



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 10	Year 2023		Day 30	Month 09	Year 2024

## Section A Reference and administration details

Charity name	Medical Artist's Education Trust
Other names charity is known by	
Registered charity number (if any)	1069007
Charity's principal address	25 Hill Rise
	Woodstock
	Oxfordshire
Postcode	OX20 1AB

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

Name	Dates acted if not for whole year

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### 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.

<p>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.</p> <p>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.</p> <p>All trustees give their time voluntarily and receive no remuneration or benefits.</p> <p>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.</p> <p>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.</p>
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## 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.

## Section D

## Achievements and performance

**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, steps toward succession planning, efficiencies in marketing and allocation of grants and bequests.

1. We received a generous bequest donation of £5,000 from Air Commodore Ronnie Brown and his wife Margaret Brown. Air Commodore Brown played a significant role in founding the MAET. Proposals are being considered by the Education Committee and Trustees on how these funds should be allocated.
2. As part of our succession planning, we are fortunate to have acquired the expertise of Dr Crispin Wiles, Assistant Professor of Clinical Anatomy & Imaging, Warwick Medical School, University of Warwick. Dr Wiles has become a valued member of our examining board in conjunction with Dr Robert Whitaker who has shared many years of his valuable time and knowledge to the MAET and its students. Also, we are pleased to welcome Dr Wendy Birch, Associate Professor of Cell and Developmental Biology at University College London, who has kindly offered to donate her time as dissertation supervisor. Dr Birch has taken over from Lois Hague who's many years of excellent support for the students has been invaluable.
3. We have received a generous grant from the D'Oyly Carte Charitable Trust to improve our educational facilities. It has enabled us to purchase display boards, for assessments and exhibitions, and a selection of key bones to ensure each student has their own drawing study specimen. We also purchased a projector to improve presentations and seminar teaching.
4. Created a marketing plan, primarily digital, to increase consistency and time efficiency for social media posting and our termly newsletter. This is showing signs of success in reaching potential students and members of the public who are keen to improve their medical art education and take part in our learning opportunities. It is also helping the MAET to become integrated into the medical art world community of discussion, teaching and events.

As always, our sincere thanks go to the supervisors, volunteers, trustees and committee members for their absolute support and encouragement in everything we have done and plan for the future.



## 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

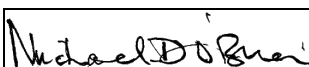
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Dr Michael D. O'Brien

Position (eg Secretary, Chair, etc)

Chair

Date

29/07/2025



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Medical Artist Education Trust

On accounts for the year  
ended

30 September 2024

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 2024.

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").

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.

Independent  
examiner's statement

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: *CJ Rush*

Date: 29/07/2025

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 £
<b>A1 Receipts</b>					
Student enrolment fees	3,895		-	3,895	1,890
Student seminar fees	19,956		-	19,956	19,336
Assessment fees	90		-	90	-
CH Workshop/Webinar fees			-	-	2,390
Open Day fees			-	-	380
Gordon Museum Studio and DR			-	-	-
Equipment deposits			-	-	100
Bursaries, awards & donations	7,234	500		7,734	5,100
Advertising and promotion				-	-
Receipts earned from assets (CH)	3,124			3,124	4,071
MAA Subs	192	544		736	544
Miscellaneous	323			323	316
Interest from cash funds	230	202		432	263
<b>Sub total (Gross income for AR)</b>	<b>35,044</b>	<b>1,246</b>	<b>-</b>	<b>36,290</b>	<b>34,390</b>
<b>A2 Asset and investment sales, (see table).</b>					
Investment funds increase	-	-	5,958	5,958	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>5,958</b>	<b>5,958</b>	<b>-</b>
<b>Total receipts</b>	<b>35,044</b>	<b>1,246</b>	<b>5,958</b>	<b>42,248</b>	<b>34,390</b>
<b>A3 Payments</b>					
Supervisor seminar fees & travel	5,982	-	-	5,982	6,274
Zoom/Dropbox/Comms	14	-	-	14	-
CH Workshop/Webinar expenses		-	-	-	2,408
Additional student educational items		-	-	-	54
Open Day expenses	378	-	-	378	398
Gordon Museum Studio and DR		1,267	-	1,267	3,688
D of E and Treasurer fees	10,730	-	-	10,730	10,750
Trustees meetings and assessments	3,734			3,734	1,969
Education meetings and interviews	2,285			2,285	1,382
Other advertising and promotion	364			364	721
Other equipment and materials	31			31	-
Equipment deposits returned		300		300	50
Bursaries, awards and donations		1,890		1,890	1,000
Miscellaneous	1,015	-	-	1,015	1,442
General expenses	588	-	-	588	81
<b>Sub total</b>	<b>25,121</b>	<b>3,457</b>	<b>-</b>	<b>28,578</b>	<b>30,217</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,121</b>	<b>3,457</b>	<b>-</b>	<b>28,578</b>	<b>30,217</b>
<b>Net of receipts/(payments)</b>	<b>9,923</b>	<b>- 2,211</b>	<b>5,958</b>	<b>13,670</b>	<b>4,173</b>
<b>A5 Transfers between funds</b>	<b>- 57,490</b>		<b>57,490</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>73,119</b>	<b>31,218</b>	<b>53,662</b>	<b>157,999</b>	<b>150,088</b>
<b>Cash funds this year end</b>	<b>25,552</b>	<b>29,007</b>	<b>117,110</b>	<b>171,669</b>	<b>154,261</b>

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)	25,552	6,564	-
	HSBC Money Manager	-	20,655	-
	HSBC Community Savings (Whitaker)	-	1,788	-
	<b>Total cash funds</b>	<b>25,552</b>	<b>29,007</b>	<b>-</b>
	(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	-	117,110
			-	-
			-	-
			-	-
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	


# 1a - Oct'23 to Sept'24\_Trustees Annual Report & IE


Final Audit Report


2025-07-29

Created:	2025-07-28
By:	Woodstock Accountancy (info@woodstockaccountancy.com)
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