



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	10	2022		30	09	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Michael D. O'Brien	Chairman		Barbers' Company
2	Professor John S. Lumley	Secretary		Royal College of Surgeons
3	Mrs Margot Cooper			Medical Artists' Association
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Trust Deed (17/11/1997)
Accepted 02/04/1998

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

The trustees (3) are appointed by:
1. The Worshipful Company of Barbers
2. The Royal College of Surgeons
3. The Medical Artists' Association

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees meet bi-annually to receive reports from the Director of Education and Trust Treasurer when they assess finances, perform checks and make planning decisions. The officers are in continual communication with the Chair and all payments made are approved by him.

Our Education Committee, comprising medical artists, meets bi-annually to review individual student's progression and discuss improvements to the educational programme. The Director of Education presents the beneficial thoughts and ideas raised here to the Trustees for their consideration.

All trustees give their time voluntarily and receive no remuneration or benefits.

The MAET has a supportive relationship with The Worshipful Company of Barbers, Royal College of Surgeons, the Gordon Museum and King's College London. They allow us use of their facilities for seminars, workshops and meetings. Some of their members volunteer as advisors, supervisors and examiners.

As the Trust's activities have grown, consideration has been given to financial security and so a reserve fund has been created to protect from any unexpected financial problems.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

1. The advancement of education in medical art.
2. The dissemination of knowledge about medical art to the general public.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Our focus is to ensure the continuation of the educational programme in medical art in collaboration with the Director of Education. Core activity is the Postgraduate Programme in Medical Art, a self-directed study with a structured system of seminars and support. The programme teaches skills required to understand and communicate visually aspects of medicine and surgery at all levels. Thus, maintaining a visual channel for the dissemination and explanation of information between the healthcare professions, general public and academia. Complementing this are the Open Day, Advanced Foundation Course and Charlotte Holt Workshops, all of which strive to widen access to medical art and enhance the standard of our education and to encourage collaboration and networking.

The Open Day invites anyone to have a 'taste' of what we do; to see and understand what medical art is about. The day includes portfolio advice and conversation with practicing medical artists. This has been successful in bringing several talented students to the course from a broader range of backgrounds.

The Advanced Foundation Course covers fundamental observation and drawing skills and cements core skills for all students. It opens our opportunities to more people, for example, from a science background who have had little art training or to those who show artistic potential but have had little prior guidance. The work produced here has provided a steppingstone to the Postgraduate Programme for some students who, otherwise, may not have demonstrated the standards it requires.

Assessments occur bi-annually by an examining panel of artists, anatomists and surgeons; they receive students work, offer guidance and advice. The Education Committee, comprising medical artists, meet bi-annually to review individual student's progression and discuss improvements to the educational programmes of the Trust and to interview potential students.

Charlotte Holt Workshops provide a wider and more varied experience for our students, and we invite other healthcare professionals, artists and those interested medical art. We actively market these workshops outside the MAET.

Charlotte Holt Webinars have been developed during the pandemic to ensure continuation of teaching to the students. A series of these webinars has been timetabled to which other healthcare professionals and artists are invited.

We encourage and support attendance at meetings such as the Medical Artists' Association (MAA) Conference, Association Européenne des Illustrateurs Medicaux et Scientifiques (AEIMS) Symposium, Biological and Medical Art in Belgium (BIOMAB) event and the University of Dundee Medical Art Master's exhibition. Some of our personnel are

members, and have links with, the Institute of Medical Illustrators and the Association of Medical Illustrators.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful to our volunteers who give their time on our education committee, assessment panel and anatomy teaching. Members of The Royal College of Surgeons, Barbers' Company and Medical Artists' Association donate their time, expertise and support to help us maintain high standards of accuracy in medical and surgical visual communication.

We strive to keep student fees as low as possible to limit any financial barrier to our education.

Summary of the main achievements of the charity during the year

We are very grateful for the Barbers' Company awards which provide promising students with additional specialist tuition. Similarly, we are thankful for the Whitaker Award that celebrates high standards in medical art.

We have continued to maintain and enhance the MAET website which is a valuable resource for students, staff and visitors to the site.

The main achievement during this period has been continuation of our educational programmes outlined in Section C. Also, changes in systems to enhance efficiency, ensure sustainability and improve promotion and educational experience, as follows:

1. Completion of a four-year stepped increase in officer fees to bring them in line with minimum wage. Previous fees were set in 1997 and had not been changed which, combined with a rise in student numbers (from c. 5 up to c.15), had become an unreasonable workload expectation for current and future officers. Trustees continue to assess fees on an annual basis.
2. Well managed and organised handover of the Director of Education role from Joanna Cameron to Catherine Bone. Joanna has taken the role of Advanced Foundation Course Director, from Jenny Halstead, and so her knowledge and commitment stays with us. We are extremely thankful for Joanna's near 27 years of dedication to the MAET.
3. We have received a generous donation of £4000 from The Bedhampton Trust – we are calling it the Stanley Fund. To align with the donor's objectives, it is proposed that the funds will support projects such as patient leaflets, posters, or similar materials that can be utilised in care homes or the health service system. Student's will benefit from real-world projects that can be subsidised by the Stanley Fund to ensure they come to fruition.
4. Acquired annual funding for, and planned, a 3D modelling workshop at King's College London, with Professor Rhodes at his lab in the Hodgkin Building, Guy's Campus. We are extremely grateful to trustee Margot Cooper, and Limbs and Things Ltd, who are generously making an annual donation of £600 to fund this initiative, and to Catherine Bone for designing and putting the day into practice. The first session happened in September 2023..
5. We have begun migration of our administration systems to Google Workspace for non-profits. Google offer this free to charities and it provides a more secure and efficient system of working and administration. This year a student database has been built and a workspace with shared resources has been created. We envisage a one- or two-year process for migration of all files and personnel to Google Workspace.
6. As part of our ongoing marketing plan, an MAET Facebook page has been set up and is now actively promoting MAET activities and engaging with medical artists and the public.

Sincere thanks to the supervisors, volunteers, trustees and committee members for their absolute support and encouragement in everything we have done and plan.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees endeavour to keep expenditure within income and not use capital. The main financial risk is loss of funding from the investment distributions and reduced course fee income. Reserves are held to cover these losses should the situation arise. Where the trustees are confident that we have sufficient funds they allow expenditure that will progress our activities.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Investments are held in Schroder's Unit Trusts and managed by Schroders. Our income comes from the Unit Trust distributions, student fees, webinars, workshops and awards.

Investment selection policy advised by Schroder Unit Trusts Limited.

Section F

Other optional information

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Michael D. O'Brien</i>	
Full name(s)	MICHAEL D. O'BRIEN	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	MARCH 28 th 2025	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Medical Artist Education Trust

**On accounts for the year
ended**

30 September 2023

**Charity no
(if any)**

1069007

Set out on pages

Statement of Income and Expenditure and Balance Sheet

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2023.

**Responsibilities and
basis of report**

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

**Independent
examiner's statement**

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

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

7/09/2025

Name:

Charles J Rush, BA MSc FCA

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Woodstock Accountancy

3A Market Place, Woodstock, Oxon

OX20 1SY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Student enrolment fees	1,890	-	-	1,890	-
Student seminar fees	19,336	-	-	19,336	19,038
Assessment fees	-	-	-	-	-
CH Workshop/Webinar fees	2,390	-	-	2,390	459
Open Day fees	380	-	-	380	496
Gordon Museum Studio and DR	-	-	-	-	-
Equipment deposits	-	100	-	100	-
Bursaries, awards & donations	-	5,100	-	5,100	1,000
Advertising and promotion	-	-	-	-	-
Receipts earned from assets (CH)	4,071	-	-	4,071	3,919
MAA Subs	-	544	-	544	-
Miscellaneous	316	-	-	316	27
Interest from cash funds	263	-	-	263	14
Sub total (Gross income for AR)	28,646	5,744	-	34,390	24,953
A2 Asset and investment sales, (see table).					
Investment funds increase	-	-	1,524	1,524	-
Sub total	-	-	1,524	1,524	-
Total receipts	28,646	5,744	1,524	35,914	24,953
A3 Payments					
Supervisor seminar fees & travel	6,274	-	-	6,274	5,960
Zoom/Dropbox/Comms	-	-	-	-	86
CH Workshop/Webinar expenses	2,408	-	-	2,408	1,260
Additional student educational items	54	-	-	54	119
Open Day expenses	398	-	-	398	201
Gordon Museum Studio and DR	-	3,688	-	3,688	-
D of E and Treasurer fees	10,750	-	-	10,750	7,800
Trustees meetings and assessments	1,969	-	-	1,969	2,899
Education meetings and interviews	1,382	-	-	1,382	1,098
Other advertising and promotion	721	-	-	721	2,232
Other equipment and materials	-	-	-	-	-
Equipment deposits returned	-	50	-	50	50
Bursaries, awards and donations	-	1,000	-	1,000	160
Miscellaneous	1,442	-	-	1,442	666
General expenses	81	-	-	81	208
Sub total	25,479	4,738	-	30,217	22,739
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	25,479	4,738	-	30,217	22,739
Net of receipts/(payments)	3,167	1,006	1,524	5,697	2,214
A5 Transfers between funds	57,490	-	57,490	-	-
A6 Cash funds last year end	12,462	30,212	109,628	152,302	150,088
Cash funds this year end	73,119	31,218	53,662	157,999	152,302

Section B Statement of assets and liabilities at the end of the period


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Community Account (Current)	73,119	9,208	-
	HSBC Money Manager	-	20,257	-
	HSBC Community Savings (Whitaker)	-	1,753	-
	Total cash funds	73,119	31,218	-
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Charlotte Holt Investment	Schroders CIFs	-	53,662
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



MICHAEL D O Brien

28.03.25