



National Drama Annual Report 2020 **1st January 2020 to 31st December 2020**

Introduction

National Drama, the UK's leading professional association for drama teachers and theatre educators, is dedicated to ensuring that all children and young people have the opportunity to learn about and through drama.

Learning through drama is a natural human process - our brains are wired for it. We recognise it as a powerful pedagogy and a creative process that provides a compelling means of exploration, expression and making meaning. Through it we learn what it is to be a human being.

National Drama is dedicated to the development, promotion and support of Drama and Theatre both in the UK and Internationally. We are an open and inclusive organisation - *One Forum: Many Voices* - and we positively welcome as members all those who are interested in drama and theatre in learning contexts whether in the UK or beyond.

Reference and Admin Details

Charity Number:

1173215

Address

The Crypt Centre, Munster Square, London NW1 3PL

Trustees

Zeena Rasheed (Acting/Vice Chair)
Konstantina Kalogirou (Secretary)
Chris Lawrence (Treasurer; Publications Officer)
Vivienne Lafferty (Publicity and Marketing Officer)
Simon Floodgate (Higher Education Officer)
Chris Holman (Secondary Officer)
Sharon Coyne (Theatre Officer)

Volunteers

Wendy Frost; Amanda Kipling; Louise Newberry; Carolyn Bradley; Sam O'Reilly; Steve Wood, Karen W Jones, Mark Pluckrose

Our Financial Support

Account Reviewers: Torrington Lacey, 72 Clarence Road London N22 8PW
Bankers: Co-operative Bank
Lloyds Bank

Structure, Governance and Management

Governing document

National Drama is a Charitable Incorporated Organisation (CIO) governed by its Constitution, a document prepared for and approved by the Charity Commission on 30th May 2017. At this date it became a Charity and was registered with the Charity Commission.

Appointment of Trustees

The Board of Trustees is ordinarily called 'The Executive Committee' and members of the Committee are ordinarily called 'Officers'.

Appointment of Trustees/Officers is decided annually by Postal Ballot. This process for AGM 2020 was organised and conducted by Civica Election Services (CES).

Trustee Induction and Support

National Drama has a procedure for appointing new Trustees outside of AGMs and a Code of Conduct for all Trustees to follow. Guidance is provided to new Trustees on these procedures. Trusteeship is viewed as a collective responsibility and support is available to any member of the Executive Committee who requires it.

Organisation

The Board of Trustees, usually known as the National Drama Executive Committee, meets at least four times a year at a time and place agreed by the Trustees.

Each Member of the Executive Committee is an Officer designated for a particular area of responsibility within the organisation. Currently these areas of responsibility are:

1. Chair
2. Secretary
3. Treasurer
4. Vice Chair
5. Membership Officer
6. Publicity and Marketing Officer
7. Publications Officer
8. Conference Officer
9. Primary Education Officer
10. Secondary Education Officer
11. Further and Higher Education Officer
12. Theatre Officer
13. Additional Needs Officer

Election of Officers is normally by Postal Ballot as outlined above with the exception as noted above in Trustee Induction and Support.

There are particular rules governing which roles are available for election or re-election according to the National Drama Constitution.

Risk Management

National Drama has developed a number of policies to safeguard the organisation including a Risk Management assessment; Conflict of Interest Policy; Complaints Policy; Safeguarding Policy; Reserves Policy. These are available to any member on request.

Purposes and activities

The objects of National Drama are to advance the art of drama and to advance education in the art of drama for the public benefit.

National Drama has power to do anything that is calculated to further its objects or is conducive or incidental to doing so. In particular, National Drama's powers include power to:

- (1) arrange and provide for, either alone or with others, the holding of meetings, lectures, classes, seminars, training courses or other learning opportunities on a local, regional, national or international basis;
- (2) collect and disseminate information and ideas on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;
- (3) write, procure to be written, print or publish in whatever form, such papers, books, periodicals, pamphlets or other documents, including films, recorded material and computer software, as shall further its objects and to issue or circulate the same whether for payment or otherwise.

Financial Review and Pricing Policy

Pricing

There are four main areas of activity which require attention to levels of pricing:

Membership Fees

Subscriptions for *Drama* Magazine and *Drama Research*

Attendance Fees for Conferences and Events

Charitable financial support for attendance of Members at special Drama events, for example, IDEA, or for special achievements.

These should be reviewed on an annual basis in the light of current financial constraints or opportunities.

Reserves Policy

In an endeavour to safeguard finances for at least one year going forward National Drama will seek to maintain a Reserve that is at least equal to the total unrestricted expenditure of the average of the previous three years or £21000, whichever is the greater.

Financial Performance

Balances at bank on 31st December 2020:

Co-operative Bank Current account: £8,160.51 [2019: £3,275.38]

Lloyds Treasurers Account: £870.40 [2019: 715.40]

Co-operative Bank Reserve Account: £44,458.57 (includes £4500 income from PayPal Account) [2019: £42,795.56, including £5000 income from PayPal]

Total: £53,489.48 [2019: £46786.34]

Bank interest: £153.01 [2019: £229.58]

The financial performance of the organisation during its third full year as a charity has improved somewhat over that in 2019, this despite the effects of the global pandemic. Income from membership fees has shown a slight improvement over 2019 (£7813/7128), while fees from subscriptions to *Drama* and *Drama Research* and from advertising were not

as good as the previous year (£7642/£7932). However, the Royalties that we receive from Allied Publishers was increased at £869.87 (£733 in 2019).

National Drama is now able claim Gift Aid on the subscription payments made by members from their personal accounts, so long as they are registered as UK taxpayers. Our first claim spanned the years from its founding as a charity in May 2017 to 31st December 2020 and we received £371.67 including £3.36 interest from HMRC. We intend to encourage more members to return Gift Aid Declarations in the coming years.

The charity is advantaged in that it has no paid employees; but it must remain vigilant going forward to ensure good financial stewardship in all its activities. See the latest reviewed accounts for full details.

Trustees Responsibilities in relation to the financial statements

The charity trustees are responsible for ensuring that the Charity complies with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns.

The charity trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the charity at any time and for preparing financial statements for each year which provide a true and fair view of the state of the charity.

They are also responsible for ensuring that the charity's accounts are submitted for independent review annually and for generally safeguarding the assets of the charity, taking reasonable steps for the prevention and detection of fraud and other irregularities.

Vice Chair's Report

Achievements and Performance: [1st January 2020 to 31st December 2020]

This year of the pandemic was busy and challenging, as our accomplished and energetic Chair Aine lark died of cancer in September 2020 after a short illness. We grieved, as Covid and the pandemic created an unprecedented reality for us in our working, family and voluntary lives.

Notwithstanding, we have had significant achievements, including an enormous amount of CPD on Zoom: over 40 sessions covering teachmeets, conversations with patrons, inspirational and instructional CPD from companies and practitioners, a range of teacher support covering every key stage, to enable connection, networking and support, free to members and also for non-members. There was much to be proud of and excited about!

During the pandemic we were unable to offer our usual bursary support for members, but we laid plans for when conditions permitted, for two new bursaries: one encouraging research and campaigning initiatives, Drama Matters, and one supporting community and engagement projects, Drama Inspires. We consolidated partnerships, with links to practitioners, writers and CfSA, DTEA, NT and IDEA, and campaigned against a range of anti-Arts policies to hold the country's Executive government to account (including the vanishing

Arts Recovery Fund and the failure to create a Performing Arts T Level to replace the BTEC Level 3). We have improved our marketing and social media presence, grown both the Exec and our membership, developed our CPD offer and researched the impact of Covid and what members need, and added to our list of patrons. Our website is developing all the time, and we have promising plans for members only pages. We supported Oak to create Drama content for their online school, have reviewed our CPD offer, and are working on a Covid Impact study.

Drama CPD Events

One challenge that we had to face during the pandemic was how to organise CPD online. In this we were very successful running a full programme of online events for all phases of Education, attracting participants not only from UK but from all over the world.

These events included contributions from Theatre Centre, Splendid Productions and Lung Theatre; informative events for members including advice on navigating new Ofqual specifications and on becoming a new HOD Drama; and a full range of practical Drama sessions for Primary teachers led by former Chair, Patrice Baldwin. These were so successful and relatively easy to arrange that they are bound to form an important part of what National Drama offers going forward.

Oak National Academy

National Drama is proud to have been involved in the development of Oak National Academy, the Government sponsored online education hub. The Secondary Team was led by Ruth Sayers and Patrice Baldwin led the Primary Team. A range of Drama lessons from KS1-KS3 now feature on the hub, placing Drama in the public eye as a valued and legitimate subject, and giving National Drama a national profiling.

Conferences

Due to the pandemic we did not have a live conference for members, but we did run an online all day conference *So You Want to Be a Drama Teacher* for NQTs in partnership with SCITED which was well attended. We also laid plans for a SEND Conference online, which, if it is successful, we intend to repeat.

E-Newsletter

Friday Feeling carried on with contributions from everyone on the Executive, championing Drama, reflecting on policy and experiences, and informing members of ongoing work and developments. We reviewed this, changed the platform from Supercool to Mailchimp, and decided to create more clarity. This is now titled 'Behind the Curtain' and serves as an informational communication resource for members. This has included information about members of the Exec, also carried on social media to raise awareness, and will host infomatics about international partners, and patrons in the future.

We hope to start a blog which can carry more theoretical and reflective pieces, as an irregular series, and also send out single item mailouts when appropriate.

Website

Our website has improved dramatically with the hiring of a consultant, who has made significant changes and fantastic progress. This can be seen at www.ndresources.co.uk. This

will be developed into a full website to include all the features of the old website, including the research journal and a members' area, but completely updated in style and ease of access.

Bursaries

We have created and raised funds for two new bursaries to members linked to Drama Matters, and Drama Inspires, both for £500 which will support new work and result in articles, projects and learning. One is encouraging research and campaigns, and the other community engagement and education.

Publications

We published two excellent magazines in this time period, filled with bursary-receivers work, student voices, reflections on contemporary practice, articles on inclusion, progression and performance, the NT conference, and interviews, not forgetting reviews of contemporary Drama and Education literature / new plays.

IDEA

National Drama is a founder member of the International Drama/Theatre Education Association (IDEA) and has been active in the association since its foundation. During the pandemic in 2020 IDEA organised a webinar on 30th May 2020, which members of ND Executive attended. It was well organised and very inspirational at a time that this was much needed!

World Alliance for Arts Education

During the pandemic in 2020 WAAE was virtually inactive.

Other Professional Bodies

We have been a presence on several Drama and Education focussed bodies such as IDEA, SCITED and the CfSA. We have good relationships with theatres, the Cultural Learning Alliance and official bodies such as Trinity, Ofqual, and subject leads in Exam Boards.

Play it out Loud – Erasmus Plus project

Drama for social inclusion of shy children.

As reported in last year's report, this is an Erasmus Plus project, funded by the European Union, to investigate how drama can support the learning of 'shy' children. It involved National Drama and four other partners in Poland, Eire, Greece and Spain. The ND Project Leads for the UK are Patrice Baldwin and Dr Ruth Sayers, with Chris Lawrence offering administrative support.

It was due to end in December 2020 but, because of the pandemic in 2020, the project has been somewhat 'frozen'; the international meetings by team members and with teachers were put on hold; and the only available real work of the project has been to collate and produce the booklet of Drama lessons, skills and strategies. National Drama' team has led on this important activity and the result promises to be excellent. We look forward to being able to disseminate this important document early in the new year.

Plans for the Future

Plans for 2021 and 2022 include: -

- Improving our offer of high quality and varied CPD on - line to be strategic and balanced, with a view to a programme of mainly online and occasional live events
- Supporting members and friends to recover professionally and as communities, post pandemic
- Growing the membership
- Maintaining our mission to campaign for, celebrate and champion Drama in schools and in a full range of alternative and educational settings
- Filling empty roles on the Exec, and supporting the trustees and volunteers in this time of transition
- Offering training to the Exec
- Developing best use of our group of patrons
- Funding bursaries
- Creating a calendar to ensure members get excellent value and a robust offer, excellent support, opportunities to develop and learn, and offers and discounts, and non-members have free and great value opportunities to advance their education in the art of Drama
- Sustaining our biannual magazine, *Drama*, monthly newsletters and half termly Member Treats
- Strategic processes, policies and systems to future proof and grow our organisation and ensure trustees passion and contribution is best employed, and work-life balance is respected
- Improving our confidence with social media and engaging with platforms like Facebook and Twitter.

As before, it is important to remind others that we are all volunteers on the National Drama Executive Committee and we work tirelessly to unite teaching professionals and our industry colleagues as 'one forum' with 'many voices.'



Zeena Rasheed
Vice Chair of National Drama

NATIONAL DRAMA
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2020

1. Report of the Executive Committee
2. Report of the Independent Examiner (Reporting Accountant)
3. Balance Sheet
4. Income and Expenditure Account
5. Notes to the Accounts

ROSIE LACEY
Reporting Accountants
72 Clarence Road
London
N22 8PW

NATIONAL DRAMA

Registered Address: The Crypt Centre, Munster Square, London NW1 3PL

REPORT OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee submit their report with the financial statements for the year ended 31st December 2020. The financial statements have been prepared in accordance with relevant accounting standards.

PRINCIPAL ACTIVITY

The principal activity of the association is:

- (a) To promote drama in the broadest range of educational contexts as an entitlement for all without distinction of sex, sexual orientation, race, disability or of political, religious or other opinions by associating together all those interested in all aspects of drama in the U.K. and elsewhere.
- (b) To improve the understanding of drama and otherwise, support and represent the interest of all those engaged in drama in such contexts.

STATEMENT OF EXECUTIVE COMMITTEE RESPONSIBILITIES

The executive committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association. They are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EXECUTIVE COMMITTEE

The members of the committee in office during this period were: -

Zeena Rasheed (Vice Chair)
Chris Lawrence (Treasurer)
Konstantina Kalogirou (Secretary)
Vivienne Lafferty
Simon Floodgate
Christopher Holman
Sharon Muiruri Coyne

This report has been prepared under the relevant accounting standards, and was approved on 15th September 2021.

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C. Lawrence (Treasurer)

NATIONAL DRAMA
REPORT OF THE INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS) TO THE
EXECUTIVE COMMITTEE OF NATIONAL DRAMA

FOR THE YEAR ENDED 31ST DECEMBER 2020

RESPECTIVE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND THE
INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS)

The executive committee responsible for the preparation of financial statements.

BASIS OF OPINION

We planned and performed our review of the books of account so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of the association's affairs as at 31st December 2020, and of its profit for the year then ended, and have been properly prepared in accordance with relevant accounting standards.

Rosie Lacey

ROSIE LACEY
Reporting Accountants
72 Clarence Road
London N22 8PW

Dated this 15th September 2021.

NATIONAL DRAMA

BALANCE SHEET

31st December 2020

	<u>Notes</u>	<u>2020</u> <u>£</u>	<u>2019</u> <u>£</u>
<u>CURRENT ASSETS</u>			
Stock	4	480	520
Cash at bank/in Hand	5	<u>54,763</u>	<u>46,896</u>
		<u>55,243</u>	<u>47,416</u>
<u>CREDITORS</u>			
Amounts falling due within one year	6	<u>450</u>	<u>450</u>
<u>NET CURRENT ASSETS</u>		54,793	46,966
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>£54,793</u>	<u>£46,966</u>
<u>RESERVES</u>			
General Fund – 1 st January 2020		46,966	55,791
Income and Expenditure Account		7,827	(8,825)
<u>SURPLUS</u>		<u>£54,793</u>	<u>£46,966</u>

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EXECUTIVE COMMITTEE RESPONSIBILITIES

These accounts have been prepared in accordance with the provisions applicable to community associations with the relevant accounting standards.

The accounts were approved by the board on 15th September 2021, and signed on its behalf:

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C. Lawrence (Treasurer)

NATIONAL DRAMA

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER 2020

	<u>2020</u> £	<u>2019</u> £	
<u>INCOME</u>			
ERASMUS + Grant	9,738	9,191	
Oak Academy Project Grants	10,415	0	
Subscriptions from Members	9,031	7,658	
Magazine/Journal Subscriptions	3,536	6,577	
Advertising	675	1,215	
Courses / Events / Conferences	3,902	4,749	
Royalties	870	733	
Donations	24	0	
Other Income-Gift Aid	442	335	
Stock – 31/12/2020	480	520	
	<u>39,113</u>	<u>30,978</u>	
<u>EXPENDITURE</u>			
Stock of Books / Publications – 1/1/2020	520	475	
Cost of: Printing and design Fees	4,212	3,614	
Mailing/Postage	2,026	1,759	
Advertising/Publicity	1,262	2,020	
Conference Tickets/Event Fees	242	71	
	<u>8,262</u>	<u>7,939</u>	
Administration: Fees	16,727	15,473	
Materials for Events	0	572	
Rent / Room Hire	786	6,963	
Printing / Stationery	27	286	
Insurance	288	288	
Travelling/Subsistence	469	6,707	
Hotels	0	170	
Sundries	0	50	
Professional Membership	476	0	
E-News Expenditure	314	144	
Bank Charges	0	15	
Accountancy	450	450	
Training	899	450	
Erasmus Project Expenses	2,028	0	
Event Selling/PayPal Fees	199	211	
Website/Zoom/Computer Expenses	514	315	40,033
	<u>31,439</u>	<u>315</u>	
<u>OPERATING PROFIT / (LOSS)</u>	<u>7,674</u>	<u>(9,055)</u>	
Bank Interest received	153	230	
<u>BALANCE TO BALANCE SHEET</u>	<u>£7,827</u>	<u>£(8,825)</u>	

NATIONAL DRAMA

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

1. ACCOUNTING POLICIES

1.1 Basis of Accounting

The financial statements are prepared under the historical cost convention

1.2. Income

Income represents the sums received from subscriptions and magazine/journal subscriptions, together with events.

2. INCOME AND EXPENDITURE

The resulting profit is attributable to the general activities of the company.

3.FIXED ASSETS

There are no fixed assets.

4. STOCK

Residual stock of books, periodicals and magazines are included in the accounts at cost.

5. CASH AT BANK AND IN HAND

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
CO-OP Community Account	8,161	3,275
Lloyds Current Account	870	715
CO-OP Business Select Account	45,449	42,796
PayPal	283	110
	<u>£54,763</u>	<u>£46,896</u>

6. CREDITORS

Amounts falling due within one year: -

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Accountancy	450	450
	<u>£450</u>	<u>£450</u>

NATIONAL DRAMA
REPORT OF THE INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS) TO THE
EXECUTIVE COMMITTEE OF NATIONAL DRAMA

FOR THE YEAR ENDED 31ST DECEMBER 2020

RESPECTIVE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND THE
INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS)

The executive committee responsible for the preparation of financial statements.

BASIS OF OPINION

We planned and performed our review of the books of account so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of the association's affairs as at 31st December 2020, and of its profit for the year then ended, and have been properly prepared in accordance with relevant accounting standards.

Rosie Lacey

ROSIE LACEY
Reporting Accountants
72 Clarence Road
London N22 8PW

Dated this 15th September 2021.