

**REGISTERED COMPANY NUMBER: RC000811 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1124890**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020  
FOR  
THE ENGLISH ASSOCIATION**

Mark J Rees LLP Chartered Accountants  
Granville Hall  
Granville Road  
Leicester  
Leicestershire  
LE1 7RU

# **THE ENGLISH ASSOCIATION**

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# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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) (effective 1 January 2015).

The Trustee's Report includes The Directors Report.

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

The objectives of the English Association are to benefit the public by promoting the knowledge and appreciation of the English language and its literatures and to foster good practice in its teaching and learning at all levels.

The Association has pursued and will pursue its objectives by any one or more of the methods set out below.

1. Affording opportunities for professional and other co-operation amongst all those interested in English language and literature.
2. Furthering the due recognition of English as an essential element in education at all levels and participating publicly in any national debate on the teaching of the subject at any level.
3. Providing a forum for the discussion of practice and principle in the teaching and learning of English in all sectors of education from primary to university level.
4. Encouraging and facilitating advanced study in English language and literature.
5. Holding conferences, lectures and other meetings to respond to the professional needs of teachers and lecturers in all educational areas and to further the objects of the Association.
6. Publishing a range of journals, books, papers and leaflets to promote the study and appreciation of English.
7. Forming local branches to carry out the objects of the Association.
8. Establishing relations with kindred bodies and co-operating with such bodies but only in furtherance of the objects of the Association.
9. Enrolling members, collecting subscriptions from members and donations from any person interested in the objects of the Association.
10. Engaging in any other activity which shall be conducive to the objects of the Association.

The Association reviews its aims, objectives and achievements each year and this report considers in detail achievements during 2020. In undertaking the review of the Association's aims, objectives and achievements the trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Association should undertake.

The charitable status of the English Association substantially enhances its ability to pursue its aims for the public benefit in a number of ways.

- Publishing a broad range of journals, books and other materials to inform and enlighten all readers concerned with English language and its literatures, and to offer those in education at all levels a forum for sharing best practice.
- Organising conferences and other events to address the needs of students of all ages, education professionals and members of the public interested in an appreciation of the English language and its literatures.
- Offering prizes and awards to recognise and encourage creativity and achievement.
- Contributing to the public debate about the teaching of English at all levels.
- Collaborating with other bodies to further engagement with our literary inheritance.
- Encouraging trustees and a large number of volunteers to give their time and expertise without charge in pursuance of the above.

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

#### Activities and achievements during 2020

### PUBLICATIONS

English is the original journal of the Association and provides a forum for people who think hard and passionately about literature and who want to communicate those thoughts to a wide audience. It includes scholarly essays and reviews on all periods of literary history alongside new work by contemporary poets. English is published on behalf of the Association by Oxford University Press.

The Use of English is the longest-standing of journals for English teachers in schools and colleges and has been published by the Association since 1992. Vigorous, independent comment on theory, policy and practice has always been its forte.

English 4-11 is the only UK journal dedicated to English in the primary classroom. The journal is developed by primary specialists to give practical help to classroom teachers and is published jointly with the United Kingdom Literacy Association. The English 4-11 Picture Book awards are presented annually for the best children's illustrated books of the year.

The English Association Newsletter reflects the range of the Association's activities and interests and keeps members informed of all the activities and publications of the Association.

Essays and Studies is a series of annual themed volumes, each edited by a distinguished academic. The series is published on behalf of the Association by Boydell & Brewer.

The Year's Work in English Studies is a qualitative narrative bibliographical review of scholarly work on English language and on literatures written in English. The volume includes a detailed overview from Old English to contemporary critical works for a given year and is published on behalf of the Association by Oxford University Press.

The Year's Work in Critical and Cultural Theory is a companion volume to The Year's Work in English Studies, also published for the Association by Oxford University Press. It provides a narrative bibliography of work in the field of critical and cultural theory, recording significant debates and issues of interest in a broad field of research in the humanities and social sciences. The series is of interest to scholars working in many areas of literary and critical and cultural studies as well as in media, visual arts, history and political theory.

Issues in English is a series of occasional publications exploring current issues of debate in English at all levels.

English Association Monographs is a series comprising one or two monographs annually, published on behalf of the Association by Liverpool University Press. Monographs can be on any field of English Studies - Literature and Language - from the mediaeval period to the present.

Bookmarks are a series of pamphlets intended to supplement the enthusiasm of the literature teacher and to provide additional independent resources for readers wanting to broaden their engagement with literature. They are downloadable free of charge from the Association's website and also available as print on demand.

The following were published during the year:

English, Nos. 264-265, edited by Dr Katherine Baxter and Professor David Walker

The Use of English, Volume 71 Nos. 2-3 and Volume 72 No. 1, edited by Dr Malcolm Hebron

English 4-11, No. 68-70, edited by Sally Wilkinson

Newsletter, Nos. 223-225, edited by Rebecca Fisher

Essays and Studies 2020, Literature and Ageing, edited by Elizabeth Barry with Margery Vibe Skagen

The Year's Work in English Studies Volume 99, edited by Professor William Baker and Professor Kenneth Womack

The Year's Work in Critical and Cultural Theory Volume 28, edited by Dr Katherine Baxter and Dr Adam Hansen

Issues in English 14, edited by Antony Rowland, Jenny Richards, and Rob Penman

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

#### Conferences, key meetings, and events

January	Meeting of the English 4-11 Editorial Board. The Chief Executive represented the EA at a meeting of the Children's Poetry Summit and at the Diversity, Inclusion and Belonging roundtable hosted by Pearson.
February	Meeting of the Secondary Education Committee. Meeting of the Higher Education Committee. Meeting of the Finance Committee. The Chief Executive represented the EA at a meeting on learned societies and equality, diversity and inclusion hosted by the Royal Historical Society; and at the Wessex Awesome Book Awards.
March	Meeting of the Primary Education Committee. Meeting of the Board of Trustees. The Chief Executive represented the EA at a Poetry By Heart consortium meeting; at Oxford University Press' European Society Advisory Panel; and at the British Academy's Learned Societies and Subject Associations Network. The EA team moved to remote working due to pandemic restrictions.
April	Meeting of the English 4-11 Editorial Board. Meeting of the Finance Committee.
May	Winners of the English 4-11 Picture Book Awards announced. Meeting of the Primary Education Committee. Meeting of the Secondary Education Committee. Meeting of the Higher Education Committee. Meeting of the Board of Trustees. Meeting of the Finance Committee. The Chief Executive attended the ACEVO New Members meeting.
June	English: Shared Futures 2020 was held online. First meeting of the EA's Anti-Racism Working Group. The Chief Executive represented the EA at a meeting of the Children's Poetry Summit.
July	Meeting of the EA's Anti-Racism Working Group. The EA hosted an English: Shared Futures satellite event, Action on teaching university English online.
August	Meeting of the EA's Anti-Racism Working Group.
September	Meeting of the English 4-11 Editorial Board. Meeting of the EA's Anti-Racism Working Group. Meeting of the Finance Committee. The Chief Executive represented the EA at Oxford University Press' European Society Advisory Panel.
October	Meeting of the EA's Anti-Racism Working Group.
November	Annual editorial meeting for The Year's Work in Critical and Cultural Theory. Annual editorial meeting for The Year's Work in English Studies. Meeting of the Primary Education Committee. Meeting of the Secondary Education Committee. Meeting of the Higher Education Committee. Meeting of the Finance Committee. Meeting of the Board of Trustees. Annual General Meeting and Awards Ceremony held online.
December	Meeting of the EA's Anti-Racism Working Group. The Chief Executive represented the EA at the British Academy's literature workshop.

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

#### COMMITTEE REPORTS

##### Higher Education Committee

###### Members

Jenny Richards	Chair
Alex Thomson	University English Liaison
Antony Rowland	Manchester Metropolitan University
Caroline Magennis	University of Salford
Claire Jowitt	University of East Anglia
Clare Lees	Institute of English Studies, School of Advanced Studies, University of London
Greg Walker	University of Edinburgh
Martin Eve	University of London
Martin Halliwell	University of Leicester
Nicole King	University of London
Rick Rylance	School of Advanced Studies, University of London
Robert Eaglestone	Royal Holloway, University of London
	Varndean College Brighton and Murray Edwards College, University of Cambridge
Sean McEvoy	(Secondary-Higher Education Committee Liaison)
Anshuman Monda	University of East Anglia
Andrea Macrae	Oxford Brookes University
Katherine Baxter	Northumbria University
Katherine Heavey	Glasgow University

John McGavin stepped down from the Committee.

###### Vision

The HE Committee will provide a voice for HE English in dialogue with other elements of the education sector, with government and public bodies, and with the wider public. It will engage proactively with the broad range of issues affecting researchers and teachers in English literature, language and creative writing across the HE sector in the UK. It will provide a forum for debate about matters where opinion is often divided across the community, and seek consensus where possible.

###### Strategy

The Committee will fulfil its role as follows:

- promoting the subject in collaboration with University English, the Institute for English Studies and NAWA through English: Shared Futures
- E:SF satellite events, currently titled 'Action on X', as well as 'big ideas' symposia, 'English in the World', and initiatives, 'Decolonising the Discipline'
- responding to high-level consultations that affect HE policy and practice in collaboration with University English and the Arts and Humanities Alliance
- identifying and sharing resources on its website, and promoting key events via the website and social media; and by curating high quality resources from its events
- supporting academic research in high quality print-publications (for example, EA's monograph series with Liverpool University Press, the journal, English, and series, Essays and Studies).

###### Implementation

The Committee will ensure its role is fulfilled by:

- Adding as a standing item to the Committee agenda suggestions for events and resources to share on the EA website
- Carrying out a skills audit of Committee members to support the distribution of portfolio activities

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

- Delivering an annual request for funding to the Finance Committee in November each year to support new events, as agreed by HEC, and the production of new resources
- Exploring with Committee members best ways of engaging with and providing opportunities for EA's Fellows at its events
- Ensuring the Committee membership represents the diversity of the discipline
- Ensuring clear communication between English Association's Higher Education Committee, Primary Education Committee, Secondary Education Committee and the Trustees.

#### What will constitute success?

HE teachers and researchers at every level (from PhD to senior professor), as well as professional support colleagues, will recognise the work of the English Association through its core activities in:

- 1) promoting the subject, its research, practice and pedagogy
- 2) effective horizon-scanning
- 3) creating high quality resources
- 4) engaging with EA Fellows
- 5) collaborating with other national organisations representing English at HE level, reviewing and responding to national initiatives and policy changes that affect the discipline, and when opportunity arises, international associations.

#### Highlights

- The Committee supported a successful satellite event, 'Action on teaching university English online' (via Zoom).
- Antony Rowland was successful in securing an Arts Council England grant to support the English: Shared Futures fringe events
- Representatives from the AHRC attended the meeting in February to report on AHRC application and success data
- The Committee began a desk-research project to investigate the state of the discipline as it is taught in UK universities
- Jennifer Richards, Antony Rowland, and Rob Penman began work on Issues in English 14 "In the midst of things: COVID-19 and English", which collated responses to the pandemic from EA Fellows and other notable figures
- The Committee began a project to create a 'toolkit' to help colleagues defend and advocate for at-risk departments
- Antony Rowland and Jenny Richards solicited anecdotal stories about post-COVID universities from EA Fellows

### Secondary Education Committee

#### Members

Jane Champion	Chair
Joan Foley	University of the West of England
Malcolm Hebron	Winchester College
Brenda Marshall	Primary-Secondary Education Committee liaison Varndean College Brighton and Murray Edwards College, University of Cambridge
Sean McEvoy	(Secondary-Higher Education Committee Liaison)
Sarah Mullin	Priory School, Edgbaston
Rob Penman	Katharine Lady Berkeley's School, Gloucester
Angela Rodrigues	The Cotswold School

Lucy McManus and Jenny Stevens stepped down from the Committee.

#### Vision

Secondary practitioners will recognise the work of the English Association through its three core activities in raising the profile of the English subjects in schools; disseminating information to support the teachers of English; supporting excellent English teaching in schools across the full age range and sectors of secondary education.

#### Strategy

The Committee will fulfil its threefold role as follows:

- Raising the profile of the English subjects in schools; through supporting the EA campaign to increase the uptake of the subject at A level and in Higher Education and responding to consultations

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

- Disseminating information to support the effective teaching of English; through its journal The Use of English, through CPD events for teachers, through the EA website
- Supporting excellent English teaching in schools; through its journal The Use of English, through developing alliances and cooperation with other related organisations and through contributing to the Common English Forum

#### Implementation

The Committee will ensure its role is fulfilled by:

- Ensuring The Use of English is a standing item on the agenda for all committee meetings
- Continuing to strengthen the committee membership to ensure the full range of the sector is represented
- Continuing to develop resources for the website e.g., through the Bookmarks series, online access to journal content
- Continuing to provide high quality CPD for teachers
- Responding or contributing to responses to government consultations
- Supporting the bid for a national poetry competition through an alliance with Poetry By Heart and The Poetry Society.

#### Highlights

- The Committee guided the creation of a new COVID-19 Links and Resources section on the EA website to support teachers, parents, and students who were remote-/home-schooling
- Joan Foley was involved in a new award in collaboration with Classics for All. The award gives credit to trainee teachers for going to see a play, reading modern retellings of classical texts, teaching involving classics, learning Latin, etc.

### Primary Education Committee

#### Members

Penny Amott	Chair
Eli Power	Nottingham Trent University
Frances Bodger	Institute of Education, University College London
Brenda Marshall	Primary-Secondary Education Committee liaison
Mat Tobin	Oxford Brookes University
Matthew Wilson	St Paul's Primary School, Cardiff
Nicky Potter	Independent publicist
Rob Fletcher	The Bridge London Trust
Tricia Adams	Librarian

Julie Taylor and Liz Connelly stepped down from the Committee.

#### Vision

Early Years and Primary practitioners will recognise the work of the English Association through its core activities, in order to make a significant contribution to supporting teachers:

- Promoting English (speaking, listening, reading, writing and multi-modal communication) as well as linked research informed pedagogies
- Curating high quality resources and acting as a forum for sharing best practice and high quality children's literature.

#### Strategy

The Committee will fulfil its role through the EA Primary webpages and publications as follows:

- Promoting English as a subject as well as linked research informed pedagogies
  - o through developing and disseminating materials to support early years and primary practitioners
- Curating high quality resources and acting as a forum for sharing best practice and high quality children's literature
  - o through production and sharing of high-quality resources to teachers that will support lesson-planning and to balance managing their workload with creativity and flexibility
  - o through identifying and sharing resources available on the internet and promoting key events via the website and social media.



# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

#### Implementation

The Committee will ensure its role is fulfilled by:

- Adding as a standing item to the Committee agenda suggestions for events and resources to share on the EA website
- Carrying out a skills audit of the Committee members to facilitate the recruitment of new members whenever a vacancy arises
- Delivering an annual request for funding to the Finance Committee in November each year to support the production of new resources.

#### Highlights

- The Committee guided the creation of a new COVID-19 Links and Resources section on the EA website to support teachers, parents, and students who were remote-/home-schooling

#### **Fellowships**

The new Fellows of the English Association were honoured at a reception following the Annual General Meeting on 25 November 2020:

Professor Susheila Nasta  
Professor Katy Shaw  
Jonathan Davidson  
Professor Sarah Churchwell  
Professor Ruth Livesey  
Professor Simon James  
Professor Elspeth Graham  
Dr Alex Thomson  
Professor Martin Eve  
Professor Redell Olsen  
Professor Simon Horobin  
Dr Carrie Etter  
Professor Robert Thornton  
Professor Anshuman Mondal  
Professor Nandini Das  
Professor Bernardine Evaristo (Honorary Fellow)

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### OBJECTIVES AND ACTIVITIES

#### Awards and prizes

The following were awarded during the year:

#### The Beatrice White Prize

The prize was awarded to Professor Leonard Neidorf. The Editors wish to recognise Leonard's important contributions to the field, including his article 'Wealhtheow and Her Name: Etymology, Characterization and Textual Criticism' (Neophilologus, 102, no 1 (January 2018): 75-89).

#### English Postgraduate Essay Prize

The first prize was awarded to Tara McEvoy, for 'Sorry Not Sorry: (Non-)Apology, Satire, and The Vacuum Newspaper'. The runner-up prize went to Jack Hart for 'Wordsworth's Self-Composure'.

#### English 4-11 Picture Book Awards

The winners were awarded at the AGM on 25 November 2020:

- Non-fiction 4-7: A Million Dots written and illustrated by Sven Völker (Cicada Books)
- Non-fiction 7-11: Rise Up! The Art of Protest by Jo Rippon, w/foreword by Chris Riddell and illustrated by various (Palazzo Editions Limited)
- Fiction 4-7: The Suitcase written and illustrated by Chris Naylor-Ballesteros (Nosy Crow)
- Fiction 7-11: Through the Wall written and illustrated by Jonathan Standing (The Salariya Book Company)
- The Margaret Mallett Award for Children's Non-Fiction was awarded to The Language of the Universe by Colin Stuart and Illustrated by Ximo Abadía (Bonnier Books)

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### FINANCIAL REVIEW

#### Financial position

The statement of financial activities for the year ended 31 December 2020 shows a deficit of incoming resources over resources expended for the year of £113,632. (2019 - deficit of £8,569). As a result of this deficit the Association's total reserves decreased during the year from £346,154 to £232,522.

Hitherto we have taken credit for income as and when it was received; in many cases this was prior to the period to which it related. This policy has been changed such that income is now recognised in the period to which it relates. An outcome of this change is to adversely affect the 2020 year end accounts, where £4,818 which would normally have been accounted for in this year has been transferred to and will be recognised in 2021. Had this policy been in place when 2019 year end accounts were prepared then £56,153 of income would have been transferred from 2019 accounts to 2020 accounts. This would have reduced the deficit in 2020 from £113,632 to £57,479 as can be seen below.

	2020 £	2019 £
Net income/(expenditure) per SOFA	(113,632)	(8,569)
Adjustment for income taken before it was due:		
Taken in 2019 instead of 2020	56,153	(56,153)
Taken in 2018 instead of 2019	-	1,208
	<hr/>	<hr/>
Restated net income/(expenditure)	<u>(57,479)</u>	<u>(63,514)</u>

#### Risk management

Members of council have identified the major risks to which the Association is exposed. Systems are being developed to mitigate those risks and policies are being established to monitor and control risk. In the areas of operational, governance, financial and compliance risk members of council are confident that the quality of the Association's staff and professional advisors minimises the exposure to risk.

#### Reserves policy

The balance sheet at 31 December 2020 shows unrestricted reserves of £231,193. Restricted reserves relating to the various prize funds amount to £1,329. The Association's reserves therefore stood at £232,522 on 31 December 2020.

The unrestricted fund includes tangible assets, debtors, cash in the bank and in hand.

Given the challenges posed by Open Access, possible reductions in income from publications, reductions in membership income, and the material reduction in the interest received from funds on deposit Members of Council consider the level of unrestricted reserves to be £64,000 lower than target. It is the Association's policy to try to maintain reserves equivalent to one year's estimated fixed costs; for 2021 these are forecasted to be in the region of £245,000. In addition under its arrangements with the University of Leicester the Association is required to hold reserves of no less than £25,000 in respect of the membership of the Association's employees in the Universities Superannuation Scheme. Members of council have resolved to maintain a ring fenced reserve of £50,000 to meet this potential obligation. Since the Association has contractual commitments to its employees and to publishers, the reserves are necessary to ensure those commitments can be honoured during any periods of economic difficulty.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an charitable company, incorporated by Royal Charter.

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Organisational structure

The management of the Association is carried out by the board of trustees, whose members are the council of the Royal Charter entity and trustees of the registered charity. Trustees give their time to the Association voluntarily and receive no benefits for the work they do on its behalf. Expenses reclaimed by trustees for their attendance at meetings of the Association are set out in note 7 to the accounts.

The finance committee is responsible for the financial and administrative operations of the Association, including risk management, and reports directly to the board of trustees.

The secondary education committee reports to the board of trustees and is responsible for organising the Association's secondary conferences and responding to national issues regarding secondary education at all stages.

The primary education committee reports to the board of trustees and is responsible for responding to national issues regarding primary education; the English 4-11 sub-committee is responsible for editing English 4-11, and administering the annual English 4-11 Picture Book awards.

The higher education committee responds to national issues regarding higher education and reports to the board of trustees.

The fellowship committee is responsible for all matters pertaining to the Fellowship and its special interest groups, and reports to the board of trustees.

In 2020 the Association had three full-time members of staff, the Chief Executive, the Administration Officer, and the Membership Manager; and three part-time members of staff, the Year's Work Editorial Officer, the Finance Officer, and the Communications and Events Officer.

#### History of The English Association

The English Association was founded in 1906. On 1 January 2001 its activities, assets and liabilities were transferred to a newly incorporated company limited by guarantee, in accordance with a scheme approved by the Charity Commission. On 1 December 2006 the Association was incorporated by Royal Charter.

In accordance with an order of the Charity Commission, on 1 January 2009 all of the activities, assets and liabilities of the existing registered charity (number 1078935) were transferred to a new registered charity (number 1124890). This transfer was necessary following the incorporation of the Association by Royal Charter. From 1 January 2009 the Association ceased to transact its affairs through the medium of the company limited by guarantee and from that date the affairs of the Association have been carried out through the new registered charity and the entity incorporated by Royal Charter. During 2010 the old registered charity was dissolved and the company limited by guarantee was removed from the Register of Companies.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

RC000811 (England and Wales)

#### Registered Charity number

1124890

#### Registered office

University of Leicester  
University Road  
Leicester  
Leicestershire  
LE1 7RH

# THE ENGLISH ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

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### **Trustees**

J Champion  
Prof G Walker  
Dr J Stevens (resigned 30.11.2020)  
Prof P Shaw  
Dr P Amott  
C Gore  
Prof M Halliwell  
Prof J Richards  
R Penman  
S Nicklin  
Prof D Duff  
Dr N King  
N Potter  
E Draper (appointed 1.11.2020)  
L Lamb (appointed 1.11.2020)  
T Maloney (appointed 1.11.2020)  
Prof D Adger (appointed 1.11.2020)  
T Adams

Dr R Fisher is the Charity's Chief Executive Officer.

### **Independent Examiner**

Phillip Bott FCA BSc (Hons)  
The Institute of Chartered Accountants  
Mark J Rees LLP Chartered Accountants  
Granville Hall  
Granville Road  
Leicester  
Leicestershire  
LE1 7RU

### **BANKERS**

Barclays Bank plc  
2 Victoria Street  
London SW1H 0ND

Scottish Widows Bank  
PO Box 883  
Leeds  
LS1 9TY

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 12 May 2021 and signed on its behalf by:

R Penman - Trustee

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ENGLISH ASSOCIATION**

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## **Independent examiner's report to the trustees of The English Association ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

### **Use of our report**

This report is made solely to the charity's members. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our work, for this report, or for the opinions we have formed.

Phillip Bott FCA BSc (Hons)  
The Institute of Chartered Accountants  
Mark J Rees LLP Chartered Accountants  
Granville Hall  
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LE1 7RU

13 May 2021

# THE ENGLISH ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>Charitable activities</b>	3				
Advancing English		<b>133,552</b>	-	<b>133,552</b>	270,772
Investment income	2	<b>453</b>	-	<b>453</b>	700
<b>Total</b>		<b>134,005</b>	-	<b>134,005</b>	271,472
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Advancing English		<b>247,637</b>	-	<b>247,637</b>	280,041
<b>NET INCOME/(EXPENDITURE)</b>		<b>(113,632)</b>	-	<b>(113,632)</b>	(8,569)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>344,825</b>	<b>1,329</b>	<b>346,154</b>	354,723
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>231,193</b>	<b>1,329</b>	<b>232,522</b>	346,154

The notes form part of these financial statements

# THE ENGLISH ASSOCIATION

## BALANCE SHEET 31 DECEMBER 2020

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	1,923	-	1,923	849
<b>CURRENT ASSETS</b>					
Debtors	11	37,837	-	37,837	50,230
Cash at bank and in hand		269,529	1,529	271,058	360,508
		<u>307,366</u>	<u>1,529</u>	<u>308,895</u>	<u>410,738</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(40,334)	(200)	(40,534)	(26,916)
<b>NET CURRENT ASSETS</b>		<u>267,032</u>	<u>1,329</u>	<u>268,361</u>	<u>383,822</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		268,955	1,329	270,284	384,671
<b>PENSION LIABILITY</b>		(37,762)	-	(37,762)	(38,517)
<b>NET ASSETS</b>		<u>231,193</u>	<u>1,329</u>	<u>232,522</u>	<u>346,154</u>
<b>FUNDS</b>	13				
Unrestricted funds				231,193	344,825
Restricted funds				1,329	1,329
<b>TOTAL FUNDS</b>				<u>232,522</u>	<u>346,154</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements



# THE ENGLISH ASSOCIATION

## **BALANCE SHEET - continued** **31 DECEMBER 2020**

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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 12 May 2021 and were signed on its behalf by:

R Penman - Trustee

The notes form part of these financial statements

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

#### Income

All income, other than that disclosed below, is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

As at 1 January 2020 the trustees made the decision to recognise Subscription and Publication income in the period to which it relates after previously recognising the income in line with the above. As a result of this change, the income for the year appears low due to relevant income being deferred to 2021 in line with the new policy. Had this policy been in place when the 2019 year end accounts were prepared, £56,153 of income would have been transferred from the the 2019 accounts to the 2020 accounts. The impact of the change in policy retrospectively is as follows:

	2020 £	2019 £
Net income/(expenditure) per SOFA	(113,632)	(8,569)
Adjustment for income taken before it was due:		
Taken in 2019 instead of 2020	56,153	(56,153)
Taken in 2018 instead of 2019	-	1,208
Restated net income/(expenditure)	<u>(57,479)</u>	<u>(63,514)</u>

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings                      - 5% on cost

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. ACCOUNTING POLICIES - continued

#### **Tangible fixed assets**

Office equipment	- 20% on cost
Computer equipment	- 33% on cost

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### **Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

#### **Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

#### **Going Concern and COVID-19**

From late March 2020 the COVID-19 pandemic had a significant impact on the charity's operations. After reviewing the charity's forecasts and projections, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

### 2. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	453	700
	<u>      </u>	<u>      </u>

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 3. INCOME FROM CHARITABLE ACTIVITIES

		2020 £	2019 £
Subscriptions	Activity Advancing English	43,322	169,621
Publications	Advancing English	88,077	98,757
Conference Income	Advancing English	1,950	709
Other	Advancing English	203	1,685
		<u>133,552</u>	<u>270,772</u>

### 4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Advancing English	<u>198,976</u>	<u>48,661</u>	<u>247,637</u>

### 5. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Advancing English	<u>39,041</u>	<u>7,400</u>	<u>2,220</u>	<u>48,661</u>

Support costs, included in the above, are as follows:

#### Management

	2020 Advancing English £	2019 Total activities £
Rent, rates and insurance	9,124	7,827
Telephone	731	774
Postage and stationery	2,007	2,445
Sundries	1,479	2,122
Training	581	1,829
Committee expenses	2,615	12,445
Computer costs	18,822	15,456
Prizes and awards	765	2,105
AGM expenses	2,280	8,137
Depreciation of tangible and heritage assets	637	398
	<u>39,041</u>	<u>53,538</u>

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 5. SUPPORT COSTS - continued Finance

	2020 Advancing English £	2019 Total activities £
Bank charges	1,355	1,850
Bookkeeping	6,045	6,765
	<u>7,400</u>	<u>8,615</u>

### Governance costs

	2020 Advancing English £	2019 Total activities £
Independent examiners remuneration	2,220	2,160
	<u>2,220</u>	<u>2,160</u>

### 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Depreciation - owned assets	636	398
	<u>636</u>	<u>398</u>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

### Trustees' expenses

There were trustees expenses of £4,471 (2019: £9,404) paid for the year ended 31 December 2020.

### 8. STAFF COSTS

	2020 £	2019 £
Wages and salaries	130,928	118,700
Social security costs	11,084	9,142
Other pension costs	22,319	45,442
	<u>164,331</u>	<u>173,284</u>

There was no remuneration or other benefits paid to the Key Management Personnel during the year ended 31 December 2020 nor for the year ended 31 December 2019.

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 8. STAFF COSTS - continued

The average monthly number of employees during the year was as follows:

	2020	2019
Charitable activities	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000 in the year ended 31 December 2020 nor in the year ended 31 December 2019.

#### Pension costs

The total cost charged to the profit and loss account is £22,319 (2019: £45,442).

Previously The English Association operated on the basis that all staff are in academic and comparable roles and as such were enrolled in to the USS pension scheme. As at 25 November 2019, the charity proposed a change in agreement with USS to offer an alternative pension scheme through Aviva whereby only employees in grade 6 and above will be classed as academic and comparable and therefore future employees in grade 5 and below are no longer eligible for USS membership and will be enrolled with Aviva. There are currently no employees enrolled in the Aviva pension scheme.

The latest available complete actuarial valuation of the Retirement Income Builder from USS is at 31 March 2018 (the valuation date), which was carried out using the projected unit method.

Since the institution cannot identify its share of USS Retirement Income Builder assets and liabilities, the following disclosures reflect those relevant for those assets and liabilities as a whole.

The 2018 valuation was the fifth valuation for the scheme under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to adopt a statutory funding objective, which is to have sufficient and appropriate assets to cover their technical provisions. At the valuation date, the value of the assets of the scheme was £63.7 billion and the value of the scheme's technical provisions was £67.5 billion indicating a shortfall of £3.8 billion and a funding ratio of 95%.

The key financial assumptions used in the 2018 valuation are described below. More detail is set out in the Statement of Funding Principles.

Pension increases (CPI)	<b>RPI less RPI / CPI gap</b>
Discount rate (forward rates)	<b>Year 1-10: CPI +0.14% reducing linearly to CPI -0.73%</b> <b>Years 11-20: CPI +2.52% reducing linearly to CPI +1.55% by year 21</b> <b>Years 21+: CPI +1.55%</b>

The main demographic assumption used relates to the mortality assumptions. These assumptions are based on analysis of the scheme's experience carried out as part of the 2018 actuarial valuation. The mortality assumptions used in these figures are as follows:

	<b>2018 valuation</b>
Mortality base table	<b>Pre-retirement: 71% of AMC00 (duration 0) for males and 112% of AFC00 (duration 0) for females</b> <b>Post retirement: 97.6% of SAPS S1NMA 'light' for males and 102.7% of RFV00 for females</b>

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 8. STAFF COSTS - continued

Future improvements to morality **CMI 2017 with a smoothing parameter of 8.5 and a long term improvement rate of 1.8% pa for males and 1.6% pa for females**

The current life expectancies on retirement at age 65 are:

	2019	2018
Males currently aged 65 (years)	24.4	24.5
Females currently aged 65 (years)	26.3	26.0
Males currently aged 45 (years)	25.9	26.5
Females currently aged 45 (years)	27.7	27.8

A new deficit recovery plan was put in place as part of the 2018 valuation which requires payment of 2% of salaries over the period 1 October 2019 to 30 September 2021, followed by 6% over the period 1 October 2021 to 31 March 2028. The 2020 pension liability provision reflects this plan. The provision figures have been produced using the following assumptions as at 31 March 2019 and 2018.

	2019	2018
Discount rate	2.44%	2.64%
Pensionable salary growth	n/a	n/a
Pension increases (CPI)	2.11%	2.02%

### 9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 DECEMBER 2019

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Advancing English	270,772	-	270,772
Investment income	700	-	700
<b>Total</b>	271,472	-	271,472
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Advancing English	279,941	100	280,041
<b>NET INCOME/(EXPENDITURE)</b>	(8,469)	(100)	(8,569)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	353,294	1,429	354,723
<b>TOTAL FUNDS CARRIED FORWARD</b>	344,825	1,329	346,154

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2020	2,597	3,333	49,127	55,057
Additions	-	-	1,710	1,710
At 31 December 2020	2,597	3,333	50,837	56,767
<b>DEPRECIATION</b>				
At 1 January 2020	2,235	3,333	48,640	54,208
Charge for year	21	-	615	636
At 31 December 2020	2,256	3,333	49,255	54,844
<b>NET BOOK VALUE</b>				
At 31 December 2020	341	-	1,582	1,923
At 31 December 2019	362	-	487	849

### 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	-	2,482
Prepayments and accrued income	37,837	47,748
	37,837	50,230

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	3,907	5,412
Other creditors	10,439	11,506
Accruals and deferred income	26,188	9,998
	40,534	26,916



# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 13. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	344,825	(113,632)	231,193
<b>Restricted funds</b>			
Beatrice White fund	1,199	-	1,199
Betty Haigh prize fund	130	-	130
	<u>1,329</u>	<u>-</u>	<u>1,329</u>
<b>TOTAL FUNDS</b>	<u><u>346,154</u></u>	<u><u>(113,632)</u></u>	<u><u>232,522</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	134,005	(247,637)	(113,632)
<b>TOTAL FUNDS</b>	<u><u>134,005</u></u>	<u><u>(247,637)</u></u>	<u><u>(113,632)</u></u>

### Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
<b>Unrestricted funds</b>			
General fund	353,294	(8,469)	344,825
<b>Restricted funds</b>			
Beatrice White fund	1,299	(100)	1,199
Betty Haigh prize fund	130	-	130
	<u>1,429</u>	<u>(100)</u>	<u>1,329</u>
<b>TOTAL FUNDS</b>	<u><u>354,723</u></u>	<u><u>(8,569)</u></u>	<u><u>346,154</u></u>

# THE ENGLISH ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

### 13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	271,472	(279,941)	(8,469)
<b>Restricted funds</b>			
Beatrice White fund	-	(100)	(100)
<b>TOTAL FUNDS</b>	<u>271,472</u>	<u>(280,041)</u>	<u>(8,569)</u>

#### PROFESSOR BEATRICE WHITE PRIZE FUND

The Professor Beatrice White Fund was established in 1988. The annual prize of £100 is awarded to the outstanding scholarly article in the field of English Literature before 1590, noted in the current volume of The Year's Work in English Studies. The prize for the year 2020 was not awarded.

As of 31 December 2020 £200 (2019: £200) of prizes were unpaid.

#### BETTY HAIGH FUND

The Betty Haigh Fund was established in 1996 and is used to finance the Betty Haigh Shakespeare Prize Competition, an essay competition open to all A Level students of English Literature.

### 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

# THE ENGLISH ASSOCIATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Investment income</b>		
Deposit account interest	453	700
<b>Charitable activities</b>		
Subscriptions	43,322	169,621
Publications	88,077	98,757
Conference Income	1,950	709
Other	203	1,685
	<b>133,552</b>	<b>270,772</b>
<b>Total incoming resources</b>	<b>134,005</b>	<b>271,472</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	130,928	118,700
Social security	11,084	9,142
Pensions	22,319	45,442
Conference expenses	2,150	3,726
Publication costs	32,495	38,718
	<b>198,976</b>	<b>215,728</b>
<b>Support costs</b>		
<b>Management</b>		
Rent, rates and insurance	9,124	7,827
Telephone	731	774
Postage and stationery	2,007	2,445
Sundries	1,479	2,122
Training	581	1,829
Committee expenses	2,615	12,445
Computer costs	18,822	15,456
Prizes and awards	765	2,105
AGM expenses	2,280	8,137
Fixtures and fittings	22	21
Office equipment	-	1
Computer equipment	615	376
	<b>39,041</b>	<b>53,538</b>
<b>Finance</b>		
Bank charges	1,355	1,850
Carried forward	1,355	1,850

This page does not form part of the statutory financial statements

# THE ENGLISH ASSOCIATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
<b>Finance</b>		
Brought forward	1,355	1,850
Bookkeeping	6,045	6,765
	<u>7,400</u>	<u>8,615</u>
<b>Governance costs</b>		
Independent examiners remuneration	2,220	2,160
	<u>247,637</u>	<u>280,041</u>
Total resources expended		
<b>Net expenditure</b>	<u>(113,632)</u>	<u>(8,569)</u>

This page does not form part of the statutory financial statements