, this represents a slowdown on UPV growth during equivalent periods (39.7% between 2017/18 and 2018/19, 79.9% between 2016/17 and 2017/18). It is also noteworthy that the UPV growth in the most recent year occurred between mid-April and mid-August 2020, when contributions to the open-ended call for contributions to the blog post series on 'Covid-19, education and educational research' were being published, and blog posts more generally being published at a rate of four per week.
25. In the year 1 October 2019–30 September 2020, the BERA Blog reached readers in 199 of the 239 countries/territories that Google Analytics reports on. The proportion of 'sessions' accounted for by UK-based readers increased from 61.45% to 68.41%, which indicates that much of the growth in sessions over this period came from the UK – a reverse in previous years' trends, although it's important to note that readership increased overall. Particularly strong growth in sessions between 2018/19 and 2019/20 occurred in Australia (up 38.69%), South Africa (up 46.32%), Hong Kong (up 52.53%) and the Netherlands (up 90.60%). As noted above, in future we intend to gather data on the geographical location of authors, allowing us to compare that with readership.
26. BERA Bites are downloadable PDF publications, composed of between 8 and 12 articles published across the lifespan of the Blog, and are intended primarily as teaching resources, and include questions for discussion after each article. Forthcoming issues, to be published in a new, redesigned format, will include Researching education and mental health: From 'Where are we now?' to 'What next?', based on the Mental Health and Wellbeing SIG's blog special issue of the same name; another on Teaching and learning in higher education in times of uncertainty, will get the same treatment, again based on a special issue guest edited by Gabriella Buttarazzi; and a collection based on the ongoing Covid-19 special series of the Blog.
27. Issue 5 of BERA Bites, Research used or produced in schools: Which informs practitioners most?, which focussed on promoting research practice in schools, was guest-edited by Ian Potter and published in February 2020.
28. The editorial team are, as part of their gap analysis, planning to identify new guest editors and topics for future issues of BERA Bites, with the objective of generating new blog posts to complement existing copy from our 'back catalogue' of blog posts from previous years. This will ensure that the Bites collections can serve the dual purpose of repackaging valuable existing content while also generating new content.
29. An analysis of what 'makes' a highly successful BERA Blog post (or rather, different models of successful blog posts) will be conducted in 2021 time allows, and will inform a review of submission guidelines and promotion/dissemination practices with the aim of widening readership and increasing the impact and discoverability of individual blog posts.

Research Intelligence

30. RI's quarterly publication schedule, introduced in 2019, continues to be successful. The magazine has also been redesigned and relaunched, following a review of the BERA brand guidelines earlier in 2020, with a layout that is more flexible and highly illustrated. As of this year we are also working with a new design agency, Toast, a partnership that is working well.
31. Future special issues include '#EdTech: Adapting research and practice to its increasing complexity and ubiquity' (issue #145, guest-edited by Laura Larke and publishing imminently; title TBC); 'Contemporary issues in mental health and wellbeing in education' (issue #146, guest-edited by Jonathan Glazzard and Samuel Stones, publishing in February 2021); and 'Time to get serious about outdoor learning – International Perspectives' (issue #147, guest edited by Tracey Hayes and Mark Leather, publishing in May 2021).
32. RI's system of recruiting guest editors for each issue continues to be successful, and we welcome interested members to propose new special issues, to publish from November 2021 onwards, using the proposal form designed for that purpose.

Other publications

33. A series of reports have been published this year based on the work of the British Curriculum Forum. In January, three final reports of research funded by the biennial Curriculum Investigation Grant were published:
 - a. Learning from variation, by Ruth Trundle and Helen Williams
 - b. Local language, school and community: Curricular innovation towards closing the attainment gap, by Claire Needler and Jamie Fairbairn
 - c. Exploring task design as an enabler of leading teaching in secondary schools, by Lorna Shires and Mat HunterThese were followed by *A research approach to curriculum development: A British Curriculum Forum event report*, a collection of groundbreaking new work on collaborative curriculum, research and development that was developed from an BCF event on the same topic.
34. A further report, also from the BCF, is slated to publish in December 2020. A Curriculum for Wellbeing, edited by Victoria Pugh, is a collection of articles again based on a successful (virtual) event held by the BCF over the summer.
35. Other forthcoming publications include a follow-up to our impactful Baseline without Basis report of 2018; a report from the 2018–2020 BERA Research Commission on 'Competing Discourses of Early Childhood Education and Care (ECEC): Tensions, Impacts and Democratic Alternatives across the UK's four jurisdictions', by Guy Roberts-Holmes, Jan Georgeson and Verity Campbell-Barr; and the first in a series of reports from BERA's ongoing State of the Field project.

In closing...

36. I would like to thank the members of the Committee, our Journal Editors and the Publications Manager for their hard work in support of BERA's mission to maintain a high standard of educational research through our publications. As this is my final report, I would like to welcome my successor as Chair, Ros McLellan. Ros has served the Publications Committee well as a member and her experience will guide its work through the challenging times ahead.

Paper: Engagement Committee Report 2019 - 2020		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Gerry Czerniawski	Date: 7 th December 2020	Ref: AGM-2020-04
Summary: This report outlines BERA Engagement Committee's activities in the period since the previous AGM.		

Membership and meetings

1. The committee has met three times since the previous AGM (15th October 2019, 29th June 2020 and 6th October 2020) to discuss membership and engagement business. Gerry Czerniawski chaired these meetings and also attended all General Purposes Committee (GPC) and Council meetings throughout the year. These meetings have focused on a variety of issues including the improving the membership offer and reviewing concessionary categories; equality and diversity; the nature of engagement across the four nations; BERA's international strategy; the operation of the SIGs, including the SIG review; and the range of existing and potential BERA Awards.
2. My thanks to all who have served on (and/or supported) these meetings including Ruth Boyask, Oliver Hooper, Kevin Smith, Marlon Moncrieffe, new committee members Jan Georgeson and Carmel Capewell, and the support from the professional office from Sarah Fleming, Marie Blythe, Nick Johnson, and David Chatterjee.
3. The committee continues to work closely with BERA office staff and acknowledges the impact of staff in terms of new membership, retention and award/grant participation. This impact is particularly significant when acknowledging the work involved by both this committee and BERA staff in relation to many aspects that this committee is involved in.
4. In what seems a very long time ago, at the end of the 2019 membership year, we had 2388 members, including the 247 at the recently introduced teacher rate. This has proved a popular category and continues to grow.
5. For the 2020 membership year, we have 2230 members, including 584 students; 109 retired colleagues; 1177 full members; and 360 teachers. This is BERA's highest ever number of teacher members. While membership numbers have fallen slightly compared to 2019, considering the widespread impact of Covid-19 on the sector, as well as the cancellation of the BERA 2020 Annual Conference and all in-person events, this figure shows a strong appetite for BERA membership remains, driven by the strong membership offer. The new 'Digital Resources' webpage hosting the recordings of the virtual events, amongst other resources, has proved popular. The BERA podcast has launched successfully and can be found on all major podcast networks.
6. As part of our commitment to provide value to our members, in 2021 all BERA online events will be free for BERA members and chargeable for non-members.

Awards and Fellowships

7. The Engagement Committee continues to oversee the procedures and criteria for the BERA Awards programme in line with the strategic goals of the organisation. This year saw the launch of the BERA College of Reviewers to assist with the reviewing of award and opportunities. This will improve the transparency and rigour of the reviewing process and we welcome them into the organisation.
8. Over the last twelve months this committee oversaw the launch of the BERA doctoral fellowships. This award will be reviewed by the committee in Spring 2021 and may be run again in 2021. The committee is grateful to all for the work in relation to these awards, particularly those undertaking increasing amounts of judging, and acknowledges that the increasing numbers of award applications point to the increasing professionalization of the organisation (including its marketing; membership offer and events profile). A new award targeting undergraduates will be launched in 2021 and there are other potential awards and opportunities in the pipeline.
9. The BERA Doctoral Thesis Award and BERA Masters Dissertation Award close for applications on the 13th January 2021 and I would encourage everyone to disseminate this opportunity to their networks.
10. A development of a new 'BERA National Student Research' Award is currently underway for pupils in schools.

Special Interest Groups (SIGs)

11. This committee continues to acknowledge the hard work of SIG convenors, their activities and the importance of the relation of these activities to BERA membership engagement. This committee also acknowledges the exponential growth of SIGs over the last decade and the challenges that can pose and a fundamental review of the SIGs is underway, and this review will feed directly into the updated BERA strategic plan.

ECR Network

12. This committee continues to recognise the strategic importance of the activities of the ECR network (including its Network Symposium Series) in terms of increasing membership numbers, engagement and the future development of BERA. To bring BERA in line with associations such as AARE and EERA, the committee extended the definition of ECR from three years post-doctorate to five years. We have seen consistent growth in the number of ECR members within BERA.
13. The event grant scheme has been unable to run due to Covid-19 and the ECR Network are in the process of revamping this award into a targeted offering which it is hoped will assist ECRs to further their career. Updates from the ECR Network can be found in their section of every issue of *Research Intelligence*.

Equality and Diversity

14. The committee acknowledges that we must acknowledge the nature of racial and ethnic discrimination and bias within BERA and be proactive to address these issues. We know particularly that our smaller SIG events are often not diverse enough. We are committed to doing more and addressing our failings
15. As part of our efforts to improve diversity, we ask all BERA members who haven't already done so to fill in their member profiles on our website, to allow us to better monitor and act on issues of diversity.
16. The committee acknowledges that, in relation to Equality & Diversity, inherent bias in the Higher Education system presents a wider challenge, with seniority, longevity, and publications opportunities limited in the sector for certain groups, leading to limited opportunities in senior BERA positions. In light of points 12 and 13 above – the committee is reviewing all its current processes to address the lack of diversity identified.

Four nations and international engagement

17. The committee continues to acknowledge that while membership engagement across the four nations exists this membership is still too 'England dominant'. Approximately 12% of the BERA membership arises from Scotland, Wales and Northern Ireland. One of the few positive outcomes of Covid-19 is BERA's virtual events programme. This has allowed BERA to expand the reach of these events across the four nations and internationally, all of which are recorded and available on the Digital Resources webpage.
18. BERA has begun the process to re-join the World Educational Research Association (WERA). It is hoped this will provide membership opportunities and wider international engagement. A member of the BERA ECR Network will be nominated to the WERA ECR Network.

British Curriculum Forum

19. The Mental Health, Wellbeing and Education event due to take place in March 2020 was the first event cancelled due to Covid-19, and the recorded presentations became the first of BERA's online resources. A publication stemming from this is due for imminent publication.
20. The committee would like to thank the new convenors of the Curriculum, Assessment & Pedagogy SIG who have joined the BCF Steering group. We look forward to working in greater depth with Richard Pountney and Weipeng Yang. The convenors have several exciting ideas for the next twelve months.
21. After a competitive round of applications, the BCF Curriculum Investigation grant was awarded to three schools: One from England and two from Scotland:

- Play at the Heart of Scottish Early Years' Family Learning
- A holistic approach to learning for children who have not been successful in mainstream education: what can we learn from EYFS and Forest School practice?
- An empirical evaluation of 'Big Questions' as an organisational framework for interdisciplinary social studies in a Scottish high school.

Paper: Conference & Events Committee Report 2019 - 2020		 BERA BRITISH EDUCATIONAL RESEARCH ASSOCIATION
Author: Mhairi Beaton	Date: 7th December 2020	Ref: AGM-2020-05
Summary: This report outlines BERA Conference & Events Committee's activities in the period since the previous AGM.		

BERA Annual Conference 2020

1. The BERA Annual Conference was scheduled to take place in Liverpool between 8th and 11th of September. Following approval by BERA Council in May 2020, the decision was taken to cancel the Annual Conference in 2020 due to the ongoing COVID-19 situation.
2. There was broad support from potential delegates received for the cancellation of Conference. Lani Florian and Katy Vigurs, who were due to keynote in 2020, will now speak at Conference 2021, with David Olusoga speaking in 2022.
3. Based on the experience of other learned organisations and the importance articulated by delegates of face to face networking as a primary motivation for attending BERA Annual Conference, it was decided not to try to replicate the face to face conference with a virtual one. Instead, it was decided that a calendar of online events would be hosted by BERA throughout the autumn to provide opportunities for BERA members to engage in knowledge exchange.

BERA Events

4. Thanks are extended to the BERA office team including Marie Blythe, Dior Webb and Sarah Fleming for their hard work in setting up and running the excellent online events offering, particularly due to the labour intensive nature of running them.
5. An ambitious series of synchronous and asynchronous BERA virtual events has taken place since July 2020 including SIG events that were originally planned as face to face events and sessions that were due to take place during our Annual Conference. Our thanks to all those presenters who have participated.
6. The software for the BERA virtual events has been imbedded into the BERA website and all events are recorded and later added to the digital resources webpage for members to access.
7. The online events have been well received and well attended and it has been noted that running events through the year permits many more members and non-members to attend the actual event or engage with the session at a later time that is convenient to them.
8. The list of upcoming BERA events can be found here:
<https://www.bera.ac.uk/events/upcoming-events>

Future BERA Annual Conferences

9. BERA Annual Conference was scheduled to take place at Aston University, Birmingham in 2021.
10. As you can imagine CEC have been giving a lot of thought to BERA Conference 2021 and what it might look like and how to deliver the most inclusive, accessible and engaging event. To that end, we have made the decision now to host it as an entirely online conference. We will miss the opportunity to gather in person but the ongoing uncertainty generated by Covid-19, the likely restrictions on international travel and the desire to enable as many people as possible to present and attend means that we think our energies are best spent planning the very best digital experience we can offer.
11. Conference will still take place in the week of 13th September 2021 and while BERA are still exploring the best platforms and formats to us; BERA are committed to hosting an innovative and interactive event that will be both live and on demand and which will hopefully enable more people than ever to engage in the opportunities that BERA Conference traditionally offers. Our online events so far have seen significant numbers attend and reach beyond our traditional audiences and we hope to replicate that with the conference itself.

Special Interest Groups

12. We are delighted to see the vibrancy of our Special Interest Groups (SIG) and the events that they organise under the auspices of BERA throughout the academic year. We would like to publicly thank all SIG Convenors for their ongoing commitment to the work of BERA as an organisation and willingness to work collaboratively with BERA office staff to make these events such a success.


Conference and Events Committee

13. As BERA Council continue to develop the BERA Strategic Plan 2021-25, Conference and Events Committee has continue to consider how best the annual conference and other events throughout the year can contribute to the future strategy of the organisation. The CEC have agreed that initial principles which might guide our decision making are networking and engagement, financial viability, inclusivity, sustainability and knowledge generation. We welcome comments and suggestion from the membership on how this might be done most effectively.
14. Finally, I would like to thank the members of the CEC for their support, guidance and hard work on behalf of BERA. I would also like to thank all those who review abstracts, applications and proposals that ultimately are part of the business of the CEC. Without all this hard work BERA events would not be the success that they are.

Table 2: Events

Events 2020 - https://www.bera.ac.uk/events/past-events
A Professional Workforce for the Early Years? Policy, practice and sector responses
BERA ECR Network Symposium Series 2020: Framing Research – Sheffield
Great Expectations – what should artificial intelligence be doing for us?
Virtual Events
The impact of Covid 19 on the mental health and wellbeing of education professionals, pupils and young people
Student and Teacher Wellbeing
Exploring the impact of using Participatory Action Research (PAR) evidence in informing the teaching environment and practice
From Action Research to Intervention
Principles into Practice: Supporting Practitioner Research – Discussion Panel
Thinking critically about impact, evaluation and accountability in youth work
Youth Work, Music Production and Measurement
Decolonising the History Curriculum: Examples of Theory, Research and Action
Within and beyond the mainstream: realising alternative possibilities across educational stages
Academic Writing and Publishing Experiences from an ECR
New formations of whiteness in education (postponed)
Walk and Talk at a distance
Aspiration and constraint in the post-COVID post-compulsory crisis

Knowledge, Curriculum, and Pedagogy: Universality and developmental difference across educational phases
Education futures: Neuroscience, Climate Change and Learning
How could coaching and mentoring needs to be reimagined by teacher educators to support Initial Teacher Trainees (ITTs) and Early Career Teachers (ECT)
Should Phonics be 'the only game in town'?
Arts Education Research Re-drawn
Shifting Perspectives on Nature through Pedagogical Practices
Taking stock of social theory in education research: Hybridity, methodology and critical reflexivity
Is leadership enough? CCEAM Lecture
President Roundtable Seminar Series: Wellbeing
BERA update and AGM 2020
Inclusion for all: the power of pupil voice for learners with SEND

Paper: Chief Executive's Report		 BERA BRITISH EDUCATIONAL RESEARCH ASSOCIATION
Author: Nick Johnson	Date: 7 th December 2020	Ref: AGM-2020-06
Summary: This report is an update on the activity of the Chief Executive, and the BERA Office, in the period since the previous AGM.		

Introduction

1. Much of the work that BERA has undertaken in the past year is covered in the other reports here. Throughout 2019/20, the Office played its role in the support of the work of the President, Council and committees to deliver the operational and professional aspects of BERA's activities. The volume and standard of work undertaken by BERA that is detailed elsewhere is testament to the combined efforts of academic volunteers and the professional office and continued success depends upon both as well as the strength of the relationship between the two.
2. Clearly much of this year has been dramatically impact by Covid-19. As well as the immediate disruption that can be seen across our work, the inability to plan for the medium-term could significantly impact upon how BERA operates. Office staff have been working remotely since March and largely this has been successful making use of technology, although there is inevitably a reduction in team interaction. However, I would like to thank all colleagues for the way they have adapted to the circumstances and found creative and innovative ways to change BERA's online offering – from our successful online events programme, through our podcasts, transferring all our governance meetings online to offering the Blog as a platform for authors to details the challenges and responses to the pandemic.

COVID-19 Small Grants Fund

3. In response to the challenges imposed by Covid-19, BERA created the Small Grants Fund. This is a fund aimed at supporting Educational Research into timely issues, and we originally intended to fund 3 projects. We received almost 80 applications, many of very high quality and following a rigorous judging process, we have diverted funds not being spent elsewhere due to the pandemic into this award. This means that we have been able to make 15 awards of up to £4,000 each. [The list of those awarded can be found on our website.](#)
4. Each award will support a discrete piece of research on the impact of Covid-19 on education and/or educational research. We have also ensured that the awards cover a range of subjects and approaches as well as being awarded to recipients at different stages of their career. The research will run until spring 2021 and we hope to future the results in a collected or series of publications later in 2021 as well as featuring them prominently at the 2021 BERA Conference.
5. Due to the success of this call, a proposal will be brought to Council in January to allow the small grants fund to feature in budgets going forward.

Equality and Diversity

6. In May, Council considered the lack of BAME representation amongst its own membership and in response to this, a report was prepared for the September meeting that examined data across the organisation. Council resolved that action was needed to be taken to address the issues the report had highlighted and has tasked me to lead on developing an action plan to present to their next meeting in January. I have been consulting the current Race, Ethnicity and Education (REE) SIG Convenors, other learned societies and outside expertise alongside discussions at all our recent committee meetings.
7. While acknowledging that institutional discrimination within higher education is a barrier to BERA's own structures, it is vital that BERA works to counter this where possible and ensure that our process and structures do not exacerbate it. The inherent bias in the HE system presents a wider challenge, with seniority, longevity, and publications opportunities limited in the sector for certain groups, leading to limited opportunities in senior BERA positions. BERA must acknowledge the tensions between quality and esteem indicators being used as metrics for those who apply for senior positions within BERA, and the historical and institutional barriers in place which discriminate against certain groups and leads to a risk of perpetuating this divide.

8. We will be in a position to announce concrete actions after Council meets in January, but our action plan will include an equality and diversity statement accompanied by a dashboard of key metrics which would show progress in diversity and published annually. As an outcome, we would want to see improved diversity at all level of the organisation – in our governance; our journals including authors, editorial teams and boards; our events programme and in the support provided for BAME researchers.

Projects and other work

9. Due to COVID-19, the REF submission deadline was delayed. The funding bodies have confirmed the revised timing of the overall exercise, resumed on 31 July 2020, with a deadline for submissions by higher education institutions of 31 March 2021. Further information on the overall timing of the REF can be found here: <https://ref.ac.uk/publications/revised-submission-deadline-and-the-assessment-period-for-impact/>
10. As a nominating body, BERA was invited to [nominate additional members of the education sub-panel](#), with a specific focus on certain criteria. 15 applications were received and 10 of these were nominated. The additional members have not yet been announced publicly.
11. The Assessment expert panel meets virtually, although their work has been interrupted by the very sad passing of Harvey Goldstein in April. They have picked up this work and had commissioned the research support agreed as part of their remit. A first final draft is intended to be completed by the end of the year.
12. The current research commission, 'Competing Discourses of Early Childhood Education and Care', completed its final seminar in early 2020, and the outcomes of their work will be published later in the year, with a delay in receiving the report due to COVID-19.
13. The next call for proposals focused on 'Education and environmental sustainability'. This is designed to offer opportunities for researchers to examine how all those involved in education can respond to our climate crisis. The funding available is up to £14,000. The proposals under this call are currently being assessed by the College of Reviewers.
14. The new digital resources page on the BERA website has proved a very strong member offering and contains recordings of the virtual events and podcasts. The BERA podcast is also available on all major podcast networks and has passed 1000 downloads.

External representation

15. I continue to attend AcSS meetings and I also sit on their Open Access working group. We responded to the latest UKRI consultation earlier this year – that response can be found [here](#) - and are now expecting the UKRI policy on open access to be published in summer 2021. Current soundings are that it will not be positive news on some of the aspects on which we have lobbied but conversations and lobbying is continuing before the policy is finalised. A smaller group of learned society CEOs have continued to meet outside those structures to discuss our evolving responses to the Covid situation. We are sharing notes on how we are managing the situation as well as practical advice and experiences when it comes to things such as online conference platforms and membership retention rates.
16. BERA Council agreed to re-join the World Educational Research Association (WERA) and the process has begun.
17. Over the summer, I met Hetan Shah the new Chief Executive of the British Academy to discuss the role of education in the Academy and the ongoing work around their 'harnessing educational research' project. Some of that is partially on hold until the outcome of the Government's spending review when the BA will know their budget. DW and I then had a very positive meeting with Robin Alexander who chairs the BA's education group about future links. I attended a briefing from the BA/ RS research team on 6th November.
18. I have continued to hold discussions with the CCEAM about potential joint work, including this year's joint lecture where Laurette Bristol from the CARICOM Secretariat. I am also due to meet the Commonwealth's education lead to explore options for further collaboration.
19. I have held positive discussions with the NASUWT who are setting up a research network for their members. BERA has been invited to nominate a speaker to attend their first meeting in January 2021 and we will follow that up with a special membership offer.

Relationship with UCL IOE

20. I have continued to meet Simon Buller, IOE Head of Operations, to discuss BERA's ongoing relationship and I am pleased that we have made some progress this year. The major piece of good news is that following discussions, UCL-IOE have agreed to waive any outstanding financial commitments BERA has for rent and HR support and also to continue this to at least August 2021. We will continue to pay for all staffing costs.
21. This is to enable us to work towards a new agreement confirming arrangements and fees from August 2021 onwards.
22. On HR matters, UCL-IOE has agreed that any existing staffing position can be replaced; however, no new positions can be added to our structure. BERA would need to be set up as its own employer to recruit additional positions. This has been discussed in principle at F&O who are supportive. The first stage in this is to recruit an HR consultant who can scope this on BERA's behalf and make recommendations.
23. In terms of our office space, Simon Buller did confirm that Endsleigh Gardens has not been earmarked as part of the redevelopment plan at this stage but may be used to house other IOE staff while works are taking place elsewhere. For this to happen, the office building may have renovations undertaken. I was promised a meeting with the Estates Manager, but this is yet to materialise.

BERA Office Update

24. Sarah Fleming returned from maternity leave in June and Ross Fulton took a reduced period of shared parental leave, from mid-August until the end of September, direct cover was not sought. Zita Dargužytė was briefly again on the BERA payroll after a secondment and maternity leave. She took her accrued annual leave and then began a 1-year unpaid career break in mid-August. Her role will continue to be filled by Dior Webb.
25. With the help of UCL, we recruited an HR consultant to scope the necessary arrangements to establish ourselves as our own employer. Initially this would be for any new or replacement posts, but existing staff may be offered the chance to voluntarily transfer to the new terms and conditions. She has made a very positive start to her work and provided a report for the recent Finance & Operations committee.
26. The Policy officer recruitment is still on hold in current times, although I hope to scope out set policy projects early in 2021.
27. At the June meetings of Finance & Operations, it was felt that as part of the new strategic plan, and in the light of the COVID 19 impact upon BERA's business model and ways of working, there should be a review of current roles and their role descriptions across the BERA office. In particular, the level and experience of digital skills needed would need to be reconsidered. This will be taken forward in the autumn.
28. The office continues to support the secretariat side of BERA's work and takes care of company management activities – filing annual returns to the Charity Commission and Companies House, maintaining accounts ready for audit and ensuring BERA complies with all legal and charitable obligations. In addition to the core staffing team, we are well supported by Kaya Taylor as our in-house accountant on a part-time basis.

Governance

29. We attracted an excellent field of candidates for Council this year and following the election of Sarah Selezynov, Tanya Ovenden-Hope and Alison Fox, we have also recruited Barbara Skinner as a Council member based in Northern Ireland. All four began their terms this autumn and will serve until 2024. This followed the recruitment of Morag Redford late in 2019 to ensure there was a Scottish-based member of Council. We have carried out remote inductions for all and are also reviewing our training and support for Council and committee members. We hope to get a strong range of candidates for the next round of election early in 2021.
30. Vivienne Baumfield was elected to the position of President-elect and therefore assumed the position of Vice-President in September 2020 when Gary McCulloch finished his term. Alongside this, Ros McLellan succeeded Vivienne as Chair of the Publications Committee in September 2020 for a four-year term. Due to the disruption caused by COVID-19, Council agreed in principle to extend the Presidential term of Dominic Wyse by one year. Subsequently, Vivienne Baumfield's term will also be extended by one year. This will provide the organisation with stability during this

uncertain time and also mean Vivienne is BERA President heading into BERA's 50th Anniversary in 2024. This is subject to agreement by the membership at the AGM.

31. We also were able to recruit ordinary members for Publications, Conference & Events, F&O and Risk Assessment and Audit Committees during the summer term, after two new members of the Engagement Committee were recruited in December 2019. All these members have been inducted into BERA's work and have now attended their first meeting. It is heartening to see such enthusiasm to be part of BERA's governance from amongst the membership.
32. Governance meetings continue to be held virtually, and changes to the timings and shape of agenda continue to be made where necessary. The health and safety of staff, trustees and committee members is paramount, particularly when travelling, and so we are likely to maintain this into 2021 although we hope that by April, we can start planning some in-person meetings. While technology has enabled meetings to continue, the limits of such arrangements are beginning to be felt, particularly when it comes to the need to discuss as opposed to report or sign off.
33. I have already thanked colleagues in the office and would like to take this opportunity to thank our academic volunteers for all their efforts. In particular, our committee chairs and office holders who give their time generously and contribute so much to BERA's success. Part of that is the work of Sean Hayes and his colleagues on the Finance & Operations committee who do so much to support the professional office. I would also like to thank Gary McCulloch for his work in a number of roles for BERA as he left Council this September.

Management and Finances

34. As outlined in the Treasurer's report, the financial picture presented in the 2019 accounts continues to be a very healthy one. We have returned a positive surplus on the year which is being reinvested in some infrastructure and on an expanded range of bursaries and funding opportunities for members. I am delighted that even in a year when your turnover has been hit substantially, we are on track to award over £80,000 in funding for research.
35. The period of stability in recent years with turnover at around the £1million mark will altered by the new publishing contract which saw an increase in income for 2019. That led to hopes last year that we could see a new baseline of annual turnover. However, that has been thoroughly undermined by the impact of Covid-19. Fuller details are provided in the Treasurer's report but we have a prepared an intermediate financial forecast for 2020 that shows a significant fall in turnover of about 30% but due to the ability to make some savings, we feel that we will be able operate within the current budgeted deficit amount for the year.

Summary:

This report formally covers the past financial year, ending 31 December 2019 and includes an update from the business of the Finance & Operations Committee.

1. This is my fifth annual report as BERA treasurer. I am pleased to be able to present the Association with a healthy set of annual accounts for 2019 (provided separately), showing BERA to be in a strong financial situation. However, as the annual report of the trustees also states, in the time between the end of the year (2019) and the preparation of this report for the AGM, the global Covid-19 pandemic hit with significant implications for the association. This report will make reference to that, as appropriate. The 2019 accounts show a surplus net movement in funds for the year end of £348,508 compared to a surplus of £117,723 in 2018. This means that we had a total fund balance of £1,859,677 as at 31 December 2019, compared to £1,511,169 at 31 December 2018, i.e. a net increase of £348,508. We continue to maintain healthy reserves which are split between a substantial sum invested within a managed investment fund and cash that is held in relatively quick access accounts.
2. For many years we have operated with a policy of being able to ensure that a year's operating costs are covered by our reserves and a ratio of 1:1 between turnover and reserves has been an important benchmark for the association. In fact, the direction of travel means that we are currently well in excess of this ratio, as we now have considerably more reserves than one year's annual turnover. The 2019 balance sheet shows that our net assets were £1,859,677, which is closer to a ratio of 1.8:1, when set alongside annual expenditure of £1,013,706 and is up from 1.5:1 in 2018 and 1.4:1 in 2017. While this balance could be considered to be moving in a favourable direction and means that the association is operating on a very secure financial footing, I will continue to monitor the ratio closely, as we already know that the Covid-19 pandemic has had a negative impact on our turnover in 2020, with both income and expenditure projected to be down around 30% for the full year. As I have said in previous annual reports to the AGM, the association is not minded to generate excessive funds in reserve if we have no immediate or mid-term need for them. What is important is that we have sufficient reserves for short-term crisis management, which will include our response to any challenges resulting from the Covid-19 pandemic and to cover any cash flow issues. BERA remains in a secure financial position where it can continue to plan for new ventures enabling us to provide a broad offer to our members, but we are in an uncertain period in our history and we will continue to monitor the impact that the Covid-19 pandemic has on our organisation and its finances. For that reason, I am not too concerned that our ratio of reserves to turnover is as high as 1.8:1.
3. Last year I reported that BERA took practical steps to mitigate two significant short-term financial risks to the organization. On the advice of our auditors we ring-fenced funds to cover: (i) the unresolved nature of the relationship with UCL-IOE (£125,000); and (ii) the ongoing changes to open access publishing mandates (£380,000). At the time of writing the good news is that the relationship with UCL-IOE is in the process of being resolved, largely to BERA's satisfaction; however, the threat from open access to our publishing income remains a very real one and this will be closely monitored by the association.
4. BERA is committed to act as a responsible employer of the staff in its professional office, with appropriate concern for the health and well-being of our employees. BERA successfully addressed my previous concerns about the potential negative impact of a chronic under investment in the people who are most likely to make the things that BERA wants to do, actually happen. In my role as Chair of the Finance and Operations Committee I ensure that the committee regularly reviews the staff base and acts quickly on any proposals to add new staff to the structure, or to make changes to the staffing structure to meet the changing needs of the association. This is essential to meet the additional demands of an expanding membership base; a growing volume of events and projects being delivered; and, to effectively meet the requirements associated with our strong publication portfolio. It is equally important that we value our professional office staff while we are all living with the backdrop of the global Covid-19 pandemic. The office staff have been working from home since March 2020 and will continue to do so into 2021. BERA governance meetings are being held online as are BERA events, with everyone adapting to new ways of working. I can report that the BERA office staff have embraced the new ways of working and are showing exceptional resilience in the face of significant adversity.

5. As BERA Treasurer, I would like to acknowledge that the Finance and Operations Committee is functioning very effectively and fully implementing its brief to provide support, advice and challenge for the professional office. The committee has responsibility for overseeing HR policies, including staff development and review and other broad arrangements that affect terms and conditions of our employees, contracts, regular financial oversight of the association and operational relationships. It works closely alongside GPC in ensuring that BERA's finances and operations can support the organisation's strategic objectives and planned activities. I am pleased to report that the committee is operating effectively, has strong members who bring a range of skills and support to the association and the meetings are well supported by BERA's Chief Executive Officer and the professional office. I thank the committee members and the professional office staff for helping to make the meetings function successfully. Since 2018 we have had in place an effective staff review and development programme for staff in the BERA office and that a member of Finance and Operations and myself carry out the annual review and development process for BERA's Chief Executive Officer.
6. During 2019 we added £400,000 to our investment fund bringing our total investment to £900,000. The figure reported in the final 2019 accounts shows that the fund was worth £1,078,830 as at 31 December 2019, an increase in value of £178,830, on the total amount invested in the fund of £900,000. However, we must always bear in mind that the value of investments can go down as well as up and the increase in value in 2019 may be subject to significant change and potential downturn given the potentially adverse impact of the Covid-19 pandemic on the global economy. Our investment fund had been giving us returns of between 2% and 3% over the last five years; however, the final returns for 2020 are likely to be lower than those rates. The Chief Executive Officer and I keep the investment fund under regular review, and we meet with our investment company as often as necessary to undertake reviews of our fund. We also look to our Risk Assessment and Audit Committee (RAAC) to ensure that all of our financial risks, actual and potential, are closely monitored and that mitigating actions are in place. I also continue to monitor the monthly management accounts with the Chief Executive Officer.
7. As Treasurer I will encourage financial stability within the association and will ensure that the volume and balance of income from membership, publications, events and other sources is sustainable throughout my second term of office and hopefully beyond. I will endeavour to make this happen through working closely with the General Purposes Committee and with BERA Council, as well as more explicitly through my role as Chair of the Finance and Operations Committee and my strong working relationships with the Chief Executive Officer and the BERA Office. I will continue to support the effective expenditure of BERA income which encourages and promotes Early Career Researchers, BERA's Special Interest Groups (SIGs) and the wider educational research community, to ensure that the association sustains a strong research focus and a solid membership base moving forward. Our 2019 accounts show that BERA's medium-term financial position remains healthy and is secured by positive publishing agreements and a high level of reserves. In most years this would mean that BERA can plan for the future with a high degree of confidence. However, the backdrop of the global Covid-19 pandemic and its potentially adverse impact on BERA's business means that we are already seeing a reduction in turnover, the 2020 conference being cancelled and other events having to move online. This means that we will need to be more financially prudent than ever and to that effect we have taken a very sensible and pragmatic approach to budget setting for 2021. At its November 2020 meeting, the Finance and Operations Committee endorsed the sensible approach being taken to budget setting for the year ahead.

Paper: BERA Audited Accounts 2019



Author: PKF Littlejohn

Date: 7th December 2020

Ref: AGM-2020-08

Summary:

This is a copy of the 2019 BERA audited accounts. These were authorised by Council, as trustees, and signed off by Dominic Wyse (BERA President) and the auditors, then subsequently filed at Companies House.

BRITISH EDUCATIONAL RESEARCH ASSOCIATION

Registered Charity No. 1150237

Registered Company No. 08284220

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2019

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Registered charity name	British Educational Research Association (BERA)
Charity number	1150237
Company Registration	08284220
Trustees	Gary McCulloch (President until 9 th September 2019) Gerry Czerniawski Sara Hennessy (until 31 st August 2019) Dominic Wyse (President from 9 th September 2019) Sean Hayes Ruth Boyask Richard Race Vivienne Baumfield Gabrielle Ivinson Mhairi Beaton Erica Joslyn John Leach Kevin Smith Megan Crawford Gary Beauchamp Ros McLellan Oliver Hooper Marlon Moncrieffe (from 1st January 2019) Morag Redford (from 9th September 2019)
Staff	
Executive Director and Company Secretary	Nick Johnson Marie Blythe Sarah Fleming David Chatterjee Zita Dargužytė (until August 2019) Ross Fulton Dior Webb (from August 2019)
Principal Address	9-11 Endsleigh Gardens London WC1H 0EH
Auditor	PKF Littlejohn LLP Chartered Accountants and Statutory Auditor 15 Westferry Circus Canary Wharf London E14 4HD

Bankers

Metro Bank
One Southampton Row
London
WC1B 5HA

Solicitors

Mills & Reeve
Botanic House
100 Hills Road
Cambridge CB2 1PH

Introduction

The Trustees, who are also the Directors of the Charitable Company, present their report and audited financial statements for the year ended 31 December 2019. The Trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" ("FRS 102 SORP") in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

The British Educational Research Association (BERA) is an autonomous learned society distinct from other national institutions and is a company limited by guarantee (08284220) and registered charity (Number 1150237). The charitable objective, as defined in BERA's constitution is "to encourage the pursuit of educational research and its application for both the improvement of educational practice and for the public benefit."

BERA is subject to Articles of Association that can be amended at the Annual General Meeting subject to approval of 75% of those present and voting.

A copy of the current Articles of Association is available on the BERA website.

The Trustees confirm that they have had regard to the guidance on public benefit issued by the Charity Commission when considering the objectives and activities of the Association.

Membership of Council (and Trustees) 2019

The following people served as members of Council in 2019:

- Gary McCulloch (President until 9th September 2019)
- Gerry Czerniawski
- Sara Hennessy (until 31st August 2019)
- Dominic Wyse (President from 9th September 2019)
- Sean Hayes
- Ruth Boyask
- Richard Race
- Vivienne Baumfield
- Gabrielle Ivinson
- Mhairi Beaton
- Erica Joslyn
- John Leach
- Kevin Smith
- Megan Crawford
- Gary Beauchamp
- Ros McLellan
- Oliver Hooper
- Marlon Moncrieffe (from 1st January 2019)
- Morag Redford (from 9th September 2019)

Nick Johnson (appointed April 2012) continued to serve as BERA's Executive Director and Company Secretary.

Governance Document

The Association was originally formed by a constitution, which was adopted in April 1974.

The Constitution was amended on several occasions and was then absorbed into the Articles of Association from January 2013.

BERA Council

The Council is the governing body of the Association and the members of the Council are, de facto, the Trustees of the Association as a registered Charity. They are also the Company Directors. The Council has ultimate authority and decision-making over all business including policy, planning and resources. As specified in the constitution the Council may delegate its authority and decision-making to other committees or groups but this must be explicit and defined at the time of their creation. All committees and working groups therefore ultimately report to Council through, its General Purposes Committee and the standing committees as appropriate.

The Council comprises:

- President;
- Vice President;
- Treasurer;
- Up to twelve Elected Members
- Up to six co-opted members of the Association

Apart from the office holders mentioned above, the term of office for a Council member is four years with the possibility of re-election. Co-opted members may be co-opted for 1-4 years depending on the focus of the co-option.

Council needs to have due regard to representing the four nations and, as such should endeavour to ensure that it has representation from all four countries amongst its membership.

The Council has the power to set up committees or working groups to undertake the work of the Association and may delegate any of its powers or decision-making authority to such committees, working groups and/or members of staff as it sees fit.

The Council meets at least three times a year.

The Council is responsible for setting strategies and policies for BERA and for ensuring that these are implemented. The day-to-day running of the Charity is delegated to the Executive Director and the staff.

Appointment of Trustees

BERA's Governance year runs from 1st September. Elections for Council and individual posts take place in spring before the Annual General Meeting with the results taking effect from the 1st September. The three Officers are the exception to this. The Annual General Meeting (AGM) normally takes place during or immediately before the Annual Conference in September.

Elections are conducted by ballot among individual members of the Association with nominations for election to the Council requiring the support of two members of the Association. The nomination process and election is run by the BERA office (including outsourcing the voting where appropriate) during the spring with the results reported to the Annual General Meeting and terms of office beginning on 1st September.

Trustees' Induction and Training

Trustees undergo appropriate training, which covers their obligations under the constitution, under relevant charity law and with reference to guidance and advice provided by the Charity Commission in England and Wales.

Council members are provided with a copy of the BERA Strategic Plan and guidance material on the structure and operation of BERA.

The following documents from the Charity Commission in England and Wales are provided for reference and Trustees are encouraged to familiarise themselves with the online information provided by the Charity Commission:

- CC2 The Charity Commission and Regulation
- CC3 The Essential Trustee: What you need to know
- CC3(a) The Essential Trustee: An introduction
- CC9 Campaigning and Political Activities by Charities
- CC11 Payment of Charity Trustees
- CC20 Charities and Fundraising
- CC47 Complaints about Charities
- CC60 The Hallmarks of an Effective Charity

Trustees' responsibilities

The Trustees are also directors of British Educational Research Association under company law.

The Trustees are responsible for preparing financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements 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 charity and of its incoming resources and application of resources, including the net income or expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

BERA Council, acting as the Board of Trustees for BERA, are jointly and severally responsible for the overall governance and strategic direction of BERA, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees are made aware of, and understand, their individual and collective responsibilities; and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

BERA Trustees and office holders are expected to adhere to the Nolan principles of public life.

Committees and Remits

General Purposes Committee

GPC work in close cooperation with the Council as the *de facto* executive committee of BERA. In addition, Council delegates authority to GPC to act on behalf of the Association as required, particularly when decisions are needed urgently. Each of the standing committees is represented on the GPC alongside BERA Officers.

Their principal responsibilities are to ensure that in all of its activities BERA works towards its three strategic objectives: to advance research quality, build research capacity and foster research engagement in the education field. Their remit is monitoring and reviewing of all BERA activities in line with Council's strategic direction which includes the strategic co-ordination and planning of BERA's activities ensuring that organisational priorities are shared and appropriate resources allocated against strategic objectives. This involves reviewing all committee, working-group and project business, ensuring that academic input is given where appropriate and progress towards strategic objectives is monitored. Other parts of the remit include:

- Keep informed of and help shape the President's role in representing BERA externally
- Forward planning and operational decision-making, to inform Council's strategic oversight and facilitate policy development
- Nominations to external bodies
- Overseeing external liaison and consultation responses in areas where research evidence can usefully be brought to bear, in line with BERA's charitable objectives
- Consider what weight should be given to any new activities that Council might wish to consider in pursuit of BERA's charitable objectives and considering what weight they should be given in the light of the organisation's current strategic priorities; and the available financial and material resources e.g. staff and members' time and the current finances;
- Keeping up-to date our Strategic plan and ensuring that organisational activity works within its parameters. (The plan to be reviewed on a 5 yearly cycle)
- Ad hoc business requiring urgent decision/action

Finance and Operations Committee

- This committee has responsibility for overseeing HR policies, including staff development and review, and other broad arrangements that affect terms and conditions of our employees, contracts, regular financial oversight and operational relationships. It works closely alongside GPC in ensuring that BERA's finances and operations can support the organisation's strategic objectives and planned activities.

Publications Committee

The committee's principal responsibilities are to ensure that:

- BERA's publications portfolio is well managed and upholds the highest academic standards
- That any contractual issues are pursued in good time to the advantage of the organisation and for the good of the field
- BERA keeps abreast of developments in the publishing field and is able to use them appropriately in the development of our journal portfolio

Conference & Events Committee

The committee's principal responsibilities are to ensure that:

- The Annual Conference and programme of in-year events operate to the highest academic standards
- The Annual Conference and programme of in-year events develop in line with BERA's strategic objectives

Engagement Committee

The committee's principal responsibilities are to ensure that BERA supports its members appropriately in the light of our three strategic objectives: to advance research quality; build research capacity; and foster research engagement.

Risk Assessment and Audit Committee

RAAC is a committee of the Council. It reports to the Council, but its members should not be members of Council. This is intended to enable it to take an objective and independent approach to its business. Its role is to provide oversight and advice to the Council on the effective functioning of the Association in relation to:

- Risk management;
- Financial processes;
- Legal requirements;
- Whistleblowing

The committee has the authority to request information from any of the association committees or working groups to enable it to undertake its responsibilities.

Authority

Ultimate authority for all Association business remains with the Council.

The Council delegates authority to Officers to act on behalf of the Association as required. The GPC may also make decisions on operational matters through the Officers who are members of it. Only the Officers and the Executive Director have the authority to sign contracts upon BERA's behalf.

Finances and Budgets

BERA Council has a statutory duty to prepare financial statements for each financial period, as set out in the Statement of Trustees' Responsibilities.

The management of this is delegated to the Treasurer who oversees BERA's finances in association with the Executive Director. The Treasurer has formal responsibility for BERA finances and the BERA Office conducts oversight of the financial arrangements of the Association and the day-to-day administration of finance.

BERA's financial year runs from 1st January to 31st December. A budget is approved by Council prior to the start of the financial year or as soon as practicable afterwards. End of year accounts will be reported to Council following the end of the financial audit as well as to each year's AGM.

Staffing and Contracts

The BERA Office comprises the Executive Director, the Events Manager, the Membership & Engagement Manager, the Publications Manager, the Finance and Governance Manager, the Finance and Administration Officer and the Events Officer who are all employed through the UCL Institute of Education (IoE), which provides all personnel and employment facilities for them. UCL IoE is also contracted to provide office space and services.

For the 2018/19 year, the office core team comprised:

- Nick Johnson – Executive Director
- Sarah Fleming – Membership & Engagement Manager
- Marie Blythe - Events Manager
- Ross Fulton – Publications Manager
- David Chatterjee - Finance & Administration Officer then Finance & Governance Manager
- Zita Dargužytė - Events Officer (until August 2019)
- Dior Webb – Events Officer (from August 2019)

Joyce Achampong worked with us on a freelance basis until spring 2019 as maternity cover for Marie Blythe. Accountancy Services were provided by Kaya Taylor on a freelance basis.

In the 2019, the Association has obtained significant contracted services from:

- ITD for provision of IT
- Taylor and Francis / Routledge Publishers (publishers of the Curriculum Journal)
- Wiley-Blackwell Publishers (publishers of the British Educational Research Journal, the Review of Education and the British Journal of Educational Technology on behalf of the Association)
- SAGE Publishing (Research Methods in Education series and the BERA SAGE Handbook of Educational Research)
- Soapbox (management of BERA website and other design services)
- Warwick Events (annual conference support)
- Native Media
- Colourview
- Three Rooms Publishing
- BNP Paribas Leasing Solutions (printing)
- The UCL Institute of Education (HR support and advice, IT support and services and office space)
- PKF Littlejohn LLP (auditors)
- Mills and Reeve LLP (legal services)
- University of Manchester (Annual Conference)

Membership

The membership at the end of December 2019 totalled 2,388.

Risk Assessment

The Trustees have examined the Association's principal areas of operation and considered the major risks faced in each of these areas. In the opinion of the Trustees, the Association has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

The Association has a Risk Assessment and Audit Committee to monitor the work of the Association. This Committee reports to the Council and carries out a detailed assessment of the Risk register each autumn. Following that, the register is shared with individual committees to assess the risk and responses in their respective areas and they report back to the Risk Assessment and Audit Committee.

Objectives and Activities

BERA adopted a 5-year Strategic Plan in 2016.

BERA is a learned society and charity committed to working for the public good by sustaining a strong and high quality educational research community, dedicated to advancing knowledge of education within and beyond formal settings. Our charitable purpose is to encourage the pursuit of educational research and its application for both the improvement of practice and the public benefit. As a membership organisation we are committed to principles of openness, integrity and transparency and seek to uphold ethical values in all our activities and processes.

BERA's core aims are to: advance research quality, build research capacity and foster research engagement in the education field. These aims are intended to secure the health of the discipline of education going forward and strengthen the contribution educational research can make in the public domain.

Under the strategic plan, BERA's priorities for 2016-2021 are:

1. To advance educational research quality, we will:

- Promote open discussion and debate about definitions of research quality, recognising that quality in research comes in many forms;
- Exemplify and uphold the highest standards in research and ethical practice, championing high quality research and ethical practice across the full range of our activities;
- Make our criteria transparent for judging quality in our publications, awards, ethical guidelines and decision-making processes.

2. To build educational research capacity, we will:

- Encourage and actively support the diversity of our membership, seeking the maximum involvement of under-represented groups;
- Invest in and mentor the next generation of researchers, involving emergent and early career researchers across the full range of our activities;
- Encourage collaborative and interdisciplinary ways of working and networking, sharing knowledge across the education research community and in partnership with others.

3. To foster research engagement in the education field, we will:

- Develop strategies to connect research, policy and practice in ways that benefit education and which contribute to informed democratic debate;
- Engage with policy-makers, practitioners and the wider public in setting research agendas and to promote the use of research;
- Seek and maintain strong relationships with peer and practitioner associations that are committed to the development of education for the public good, whether locally, nationally or internationally.

In order to meet these objectives, we will:

- Maintain an effective, financially viable and professional organisation with effective governance and organisational mechanisms;
- Develop and maintain the range of services provided to our members in ways that support the development of high quality research and are responsive to developments in the field;
- Act as responsible employers, with appropriate concern for the health and welfare of our employees;
- Remain true to our values of quality, excellence, ethical practice, inclusivity, equity and respect for diversity.

To deliver on our principles of openness, integrity, transparency and ethical practice, we will:

- Instigate discussion of how these strategic objectives can best translate into strategic priorities for the medium to long term that align with the work of our committees;
- Set a framework to ensure that BERA remains a strategically focused organisation, able to deliver on its core charitable purposes across the range of its activities in the medium to long term;
- Establish a timeline for the regular review of the strategic priorities, assessing how these can be aligned with BERA's central mission and purpose.

BERA will be preparing a new strategic plan during the course of 2020 for the next period.

Activities and Performance in 2019

2019 was a further year of growth for BERA, albeit less dramatic growth than in recent years. We have consolidated our membership considerably above 2000 people, our annual conference saw continued strong abstract submissions and attendance, our four journals flourished with increased readership, and we ran a record number of events. As the accounts demonstrate, our financial position remained healthy as our increased turnover enabled greater investment in our charitable aims.

After a successful and competitive tendering process, in January 2019 BERA Council agreed a new publishing contract with Wiley for all four of our journals. Wiley offered the best support for editors and authors, the best partnership working and also the best financial return for BERA. As the current publisher of British Educational Research Journal (BERJ), British Journal of Educational Technology (BJET) and Review of Education (RoE), they offered to start the new contract (with improved terms) a year earlier than was contractually necessary – in 2020, when Curriculum Journal (CJ) will transfer to them from Routledge, rather than 2021. This means BERA stands to benefit from substantially increased royalties a year early. Just as importantly, Wiley gave a convincing account of how they would help BERA, in a collaborative way, adapt our journals portfolio to changes in the market, particularly with respect to open access. They showed greater enthusiasm, responsiveness and proactivity than other contenders.

The expansion over the years from one to four BERA Journals and the decision to award the contract to one publisher presented an opportunity to review the Terms of Reference for Editors. It was felt that such a revision was necessary to establish clarity and consistency across all four journals with regards to the editors' roles and responsibilities, and their reciprocal relationships with BERA and Wiley, while continuing to recognise and respect the ways in which practices and structures vary between each journal.

With regards to open access, which continues to be a big concern for the association, while cOAlition S has been updating its documents, the key will be how UKRI and the various research funding councils in the UK decide how and when to implement this. UKRI's consultation was published late in the year and BERA will be responding in 2020. BERA is participating in consultations with UKRI through its membership of The Academy of Social Sciences and The Society Publishers Coalition. We have identified the potential threat to BERA's publication portfolio income and management of risk was a key factor in the negotiation of the publishing contract with Wiley.

Our four peer-reviewed journals all did well during the year, all saw increased submissions and readership. BJET celebrated its 50th birthday in 2019 by publishing a series of special features and guest-edited special sections throughout the volume. Wiley produced an interactive timeline of key achievements in EdTech both within and beyond the journal, and the final issue of the volume publishing in November featured a special anniversary cover design. The international reach of the journal is particularly strong, with manuscript acceptances from 20 countries in 2018 (submissions and readership span far more countries than this too) and only 20% of published papers were from the UK. We welcomed the new editorial team to the Curriculum Journal, and the Review of Education has made significant progress in raising its profile and attracting the submission of articles from leading international researchers. We also made moves towards establishing special issue as part of BERJ's portfolio. As ever we thank all our editors, editorial boards and reviewers for the work they put into supporting our publishing programme.

The BERA Blog was, in June 2019, integrated into the new BERA website and given a makeover. New functionality includes the ability to create and curate new blog 'series', with homepages and links to other articles in those series, and a more flexible and updatable homepage. The number of unique page views (UPVs) of articles on the BERA Blog (excluding the homepage) were 46.0% higher and it reached readers in 186 of the 239 countries/territories that Google Analytics reports on, and the proportion of that (growing) audience that is UK-based declined from 65.0% to 61.8%, indicating that the Blog is reaching an increasingly global audience and extending BERA's reach and visibility.

In 2019, our members' magazine, Research Intelligence (RI) went from being termly to quarterly, a move that has been largely successful. This greater regularity allows us to include more standing features, such as 'The view from...' (South Africa, the EU Fundamental Rights Agency, Germany, etc.) and a regular column from BERA's Early Career Researcher Network, as well as more features from grant- and award-winners. RI's system of recruiting guest editors for each issue continues to be successful, and the introduction of a special issue proposal form has made the process and division of responsibilities clearer and firm commitment easier to secure. Indeed, the special issue system has become oversubscribed if anything, and we are currently fully booked with special issue content until the first issue of 2021. Following an open tender, a new design agency has been appointed to work on the magazine from 2020.

Our 2019 annual conference at the University of Manchester saw an increased number of delegates. In promoting the highest standard of abstract submission, BERA has implemented a longer abstract of 750 words with 250 words dedicated to references and the introduction of the option to nominate a second SIG under which to submit. We were also able to award a record number of bursaries.

We are delighted to see the vibrancy of our Special Interest Groups (SIG) and the events that they organise under the auspices of BERA throughout the academic year. SIGs continue to play a very significant role in the development of research capacity and quality in our community. Many have links, which we encourage, with other associations within the UK and internationally. Our SIG convenors play a very important role in growing dedicated communities of researchers who meet to debate, exchange ideas and identify and share new lines of enquiry in their specialist areas. The British Curriculum Forum continues to bring together teachers, practitioners, academics and policy makers to promote all aspects of curricular development and enquiry.

Whilst our annual conference is our major event for many members the other meetings, day conferences and even residential events organised by SIGs, groups of SIGs, or jointly with other organisations are just as important. They put members into contact with other like-minded colleagues. They enable more dedicated discussion time for particular issues. They allow new networks not just to form but to develop collegially and to establish collaborative plans. We would like to publicly thank all SIG Convenors for their ongoing commitment to the work of BERA as an organisation and willingness to work collaboratively with BERA office staff to make these events such a success. As part of our role in monitoring the efficacy of SIGS BERA has, acknowledging how much the association has changed in recent years, decided that a fundamental review of SIGs would be timely and necessary in light of BERA's charitable status. This will be developed in 2020. In November of 2019 we jointly hosted a lecture in partnership with CCEAM and the Commonwealth Secretariat.

Our range of awards for researchers at different stages of their careers continues to expand, as can be seen on our website. In 2019, we awarded the Masters Dissertation, Doctoral thesis, Curriculum Investigation Grant, BJET Fellowship and Public Impact awards alongside the John Nisbet Fellowship. During the year, the Engagement Committee oversaw a process of a further tightening of procedures and criteria for BERA's Awards, in keeping with the organisation's broader strategic objectives and the purposes of BERA as a charitable organisation. This year also saw the launch of the doctoral fellowships with the first BERA PhD fellowship awarded in September and the expansion of the BERA Annual Conference SIG Best Paper Award.

As part of an overall membership strategy to increase practitioner membership to BERA, BERA introduced a new teacher rate for 2019 and we moved into the second year of a three-year agreement with the CCT Chartered Teaching Programme. The British Curriculum Forum Steering group continues to plan activities as part of its strategy to attract more practitioners to both BCF and BERA.

Our Early Careers Researcher Network continues to be a major success, led by its Convenors and regional representatives. This network now organises an annual symposia series as well as workshops and other events. An 'Event Grant Scheme' was introduced that provides funding for PGRs and ECRs winners of the scheme to travel to non-BERA conferences and events. As part of our commitment to supporting ECR's, we have also created a role on Council reserved for one of the elected Convenors of this network.

A set of illustrative case studies that augment the revised, updated and expanded fourth edition (2018) of BERA's Ethical Guidelines for Educational Research were published in 2019.

BERA continued to be active in debates around assessment during the year. This included responses to both the Education Select Committee of Inquiry on Primary Assessment and the DfE's consultation on Primary Assessment in England. BERA also supported the More Than A Score campaign to bring these issues to wider public attention and in the hope of bringing about more fundamental change. We reconvened the expert panel who reported in 2018 with the hope that they will be able to publish an alternative approach in 2020.

Finance and Administration

The accounts show that BERA's medium-term financial position remains healthy. Secured by very positive publishing agreements and a strong amount of reserves, BERA can plan ahead with a degree of confidence. We were pleased to have a record number of members in 2019, bringing in a total of £181,345 in income alongside increased activity and another healthy surplus from our wider charitable activities of £192,722. This was largely due to in-year savings made on the costs of staging our annual conference as well as some delays in projects due to pressures on volunteer time. The position was bolstered further by the increase in the value of our investments but we are aware that that market is volatile – as has been seen after the end of the financial year.

However, the changes to publishing as a result of open access and BERA's reliance upon that for over 50% of its income, do betray a degree of vulnerability and we continue to be cautious with our reserves. Council, in consultation with the Finance and Operations committee reviewed this situation in 2019 and decided to designate some of those reserves against the impact of open access as well as in the event of us needing to renegotiate our relationship with UCL or indeed find alternative arrangements. Outside this designation, the reserves policy continues to be to hold around one years' operating costs in reserve. This will protect BERA against any dramatic fall in income or calamitous event (such as the need to cancel an annual conference). The impact of Covid-19 in 2020 (see below) showed the wisdom of this approach. The Trustees have considered the reserves held by the Association as being necessary to enable BERA to develop the Association's long-term aims as well as ensuring the continuation of its current activities. In order to meet their responsibilities and to ensure that the Association continues to operate on a going concern basis the trustees have reviewed the requirements and risks faced by the Association in both the short and medium term.

In recent years we have planned to manage our financial affairs within the context of balanced budgets; however, as we currently do not need to generate an in-year surplus, this puts us in an advantageous position in comparison to other similar organisations. Therefore, Council has agreed to set a deficit budget for the next two or three years so that our reserves do not continue to significantly outgrow our turnover.

BERA continues to look to reduce the share of income from publications. This involves continued investment in our infrastructure while we use the healthy current income to 'future-proof' the organisation. We have been doing this in recent years by investing in the new website and database, and by a modest expansion of the number of professional staff. We have healthy reserves which are now split between a substantial sum invested within a managed investment fund and that held in a relatively quick access account.

BERA has continued to be an organisation that spends relatively little on administration. In order to meet our strategic objectives, BERA is committed to act as a responsible employer, with appropriate concern for the health and welfare of our employees and the Finance and Operations Committee continues to review a range of staffing options, with a desire to be ahead of the curve in terms of having the right staff in place, doing the right jobs to ensure the on-going success of the association

In 2019, BERA continued to receive core services from the UCL Institute of Education. This is now two core functions - HR and office space. We are looking to initiate a new agreement for the medium-term to bring stability and clarity to this relationship.

Note to the report

This report refers to the 2019 financial year. However, in the time between the end of the year and the preparation of this report, the Covid-19 pandemic hit with significant implications for the association.

Our position as a charity is to do our best continue the delivery of our activities in a safe and responsible manner as possible. The implications have forced us to cancel the vast majority of our physical events for 2020, including the annual conference due to be held in Liverpool in September. Office staff have been working remotely and are well-placed to do so, having made provisions for all necessary services. Similarly, our governance meetings will be held virtually for at least the Summer term, and changes to the timings and shape of agenda have been made where necessary. The major issue is the inability to plan for the medium-term and to refocus our activities accordingly. However, until we know what the duration and nature of disruption will be, we cannot fully predict its full economic and social impact and what that might mean for BERA. We have prepared an intermediate financial forecast for 2020 that shows a significant fall in turnover of about 30% but due to the ability to make some savings, we feel that we will be able operate within the current budgeted deficit amount for the year. This is only for the 2020 financial year. We do not yet know how long this disruption will last and when things might return to a normal working environment. As such, it is hard to predict what might happen in 2021. However, there is a risk that membership will be further impacted if we are unable to run our normal range of events and the 2021 Annual Conference is impacted.

Audit Information

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are individually aware, there is no relevant audit information of which the Charity's auditors are unaware; and each Trustee has taken all reasonable steps that he/she ought to have taken as a Trustee to make himself/herself aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

Auditors

PKF Littlejohn LLP has signified its willingness to continue in office.

By Order of the Trustees



Professor Dominic Wyse
Trustee

Date: 3/09/2020

Auditors' Report to the Members of the British Educational Research Association**Opinion**

We have audited the financial statements of British Educational Research Association (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements); and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Duke
(Senior statutory auditor)
For and on behalf of PKF Littlejohn LLP
Statutory Auditor

15 Westferry Circus
Canary Wharf
London E14 4HD

11 September 2020

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
Income from:					
Membership subscriptions		181,345	-	181,345	174,819
Investments	1	23,318	-	23,318	19,749
Charitable Activities	2	1,041,818	5,416	1,047,234	851,311
		<hr/>	<hr/>	<hr/>	<hr/>
Total Income		1,246,481	5,416	1,251,897	1,045,879
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
	3&4				
Raising funds		157,525	-	157,525	153,146
Charitable activities		849,096	7,085	856,181	726,824
		<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure		1,006,621	7,085	1,013,706	879,970
		<hr/>	<hr/>	<hr/>	<hr/>
Net gain/(loss) on investments		110,317	-	110,317	(48,186)
		<hr/>	<hr/>	<hr/>	<hr/>
Net Movement in Funds	5	350,177	(1,669)	348,508	117,723
		<hr/>	<hr/>	<hr/>	<hr/>
Reconciliation of Funds:					
Fund balances brought forward		£1,487,469	£23,700	£1,511,169	£1,393,446
		<hr/>	<hr/>	<hr/>	<hr/>
Balance at End of Year		£1,837,646	£22,031	£1,859,677	£1,511,169
		<hr/>	<hr/>	<hr/>	<hr/>

The Charity has no recognised gains or losses other than as stated above. All of the activities represent continuing activities of the Charitable Company.

The Accounting Policies and Notes on pages 22 to 28 form part of these Financial Statements.

	Note	2019	2018
Fixed Assets			
Tangible fixed assets	7	36,656	47,884
Investments	8	1,078,830	570,784
Current Assets			
Debtors	9	259,622	265,398
Cash at bank and in hand		705,690	856,457
		<hr/>	<hr/>
		965,312	1,121,855
Creditors: amounts falling due within one year	10	(221,121)	(229,354)
		<hr/>	<hr/>
Net Current Assets		744,191	892,501
		<hr/>	<hr/>
Net Assets		£1,859,677	£1,511,169
		<hr/> <hr/>	<hr/> <hr/>
Funds	11		
Restricted funds		22,031	23,700
Unrestricted funds			
General		1,837,646	1,487,469
		<hr/>	<hr/>
		£1,859,677	£1,511,169
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Board of Trustees on the 3rd of September 2020 and signed on its behalf by



Professor Dominic Wyse
Trustee

The Accounting Policies and Notes on pages 22 to 28 form part of these Financial Statements.

	2019	2018
Cash flow from operating activities	241,241	193,009
Cash flow from investing activities		
Payments to acquire tangible fixed assets	(17,597)	(39,644)
Payments to acquire investments	(400,000)	(36,853)
Proceeds from sale of investments	2,271	34,034
Dividends and interest from investments	23,318	19,749
	<hr/>	<hr/>
Net cash flow provided by/(used in) investing activities	(392,008)	(22,714)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(150,767)	170,295
Cash and cash equivalents at start of year	856,457	686,162
	<hr/>	<hr/>
Cash and cash equivalents at end of year	£705,690	£856,457
	<hr/> <hr/>	<hr/> <hr/>
Cash and cash equivalents consists of:		
Cash at bank and in hand	705,690	856,457
Short term deposits	-	-
	<hr/>	<hr/>
Cash and cash equivalents at end of year	£705,690	£856,457
	<hr/> <hr/>	<hr/> <hr/>
Net income/(expenditure) for the year	348,508	117,723
Dividends and interest from investments	(23,318)	(19,749)
Depreciation of tangible fixed assets	28,825	34,083
(Gains)/Losses on investments	(110,317)	48,186
(Increase)/decrease in debtors	5,776	(26,840)
Increase/(decrease) in creditors	(8,233)	39,606
	<hr/>	<hr/>
Net cash flow from operating activities	£241,241	£193,009
	<hr/> <hr/>	<hr/> <hr/>

The Accounting Policies and Notes on pages 22 to 28 form part of these Financial Statements.

General information and basis of preparation

British Educational Research Association is a company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are to encourage the pursuit of educational research and its application for both the improvement of educational practice and for the public benefit.

The charity constitutes a public benefit entity as defined by FRS 102. 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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund Accounting

Restricted funds comprise donations and grants which have been received for specific purposes, or which are subject to specific conditions imposed by the donor.

Unrestricted funds may be used for the purposes of the Charitable Company at the Trustees' discretion. Unrestricted funds may be designated by the Trustees for specific purposes. Designated funds represent those funds designated at the discretion of the Trustees.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income, after any performance conditions have been met, when the amount can be measured reliably and when it is probable that the income will be received.

Income derived from membership subscriptions and sales is credited to the Statement of Financial Activities (SOFA) in the period to which it relates. Fees represent amounts invoiced to third parties for the provision of services and are recognised on the basis of entitlement. Grants and donations represent amounts from individuals, corporations, trusts and funding bodies and are credited to the SOFA in the year in which they are receivable.

Investment income is recognised as the charity's right to receive payment is established.

Resources Expended and Basis of Allocation of Costs

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and is reported gross of related income on the following bases:

- Costs of generating voluntary income comprise the direct costs associated with attracting voluntary income, plus a proportion of cost that cannot be directly attributed (support costs).
- Expenditure on charitable activities comprises direct expenditure. Where costs cannot be directly attributed (support costs), they have been allocated to the activities on a basis consistent with the use of resources.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and other administrative costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Tangible Fixed Assets, Depreciation and Impairment

Tangible fixed assets are stated at cost less accumulated depreciation. The costs of minor assets are expensed in the year in which the cost is incurred. Donated assets are included in income and fixed assets, where a value can be reasonably obtained, and are depreciated.

Depreciation is provided on tangible fixed assets, at rates calculated to write off the cost of each asset, less any estimated residual value, over its expected useful life. The annual depreciation rates and methods are as follows:

Furniture, office and technical equipment - 25% straight line.

Assets in the course of construction, website and database costs, have been shown separately. No depreciation is provided until an asset is brought into use.

Where the recoverable amount of a tangible fixed asset is found to be below its net book value, the asset is written down to its recoverable amount and the loss on impairment recognised in the SOFA.

Investments

Publicly traded investments, or those where fair value can otherwise be measured reliably, are measured at fair value at each balance sheet date, with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

Taxation

The Charitable Company is generally exempt from taxation with the exception of Value Added Tax. Where appropriate all expenditure is stated inclusive of the related Value Added Tax.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

1. Investment Income	2019	2018
Bank interest and investment income	£23,318	£19,749
	<u> </u>	<u> </u>

Investment income in both years relates to £23,318 (2018 - £19,749) from unrestricted funds.

2. Income from Charitable Activities	2019	2018
Publications and Royalties	778,609	583,002
Annual conference	245,098	224,914
Grants	5,416	23,748
Other income	18,111	19,647
	<u> </u>	<u> </u>
	£1,047,234	£851,311
	<u> </u>	<u> </u>

Income from charitable activities consists of £1,041,818 (2018 - £827,563) relating to unrestricted funds and £5,416 (2018 - £23,748) to restricted funds.

3. Expenditure

	Depreciation	Direct costs	Support costs (see note 4)	Total 2019	Total 2018
Raising funds	-	26,618	130,907	157,525	153,146
Charitable activities	28,825	434,634	392,722	856,181	726,824
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	£28,825	£461,252	£523,629	£1,013,706	£879,970
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Expenditure relates to £1,006,621 (2018 - £857,891) from unrestricted funds and £7,085 (2018 - £22,079) from restricted funds.

4. Support Costs

	Staff costs	Premises costs	Governance costs	Total 2019	Total 2018
Raising funds	84,900	33,449	12,558	130,907	129,672
Charitable activities	254,699	100,348	37,675	392,722	389,016
	<u>£339,599</u>	<u>£133,797</u>	<u>£50,233</u>	<u>£523,629</u>	<u>£518,688</u>
Governance costs:					
Audit fees				5,750	5,500
Accountancy				9,927	13,119
Other				34,556	33,725
				<u>£50,233</u>	<u>£52,344</u>

5. Net Incoming Resources

This is stated after charging:

Depreciation	£28,825	£34,083
Auditors' remuneration - audit	£5,750	£5,500
	<u>£28,825</u>	<u>£34,083</u>

6. Trustees and Contracted Personnel

Staff costs for 6 employees (2018 - 6) of £339,599 (2018 - £298,565) were recharged from the UCL Institute of Education and are included within the costs of generating funds. There was one employee earning a salary between £60,000 and £70,000 (2018 - one).

The total amount of employee benefits received by key management personnel during the year was £132,789 (2018 - £131,264). The Trust considers its key management personnel to comprise the Executive Director and the Events Manager.

Thirteen trustees (2018 - fourteen) received a total of £22,274 (2018 - £12,135) reimbursed travel and subsistence expenses in the year. No Trustees received any remuneration in the year.

Staff costs	2019	2018
Recharges from UCL Institute of Education	320,361	298,585
Agency and consultancy costs	19,238	29,964
	<u>£339,599</u>	<u>£328,549</u>

The average number of persons employed by the Company during the year was:

Recharged employees	6	6
Consultant and agency staff	1	1
	<u>7</u>	<u>7</u>
Total	<u>7</u>	<u>7</u>

7. Tangible Fixed Assets

	Furniture, office and technical equipment	Total
Cost		
At 1 January 2019	174,417	174,417
Additions	17,597	17,597
	<hr/>	<hr/>
At 31 December 2019	192,014	192,014
	<hr/>	<hr/>
Accumulated Depreciation		
At 1 January 2019	126,533	126,533
Charge for year	28,825	28,825
	<hr/>	<hr/>
At 31 December 2019	155,358	155,358
	<hr/>	<hr/>
Net Book Value		
At 31 December 2019	£36,656	£36,656
	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2018	£47,884	£47,884
	<hr/> <hr/>	<hr/> <hr/>

The Charitable Company had no capital commitments at 31 December 2019 (2018 - none).

8. Investments

	2019	2018
Balance brought forward	570,784	616,151
Additions	400,000	36,853
Sale proceeds	(2,271)	(34,034)
Net gains/(losses)	110,317	(48,186)
	<hr/>	<hr/>
	£1,078,830	£570,784
	<hr/> <hr/>	<hr/> <hr/>
Investments at fair value include		
Equities	754,758	415,657
Fixed interest	147,774	96,404
Alternative investments	166,873	54,041
Cash within investment portfolio	9,425	4,682
	<hr/>	<hr/>
	£1,078,830	£570,784
	<hr/> <hr/>	<hr/> <hr/>

No individual investment is considered to be material.

9. Debtors	2019	2018
Prepayments and accrued income	239,067	260,114
Taxation and social security	20,555	5,284
	<u>259,622</u>	<u>£265,398</u>

10. **Creditors:** amounts falling due within one year

Trade creditors	20,229	39,245
Accruals and deferred income	200,892	190,109
	<u>£221,121</u>	<u>£229,354</u>

Included within creditors is £16,647 (2018 - £15,145) of deferred income relating to membership subscriptions received in advance.

11. **Analysis of Total Funds**

As at 31 December 2019	Tangible fixed assets	Investments	Net current assets	Total
Restricted Funds	-	-	22,031	22,031
Unrestricted Funds	36,656	1,078,830	722,160	1,837,646
	<u>£36,656</u>	<u>£1,078,830</u>	<u>£744,191</u>	<u>£1,859,677</u>
As at 31 December 2018	Tangible fixed assets	Investments	Net current assets	Total
Restricted Funds	-	-	23,700	23,700
Unrestricted Funds	47,884	570,784	868,801	1,487,469
	<u>£47,884</u>	<u>£570,784</u>	<u>£892,501</u>	<u>£1,511,169</u>

12. **Related Party Transactions with Trustees and Connected Persons**

There were no transactions with related parties or connected persons in the year.

13. **Contingent Liabilities**

There were no contingent liabilities to disclose at 31 December 2019 (2018 - none).

14. **Post Balance Sheet Event**

There were no events to disclose subsequent to the year-end.


15. Financial commitments

At 31 December 2019 the Charitable Company had future minimum lease payments under non-cancellable operating leases as follows:

	2019	2018
Not later than one year	£-	£9,061
	<u> </u>	<u> </u>

16. Restricted and Unrestricted Funds

	As at 1 January 2019	Incoming resources	Resources expended	Investment movements	As at 31 December 2019
Restricted					
Desmond Nuttall Fund	2,574	-	-	-	2,574
Brian Simon	19,457	-	-	-	19,457
Welsh Government	1,669	5,416	(7,085)	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	23,700	5,416	(7,085)	-	22,031
General Fund	1,487,469	1,246,481	(1,006,621)	110,317	1,837,646
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Funds	£1,511,169	£1,251,897	£(1,013,706)	£110,317	£1,859,677
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted					
Desmond Nuttall Fund	2,574	-	-	-	2,574
Brian Simon	19,457	-	-	-	19,457
Welsh Government	-	23,748	22,079	-	1,669
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	22,031	23,748	(22,079)	-	23,700
General Fund	1,371,415	1,022,131	(857,891)	(48,186)	1,487,469
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Funds	£1,393,446	£1,045,879	£(879,970)	£(48,186)	£1,511,169
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>


Paper: BERA Budget 2020		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Nick Johnson	Date: 7th December 2020	Ref: AGM-2020-09
Summary: This report outlines the BERA 2020 budget and the revised version which was approved by BERA Council in the Summer.		

Introduction

1. For 2020, BERA Council had agreed a deficit budget for 2020, continuing their decision made in May 2018 to bring down the level of reserves by subsidising investments in new projects. However, clearly all aspects of our budget were thrown into disarray by the impact of Covid-19.
2. With the Covid-19 situation continuing to be an unknown and impacting all areas of BERA's activities, our position as a charity is to do our best continue the delivery of our activities in a safe and responsible manner as possible. This has meant making significant adjustments on a rolling basis. Updates have been shared regularly with the Finance and Operations committee and over the summer they recommended agreeing a revised budget for the year which was endorsed by Council in September. While a c.33% fall in income is forecast from the original budget, this will be somewhat mitigated by a fall in expenditure.
3. Therefore, the attached shows both the original 2020 budget and the revised one agreed in the summer.
4. The most up-to-date forecast, due to the impact of Covid-19 on office and academic capacity and/or delays in getting projects underway, indicates a small surplus may yet be achieved. This does not take into account that UCL-IOE have agreed to waive any outstanding financial commitments BERA has for rent and HR support and will continue to do so to at least August 2021. The 2019 comparison does not include the £200,000 Wiley signing bonus, or the £110,000 revaluation of investments that reflected their value as of 31st December 2019. The 2020 forecast does not include any revaluation of investments, which is £40,000 in the 2020 budget, due to their volatility. We are monitoring the fluctuations in the market but hope that we will have no need to draw on these funds in the short to medium-term so hopefully we can leave them invested and allow the market time to recover.
5. The major issue is the inability to plan for the medium-term and to refocus our activities accordingly. However, until we know what the duration and nature of disruption will be, we cannot fully predict its full economic and social impact and what that might mean for BERA. As such, it is hard to predict what might happen in 2021. The BERA Office has prepared a budget that is currently under review and to be approved imminently by Council, having the framework agreed by both the Finance & Operations Committee and BERA's General Purposes Committee. It will be frequently reviewed throughout the course of 2021.

2020 SUMMARY

	2017	2018	2019	2020 BUDGET	2020 Forecast (Summer)
INCOME					
MEMBERSHIP	158,586	174,818	181,345	170,000	159,000
CONFERENCES & EVENTS	271,847	271,847	245,097	252,160	100
SIGS & FORUMS	10,893	10,893	18,111	21,500	500
PUBLICATIONS	567,697	583,002	576,344	669,400	611,374
OTHER INCOME	18,056	43,497	23,318	70,250	22,000
TOTAL INCOME	1,027,079	1,084,057	1,044,215	1,183,310	792,974
EXPENDITURE					
MEMBERSHIP	4,976	5,058	10,673	7,000	7,000
CONFERENCES & EVENTS	160,271	170,951	223,707	264,010	34,000
PUBLICATIONS	71,616	52,734	76,627	102,000	98,000
STAFFING & PROFESSIONAL SERVICES	328,190	388,381	401,550	501,200	455,000
OFFICE	95,487	124,991	164,767	157,100	147,600
GOVERNANCE	29,094	33,725	34,557	43,200	18,890
SIGS & FORUMS	35,164	25,303	46,504	90,000	18,000
PUBLICITY & ENGAGEMENT	20,214	14,901	22,500	22,500	7,500
AWARDS, BURSARIES & FELLOWSHIPS	19,681	20,134	28,142	51,500	14,700
PROJECTS	45,890	45,090	35,586	47,000	41,500
OTHER				0	0
TOTAL EXPENDITURE	810,583	881,268	1,044,613	1,285,510	842,190
NET SURPLUS (DEFICIT)	216,496	202,789	-398	-102,200	-49,216

Paper: Risk Update – Risk Register – 21.10.2020		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Nick Johnson , David Chatterjee	Date: 7 th December 2020	Ref: AGM-2020-10
Summary: This paper is the updated BERA Risk Register from October’s meeting. Following a recommendation in Spring from F&O, the risk register scoring framework is currently under review by RAAC and will be updated prior to their next meeting in the Spring.		

Introduction

This is the seventeenth incarnation of the BERA Risk Register. It develops the paper originally considered by GPC and RAAC in 2012 and thereafter reviewed annually bringing in other known risk aspects of BERA business. The latest assessments and mitigations were fully reviewed by RAAC at its meeting on 21st October 2020.

This register is reviewed by RAAC at its twice-yearly meetings. RAAC acts as an independent and objective body, monitoring and assessing the risk to the organisation. The committee itself has no decision-making powers. The committee takes responsibility for the oversight and updating of the register before it is forwarded to BERA Council for verification. RAAC is responsible for horizon scanning in the field for developments which may develop into risks for the organisation. The register should also be reviewed periodically by the Officers, GPC, BERA’s other committees and the office staff and updated to include newly identified risks, as appropriate and to implement the mitigation comments. Specific officers or committees are identified in the Mitigation Comments where it is thought that a risk has a particular impact. However, BERA Council, as the Trustees of the charity, hold overall responsibility for all risk management, therefore they are not referenced in the Mitigation Comments. Most of BERA business is protected by contracts but prudence suggests that we should keep all potential risks under regular review. The original register was enhanced in March 2013 to show the current risk score and the previous risk score, which enables BERA members to see the direction in which the risks are going.

The Risk Score below is calculated as Probability x Impact where

- Probability is scaled: 5=high, 4=probable, 3=possible, 2=unlikely, 1=remote
- Impact on both reputation and function is scaled: 5=catastrophic, 4=significant, 3= important, 2=moderate and 1=slight.

The maximum score is therefore 25 and those risks falling between 16-25 are considered major, 8-15 serious and 0-7 minor, with the risks being RAG (red, amber, green) rated accordingly.

The risk register scoring framework is currently under review by RAAC, as of the 21st October 2020 meeting and will be updated prior to their next meeting in the Spring.

An additional table was added in March 2014, which provides the number and percentage of risks in each area by their RAG rating. It is updated after each review of the register and the overall risk profile from the two previous reviews are also shown, for comparative purposes.

Risk: Corporate Governance	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
1. BERA fails to fulfil its obligation as a Charity or as a Limited Company.	1	4	4	4	4	Full operating policies, procedures and guidance are well established and in place as part of BERA handbook, which is subject to annual review.
2. Failure to establish and maintain effective communications and relations between the strategic and operational divisions within BERA.	1	4	4	4	4	Finance & operations committee provides clarity of roles and further support for officers and members. The office provides long-term continuity and institutional memory and ensures that operational aspects are maintained. This risk was stressed tested with the COVID-19 pandemic and the BERA staff have been successfully remote working, and governance meetings have been able to be held, with frequent collaboration meetings in place.
3. Failure to maintain strategic and effective international relationships results in damage to BERA's international profile and reputation.	2	3	6	6	6	Council has developed an international strategy and regularly reviews its links. BERA continues to pursue further bilateral links with international counterparts. BERA have begun the process of re-joining WERA and this will lead to a strengthening of BERA's international profile.
4. Failure to maintain quality of academic work of BERA resulting from shortage of volunteers to fill academic and committee posts	2	4	8	8	12	Clarity of policies and procedures help to clarify roles and remits. Conference attendance is used to publicise roles and encourage engagement. Support and the possibility of remuneration for volunteers is regularly reviewed. COVID-19's impact on members' availability and enthusiasm to take on voluntary work will be closely monitored.
5. Failure to implement the Code of Conduct,	1	4	4	4	8	Addressing issues relating to BERA Code of Conduct remain both timely and relevant given the attention to

Risk: Corporate Governance	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
resulting from confusion relating to members' dual roles (within BERA and within their institutional employment) and/or a failure to agree appropriate processes and sanctions if necessary						such issues in both social and mainstream media. The Code of Conduct is reviewed regularly.
6. Failure to maintain effective working relations with UCL	2	5	10	15	15	BERA is proactive and continues to work with UCL to establish a secure working relationship and to fulfil its duty of care. Those relationships have become clearer and a new agreement clarifying the relationship is being developed and £125,000 of reserves have been ringfenced for any potential fallout.
The settlement figure with UCL becomes disputed	-	-	-	12	N/A	As the accrued funds have now been written-off, this risk is now closed and will be removed from the register and replaced with the new risk below.
7. Ongoing financial and operational commitments to UCL become too expensive	3	3	9	N/A	N/A	Dialogue is ongoing with UCL, with costs written off until at least August 2021.
8. Office premises become unfit for purpose or BERA are asked to leave the building at short notice	1	4	4	15	N/A	UCL recognise the need for BERA to operate on their premises and would provide adequate notice to BERA. A property consultant has been scoped and reassured turnaround would take approximately 3-5 months. Desks and equipment are owned by BERA.
9. UCL limit BERA's ability to recruit staff and the time and finances required to set up BERA as a separate employer become	3	4	12	20	N/A	An MoU is being drafted between BERA and UCL. An independent HR consultant is undertaking work to scope setting up BERA as an employer. Detaching

Risk: Corporate Governance	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
prohibitive						from UCL may bring other recruitment challenges.
10. Staff morale is lowered by issues of office capacity and uncertainties over future maintenance of effective working relations with UCL. This risk was formerly in Finance and Operations	3	4	12	12	12	Office operations are reviewed in line with BERA's strategic priorities and support from UCL is now more effective and recruitment processes improved. This will continue to be reviewed in light of the HR consultant's work.

Risk: Finances and Operations	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
1. Major drop in income from membership imperils BERA's financial position	3	3	9	6	6	A membership strategy is in place and sees membership figures at a strong level. Membership income is c. 15% of overall income and so impact is less severe. The short-term position is robust, with the possible medium/long-term implications of COVID-19 leading to this rise.
2. Major drop in income or failure to benefit from engagement with publishers imperils BERA's financial position.	4	5	20	20	20	Developments in open access publishing are kept under regular review but aspects of the likely impacts are beyond BERA's control. A new contract has been established with Wiley. £380,000 has been designated from the reserves should there be immediate impact from OA and financial scenario planning has taken place. This is a live and evolving risk, which is impacting BERA currently with a likely drop of 5-10% in the budgeted income for 2020.
3. BERA's investment strategy and management of reserves fail to respond to volatility created by uncertainties, such as Brexit and COVID-19, and lead to financial loss.	3	5	15	10	10	Strategy kept under review by GPC and Council. BERA frequently monitors the investments receives an annual statement from the Investment Company. Impact of Brexit and the level of Sterling, as well as a large-scale event, have been added to this review. BERA's reserves have been spread outside of investments for a degree of safety but the external climate remains highly volatile.
4. Catastrophic destruction, or if the office is inaccessible, of office or a public liability incident occurs on BERA premises.	1	3	3	3	3	All records held electronically; main business is off site. A disaster recovery plan is being developed and confirmation of UCL public liability has been received. The BERA Office has been successfully remote

Risk: Finances and Operations	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
						working since March 2020.
5. Failure in the efficiency of the BERA Office as a result of experiencing a negative outcome VAT inspection	2	3	6	6	6	The employment of a part-time qualified accountant within the office to manage the accounts and financial procedures continues to be effective.
6. Failure of IT systems including data protection resulting from infrastructure failure, inappropriate procedures or external attack.	2	5	10	10	10	Data protection procedures are reviewed in light of current regulations and a provider contracted for overall defence and security. Ransomware guidance is in place, with additional IT protections.
7. Failure in public confidence as a result of non-compliance with regulations or the failure of resources to meet the data management requirements of the General Data Protection Regulations	2	3	6	6	6	This risk is relatively low because of procedures in place for ensuring data protection and compliance with legislation. The data management is kept under review to ensure resourcing remains adequate. Phishing attack training is undertaken for all staff members.

Risk: Membership	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
1. A stagnation of BERA membership numbers reduces capacity of BERA to represent educational researchers in the four nations and beyond.	2	4	8	4	4	BERA membership and the relevance of the BERA offer in relation to the contemporary landscape, including the four nations, international membership, practitioners' studies and grassroots bodies is kept under review by the Engagement Committee. Fee levels are reviewed regularly. BERA and the four nations will be kept under review and may form a new risk in future.
2. Failure in SIG membership or continuity in SIG leadership leads to inactivity or lack of engagement in BERA activities.	2	3	6	6	6	The website provides opportunities for effective engagement and interaction. An annual review of SIGs is carried out by Engagement Committee and levels of activity monitored and addressed if they become problematic. A wholesale review of the SIGs is underway as SIG membership is a key member benefit, this is being linked to the updated Strategic Plan. The outcome of the SIG review may have implications on how this is defined and scored in the future.
3. Liaison between SIGs and each other, as well as with the BERA office and BERA's Council and Committees is poor and exposes BERA to reputational risk.	2	3	6	6	6	Active monitoring is now enhanced by clarity over policies and remits provided by website handbooks. The outcome of the SIG review may have implications on how this is defined and scored in the future.


Risk: Events	Assessment and Mitigation					
	Probability	Impact	Risk Score 04/03/20	Risk Score 21/10/20	Risk Score 04/03/20	Mitigation Comment
1. Events, including the Annual Conference, do not pay for themselves and incur financial liabilities for BERA.	2	3	6	6	6	An Events Manager is in place. All events are conducted in line with established policies and are closely monitored by the Events Manager. SIG events are assisted by an Events Officer. Conference & Events Committee will discuss the medium/long-term structure of conference, particularly with the associated costs of a blended event.
2. The academic reputation of the annual conference declines.	3	4	12	8	8	Submission of abstracts to conference remains strong and the process is reviewed annually. Conference Committee is encouraged to attract leaders in the field in order to boost attendance. Future conferences will look different post-COVID-19, but it is not yet possible to know the impact on academic reputation.
3. Disruption to the annual conference as a result of administrative failure resulting from staffing or resourcing difficulties.	2	4	8	8	8	Systems and processes are maintained and filed electronically. Contingency plans are in place and are being used effectively.
4. Catastrophic event, such as Covid19, curtails conference and impacts on membership. USS strikes effect the attendance or reputation of Conference	5	5	25	25	8	Conference Committee monitors Government Guidance on security and safety requirements of host institutions. The Events Manager and Chief Executive are empowered to make quick operational and contractual decisions without needing to consult the committee. BERA was able to withstand the cancellation of Conference in 2020, however the timing of catastrophic events will not always align to reduce costs for BERA.

Risk: Publications	Assessment and Mitigation					
	Probability	Impact	Risk Score 21/10/20	Risk Score 04/03/20	Risk Score 14/10/19	Mitigation Comment
1. The editorial control of publication and media outlets fails or creates problems with administration or reputation	2	2	4	4	4	All editorial roles are subject to contractual agreements and monitored by the publishers. A publications committee is in place and a Publications Manager oversees the portfolio.
2. Academic standard of BERA publications drops.	2	3	6	6	6	Publications Committee maintains oversight of all BERA publications and Chair of Publications Committee liaises with Editorial Groups.
3. New rules in open access publication undermine the operation of BERA's existing journals.	3	5	15	15	15	An increased contract has been signed with the publisher. However, the longer-term risk remains great. Publications Committee continues to monitor the situation and the impact upon our current sources of income. The role of the Journal has remained central to academic life.
4. Numbers interested in editing and reviewing decline.	2	5	10	10	10	As pressures on academic time increase, people might be more reluctant to take journal roles. A publications manager is in post and has alleviated pressure.
5. Relationships between, BERA, BERA's publishers, Editors and Editorial Boards become problematic.	2	3	6	6	6	Terms of Reference have been renewed and Editorial Boards are experienced and effective.

Summary of risks and their Red, Amber, Green ratings by area of risk as at 21st October 2020

Area of Risk	Number of Risks			Total
	Red	Amber	Green	
Corporate Governance	0	5	5	10
%	0%	50%	50%	100%
Finances and Operations	1	3	3	7
%	14%	43%	43%	100%
Membership	0	1	2	3
%	0%	33%	67%	100%
Events	1	2	1	4
%	20%	50%	25%	100%
Publications	0	2	3	5
%	0%	40%	60%	100%
All risks	2	13	14	29
% of Total	7%	45%	48%	100%

All risks previous period	3	11	15	29
% of Total	10%	38%	52%	100%

Paper: BERA Council Membership		 BERA <small>BRITISH EDUCATIONAL RESEARCH ASSOCIATION</small>
Author: Nick Johnson	Date: 7 th December 2020	Ref: AGM-2020-11
Summary: This paper shows the current Council membership. Those elected in 2020 are noted in red. Applications to join BERA Council are now open, should you wish to discuss this in greater detail please contact secretariat@bera.ac.uk		

BERA Council – September 2020 - September 2021			
Status	Member	Role	Term Ends
	Dominic Wyse*	President Vice-President	Sept 2021 Sept 2022
	Vivienne Baumfield*	President-Elect (2020-2021)	Sept 2024
	Sean Hayes	Treasurer (2019-2023)	Sept 2023
Elected			
			All September
	Mhairi Beaton	CEC Chair	2021
	Gerry Czerniawski	Engagement Chair	2023
	Ros McLellan	Publications Chair	2024
	Ruth Boyask		2021
	Megan Crawford		2021
	Gary Beauchamp		2021
	Oliver Hooper	ECR Representative	2022
	Richard Race		2023
	Alison Fox		2024
	Tanya Ovenden-Hope		2024
	Sarah Seleznyov		2024
	Barbara Skinner		2024
Co-opted			
	Vacant		
	Vacant		
	Vacant		
	Morag Redford		Dec 2023
	Marlon Moncrieffe		Dec 2021
	Kevin Smith		Dec 2020

Summary:

The minutes from the 9th September 2019 AGM are for approval.

Agenda: 43rd BERA Annual General Meeting
Date: 9th September 2019
Time: 17:00-17:35
Venue: Novotel Manchester Centre, 21 Dickinson Street, Manchester, M1 4LX

Gary McCulloch - <i>Chair</i>	Gary Beauchamp	Mark Leather
Andrew Pollard	Sheine Peart	Janet Hoskin
Gabrielle Ivinson	Nicoleta Gaciu	Megan Crawford
Ros McLellan	Kevin Smith	Dominic Wyse
Richard Race	Marlon Moncrieffe	Mhairi Beaton
Mabel Encinas	Mary James	Vivienne Baumfield
Annabel Watson	Carmen Dalli	Charlotte Vidal-Hall
Gerry Czerniawski	Martine Jago	Jim Reid
Sanja Djerasimovic	Ines Alves	Anthea Rose
Ian Potter	Jay Mounter	Jonathan Glazzard
Jack Whitehead	Marie Huxtable	Sara Hennessy
Carrie Birch	Nadine Muschette	
Olivene Burke	Adrian Yan Kin Cheung	Nick Johnson
Darcia Roache	Sean Hayes	David Chatterjee
Oliver Hooper	John Leach	Ross Fulton
Jan Georgeson	Tracy Hayes	

1. Welcome

- a) Gary McCulloch opened the meeting at 5:00pm.

2. Declarations of conflicts of interest

- a) None recorded.

3. Minutes and matters arising (10th September 2018)

AGM-090919-01

- a) With the addition of Vicky Duckworth to the attendees list, the minutes were accepted as a true and accurate record.

4. Annual Reports

4.1 President's Report

AGM-090919-02

- a) Report presented for information. Gary McCulloch noted the productive Council meeting held earlier on 9th September and welcomed two of this year's John Nisbet Fellows, Mary James and Andrew Pollard.

4.2 Publications Committee Report

AGM-090919-03

- a) Report presented for information. Publications Committee are keeping a watching brief of Open Access developments and are committed to informing BERA members of any updates.
- b) A new journal contract has been signed, commencing in 2020. This aligns all the journals under one publisher. The success of *BJET* was noted.
- c) The current vacancy on the Publications Committee was highlighted.
- d) Ross Fulton was thanked for his work with *Research Intelligence* and the BERA Blog and the current committee were thanked for their efforts.

4.3 Engagement Committee Report

AGM-090919-04

- a) Thanks were extended to the committee and BERA Office, highlighting the record number of BERA members and, in particular, the high number of student and teacher members.

- b) The inaugural BERA Doctoral Fellowship has been awarded and an EdD Fellowship will be awarded in 2020 to ensure parity of esteem between PhD and EdD.
- c) The BCF Steering Group, ECR Network convenors and SIG convenors were thanked for their work. It was reported that the SIG review is currently underway.

4.4 Conference and Events Committee Report **AGM-090919-05**

- a) Mhairi Beaton presented the report for information, noting the increase in registrations from Conference 2018. The keynotes for Conference 2020 in Liverpool were announced, with abstract submission opening as soon as Conference 2019 closes.
- b) It was reported that over 1000 delegates attended non-Conference events in 2018, with the SIG convenors valuable input to this recognised.
- c) Thanks were extended to Marie Blythe and the Conference and Events Committee.

4.5 Executive Director's Report **AGM-090919-06**

- a) Report presented for information. Nick Johnson thanked the BERA Office and all volunteers, particularly the committee chairs.

4.6 Financial Reports

4.6.1 BERA Audited Accounts 2018 **AGM-090919-07**

- a) The 2018 Audit has been signed off without any issues. While a deficit budget had been planned, a surplus of £86,700 was generated.
- b) BERA mains in a financially robust position, with net assets of approximately £1.5million.

4.6.2 Treasurer's Report **AGM-090919-08**
(including Finance and Operations Report)

- a) Report presented for information. Thanks were extended to the BERA Office and the members of the Finance and Operations Committee, highlighting the work they have undertaken. Sean Hayes noted his re-election and continued commitment to BERA.
- b) It was asked how prepared Council is for progresses in Open Access. Nick Johnson outlined the fluid situation, awaiting ministerial sign-off of the UKRI draft policy prior to any further developments and responses. With a potential move to a pay to publish, from a pay to read model, Council have agreed to ringfence £380,000 of reserves for any fall in income, which is likely to be gradual. It was noted that while the amount of BERA income generated by publications had increased, BERA has diversified income streams and the overall percentage of publications income to total income remains broadly similar to five years ago.

4.6.3 BERA 2019 Budget **AGM-090919-09**

- a) Presented for information and approved by members.

4.7 Risk update **AGM-090919-10**

- a) Report from the Risk Audit and Assessment Committee was presented for information.
- b) The highest risks were noted as Open Access and the relationship with UCL-IOE, the employer and location of the BERA Office. Council have approved a ringfencing of reserves to mitigate the impact of these risks.

5. Notification of BERA Election Results

5.1 Council Membership 2019/20 **AGM-090919-11**

- a) Presented for information. Sean Hayes, Richard Race and Gerry Czerniawski were re-elected to BERA Council.
- b) Those present were encouraged to apply for positions on Council, with the elections held at the beginning of 2020. There will be opportunities to speak to current Council members throughout the Conference to garner more information.

6. AOB

- a) Gary McCulloch was warmly thanked for his tenure as President.
- b) The meeting was closed at 5:35pm.