

# THE NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

England & Wales · Charity number 1190424

## Details

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**Other names** NAWE

**Status** Registered

**Legal form** Charitable company

**Company number** [04130442](#)

**Registered** 2020-07-16

**Register** [View on the Charity Commission register](#)

## Contact

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Askham Fields Lane  
Askham Bryan  
York  
YO23 3FS

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**Email** [admin@nawe.co.uk](mailto:admin@nawe.co.uk)

**Website** [www.nawe.co.uk](http://www.nawe.co.uk)

## Activities

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**Objects:** TO PROMOTE CREATIVE WRITING EDUCATION AT ALL LEVELS, OPPORTUNITIES FOR ALL TO BENEFIT FROM PROFESSIONALLY-LED CREATIVE WRITING TEACHING, CREATIVE WRITING RESEARCH AND THE SHARING OF KNOWLEDGE, BEST PRACTICE AND INFORMATION AMONG CREATIVE WRITING EDUCATORS.

**Activities:** NAWE's mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£74,807	£65,571	-	-
2024-03-31	£69,393	£57,473	-	-
2023-03-31	£74,344	£126,007	-	-
2022-03-31	£148,023	£125,641	-	-
2021-03-31	£143,766	£112,122	-	-

## Trustees

Name	Role	Appointed
<b>Derek Neale</b>	Chair	2019-11-09
Dr Heather Richardson		2022-11-10
Dr Jocelyn Page		2025-01-03
Dr Yvonne Kim Battle-Felton		2025-01-16
Francis Jonathan Gilbert		2024-12-16
Jane Elizabeth Moss		2025-01-16
Jonathan Frederick Davidson		2016-10-01
Karina Lickorish Quinn		2025-01-23
Ruth Joanna Moore		2024-12-16

**THE NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

England & Wales - Charity number 1190424

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# Accounts

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National Association of Writers in Education  
(a Company Limited by Guarantee)

Trustees' Report and Financial Statements for the year  
ended 31 March 2024

Registered Company number 04130442

Registered Charity number 1190424

National Association of Writers in Education  
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for the year ended 31 March 2024

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## **Report of the Trustees**

The directors of the National Association of Writers in Education (“the charitable company”) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as its Trustees. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102) (updated 1 January 2019).

The Trustees have pleasure in presenting the charitable company’s report and financial statements for the year ended 31 March 2024.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the Charity, as set out in its Memorandum and Articles of Association, are to promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and sharing of knowledge, best practice and information among creative writing educators.

#### **Mission Statement**

Our mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

#### **Public Benefit**

NAWE reviews its aims and objectives regularly. In carrying out the review, the Trustees have referred to the Charity Commission’s guidance on public benefit to ensure that all current and future planned activities are in line with its stated purpose. Details of how the charity’s activities deliver public benefit are given in the section under achievements and performance.

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## **Report of the Trustees (continued)**

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Charitable Activities**

This report covers the period April 2023 - March 2024, a period in which NAWE continued to provide a broad range of services to support the creative writing education sector. These included supporting our communities of practitioners through membership services and more widely through various arts activities, publications and networking. Having moved to a business model that enabled our work to be largely supported by contributions from our many institutional and individual members, our focus was on work that enabled these organisations and individuals to most effectively develop their work to support our sector.

#### **Organisational Update**

Following the changes to our business model in 2022-23 and a renewed focus on work with our membership organisations and individuals, 2023-24 saw only modest organisational change. Mosaic Events continued to provide a range of services related to managing and serving our membership and again took on work pertaining to the management and delivery of our annual Conference (which will be run in November 2024).

Our Information Manager and our Publications Manager, both contractors, worked closely with Mosaic Events to manage day to day activities. Our Board of Trustees continued to oversee the management of NAWE, supported particularly by our Higher Education Sub-Committee. The Board of Trustees was able to reduce the frequency of its meetings to every two months, with the two Co-Chairs meeting with Mosaic Events and our Information Manager and Publications Manager on a fortnightly basis.

This organisational structure across 2023-24 proved very effective, offering a clear monitoring and decision-making structure and increasingly separating the delivery of NAWE's work from matters of governance.

#### **Operational Finance & Resources**

Along with organisational stability, the period 2023-24 was also one of stability of operational finance and resources. Financial performance was reviewed monthly by the Co-Chairs using information provided by Mosaic Events. Income & expenditure was compared to budget and any variances investigated with necessary adjustments to budget being made as required. Most expenditure was subject to contract and therefore already known, any additional expenditure being made by agreement of the Co-Chairs, overseen by the Board of Trustees.

Reserves increased steadily across the year, allowing some additional resources to be allocated from November 2023 in the form of an increase in contracted days for our Information Manager. Small reductions in expenditure were also implemented, mainly through dispensing with unnecessary digital services (for instance Issuu). A calculation was made to estimate the level of reserves required to cover any unexpected eventualities, and this was adopted as a target to be achieved ideally by 2024-25.

#### **Staffing**

NAWE no longer employed any staff. The management and delivery of its work was undertaken by Mosaic Events (focussing on membership services and conference delivery), a contracted Information Manager and a contracted Publications Manager (with a new appointment to this role being made in July 2023). During 2023-24 an updated Service Level Agreement was negotiated with Mosaic Events and updated contracts of service were agreed with our Information Manager and our Publications Manager.

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## **Report of the Trustees (continued)**

### **Governance**

The Board of Trustees remained stable during 2023-24, with the two Co-Chairs continuing within this role from NAWE's AGM in November 2023. During the latter period of 2023-24, the Board of Trustees began the process of identifying NAWE Members who might consider becoming Trustees, with the appointment of several new Trustees being anticipated at the forthcoming AGM in November 2024.

The Higher Education Sub-Committee continued to undertake valuable work pertaining to this area, regularly reporting to the Board of Trustees. The Community Writers Sub-Committee was put on hold and its remit of engaging with Members working in community settings was delivered through the increasingly successful series of online Writer Meet-Ups which were launched during 2023-24. An ad hoc Sub-Committee was set-up to manage the annual Conference and a de facto ad hoc Sub-Committee was set-up to serve the needs of Members undertaking Creative Writing PhDs.

Our Annual General Meeting took place on Thursday 9<sup>th</sup> November 2023 as an online event and was well attended.

### **Membership**

Monthly Membership Reports were provided by Mosaic Events across 2023-24. At start of April 2023 there were 1376 members, 361 being Institutional Members and the remainder being Individual Members across various categories. At end of March 2024 there were 1231 members, 319 being Institutional Members and the remainder being Individual Members across various categories. As a result of increases in membership fees, this modest reduction in membership numbers of 10.5% resulted in a reduction in Membership income from £60,242 to £58,577 (£1,665), being 2.8%.

During 2023-24 the Board of Trustees worked with the Information Manager and Mosaic Events to put in place systems to slow down and, if possible, to reverse the trend of slightly declining membership. This included identifying key universities running creative writing courses that were not members and using the new PhD Network as a means of recruiting new Members at the beginnings of their careers.

### **Key Activities:**

#### **NAWE Conference**

The Board of Trustees made the decision in early 2023-24 to move our annual Conference to November 2024, and also to keep the Conference as an online activity. This decision allowed us more time to plan the Conference and moved it back to what had been its traditional time pre-Covid. Keeping the Conference online enabled the financial risks of such an activity to be modest in comparison with the financial risks of an in-person conference. During 2023-24 much work was undertaken to prepare for our November 2024 Conference, including budgeting and allocation of resources for Conference delivery. The response from NAWE Membership was generally positive.

### **Publications**

Our publication programme continued throughout 2023/24, with three editions of Writing in Education and one edition of Writing in Practice (our open access, online literary journal). While the first edition of Writing in Education was managed by our out-going Publications Manager, our new Publications Manager, appointed in July 2023, undertook all subsequent work.

Both publications were subject to a design 'refresh', with the response from Members being positive. Both publications were also transferred permanently to digital format only, although in response to member requests, research into the possibility of print on demand being made available was also begun. The publications featured paid for advertising from the Authors' Licensing & Collection Society, a previously untapped source of additional funding. New systems were put in place to better record readership of both publications.

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## **Report of the Trustees (continued)**

### **Information Sharing/Communications**

Our regular bulletin of news and opportunities continued, actively managed by our Information Manager. This was published fortnightly and included a range of notices of opportunities across all four home nations and beyond. Information included details of free events and activities, commissions, calls for publication and jobs on offer. The bulletin was also used to communicate NAWE activities for its members, including online Writer Meet-Ups, a call for Conference submissions, the AGM and the activities of the Higher Education Sub-Committee and the PhD Network.

### **Networking/Skill-Sharing**

In response to an interest from Members for more opportunities to meet each other and share skills, a series of quarterly online Member Meet-Ups were launched in 2023-24, with each event having a theme. These proved immediately popular, with a range of subjects being discussed and many suggestions for future events. An average of 35 Members attended each Member Meet-Ups in 2023-24.

While the online Member Meet-Ups were popular, there was still interest in Members meeting in person. To respond to this the Board of Trustees agreed to run some in person Regional Member Meet-Ups in the month prior to the annual Conference (i.e. in October/November 2024).

### **Higher Education Sub-Committee/Higher Education Specific Activity**

NAWE's advice to QAA on recruitment to Chair their editorial update of the national Benchmark Statement for Creative Writing - a document that defines UK HE standards and quality codes for the discipline - resulted in our nominated candidates sharing Chairing duties. Members of the HE Sub-Committee were also elected to work on the Benchmark which was successfully published during the year.

NAWE is the Subject Association for Creative Writing and members of NAWE's HE Sub-Committee attended British Academy meetings and networking meetings with other disciplines' Subject Associations. Members also commented on drafts of the British Academy's 'Deep Dive into English Studies' report before it was published. The Sub-Committee was instrumental in reviving NAWE's PhD Network, with two PhD students joining the group. Discussion work started on possible future work. This included considerations about how to introduce a Digital Object Identifier facility on Writing in Practice, to bring it in line with other academic journals in the sector; and considerations about how AI might come to affect Creative Writing teaching and writing practice.

### **International Engagement**

Connections with the European Association of Creative Writing Programmes were maintained, and it is likely that they will attend the Conference in November 2024. Links with our partner organisations in Australia and the USA were less evident during 2023-24.

### **MaxLiteracy Trust Project**

NAWE continued to be involved in the MaxLiteracy Trust funded work with school children on developing their interest in creative writing through workshops in visual arts spaces. The new round of work begun at the end of 2022-23 was continued across 2023-24 and is due for completion in 2024-25. This work also generated a small surplus to be applied to NAWE reserves, although the work also demanded considerable support from the Board of Trustees.

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## **Report of the Trustees (continued)**

### **FUTURE PLANS**

NAWE's key aim across the future is to sustain the work it has become so effective at in supporting those involved in creative writing education. At the heart of this ambition is the necessity to continue to exercise good governance and effective management, including financial management. A plan is already in place to increase the number of Trustees on our Board and it looks likely that at least five Members will become new Trustees from November 2024. Their role, alongside existing Trustees, will be to ensure that NAWÉ's activities are in accordance with our charitable Objectives and that resources are used appropriately.

NAWE will continue to serve the needs of its Member Organisations and individual Members, however more emphasis will be placed on encouraging Members to contribute to our Objectives, for the benefit of other Members and for the Creative Writing Education sector more generally. This has also taken the form of our very successful Member Meet-Ups programme and the revival of the PhD Network, and it is anticipated that other activities will be undertaken by Members across the next few years.

NAWE has for many decades played a part in supporting the development of our sector, for instance advising on standards for teaching creative writing in universities. We will continue this work and as our Trustee numbers increase, will look to work with other creative writing organisations to more effectively make the case for maintaining and increasing support for creative writing in education. Our Higher Education Sub-Committee will play a particularly important role in this work, as it has done previously.

NAWE's annual Conference, to take place in November 2024, will provide a forum for the sharing of ideas, skills and experience within our sector, and will be attended by both Members and non-Members, from all four Home Nations and beyond. We will endeavour to attract more attendees, and will especially target creative writing students and others at the beginnings of their careers.

NAWE will continue to profile an exemplary service of information to its Members and to the wider creative writing education sector, through our newsletter and our website. Our publications will continue to develop as both a pedagogical resource for Members and a resource for those wanting to develop their practice in the creative writing education sector. We will continue to develop our use of social media platforms to reinforce and amplify this work.

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## **Report of the Trustees (continued)**

### **FINANCIAL REVIEW**

#### **Financial Position**

The financial year 2023-24 closed with a net income position of £9,955 on un-restricted funds. The balance sheet shows remaining funds at the year-end of £14,283, which includes restricted funds of £1,965 for the Inspire Project.

Remaining funds at the end of 2023-24 show a marked improvement from the previous year and £2K higher than predicted in the original budget for 2023-24. Budgets and cash-flow have been prepared through to March 2026. These have assumed that the bulk of NAWE's income will come from its membership (individual and institutional), with some small additional income coming from our delivery of small-scale projects which include a fixed fee for our work. Expenditure is focussed on that necessary to serve the needs of our Members, and to continue to offer more broader support across the sector.

The budget and cash-flow prepared for 2024/25 suggest remaining funds at year end of above £30K, just above the figure set by our revised Reserves Policy. Inflationary increases have been included and a continued slight decrease in membership income has been anticipated. This suggests, that so long as NAWE continues to spend carefully and sustains the bulk of its membership, it is in a relatively good financial position going forward.

#### **Reserves policy**

The Reserves Policy, revised in April 2024, is set at £28K. It is likely that this figure will be achieved by March 2025. This figure would enable NAWE to fully discharge all its financial obligations to Members and to contractors in the event of our wishing to cease operating. The Reserves Policy will be reviewed in April 2025.

#### **Risk Management**

The Board of Trustees of the charity believe that sound risk management is integral to good management and good governance practice. Risk management informs all of the charity's decision-making processes and is incorporated within strategic and operational planning. Risk assessment is conducted on all new programmes and projects to ensure that they are in line with the charity's mission and objectives. Any identified risks or opportunities are analysed and reported at the appropriate level and a risk register is maintained and updated at every Board meeting and more frequently where major risks are known to be volatile.

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## Report of the Trustees (continued)

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing Document

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association. It is a registered charity with the Charity Commission and was registered as a charity on 16 July 2020. The Charitable Company was incorporated on 22 December 2000 and its Memorandum and Articles of Association were amended by special resolution on 9 November 2019 and registered at Companies House on 19 January 2020.

#### Organisational structure

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Co-Chairs are responsible for the day to day running of the company, delegating matters of bookkeeping, membership services, information services and publications to contractors.

#### Appointment of Trustees, induction & training

The charity looks to recruit new trustees as the need arises. Currently there are five trustees in the post from a diverse range of backgrounds who support the goals of the charity. In the next year we aim to appoint at least two more trustees who reflect the diversity of our membership and sector and the communities in which we work.

When appointed new trustees undergo an orientation to brief them on their legal obligations under the charity and company law, the content of the Memorandum and Articles of Association, the decision-making process, the recent financial performance of the charity, the recent developments and the future plans. Trustees are encouraged to attend external training events relevant to develop their skills and gain experience relevant to their roles and responsibilities.

### REFERENCE AND ADMINISTRATIVE INFORMATION

#### Trustees:

Derek Neale (Co-Chair)  
Jonathan Davidson (Co-Chair)  
Heather Richardson  
Lucy Sweetman  
Anne Caldwell  
Sue Dymoke (to 1 July 2023)

**Charity Number:** 1190424

**Company number:** 04130442

#### Registered Office:

Shandy Hall  
Coxwold  
York  
North Yorkshire  
YO61 4AD

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**Report of the Trustees (continued)**

**Independent Examiner:**

Karen Hanlan, ACA  
Karen Hanlan Independent Examiner Ltd  
1 Saracen Close  
Ettington  
CV37 7SZ

**Bankers:**

Santander UK plc  
Santander Business Banking Operations  
Sunderland  
SR43 4FW

The trustees who are also the 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 March 2024. 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 (FRS102) (effective 1 January 2019).

Approved by the Board of Trustees and signed on its behalf by:

Jonathan Davidson  
*Trustee*

Date: 21/8/2024

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## **Statement of Trustees' responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the surplus or deficit incurred by the charitable company for that year. In preparing those financial statements the Trustees are required to:

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

The Trustees have overall responsibility for ensuring that the charitable company has an appropriate system of controls, financial and otherwise.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charitable company is operating efficiently and effectively;
- its assets are safeguarded against un-authorized use or disposition;
- proper records are maintained, and financial information used within the charity or for publication is reliable;
- the charitable company complies with relevant laws and regulations.

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## **Independent Examiner's Report to the Trustees of National Association of Writers in Education ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024 which are set out on pages 13 to 22.

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

As the charity 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 Company'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 (FRS102).

I have no concerns and have come across no 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.

Karen Hanlan,  
Member of Institute of Chartered Accountants England & Wales  
Karen Hanlan Independent Examiner Ltd  
1 Saracen Close  
Ettington  
Warwickshire  
CV37 7SZ

Date: 21/8/24

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**Statement of Financial Activities (including an Income & Expenditure Account)**

		Un- restricted funds 2024	Restricted funds 2024	Total 2024	Total 2023
<b>Income from:</b>	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies	1	15	-	15	-
Charitable Activities	2	61,378	8,000	69,378	74,344
Other income		-	-	-	-
<b>Total income</b>		<b>61,393</b>	<b>8,000</b>	<b>69,393</b>	<b>74,344</b>
<b>Expenditure on:</b>					
Charitable activities	3	51,438	6,035	57,473	126,007
<b>Total Expenditure</b>		<b>51,438</b>	<b>6,035</b>	<b>57,473</b>	<b>126,007</b>
<b>Net income/(expenditure) and net movement in funds for year</b>		<b>9,955</b>	<b>1,965</b>	<b>11,920</b>	<b>(51,663)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		2,363	-	2,363	54,026
<b>Total funds carried forward</b>		<b>12,318</b>	<b>1,965</b>	<b>14,283</b>	<b>2,363</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

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**Balance sheet**

Company registered number 04130442	Notes	2024	2023
		£	£
<b>Current Assets</b>			
Debtors	6	75	1,724
Cash at bank and in hand		<b>18,410</b>	9,919
		<b>18,485</b>	11,643
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	7	<b>(4,202)</b>	(9,280)
Net current assets		<b>14,283</b>	2,363
<b>Net assets</b>		<b>14,283</b>	2,363
<b>The funds of the Charity:</b>			
Restricted Funds	8	1,965	-
Unrestricted Funds	8	<b>12,318</b>	2,363
<b>Total charity funds</b>		<b>14,283</b>	2,363

The accompanying accounting policies and notes form part of these financial statements.

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/Trustees:

(a) The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the financial statements have been examined by an independent examiner whose report appears on page 12.

(b) The directors/Trustees acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

Approved by the Trustees and signed on their behalf by:  
Jonathan Davidson, Trustee

Date: 21/8/2024

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## Principal accounting policies

### Status of the company

The charitable company is limited by guarantee and does not have share capital. The liability of members is limited to £1 per member.

### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (updated 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

National Association of Writers in Education meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### Going concern statement

The financial statements have been prepared on a going concern basis which assumes that the Charitable Company will continue to operate. The validity of this assumption is dependent upon the continuance of support from the Charitable Company's members and other activities to raise funds. The Charitable Company's forecasts shows that the Charitable Company will be able to operate in the foreseeable future. Based on this understanding, the directors believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result from the basis of preparation being inappropriate.

### Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations and grants subject to conditions imposed by the provider or by specific terms of the appeal under which the funds were raised. The restrictive conditions are binding upon the Charitable Company.

### Income

Income is recognised when the charitable company has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income relating to future periods, as a result of donor imposed conditions specifying the time period, has been treated as deferred income.

Income dependent on certain conditions, amounting to more than mere administrative requirements, is recognised when the conditions have been fulfilled.

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## **Principal accounting policies (continued)**

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company to the 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 costs related to that 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.

### **Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short term deposits repayable on within a three month notice period.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### **Taxation**

As a registered charity no provision is considered necessary for taxation.

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## Notes to the financial statements

### 1. Income from donations and legacies

	2024	2023
	£	£
Donations	<b>15</b>	-

### 2. Income from charitable activities

	2024	2023
	£	£
<b>Restricted grants:</b>		
The London Community Foundation – Inspire Project	<b>8,000</b>	4,000
Total restricted grants	<b>8,000</b>	4,000
<b>Un-restricted income:</b>		
Membership subscriptions	<b>55,098</b>	59,734
Publication sales	<b>2,022</b>	60
Conference fees	<b>289</b>	9,240
Other income & fees	<b>3,969</b>	1,310
Total un-restricted income	<b>61,378</b>	70,344
<b>Total income from Charitable Activities</b>	<b>69,378</b>	74,344

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

**Notes to the financial statements (continued)**

**3. Analysis of expenditure on charitable activities**

	Un- restricted £	Restricted £	2024 Total £
Conference	290	-	290
Website costs	4,668	-	4,668
Inspire workshop fees	-	6,035	6,035
Membership retainer	20,280	-	20,280
Publications manager	4,050	-	4,050
Information manager	6,794	-	6,794
Development director	4,025	-	4,025
Participation Producer	2,000	-	2,000
Insurance	3,510	-	3,510
IT costs	802	-	802
DBS fees	1,468	-	1,468
Bank charges	1,061	-	1,061
Independent Examiners Fee	1,250	-	1,250
Sundries	1,240	-	1,240
<b>Total 2023/24</b>	<b>51,438</b>	<b>6,035</b>	<b>57,473</b>

	Un- restricted £	Restricted £	2023 Total £
Staff costs	37,894	-	37,894
Publications	5,962	-	5,962
Conference	9,021	-	9,021
Website development	6,438	-	6,438
Inspire workshop fees	-	4,000	4,000
Membership retainer	17,160	-	17,160
Publications manager	8,877	-	8,877
Information manager	10,695	-	10,695
Development director	8,050	-	8,050
Participation Producer	5,000	-	5,000
Insurance	1,730	-	1,730
Staff travel costs	1,158	-	1,158
IT costs	1,097	-	1,097
DBS fees	873	-	873
Bank charges	1,214	-	1,214
Independent Examiners Fee	4,509	-	4,509
Sundries	2,329	-	2,329
<b>Total 2022/23</b>	<b>122,007</b>	<b>4,000</b>	<b>126,007</b>

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

**Notes to the financial statements (continued)**

**4. Net income for the year**

	<b>2024</b>	<b>2023</b>
	£	£
Net income for the year is stated after charging:		
Independent examiners fees -		
Independent examination	<b>1,000</b>	1,500
Accountancy services	<b>250</b>	2,491
Payroll fees	-	518
	<b>-</b>	<b>518</b>

**5. Analysis of staff costs, trustee remuneration and expenses**

	<b>2024</b>	<b>2023</b>
	£	£
Salaries	-	37,113
National Insurance	-	-
Pension	-	781
Total	-	37,894

**Staff Numbers**

	<b>Number</b>	<b>Number</b>
Average number of full-time equivalent excluding Trustees	-	1

No employees had employee benefits in excess of £60,000 (2023: nil).

The charitable company's trustees were not paid or received any other benefits from employment with the charity in the year. No Trustee expenses were reimbursed during the year (2023: £nil).

The key management personnel of the charity comprises the trustees and in 2022/3 the Chief Executive Officer, who was made redundant in that year. Trustees receive no remuneration or other benefits from the charity. The remuneration of key management personnel (including pension contributions) for the year was £nil (2023: £37,894).

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

## Notes to the financial statements (continued)

### 6. Debtors

	2024	2023
	£	£
Trade debtors	75	1,007
Prepayments	-	717
	<u>75</u>	<u>1,724</u>

### 7. Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	703	7,290
Taxation and social security	-	1,588
Other creditors	670	81
Accruals	2,829	321
	<u>4,202</u>	<u>9,280</u>

### 8. Funds

2023/24	Balance at beginning of year £	Income £	Expenditure £	Transfers £	Balance at end of year £
<b>Restricted funds</b>					
Inspire Project	-	8,000	(6,035)	-	1,965
	-	8,000	(6,035)	-	1,965
<b>Unrestricted funds</b>					
General fund	2,363	61,393	(51,438)	-	12,318
Total	<u>2,363</u>	<u>69,393</u>	<u>(57,473)</u>	<u>-</u>	<u>14,283</u>

The Inspire project is funded by The London Community Foundation who awarded a grant for creative writing workshops to be undertaken by NAWA Member Harriet Goodwin.

2022/23	Balance at beginning of year £	Income £	Expenditure £	Transfers £	Balance at end of year £
<b>Restricted funds</b>					
Inspire Project	-	4,000	(4,000)	-	-
	-	4,000	(4,000)	-	-
<b>Unrestricted funds</b>					
General fund	54,026	70,344	(122,007)	-	2,363
Total	<u>54,026</u>	<u>74,344</u>	<u>(126,007)</u>	<u>-</u>	<u>2,363</u>

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

**Notes to the financial statements (continued)**

**9. Analysis of net assets between funds**

<b>2023/24</b>	<b>Un- restricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	75	-	75
Cash at bank and in hand	16,445	1,965	18,410
Creditors	(4,202)	-	(4,202)
Funds	<u>12,318</u>	<u>1,965</u>	<u>14,283</u>

<b>2022/23</b>	<b>Un- restricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	1,724	-	1,724
Cash at bank and in hand	9,919	-	9,919
Creditors	(9,280)	-	(9,280)
Funds	<u>2,363</u>	<u>-</u>	<u>2,363</u>

**10. Related party transactions**

There were no related party transaction for the year ended 31 March 2023 or 2024.

**11. Controlling Interests**

The charity is controlled by the Trustees.

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

**Notes to the financial statements (continued)**

**12. Prior year comparative Statement of Financial Activities**

	Un- restricted funds 2023	Restricted funds 2023	Total 2023
<b>Income from:</b>	£	£	£
Charitable Activities	70,344	4,000	74,344
<b>Total income</b>	<b>70,344</b>	<b>4,000</b>	<b>74,344</b>
<b>Expenditure on:</b>			
Charitable activities	122,007	4,000	126,007
<b>Total Expenditure</b>	<b>122,007</b>	<b>4,000</b>	<b>126,007</b>
<b>Net expenditure and net movement in funds for year</b>	<b>(51,663)</b>	-	<b>(51,663)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	54,026	-	54,026
<b>Total funds carried forward</b>	<b>2,363</b>	-	<b>2,363</b>

**THE NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

England & Wales - Charity number 1190424

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# Accounts

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**REGISTERED COMPANY NUMBER: 04130442 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1190424**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2023**  
**for**  
**NATIONAL ASSOCIATION OF WRITERS IN**  
**EDUCATION**

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Contents of the Financial Statements  
for the year ended 31 March 2023**

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**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Reference and Administrative Details  
for the year ended 31 March 2023**

<b>TRUSTEES</b>	J F Davidson Ms L J Sweetman Ms A Caldwell D Neale A Melrose Chairman Nov 2021- Chairman (resigned 16/1/2023) Ms S Dymoke (appointed 10/11/2022) Ms H Richardson (appointed 10/11/2022)
<b>REGISTERED OFFICE</b>	Shandy Hall Coxwold York North Yorkshire YO61 4AD
<b>REGISTERED COMPANY NUMBER</b>	04130442 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1190424
<b>INDEPENDENT EXAMINER</b>	Morrell Middleton Wellington House Aviator Court Clifton Moor York North Yorkshire YO30 4UZ
<b>BANKERS</b>	Santander

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative details set out on page 1 forms part of this report. The financial statements comply with Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and the sharing of knowledge, best practice and information among creative writing educators.

**Mission Statement**

Our mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

**Public Benefit**

NAWE reviews its aims and objectives regularly. In carrying out the review, the Trustees have referred to the Charity Commission's guidance on public benefit to ensure that all current and future planned activities are in line with its stated purpose. Details of how the charity's activities deliver public benefit are given in the section under achievements and performance.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

This report covers the period April 2022 - March 2023, a period in which NAWE continued to provide a broad range of services to support the creative writing sector. These included supporting our communities of practitioners through membership services and more widely through various arts activities, publications and networking. During the first 9 months of this period, NAWE pursued a strategy to attract regular funding from Arts Council England, although this strategy was later amended, and an approach less dependent on external funding adopted.

**Organisational Update**

**APRIL 2022 - MARCH 2023**

NAWE's strategy from 2020 had been to develop a programme of work and a profile that might eventually lead to reinstatement of support from Arts Council England - and in due course other equivalent organisations in the other home nations. To this end we had expanded our programme of engagement work and employed specialist contractors to help us both position ourselves for future funding and to make funding applications.

The success in applying for various forms of emergency funding from Arts Council England during the pandemic year augured well. However, during the early part of the 2022/23 financial year we were unsuccessful with an Arts Council England Project Grant Application and more significantly with our application to become an Arts Council England National Portfolio Organisation. The drafting of both these applications was a significant cost (through fundraiser fees) and removed the possibility (for at least three more years) that NAWE might get regular funding from Arts Council England.

In January 2023 it became apparent that the cost of pursuing this strategy alongside considerable spending on other aspects of our work, had generated a significant financial problem. While the then Chair and the then Director had spent against an agreed expenditure budget, they had not adjusted this budget when funding applications had failed. In addition, a number of meetings with Trustees which were due to have taken place were for various reasons missed, leading to the Trustees being less aware of our financial situation than would have been ideal. By the end of the third quarter of the financial year, reserves of £54K had been largely depleted.

At this point, the Chair stood down from his position and resigned from the Board of Trustees. The existing Trustees, sensing the difficulties that NAWE was facing, appointed two of their number to be Joint Acting Chairs and began exploring options for NAWE's future. Many avenues were explored, but it quickly became apparent that only by significantly cutting costs could NAWE manage to continue to provide a core service to its members, a process described below.

**Operational Finance & Resources**

As a result of difficulties encountered in pursuing our initial strategy, Trustees undertook a full budget review and all costs and activities that did not directly and exclusively contribute to the core objectives were cut from January 2023 onwards. NAWE's Information Manager agreed to half her contracted hours and NAWE's Publication Manager was informed that her contract would not be renewed following the production of the post-Conference version of Writing in Education. NAWE's Director agreed to accept voluntary redundancy after our March 2023 Conference, with the required redundancy payments being made. Mosaic Events, who provide membership management services, agreed to freeze their fees and to delay payment of their invoices.

Having removed considerable areas of expenditure, the Trustees took on direct responsibility for some aspects of NAWE's work. This included financial management and personnel management, liaising with partners and future planning. Bookkeeping, members services and our information function, remained with Mosaic Events - our membership management services contractor - and with our contracted Information Manager. Although funds were considerably reduced towards the end of the financial year, the first quarter of 2023/24 has seen a stable financial picture, with reserves being maintained and our budget indicating that they will be stable across the remainder of the 2023/24 financial year and then increase during following years.

## NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

### Report of the Trustees for the year ended 31 March 2023

#### Conference

Our Conference was held on Friday 10th and Saturday 11th March 2023 as an online activity. Coming at a period of financial challenge, the Trustees and NAWE's contractors and its then employee (our then Director) invested considerable time into marketing the event. As a result ticket income was slightly higher than budgeted, while delivery costs were held against the agreed budget.

The theme of the Conference was writers working within a cost of living crisis, with the title 'Living as a Writer: Creative Writing in Education & Communities in 2023 and Beyond'. The range of presentations and discussions presented was wide ranging and to a high standard, with many papers being subsequently published in our post-Conference edition of Writing in Education. A fuller description of the Conference appears below.

In addition to our own Conference, we also supported the English: Shared Futures 2022 Conference, an in-person event in Manchester from 8th to 9th July 2022. This celebrated and explored the intellectual strength, diversity and creativity of English language, literature and creative writing in the UK and across the world. It featured over 70 panels, sessions and readings led by academics, writers and teachers, including four panels from NAWE.

#### Governance

During the year we recruited two additional NAWE Members to serve as Trustees. While we were sorry to say goodbye to our then Chair as a result of our financial difficulties, both the new Trustees and the remaining Trustees contributed additional time to matters of Governance and in the period January to March 2023 were vital in ensuring the future development of the organisations. Our two Acting Co-Chairs were existing Trustees, and took on some additional duties to enable the organisation to continue functioning.

It is with great sadness that we report that one of our new Trustees, Dr Sue Dymoke, passed away in July 2023. Along with the other Trustees, Sue had been fully committed to the work of NAWE and had been vital in ensuring that we emerged fully functioning from our period of change. Additional Trustees will be sought towards the close of the 2023/24 financial year.

Our Annual General Meeting took place on Thursday 10th November 2022 as an online event and was well attended.

#### Membership

In March 2022 there were 1,401 members, and in March 2023 there were 1,376 members. Given the ongoing cost of living crisis and the contraction of some parts of our sector, this is a relatively positive picture. A Membership Survey was run in April - May 2022, the results of which will be used to inform how our work develops in future years.

As a result of the Membership Survey, a programme of networking activity has been implemented in quarter one of 2023/24 in order to offer more direct support to NAWE Members and to more widely communicate the services we offer to the sector. It is anticipated that this will help slow down and potentially reverse the decline in membership.

#### Publishing, Marketing & Communications

Our regular bulletin of news and opportunities continued, actively managed by our Information Manager, Philippa Johnston. These bulletins contained a range of notices of opportunities across all four home nations and beyond, including free events and activities, commissions, calls for publication and jobs on offer. It was agreed that from April 2023 the bulletin should move to fortnightly from weekly.

Our publication programme continued throughout 2022/23, with three editions of Writing in Education and one edition of Writing in Practice (our open access, online literary journal). Both publications are now published on Issue. As in previous years, there was an option for conference contributors to submit their work to the spring edition of Writing in Education. This worked well, allowing presenters at the conference to provide a follow-up to their session, and providing the opportunity to reflect on the event.

## NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

### Report of the Trustees for the year ended 31 March 2023

#### **Staffing**

Up until January 2023, our staffing structure remained as for the previous financial year. This consisted of a Director, Seraphima Kennedy, a Development Director, Fiona Mason, an Information Manager, Philippa Johnson and a Publication Manager, Lisa Koning. Some short-term workers were contracted to assist in marketing the Conference. Mosaic Events continued to provide a range of membership services, including associated bookkeeping and arranging insurance and DBS checks.

From February 2023 a process of restructuring was undertaken to reduce costs. The time available to our Information Manager was reduced, Seraphima Kennedy took voluntary redundancy as Director and Fiona Mason's contract as Development Director was terminated. This restructuring allowed the Trustees to take a greater roll in managing the organisation alongside considerable savings in costs.

#### **Networking**

On Thursday 17th November we presented our first in person networking event since the pandemic, hosted by Goldsmiths, University of London. This was run in partnership with the university and Spread the Word, and was attended by writers from across London. It featured a participatory workshop with poet, facilitator, mentor and supporter of young and emerging poets, Jacob Sam-La Rose.

On Wednesday 30th November 2022 we presented our second Open Space event. This was led by NAWE staff and with other guest and considered the challenges of writers making a living in our sector.

#### **Higher Education Specific Activity**

NAWE Trustees and members on the Higher Education Sub-Committee were closely involved in the QAA Review of Creative Writing Subject Benchmark Statement. NAWE's work on the previous benchmark statement had been widely recognised, and we remain as the subject specialist organisation for creative writing.

#### **MaxLiteracy Trust Project**

NAWE continued to be involved in the MaxLiteracy Trust funded work to work with school children on developing their interest in creative writing in visual arts spaces. A new round of work was developed, which began to be rolled out during 2023/24.

#### **Community Writers' Sub-Committee**

The Community Writing Subcommittee continued to meet in 2022, chaired by Caleb Parkin, to share experience, good practice, especially around online working and self-care. For further information on the work of the committee, or if you are interested in joining, please email [admin@nawe.co.uk](mailto:admin@nawe.co.uk).

#### **Higher Education Sub-Committee**

The Higher Education (HE) Committee continued to meet in 2022-23, chaired by Dr Jennifer Young. The Committee continued to address issues pertaining to the work of NAWE Members in the Higher Education Sector. The Sub-Committee appointed two new Principal Editors to the journal, Writing in Practice, which attracted a good level of submissions.

#### **International Creative Writing Partners**

For the third year, the decision to remain online seems to have opened up the conference to those who might otherwise have found cost and travel a barrier. We were delighted to welcome national and international contributors and delegates from across the UK and beyond, with participants and audience from the European Association of Creative Writing Programmes and the Australasian Association of Creative Writing Programmes, and from universities (or independent scholars) from a range of other countries.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Looking Forward to 2023/24**

The closing months of 2022/23 demonstrated that NAWE could not sustain its then levels of staffing and therefore expenditure without significant funding in addition to membership income. While this has necessitated some reductions in expenditure and in the size of the staff and contractor team, it has allowed NAWE's Trustees to re-assess how our objectives might best be delivered.

It is the view of the Trustees that the next two to three years should see a focus on sustaining our services for our members and the wider sector. The very tangible benefits we provide for individual members, including third party insurance and access to DBS checks at cost, will continue. The website will continue to be developed, with a re-design due to be concluded during 2023-2024.

We will continue to publish our respected magazines, Writing in Education and Writing in Practice. We will improve the quality of these, making Writing in Education more responsive to the needs of writers working 'in the field' (in both Higher Education and community settings) and making Writing in Practice better indexed and searchable as increasingly required by the research sector.

We will increase the range of networking - both in-person and online. Quarterly on-line networking events are scheduled for 2023/24, with a series of local in-person events also being organised by Trustees and individual NAWE Members. Members will be consulted on the value of setting up a 'Celtic Nations' NAWE Members, to focus on the needs of Members in Northern Ireland, Wales and Scotland.

Our Conference will return to its pre-Pandemic dates of November, with the next edition timetabled for November 2024. In response to the cost-of-living crisis, this conference is likely to be a combination of in-person regional events followed directly by an on-line conference programme.

NAWE will continue to support the MaxLiteracy Trust's work, and in doing so providing some useful contract work for a NAWE member and some payment for our coordination services. Where other opportunities for providing management services exist these will be taken up, although we will not engage in any work beyond the capacity of our now relatively small team.

Although NAWE was finally successful with a National Lottery Project Grants from Arts Council England, following discussions with Arts Council England officers, the Trustees took the view that there was insufficient capacity to deliver this work successfully and that it contained too great a degree of financial risk. While NAWE will consider making grant applications in the future, these will be on the basis that there will be limited income generation requirements.

Early in 2023/24 we supported the publication of a report on keeping literature events accessible for disabled writers, working with Manchester Poetry Library and Kendal Poetry Festival. In 2023 the NAWE Director and a trustee advised QAA on recruitment to Chair their editorial group to update the QAA Creative Writing Benchmark Statement - a document that defines UK HE standards and quality codes for our discipline. Several members of the NAWE HE Committee were recruited onto the group by QAA, along with other NAWE recommendations. NAWE members were appointed as Chair and Deputy Chair

We'll also continue our work to improve the pay and conditions for creative writers working as hourly paid lecturers in universities, alongside partner organisations such as The Society of Authors.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**FINANCIAL REVIEW**

**Financial position**

The financial year 2022-23 closed with a net expenditure position of £51,663, after end of year adjustments. The balance sheet shows remaining funds at the year-end of £2,363.

Following the financial challenges of the latter part of 2022/23, the Trustees have taken over financial management of the organisation, with one of our Co-Chairs leading this. Budgets and cash-flow have been prepared through to March 2025. These have assumed that the bulk of NAWE's income will come from its membership (individual and institutional), with some small additional income coming from our delivery of small scale projects which include a fixed fee for our work. Expenditure is focussed on that necessary to serve the needs of our Members and to continue to offer more broader support across the sector.

The budget and cash-flow indicate that 2023/24 will leave us with reserves in the region of £10K, not dissimilar to those at the close of the previous year but including a series of one off payments necessary for our restructuring (for instance redundancy payments). The following financial year will see our reserves increase to an anticipated figure of [xxxx]. Inflationary increases have been included and a continued slight decrease in membership income has been anticipated. This suggests, that so long as NAWE continues to spend carefully and sustains the bulk of its membership, it is in a relatively good financial position going forward.

**Principal funding sources**

Our principal funding source going forward will be membership income.

**Reserves policy**

At the close of 2022/23 our reserves were below the level required by our Reserves Policy. The Trustees are committed to both calculating exactly the level of this figure - taking into account the potential requirement to re-pay membership fees should NAWE ever cease to operate - and to building up reserves at or above this figure and treating these as restricted reserves.

**Unrestricted Reserves**

As at 31/03/2023, unrestricted reserves stood at £2,363 (2022: £54,026).

**Designated funds**

Designated Funds are unrestricted reserves designated for specific purposes. The Trustees are in the process of re-calculating the funds required to adhere to our Reserves Policy, taking into account the many structural changes that have taken place over the last six months.

**Restricted reserves**

These are funds donated to NAWE for specific projects and carried forward from one year to the next until the project has finished. In 2022/23 we ended the year with no restricted funds.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Charity is a company limited by guarantee, governed by its Memorandum and Articles. It is a registered charity with the Charity Commission. The Memorandum and Articles of Association incorporated the company on 22 December 2000 and were amended by special resolution on 9 November 2019 as registered at Companies House on 19 January 2020.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Charity constitution**

The National Association of Writers in Education (NAWE) is a Company Limited by Guarantee incorporated under the Companies Act, company number 04130442 and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1190424.

**Directors and trustees**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

As set out in the Articles of Association any person who is willing to act as a Trustee, and who is permitted to do so, may be appointed to be a Trustee of the company by a decision of the Trustees.

Policies and procedures adopted for the induction and training of trustees are ongoing and incorporated indirectly into the regular trustees meetings.

The trustees during the year and since the year end, were:

Andy Melrose (resigned as Chair, January 2023)  
Jonathan F Davidson (appointed as Acting Co-Chair from January 2023)  
Lucy J Sweetman  
Anne Caldwell  
Derek Neale (appointed as Acting Co-Chair from January 2023)  
Sue Dymoke (appointed as Trustee November 2022)  
Heather Williamson (appointed Trustee November 2022)

**Director**

Seraphima Kennedy (voluntary redundancy March 2023)

**Independent examiner**

Mr S J Morrell FCCA, Morrell Middleton, Wellington House, Aviator Court, York, YO30 4UZ

**Bankers**

Santander, Bootle, Merseyside, L30 4GB

**Registered office and operation address**

Shandy Hall, Coxwold, York, YO61 4AD

**Recruitment and appointment of new trustees**

The charity looks to recruit new trustees as the need arises. Currently there are five trustees in the post from a diverse range of backgrounds who support the goals of the charity. In the next year we aim to appoint at least two more trustees who reflect the diversity of our membership and sector and the communities in which we work.

**Organisational structure**

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Acting Co-Chairs are responsible for the day to day running of the company, delegating matters of bookkeeping, information service and publications to contractors.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

When appointed new trustees undergo an orientation to brief them on their legal obligations under the charity and company law, the content of the Memorandum and Articles of Association, the decision-making process, the recent financial performance of the charity, the recent developments and the future plans. Trustees are encouraged to attend external training events relevant to develop their skills and gain experience relevant to their roles and responsibilities.

**Risk management**

The Board of Trustees of the charity believe that sound risk management is integral to good management and good governance practice. Risk management informs all of the charity's decision-making processes and is incorporated within strategic and operational planning. Risk assessment is conducted on all new programmes and projects to ensure that they're in line with the charity's mission and objectives. Any identified risks or opportunities are analysed and reported at the appropriate level and a risk register is maintained and updated at every Board meeting and more frequently where major risks are known to be volatile.

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 March 2023. 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 2019).

Approved by order of the board of trustees on 26 October 2023 and signed on its behalf by:

J F Davidson - Trustee

**Independent Examiner's Report to the Trustees of  
National Association of Writers in  
Education**

**Independent examiner's report to the trustees of National Association of Writers in Education ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**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.

Stephen J Morrell FCCA

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

26 October 2023

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Statement of Financial Activities  
for the year ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	-	-	94
<b>Charitable activities</b>					
Charitable activities	3	70,344	4,000	74,344	145,294
Other income	4	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,635</u>
<b>Total</b>		<u>70,344</u>	<u>4,000</u>	<u>74,344</u>	<u>148,023</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable activities		<u>122,007</u>	<u>4,000</u>	<u>126,007</u>	<u>125,641</u>
<b>NET INCOME/(EXPENDITURE)</b>		(51,663)	-	(51,663)	22,382
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>54,026</u>	<u>-</u>	<u>54,026</u>	<u>31,644</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>2,363</u>	<u>-</u>	<u>2,363</u>	<u>54,026</u>

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet  
31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	9	1,724	-	1,724	9,861
Cash at bank		<u>9,919</u>	<u>-</u>	<u>9,919</u>	<u>52,797</u>
		11,643	-	11,643	62,658
<b>CREDITORS</b>					
Amounts falling due within one year	10	(9,280)	-	(9,280)	(8,632)
		<u>2,363</u>	<u>-</u>	<u>2,363</u>	<u>54,026</u>
<b>NET CURRENT ASSETS</b>					
		<u>2,363</u>	-	<u>2,363</u>	<u>54,026</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>2,363</u>	-	<u>2,363</u>	<u>54,026</u>
<b>NET ASSETS</b>					
		<u>2,363</u>	<u>-</u>	<u>2,363</u>	<u>54,026</u>
<b>FUNDS</b>					
Unrestricted funds	11			<u>2,363</u>	<u>54,026</u>
<b>TOTAL FUNDS</b>					
				<u>2,363</u>	<u>54,026</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet - continued  
31 March 2023**

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 26 October 2023 and were signed on its behalf by:

J F Davidson - Trustee

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements  
for the year ended 31 March 2023**

**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.

National Association of Writers in Education meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**Going concern**

The financial statements have been prepared on the going concern basis which assumes that the charitable company will continue to operate. The validity of this assumption is dependant on the continued support from the charitable company's members and other activities to raise funds. The charitable company's forecasts shows that the charitable company will be able to operate for the foreseeable future. Based on this understanding, the directors believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result in the basis of preparation being inappropriate.

**Income**

All income 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.

**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.

**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.

**Government grants**

Revenue grants are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate.

A grant that becomes receivable as compensation for expenses or losses already incurred, or for the purpose of giving immediate financial support to the company with no future related costs, is recognised in income in the period in which it becomes receivable.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	<u>-</u>	<u>94</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Membership subscriptions	59,734	60,405
Publication sales	60	203
Conference fees	9,240	7,306
Other income and CRB fees	1,310	1,080
Grants	<u>4,000</u>	<u>76,300</u>
	<u>74,344</u>	<u>145,294</u>

**4. OTHER INCOME**

	2023	2022
	£	£
Government grants	<u>-</u>	<u>2,635</u>

**5. NET INCOME/(EXPENDITURE)**

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

	2023	2022
	£	£
Accountancy	2,491	2,172
Independent examiners fee	1,500	1,440
Payroll costs	<u>518</u>	<u>702</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**7. STAFF COSTS**

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

	2023	2022
Employees	<u>1</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	94	-	94
<b>Charitable activities</b>			
Charitable activities	141,794	3,500	145,294
Other income	<u>2,635</u>	<u>-</u>	<u>2,635</u>
<b>Total</b>	<u>144,523</u>	<u>3,500</u>	<u>148,023</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>122,141</u>	<u>3,500</u>	<u>125,641</u>
<b>NET INCOME</b>	22,382	-	22,382
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>31,644</u>	<u>-</u>	<u>31,644</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>54,026</u>	<u>-</u>	<u>54,026</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

<b>9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2023	2022
	£	£
Trade debtors	1,007	1,634
Prepayments and accrued income	<u>717</u>	<u>8,227</u>
	<u>1,724</u>	<u>9,861</u>

<b>10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2023	2022
	£	£
Trade creditors	7,290	757
Social security and other taxes	1,588	-
Other creditors	81	244
Accrued expenses	<u>321</u>	<u>7,631</u>
	<u>9,280</u>	<u>8,632</u>

<b>11. MOVEMENT IN FUNDS</b>		Net movement in funds	At 31/3/23
	At 1/4/22	£	£
<b>Unrestricted funds</b>			
General fund	54,026	(51,663)	2,363
	<u>54,026</u>	<u>(51,663)</u>	<u>2,363</u>
<b>TOTAL FUNDS</b>			

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	70,344	(122,007)	(51,663)
<b>Restricted funds</b>			
Inspire	4,000	(4,000)	-
	<u>74,344</u>	<u>(126,007)</u>	<u>(51,663)</u>
<b>TOTAL FUNDS</b>			

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
<b>Unrestricted funds</b>			
General fund	31,644	22,382	54,026
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>22,382</u>	<u>54,026</u>

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	144,523	(122,141)	22,382
<b>Restricted funds</b>			
Inspire	3,500	(3,500)	-
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>148,023</u>	<u>(125,641)</u>	<u>22,382</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/21 £	Net movement in funds £	At 31/3/23 £
<b>Unrestricted funds</b>			
General fund	31,644	(29,281)	2,363
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>(29,281)</u>	<u>2,363</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	214,867	(244,148)	(29,281)
<b>Restricted funds</b>			
Inspire	7,500	(7,500)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>222,367</u>	<u>(251,648)</u>	<u>(29,281)</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	94
<b>Charitable activities</b>		
Membership subscriptions	59,734	60,405
Publication sales	60	203
Conference fees	9,240	7,306
Other income and CRB fees	1,310	1,080
Grants	<u>4,000</u>	<u>76,300</u>
	74,344	145,294
<b>Other income</b>		
Government grants	<u>-</u>	<u>2,635</u>
<b>Total incoming resources</b>	74,344	148,023
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	37,113	34,127
Pensions	781	572
Postage and stationery	50	3,153
Sundries	112	-
Publications and resources	5,962	9,327
Conference	9,021	9,753
Artist fees	900	600
CRB checks	873	728
Website development	6,438	4,119
Inspire fund	4,000	3,500
Membership subscriptions	546	864
Membership retainer	17,160	20,280
Information manager	10,695	10,920
Insurance	1,730	1,485
Bank charges	1,214	1,199
Publications manager	8,877	8,100
Consulting fees	462	215
Information technology costs	1,097	1,175
Development Director	8,050	10,658
Staff training costs	-	202
Staff travel costs	1,158	350
Carried forward	116,239	121,327

This page does not form part of the statutory financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2023**

	2023 £	2022 £
<b>Charitable activities</b>		
Brought forward	116,239	121,327
Participation Producer	5,000	-
Office Space Rental	<u>259</u>	<u>-</u>
	121,498	121,327
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examiner's fee	<u>4,509</u>	<u>4,314</u>
Total resources expended	<u>126,007</u>	<u>125,641</u>
<b>Net (expenditure)/income</b>	<u>(51,663)</u>	<u>22,382</u>

This page does not form part of the statutory financial statements

**THE NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

England & Wales - Charity number 1190424

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# Accounts

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**REGISTERED COMPANY NUMBER: 04130442 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1190424**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2022**  
**for**  
**NATIONAL ASSOCIATION OF WRITERS IN**  
**EDUCATION**

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Contents of the Financial Statements  
for the year ended 31 March 2022**

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**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Reference and Administrative Details  
for the year ended 31 March 2022**

<b>TRUSTEES</b>	J F Davidson Chairman to Nov 2021 M J Loveday (resigned 30/4/2021) Ms L J Sweetman Ms A Caldwell D Neale A Melrose Chairman Nov 2021-
<b>REGISTERED OFFICE</b>	Shandy Hall Coxwold York North Yorkshire YO61 4AD
<b>REGISTERED COMPANY NUMBER</b>	04130442 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1190424
<b>INDEPENDENT EXAMINER</b>	Morrell Middleton Wellington House Aviator Court Clifton Moor York North Yorkshire YO30 4UZ
<b>BANKERS</b>	Santander

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2022**

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative details set out on page 1 forms part of this report. The financial statements comply with Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

**Charity Objects**

To promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and the sharing of knowledge, best practice and information among creative writing educators.

**Mission Statement**

Our mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

**Public Benefit**

NAWE reviews its aims and objectives every two years. In carrying out the review, the Trustees have referred to the Charity Commission's guidance on public benefit to ensure that all current and future planned activities are in line with its stated purpose. Details of how the charity's activities deliver public benefit are given in the section under achievements and performance.

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2022**

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

This report covers the period April 2021 - March 2022, a period in which many parts of the world were still living under Covid-19 restrictions. In the UK, April 2021 saw many children and young people return to education after the second winter lockdown. Restrictions began to ease, though outside of educational settings the 'rule of six' was still in place. In-person work started to pick up for the many freelancers who teach creative writing in school and university settings, and many of our members were providing face-to-face, online and hybrid modes of teaching. As things opened up, we saw an increased collective awareness of the impact that the closures and isolation had had on the mental health of children, young people and vulnerable adults. Supporting our communities of practitioners became our key task, and we remained open throughout this time to provide services to all our members. Wellbeing became a primary focus, and a thread running through NAWE's work.

#### **Organisational Update**

##### **APRIL 2021 - MARCH 2022**

In April 2021, we were still very much in 'Covid emergency' mode. The winter lockdown of 2020/21 was just coming to an end, and the operational environment was uncertain and unpredictable. It was extremely difficult to think about planning live events, given the financial risks of any further covid closures or cancellations.

As the world opened-up again, and normal activities began to seem more possible, our theme of 'Renewal and Resilience' set the focus for all our activities. We needed to plan and prioritise so that we could meet the needs of members and the wider sector and ensure NAWE's sustainability. We began to look ahead to our next conference and decided that this would need to be held online for a second year. We paused some of our activity programme while assessing the emergent needs of our members and the wider sector that started to unfold, and continued to work on NAWE's long-term resilience, so that we can be a strong voice for the writing in education community and the wider sector. There was a need to be responsive to members' needs as we emerged into a new landscape, and to steer NAWE on a steady course, developing NAWE as an organisation with the resources and resilience to meet the future. We were also thinking about our longer-term funding strategy and preparing to make an application for NPO status once this opened.

#### **Operational Finance & Resources**

There were several positive funding stories to tell in 2020/21. Firstly, we were delighted to receive funding of £42k from Arts Council England's Cultural Recovery Fund Round 2 at the end of March 2021. The aim of the CRF Round 2 fund was 'to support organisations as they transition back to a viable and sustainable operating model during April-June 2021'. This investment is intended to ensure that, by 30 June 2021, successful applicants are operating fully on a viable and sustainable basis.' (source: ACE CRF2 Guidelines)

NAWE continued to operate throughout the pandemic with a small core freelance team and one salaried PT Director/Interim Director working 2/5 days per week. By April 2021, there was a need to build capacity across vital areas of operation so that we could launch a new programme and strategies for creative engagement. The income from CRF 2 allowed us to build back reserves to mitigate the risk of future business interruption and diversify our income through new funding streams and earned income. It allowed us to retain Fiona Mason as Development Director, and our audience development and engagement work progressed with ongoing strategic work as we consult with peer organisations regarding diversity and inclusion.

Until we could meet our members in person, we needed to also consider ways of keeping our sector connected, helping writers connect with their peers and participants. We continued to build our digital presence through a new digital engagement strategy led by Publications Manager Lisa Koning which is intended to increase our level of engagement and connection across website, digital and social platforms. We continued to play an active role in supporting home-schooling with other subject association partners and with remote learning for HE students and staff working in creative writing, to ensure rigour and quality standards are met.

The pandemic also spotlighted the very real challenges faced by parents/carers during this time and the organisation was proactive in putting measures in place to support the Director on her return from maternity leave and with additional caring responsibilities due to close family with covid complications.

An application was also submitted for ACE's CRF3 fund in August 2021. This fund was open only to successful applicants of CRF1&2, and we were grateful to ACE for recognising our work by granting another £25k to support our aims and objectives.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2022

We also began to prepare for an application for ACE NPO status. While the deadline for this was in 2022/23, much of the work and conversations with partners took place in the last quarter of 2021/2022. We knew that competition for this would be fierce, and so we decided to use the application as a stimulus to re-establish contact with many of our partners after the pandemic. It was a significant opportunity to connect, to plan and to re-build, and many of the conversations we had as part of that process will underpin our strategy for the next three years. We will know the outcome of the NPO application in October 2022. Whether successful or not, we are fully committed to developing core funding for NAWE that will mean we can develop new medium to long term projects which will support the creative writing education sector into the long term.

We are very grateful to income from Arts Council England (ACE) and the Department for Culture, Media and Sport (DCMS) throughout the pandemic. This allowed us to continue operating our core programme, reflate our reserves, mitigating the impact of the pandemic and the cost of living crisis upon our finances, and ensuring we were able to support and retain staff.

### Conference

Audience development is a priority for 2021-23, with a focus on diversity across all protected characteristics. This was reflected in programming for the 2022 virtual conference, with events such as 'Making Literature Events Accessible', and 'Whose playing field? Creating an inclusive literary culture that works for all writers', that openly and directly address key challenges for the sector.

Delivery costs were higher for the conference, reflecting a longer programme spread over 3 days to allow more members to present their work, along with more breaks as requested last year. The spend also included additional technical support and software to make the experience as accessible as possible. It included an enhanced curated offer to delegates, including paid panellists offering information, industry insight and skills to delegates. And it included a spend on a pilot bursary programme, designed to widen access and remove barriers.

We know that NAWE has more to do to reach under-represented audiences. We are engaged in board development, with trustees taking the lead in a skills audit prior to a board recruitment strategy that will focus on diversifying our board and ensuring we've the skills necessary to support the team. Literature is for everyone, and our mission is to ensure that all writers, no matter their background, can access high-quality information about creative writing pedagogy.

### Governance

We're actively engaged in board development to ensure it is more representative of wider society. In 2021-22 we carried out a board skills audit to identify gaps in our knowledge, and co-opted two new board members: Caleb Parkin and Yvonne Battle-Felton. Board development remains a key priority for 2022-23 with a focus on diversity and widening representation. We will be putting a call out for new trustees and hope to receive expressions of interest from NAWE members at the elections in autumn 2022.

### Membership

While 2020/21 saw membership remain fairly stable, 2021/22 saw the delayed impact of the pandemic and the onset of the cost-of-living crisis, leading to a fall in income from membership as schools and colleges were closed.

In March 2021 there were 1458 members, and in March 2022 there were 1401 members. While this is a relatively stable base, it is vital that NAWE continues to articulate and promote the benefits of professional membership to the growing population of writers working in education and community settings, especially to writers currently underrepresented in the membership. This will be a priority in 2022-23.

Most members who cancelled said that they valued the work of NAWE, but several said they were not in a position to renew membership for the following reasons: they lost work due to the pandemic; they were no longer working in the field; they were having to cut back on expenses; they had changed direction as a result of the pandemic, and are no longer running workshops; they are running workshops online only, and do not feel they need insurance; they were retiring; they had long-term health issues and were no longer working; they had experienced a change of circumstances; they could 'barely afford' their expenses and are having to cut back on subscriptions.

Income from ACE mitigated some financial uncertainty around fluctuating membership numbers and meant we could continue to meet the needs of members and the wider sector while evolving to wider changes. We were also supported briefly by the government's furlough scheme after the Director needed to take time off in the winter lockdown of 2020/21 for childcare and covid related reasons.

There are some important points to take into 2022/23: how can we help our members? What more can we do to advocate for creative writing generally? What impact can we have on the development of educational policy? We should embrace the positives - while some members haven't been able to continue, many others are still working, and still making a living from teaching creative writing in settings across the UK.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2022

### **Publishing, Marketing & Communications**

Our weekly bulletin of news and opportunities continued, and this is now opened around 2.5k times per week. In addition to the usual weekly compiling of 38-40 events and opportunities, the Information Manager oversaw the introduction of a new Professional Graduate membership category and supported the chair of the Community Writers Subcommittee. They also ran competitions for members with Bloomsbury Publishing, Fly on the Wall Press, Nine Arches Press and Charmaine Pollard Counselling.

Our publication programme continued throughout 2021/22, with three editions of Writing in Education (our print magazine) and one bumper edition of Writing in Practice (our open access, online literary journal). Both publications are now published on Issuu. The 2021/22 edition of Writing in Practice was a special edition, with a focus on 'Multimodal Writing', and was the largest edition yet, with 18 contributions. This was an impressive publication, and we are grateful to all those in the editorial team who made it possible.

We ran the revised schedule for a second year, which mean there was an added option for conference contributors to submit their work to the spring edition of Writing in Education. This worked well, allowing presenters at the conference to provide a follow-up to their session, and providing the opportunity to reflect on the event.

### **Staffing**

In April 2021, our Director, Seraphima Kennedy, returned from furlough, taking back the reins from Fiona Mason, who stayed on as NAWE's Development Director. We would like to thank Fiona and Seraphima for their hard work, commitment and adaptability during this time. We were pleased that Fiona returned later in 2021, helping to shape our overall strategy and paying particular attention to fundraising.

Our Publications Manager & Information Manager continued their excellent work as usual. In autumn 2021, Lisa Koning, our Publications Manager, relocated to Australia for pandemic-related reasons. We were happy to support this move, as there are benefits to NAWE maintaining links with creative writing contacts in Australia.

We were also thankful to all the staff at Mosaic Events, who continued to provide bookkeeping services, process memberships, insurance and DBS checks for us without interruption.

### **Programmes:**

As the 2021/22 year opened, we were delighted that NAWE was awarded an additional £42k from Round 2 of the ACE/DCMS Cultural Recovery Fund. This funding contributed to NAWE's reserves and core costs and enabled us to buy in additional support in strategy and the development of a participation programme with diversity at its core.

In 2021/22 we continued to deliver our core activities to members - Writing in Education, Writing in Practice, and the annual conference. For the second year, we ran a revised publications schedule for Writing in Education to bring the magazine in line with the new conference dates, allowing the conference to provide further value to our members. A new initiative to encourage student participation in submitting to the magazine was launched in autumn. Writing in Practice editor Derek Neale stepped down, and two new editors, Kate North and Francis Gilbert were appointed.

### **In addition:**

- We produced 3 editions of our magazine, Writing in Education, and 1 edition of Writing in Practice, our scholarly open access peer-reviewed journal.
- We delivered MaxLiteracy digital with Engage, writers, museums, galleries and schools partners.
- We actively contributed to online conferences, advocating for writers and writer facilitators.
- We developed funding bids to major trusts and foundations for core and project work as we see the direction in which NAWE's work is evolving in the new post-pandemic landscape.

### **NAWE's profile**

NAWE has now convened four 'Four Nations Literature Group' meetings, with representatives from Wales, England, Northern Ireland and Scotland attending. Arts Council Wales were added to the group (as well as Literature Wales). A second public conversation was held at the NAWE conference. This channel allows us a unique insight into issues affecting writers in education across the four nations, bringing together key players who are able to respond with new initiatives to meet the challenges facing authors in their home nations. Key topics to emerge include the role of poet laureates, languages and bilingualism.

### **MaxLiteracy**

MaxLiteracy (<https://www.maxliteracy.org/>) rolled out in 2021 with an adapted programme in light of the pandemic. All projects included a strong focus on wellbeing, and one project included a hospital school working with children with highly complex needs.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2022

In 2021/22 we completed our support of the participant writers, and teaching resources were published on the MaxLiteracy website. The resources feature work from the following:

- Open Eye Gallery, working with the writer Pauline Rowe and Wirral Hospitals' School, Birkenhead;
- Newark & Sherwood District Council, working with writer Ioney Smallhorne and Newark Academy; and
- The Turnpike, working with Elmi Ali and Westleigh Methodist Primary School.

In October 2021, NAWE hosted a sharing day for the writers, venues and teachers involved in the project, and supported writers and venues to complete a new suite of resources and teaching materials. These were disseminated through a special session of the NAWE Conference. Resources included a new suite of resources and teaching materials for writers/teachers/gallery educators. These are available online at [www.maxliteracy.com](http://www.maxliteracy.com).

An evaluation was also completed, and key findings included:

### **Key outcomes from the Executive Summary:**

- The project offered many positive outcomes in terms of learning
- All the projects were able to meet the benchmarks provided by the Arts Council England quality principles.
- The writers brought a new approach to creative writing for the young people which allowed them the freedom to write for pleasure rather than for assessment.
- The projects offered high levels of agency for the young people which allowed them to guide the work and ensure that it was student centred.
- The projects have offered opportunities to link the learning of the students to the curriculum and align with benchmarks around career development and wellbeing.
- In all situations the writers developed the young people's understanding of what a writer is and helped them to explore themselves in the role of the writer.
- The projects have provided opportunities for people to develop emotional literacy by connecting visual arts with artist intent and reflection on the content of the images.
- The writers involved provided positive role models which offered representation.
- The projects had offered an opportunity for the young people to connect with venues that they might not have otherwise.
- The learning from the projects will be used by all the partners to further develop work with children and young people.

### **NAWE's Second Online Conference: Writing and Resilience**

'From the other side of ruin,' read Sarah Howe in our opening event, 'we found safe passage.' In setting 'Renewal & Resilience' as NAWE's 2022 conference theme, we hoped to create an event that could speak to the present moment. We wanted to create an opportunity for participants to gather and reflect on how their practice has changed in the past two years, and in doing so to create a supportive community of practice - a harbour in which to land.

Our opening event, Poetics of Home, featured bravura poetry readings from three incredible poets: Sarah Howe, Jinhao Xie and Nina Mingya Powles, as well as a conversation between Jennifer Wong and Anne Caldwell. Created during the pandemic as a festival of diasporic poetry, Poetics of Home brought writers from all over the world together for an online festival that would not have been feasible pre-2020. An egalitarian approach programmed emerging poets alongside established writers, sharing knowledge and creating opportunities for peer support. It was about 'creating a home for many of us,' said Nina Mingya Powles.

This was the second time NAWE has curated a separate strand of events in a conference designed to interrogate some of the wider issues facing writers. We were delighted to welcome back representatives of arts councils from across the UK: Lleucu Siencyn (Literature Wales), Alan Bett (Creative Scotland), Paul McVeigh (Arts Council of Northern Ireland) and Sarah Crown (Arts Council England). It was heartening to hear of the huge number of interventions to support writers, readers and the wider literary ecology across each of the four nations.

In Making Literature Events Accessible, Hannah Hodgson and Kim Moore described the routine exclusion of disabled writers from in-person events because of a lack of understanding around barriers to attendance. Hearing live literature is a luxury - and even bursary schemes can exclude writers by failing to factor in the cost of carers or asking applicants to 'perform' their disability through convoluted application forms. This was an 'informative and galvanising' call to keep online options open for disabled poets, as well as a challenge to festival organisers and programmers to consider accessibility - in all its forms - right from the start.

In Whose Playing Field? Rishi Dastidar, Sharmilla Beezmohun and Ken Wilson-Max discussed access to writing and publishing opportunities for writers of colour. Initiatives come and go, but every 5-7 years there's a need to stop and start again. It takes sustained willpower from many different areas to create long lasting change, as well as an awareness of the business possibilities that open up when new voices are brought into the talent pipeline. Diversity has already happened, said our panellists. It is time for industry to catch up.

## **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

### **Report of the Trustees for the year ended 31 March 2022**

This being the NAWE conference, most of our time was spent in sessions run by members. Delegate feedback highlighted Anne Taylor's workshop on awareness through movement, 'a calming start'. Mel Parks' Renga for Resilience created a 'community environment that produced real understanding of the content.' Kim Moore's talk on creative and critical hybridity was useful for PhD students, and Oz Hardwick and Amina Alyal gave a popular session on collaborative poetry. Victoria Field's presentation on 'Pilgrimage' was mentioned, as was Weidong Liu's discussion on the rise of creative writing studies in China. All delegates were able to watch back recorded sessions after the event.

Our final curated events saw two more sessions focused on creating change: Jane Commane and Romalyn Ante discussed 'opening the doors of poetry for everybody'. Kate Simpson was in conversation with poets James Thornton and Jacqueline Saphra on the role of poetry and activism in combating climate change. They imagined an ecological civilization, designed on behalf of all citizens and all living things. Writing a poem was 'a radical act of imagination', an act of despair but also of its corollary: hope.

Our headliners treated us to frank and funny conversations about writing, teaching, truth and memoir. Thomas Glave and Jonathan Davidson explored Thomas' journey as a writer, as well as the differences between writing and class in the US and UK. On Saturday, Hannah Lowe delivered a barnstorming reading from her book *The Kids*, before discussing teaching and ethics with Lucy Sweetman.

Our thanks to all our delegates, contributors, and to our wonderfully engaged audience. We were amazed by the high quality of all the presentations. As one delegate wrote, it was 'an excellent team effort by all involved, and the quality was consistently high. Much thought and effort had obviously been dedicated to bring the event to fruition - thank you all!' Our thanks to the NAWE team and board, to all the staff at Mosaic Events, and to our tech support, Keith McJannett. Our thanks also to ACE for their support of our work, which enabled us to provide a number of bursary places for the event.

Booking followed a different pattern compared to our first online event in 2021. In 2021, we saw audiences booking later and in far greater numbers, as they were still at home under lockdown conditions. By March 2022, there was more competition for audience attention online, and 'zoom fatigue' was widely reported. The growth of the hybrid model (essential to ensure access) meant that the conference was for the first time competing with in person events which were also being broadcast online, such as the poetry festival, Stanza, and the NAWE conference attracted around 150 delegates. While this is a good number for an academic conference, and compares favourably with similar size subject associations, we are ambitious for NAWE. In 2022-23 we will review the conference model to ensure it meets members' needs, and we will commit more resources to marketing. We will recruit a Participation Producer and a short term Marketing Coordinator to help us do this. Feedback has suggested that a shorter conference would suit most delegates, so we'll offer a 2 day event in 2022/23. We'll also think about improving online and in-person access and networking opportunities.

#### **Regional Networks**

Regional Networking Events paused while we reset our relationships with partner organisations as part of our longer-term strategic planning. Planning for virtual regional networking events in the north and east of England in partnership is leading to events in 2022 as part of our new programme of work. We'll continue to grow our relationships with the national and regional writing development organisations and other partners and supporters across the UK and internationally.

#### **Action Learning Sets**

The first cohort of Action Learning alumni delivered a panel at the NAWE conference, launching anthologies of work created with groups they've established since the Action Learning programme. The set continues to meet regularly. The next set is planned for spring 2023.

#### **Open Space Event**

This was postponed as our partners the hub also working in a challenging landscape. The next Open Space Event will take place in November 2022.

#### **Wider advocacy**

Throughout 2021/22, our work continued to respond to the needs of writers and the sector and, by extension, ensuring that the many thousands of people that participate in or engage with creative writing projects and experiences across the country, at every level, are led by creative writing facilitators of the highest quality, who are supported by a professional organisation that understands their needs.

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2022**

We play a culturally significant role as a critical and trusted part of the literature and writing development ecology in the UK and internationally. The writers and writing facilitators we engage with every week, create and deliver a rich variety of opportunities in every genre of writing and in every sort of community and education setting in villages, towns and cities across the country: from schools and universities to prisons, women's refuges, refugee centres, elders' care homes, libraries, hospitals and more.

In 2021/22, we worked with Society of Authors and writers on how to improve conditions for lecturers on zero hours contracts. We continued to engage with other sector supportive organisations and subject associations - the Council for Subject Associations, QAA, the British Academy, the Common English Forum, Artworks Alliance, the Arts and Humanities Alliance, the English Association, University English, as well as non-academic partners - Arvon, MsLexia, the Literary Consultancy and the regional literature development organisations.

### **Other Networking and Sector Supportive Activity**

#### **Community Writers' Subcommittee**

The Community Writing Subcommittee continued to meet in 2021, chaired by Caleb Parkin, to share experience, good practice, especially around online working and self-care. For further information on the work of the committee, or if you are interested in joining, please email [admin@nawe.co.uk](mailto:admin@nawe.co.uk).

#### **Higher Education Committee**

The Higher Education (HE) Committee continued to meet in 2021-22, under the leadership of Andrew Melrose. They continued to monitor the impact the pandemic was having on the HE sector as a whole, engaging with the society of authors on issues such as 'Open Access' (a problem for writers and PhD candidates who wish to pursue commercial publishing), as well as 'zero hours' contracts. They also appointed two new Principal Editors to the journal, *Writing in Practice*, which attracted record submissions, thanks in no small part to the hard work of the outgoing Principal Editor, Derek Neale. Our thanks to Derek for all his hard work on this. We include a report from Andy, below.

'The HE Committee continues to work online, post Covid, and it seems to be working well. Membership is high and maintaining strength. Along with the Director we engaged with British Academy's Higher Education and Skills Policy team, conducted an informal survey on the Creative Writing PhD which is ongoing appointed two new editors to *Writing in Practice*, Kate North and Francis Gilbert.' - Andrew Melrose

#### **International Creative Writing Partners**

For the second year, the decision to remain online seems to have opened up the conference to those who might otherwise have found cost and travel a barrier. We were delighted to welcome national and international contributors and delegates from across the UK and beyond, with participants and audience from the European Association of Creative Writing Programmes and the Australasian Association of Creative Writing Programmes, and from universities (or independent scholars) from Spain, South Korea, Germany, China, the US, the West Indies, Italy and Australia.

#### **EACWP**

Our colleagues at EACWP continued to connect with members online, running an online conference with UEA in May 2021/22 to celebrate 50 years of Creative Writing at UEA. Many members of NAWE and key members of our HE Committee are EACWP board members, and we were delighted that this was still able to take place. Keynote speakers were Bernardine Evaristo, Carolyn Forché, and Andrew Cowan. The online conference brought together PhD research students, Creative Writing tutors and graduates, writers and scholars to explore the varieties of practice in our discipline, the points of convergence and contention, and, crucially, the opportunities for future development and the forces that may shape the nature of writing in the academy over the next several years. Key themes included: Innovations in CW pedagogy, decolonising the curriculum, digital technology and creative writing, writing and the environment, employability and the creative industries, and a series of multilingual workshops.

#### **AAWP (Australasia)**

We continued to explore closer links with AAWP, through a reciprocal agreement to share news, information and conference tickets for members. AAWP are also a contributor to *Writing in Education*, providing an ongoing column with updates and news from Australia/Asia. We look forward to continuing this in 2023, and to look for new ways of collaborating with international partners.

#### **AWP (America)**

We re-established contact with AWP following the pandemic, and now publish a regular column featuring news and updates from creative writing partners in the USA. We look forward to finding ways of collaborating more in future.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2022

### ACHIEVEMENT AND PERFORMANCE

#### Looking Forward to 2022/23

In 2022/23 we'll continue to deliver our core activities to members - Writing in Education, Writing in Practice, and the annual conference. A revised publications schedule for Writing in Education will bring the magazine in line with the new conference dates, allowing the conference to provide further value to our members.

We'll also continue building on NAWE's financial resilience, acting on the plans we've put in place through the pandemic. We'll develop a three-year strategy for fundraising and growth, and we'll submit an application to Arts Council England for National Portfolio Organisation status. In readiness for becoming an NPO the board will undergo training in Let's Create and ACE's four Investment Principles to ensure that these are embedded at every level of the organisation. We will also establish IP Sub-committees, led by named board members. This will ensure independent oversight and scrutiny of the funding agreement.

- Lucy Sweetman - Inclusivity and Relevance
- Anne Caldwell - Environmental Responsibility
- Jonathan Davidson - Dynamism
- Andrew Melrose - Ambition and Quality

We will also submit further applications for National Lottery Project Grants to ACE, as well as to other trusts and foundations. Following on from work begun during the pandemic, we will survey the membership on their training needs and devise a new participation programme to serve the membership and the wider sector.

We will co-host/participate in the English Shared Futures conference in person in Manchester, along with University English and the English Association. This is a major international triennial conference, bringing together the three disciplines in English Literature, Language and Creative Writing.

We will restart in-person Regional Networking Events in London (with Spread the Word and Goldsmiths), Norwich (with the National Centre for Writing), Birmingham (with Writing West Midlands) and Sheffield (with Sheffield Hallam University). We'll deliver in collaboration with the national writing development organisations and HE institutions in each of the regions we visit.

Responding to the cost of living crisis and the issues facing writers today, we will convene a NAWE Open Space event in November 2022 called 'How to live as writers'. This will be followed by a third online conference in March 2022. The theme for this will be 'Living as a Writer'.

We will develop a stepped, modular programme of CPD for Creative Writer facilitators in all settings and at all levels. Exploring potential of developing this into an accredited professional programme to ensure trust and quality.

Following the 2020-21 successful pilot, we'll deliver a full Action Learning programme, working with two groups of 8 participants each year. Growing the collaboration with the hub (thehubuk.com), participants from across England benefitting from group coaching whilst learning AL facilitation skills to enable them to establish their own AL sets in their own localities, increasing the programme's impact and supporting freelancers developing their portfolio careers. 50% of the places in each set will be reserved for writers from marginalised communities/backgrounds.

We'll also continue with our work around advocacy for the subject and wider sector support. We will advise QAA on the appointment of Chairs and Deputy Chairs for the Working Group for the Creative Writing Subject Benchmark Review. We will act as advisors on the British Academy 'deep dive' into English Studies and participate in their working group.

We will appoint a freelance participation producer and Marketing coordinator, and we will complete work to upgrade our website.

We will collaborate with other Regional Literature Development Organisations, acting as quality control, critical friends, and participating actively in each other's programmes - eg in 'Word Space' with Literature Works.

We will commission a resource to help keep literature events accessible for disabled writers, supporting the sector in Making Literature Events Accessible, working with Manchester Poetry Library and Kendal Poetry Festival.

Work will commence to renew our website in September, and we hope this will be completed and ready to launch by spring. This project will be focused on providing the NAWE website with a new look and feel while retaining the backend system. This will be an ideal opportunity to consider NAWE's branding, and we will also look to refresh our logo and associated colours.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2022

### ACHIEVEMENT AND PERFORMANCE

We'll also continue our work to improve the pay and conditions for creative writers working as hourly paid lecturers in universities, alongside partner organisations such as The Society of Authors.

#### Summary & thanks

Our warmest thanks and appreciation are due to our staff and contractors: Bea, Fiona, Lisa, Philippa and Seraphima; to Sarah Byrne, Sophie, Sam and Sarah at Mosaic Events; to Andy, Anne, Caleb, Yvonne, Derek, Jonathan and Lucy on the NAWE Management Committee, and to all the members of NAWE's Higher Education and Community Writers' Committees for their commitment and dedication.

We are also grateful to Arts Council England for supporting us through the Cultural Recovery Fund, and to the Department for Culture, Media and Sport for releasing funds to support the arts during a year of unprecedented change and risk.

Finally, our thanks to you, our members, for continuing to support NAWE throughout this uniquely challenging year. We hope that NAWE has been able to offer a combination of practical support, information and opportunities in 2020/21, and although 2022/23 promises to be challenging, we hope that our work strengthens and supports your practice.

### FINANCIAL REVIEW

#### Financial position

The financial year 2021-22 closed with a net income position of £22,382, after end of year adjustments. The balance sheet shows remaining funds at the year-end of £31,644. The actual income position relating to 2021/22 was therefore £54,026. The funds are designated as noted in the Reserves Policy below.

NAWE now needs to ensure that its fundraising activity meets the needs of its running costs and programmes to ensure that we retain the current level of reserves. Into 2022-23 and beyond, and with our new charitable status, we will be expanding our fundraising efforts with ACE and across trusts and foundations, to enable NAWE to develop new programmes of work.

#### Principal funding sources

Arts Council England Grants

In 2021 NAWE was awarded two grants from Arts Council England and the Department for Culture, Media and Sport's Cultural Recovery fund.

In March 2021, at the cusp of the year, we received £42k to support the organisation's core costs and programme costs during the first three quarters of 2021-22, and to resource additional time for fundraising and programme development.

In August 2021 NAWE was awarded £25k from Round 3 of Arts Council England and DCMS's Cultural Recovery Fund/Continuity Funding. The grant contributed £15k to running costs and £10k towards freelance fees to deliver our ongoing programme elements, which helped to cover the income gap from earned income.

As a result of the CRF/Continuity funding, NAWE is in a much stronger position than it otherwise would have been given the financial pressures brought about by the ongoing pandemic. We've been able to retain a freelance team and to bring on new expertise to support NAWE in building a robust future.

#### Reserves policy

The trustees will continue to review the level of reserves held by the charity so that it can continue with its activities.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2022**

**FINANCIAL REVIEW**

**Unrestricted Reserves**

As at 31/03/2022, unrestricted reserves stood at £54,026 (2021: £31,644).

**Designated funds**

Designated Funds are unrestricted reserves designated for specific purposes. The trustees have agreed that Designated General Reserves equivalent to a minimum of six-months core operating costs, calculated at £22,000. Other Designated Funds as follows: Programme Development: £10,000, Repairs & Renewals: £5,000, Unfunded/interrupted essential activity: £10,000. Total Designated Funds £47,000.

At the close of 2021-22 Unrestricted Designated funds stood at £47,000 (2021: £31,644) comprising Operating Costs: £22,000 (2021: £22,000) Unfunded/interrupted essential activity £25,000 (2021: £9,644).

**Restricted reserves**

These are funds donated to NAWE for specific projects and carried forward from one year to the next until the project has finished. In 2021/22 we ended the year with no restricted funds.

Our reserves policy, notably our use of designated funds, is reviewed regularly by our board as part of our risk management.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Charity is a company limited by guarantee, governed by its Memorandum and Articles. It is a registered charity with the Charity Commission. The Memorandum and Articles of Association incorporated the company on 22 December 2000 and were amended by special resolution on 9 November 2019 as registered at Companies House on 19 January 2020.

**Charity constitution**

**Constitution**

The National Association of Writers in Education (NAWE) is a Company Limited by Guarantee incorporated under the Companies Act, company number 04130442 and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1190424.

**Directors and trustees**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

As set out in the Articles of Association any person who is willing to act as a Trustee, and who is permitted to do so, may be appointed to be a Trustee of the company by a decision of the Trustees.

Policies and procedures adopted for the induction and training of trustees are ongoing and incorporated indirectly into the regular trustees meetings.

The trustees during the year and since the year end, were:

Andy Melrose (current Chair, November 2021 - )  
Jonathan F Davidson (previous Chair to November 2021)  
Lucy J Sweetman  
Anne Caldwell  
Derek Neale  
Michael J Loveday (resigned 30 April 2021)

**Director**

Seraphima Kennedy (on maternity leave/furlough to April 2021), Fiona Mason (maternity cover in 2020/21)

**Independent examiner**

Mr S J Morrell FCCA, Morrell Middleton, Wellington House, Aviator Court, York, YO30 4UZ

**Bankers**

Santander, Bootle, Merseyside, L30 4GB

**Registered office and operation address**

Shandy Hall, Coxwold, York, YO61 4AD

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

The charity looks to recruit new trustees as the need arises. Currently there are four trustees in the post from a diverse range of backgrounds who support the goals of the charity. In the next year we aim to appoint at least two more trustees who reflect the diversity of our membership and sector and the communities in which we work.

**Organisational structure**

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Director is responsible for the day to day running of the company and operational matters including finance, employment, programme and strategy.

**Induction and training of new trustees**

When appointed new trustees undergo an orientation to brief them on their legal obligations under the charity and company law, the content of the Memorandum and Articles of Association, the decision-making process, the recent financial performance of the charity, the recent developments and the future plans. Trustees are encouraged to attend external training events relevant to develop their skills and gain experience relevant to their roles and responsibilities.

**Risk management**

**Risk management**

The Board of Trustees and Director of the charity believe that sound risk management is integral to good management and good governance practice. Risk management informs all of the charity's decision-making processes and is incorporated within strategic and operational planning. Risk assessment is conducted on all new programmes and projects to ensure that they're in line with the charity's mission and objectives. Any identified risks or opportunities are analysed and reported at the appropriate level and a risk register is maintained and updated at every Board meeting and more frequently where major risks are known to be volatile.

**Risk management due to Covid-19**

The impacts of the Covid-19 pandemic have now been felt extensively through the organization and across our sector. Throughout this period the organization has had regular oversight from the trustees including a focus on financial resilience, fundraising opportunities and relationships, freelancer support and staff wellbeing. Challenge posed by the Covid-19 pandemic will continue to be assessed through our risk register, including the rescheduling of programmes and projects.

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 March 2022. 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 2019).

Approved by order of the board of trustees on 4 November 2022 and signed on its behalf by:

A Melrose - Trustee

**Independent Examiner's Report to the Trustees of  
National Association of Writers in  
Education**

**Independent examiner's report to the trustees of National Association of Writers in Education ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**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.

Stephen J Morrell FCCA  
Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

4 November 2022

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Statement of Financial Activities  
for the year ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	94	-	94	28,611
<b>Charitable activities</b>					
Charitable activities		141,794	3,500	145,294	112,240
Other income	4	<u>2,635</u>	-	<u>2,635</u>	<u>2,915</u>
<b>Total</b>		<u>144,523</u>	<u>3,500</u>	<u>148,023</u>	<u>143,766</u>
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable activities		122,141	3,500	125,641	112,122
<b>NET INCOME</b>		22,382	-	22,382	31,644
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		31,644	-	31,644	-
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>54,026</u>	<u>          </u>	<u>54,026</u>	<u>31,644</u>

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet  
31 March 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	9	9,861	-	9,861	1,467
Cash at bank		<u>52,797</u>	<u>-</u>	<u>52,797</u>	<u>43,978</u>
		62,658	-	62,658	45,445
<b>CREDITORS</b>					
Amounts falling due within one year	10	(8,632)	-	(8,632)	(13,801)
		<u>54,026</u>	<u>-</u>	<u>54,026</u>	<u>31,644</u>
<b>NET CURRENT ASSETS</b>					
		54,026	-	54,026	31,644
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>54,026</u>	<u>-</u>	<u>54,026</u>	<u>31,644</u>
<b>NET ASSETS</b>					
		<u>54,026</u>	<u>-</u>	<u>54,026</u>	<u>31,644</u>
<b>FUNDS</b>					
Unrestricted funds	11			<u>54,026</u>	<u>31,644</u>
<b>TOTAL FUNDS</b>					
				<u>54,026</u>	<u>31,644</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

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 4 November 2022 and were signed on its behalf by:

A Melrose - Trustee

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements  
for the year ended 31 March 2022**

**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.

The company is a pre-existing company and has registered for a charitable status. These accounts have therefore been prepared using acquisition accounting.

**Income**

All income 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.

**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.

**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.

**Government grants**

Revenue grants are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate.

A grant that becomes receivable as compensation for expenses or losses already incurred, or for the purpose of giving immediate financial support to the company with no future related costs, is recognised in income in the period in which it becomes receivable.

**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	<u>94</u>	<u>28,611</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2022**

**3. INCOME FROM CHARITABLE ACTIVITIES**

		2022	2021
	Activity	£	£
Membership subscriptions	Charitable activities	60,405	63,452
Publication sales	Charitable activities	203	86
Conference fees	Charitable activities	7,306	7,642
Other income and CRB fees	Charitable activities	1,080	760
Grants	Charitable activities	<u>76,300</u>	<u>40,300</u>
		<u>145,294</u>	<u>112,240</u>

**4. OTHER INCOME**

		2022	2021
		£	£
Government grants		<u>2,635</u>	<u>2,915</u>

**5. NET INCOME/(EXPENDITURE)**

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

		2022	2021
		£	£
Accountancy		2,172	1,328
Independent examiners fee		1,440	1,440
Payroll costs		<u>702</u>	<u>-</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**7. STAFF COSTS**

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

		2022	2021
Employees		<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	28,611	-	28,611
<b>Charitable activities</b>			
Charitable activities	108,240	4,000	112,240
Other income	<u>2,915</u>	<u>-</u>	<u>2,915</u>
<b>Total</b>	<u>139,766</u>	<u>4,000</u>	<u>143,766</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2022**

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>EXPENDITURE ON Charitable activities</b>			
Charitable activities	108,122	4,000	112,122
<b>NET INCOME</b>	<u>31,644</u>	-	<u>31,644</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>31,644</u></u>	<u><u>-</u></u>	<u><u>31,644</u></u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	1,634	1,000
Prepayments and accrued income	<u>8,227</u>	<u>467</u>
	<u><u>9,861</u></u>	<u><u>1,467</u></u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	757	236
Social security and other taxes	-	2,573
Other creditors	244	560
Accrued expenses	<u>7,631</u>	<u>10,432</u>
	<u><u>8,632</u></u>	<u><u>13,801</u></u>

**11. MOVEMENT IN FUNDS**

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
<b>Unrestricted funds</b>			
General fund	31,644	22,382	54,026
	<u>31,644</u>	<u>22,382</u>	<u>54,026</u>
<b>TOTAL FUNDS</b>	<u><u>31,644</u></u>	<u><u>22,382</u></u>	<u><u>54,026</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	144,523	(122,141)	22,382
<b>Restricted funds</b>			
Inspire	3,500	(3,500)	-
	<u>148,023</u>	<u>(125,641)</u>	<u>22,382</u>
<b>TOTAL FUNDS</b>	<u><u>148,023</u></u>	<u><u>(125,641)</u></u>	<u><u>22,382</u></u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2022**

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>		
General fund	31,644	31,644
	-----	-----
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>31,644</u>

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	139,766	(108,122)	31,644
<b>Restricted funds</b>			
Inspire	4,000	(4,000)	-
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>143,766</u>	<u>(112,122)</u>	<u>31,644</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	At 31/3/22 £
<b>Unrestricted funds</b>			
General fund	-	54,026	54,026
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>-</u>	<u>54,026</u>	<u>54,026</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	284,289	(230,263)	54,026
<b>Restricted funds</b>			
Inspire	7,500	(7,500)	-
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>291,789</u>	<u>(237,763)</u>	<u>54,026</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2022**

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	94	28,611
<b>Charitable activities</b>		
Membership subscriptions	60,405	63,452
Publication sales	203	86
Conference fees	7,306	7,642
Other income and CRB fees	1,080	760
Grants	<u>76,300</u>	<u>40,300</u>
	145,294	112,240
<b>Other income</b>		
Government grants	<u>2,635</u>	<u>2,915</u>
<b>Total incoming resources</b>	148,023	143,766
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	34,127	35,607
Pensions	572	766
Postage and stationery	3,153	4,807
Sundries	-	37
Publications and resources	9,327	3,636
Conference	9,753	10,033
Artist fees	600	480
CRB checks	728	291
Website development	4,119	2,906
Inspire fund	3,500	4,000
Membership subscriptions	864	661
Membership retainer	20,280	17,160
Information manager	10,920	9,948
Insurance	1,485	2,101
Bank charges	1,199	1,135
Publications manager	8,100	7,370
Consulting fees	215	312
Information technology costs	1,175	2,744
Regional Networking, Action Learning, Open Space	-	5,350
Development Director	10,658	-
Staff training costs	202	-
Staff travel costs	350	-
Interest on paye/nic paid late	<u>-</u>	<u>10</u>
	121,327	109,354
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examiner's fee	<u>4,314</u>	<u>2,768</u>
Total resources expended	<u>125,641</u>	<u>112,122</u>
<b>Net income</b>	<u><u>22,382</u></u>	<u><u>31,644</u></u>

This page does not form part of the statutory financial statements

**THE NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

England & Wales - Charity number 1190424

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# Accounts

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**REGISTERED COMPANY NUMBER: 04130442 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1190424**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2021**  
**for**  
**NATIONAL ASSOCIATION OF WRITERS IN**  
**EDUCATION**

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Contents of the Financial Statements  
for the year ended 31 March 2021**

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**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Reference and Administrative Details  
for the year ended 31 March 2021**

<b>TRUSTEES</b>	Mrs J E Bluett (resigned 1/12/2020) J F Davidson Chairman M J Loveday (resigned 30/4/2021) I D Mcewen (resigned 1/12/2020) Ms L J Sweetman Ms A Caldwell D Neale
<b>REGISTERED OFFICE</b>	Shandy Hall Coxwold York North Yorkshire YO61 4AD
<b>REGISTERED COMPANY NUMBER</b>	04130442 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1190424
<b>INDEPENDENT EXAMINER</b>	Morrell Middleton Wellington House Aviator Court Clifton Moor York North Yorkshire YO30 4UZ
<b>BANKERS</b>	Santander

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2021**

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative details set out on page 1 forms part of this report. The financial statements comply with Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

- Charity Objects

To promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and the sharing of knowledge, best practice and information among creative writing educators.

- Mission Statement

Our mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

- Public Benefit

NAWE reviews its aims and objectives every two years. In carrying out the review, the Trustees have referred to the Charity Commission's guidance on public benefit to ensure that all current and future planned activities are in line with its stated purpose. Details of how the charity's activities deliver public benefit are given in the section under achievements and performance.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2021

### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

This report covers the period April 2020 - March 2021, a year of unprecedented global upheaval due to the pandemic, which ended with hopefulness in the form of a vaccine. It was a year of great change, and one in which NAWE - along with organisations, individuals and families across the globe - had to adapt in order to survive. We are grateful to all our members, and to all our colleagues, for your support in getting through this time.

#### Organisational Update

In January 2020, the NAWE board met in Birmingham for a board away day packed with plans for NAWE's future. We introduced Fiona Mason, who was to take over from Seraphima during her period of maternity leave.

With the arrival of the Covid-19 pandemic and lockdown, it was an uncertain and unpredictable start to the 2020-21 year. Our Interim Director, Fiona Mason, had just started in post with a remit to steer NAWE on a steady course towards the goals set by the Management Committee at the January away day. Almost immediately she had to respond to the unfolding situation, urgently adapting plans and priorities and doing what we could to meet the needs of members and the wider sector whilst ensuring NAWE's sustainability.

As the pandemic gathered pace, and a general air of uncertainty took hold, the Interim Director had to help NAWE pivot to the new normal. This meant supporting members and the wider sector by providing development opportunities for writers, whilst also developing NAWE as an organisation with the resources and stamina to meet the challenges of unprecedented times.

The key decisions that we took in those first few months of 2020-21 have set NAWE on a new path towards longer term resilience, enabling us to be a strong voice for the writing in education community and the wider sector.

- We became a registered charity, increasing access to a wider pool of funders to support our work.
- We re-ignited our relationship with Arts Council England, securing Emergency Response Funding to mitigate loss of income and to deliver direct services to writers in education.

#### Operational Finance & Resources

We are grateful to income from Arts Council England (ACE) and the Department for Culture, Media and Sport (DCMS) which helped us remain stable while adapting to meet the evolving needs of the sector and our membership. An increase in pandemic-related expenditure coincided with a drop in income from professional membership as schools and colleges were closed.

A further application was made to Arts Council England's Cultural Recovery Fund Round 2 in January 2021 and at the close of the financial year, we were advised that the bid had been successful. We will report on this fully in our Annual Report for 2021-22.

The financial year 2020-21 closed with a net income position of £31,644, after end of year adjustments. This includes £28,562 of reserves brought forward from the previous year. As this was NAWE's first year of being a charity, these reserves have been included in the profit and loss figures as a 'donation' so that they can be reflected in the balance sheet. The balance sheet shows remaining funds at the year-end of £31,644. Excluding the donation, the actual income position relating to 2020/21 was therefore £3,082. The funds are designated as noted in the Reserves Policy below.

NAWE now needs to ensure that its fundraising activity meets the needs of its running costs and programmes to ensure that we retain the current level of reserves. Into 2021-22 and beyond, and with our new charitable status, we will be expanding our fundraising efforts across trusts and foundations, to enable NAWE to develop new programmes of work.

#### Governance

In 2020-21 we said thank you and farewell to several key board members: Ian McEwen, Michael Loveday and Jane Bluett. Andrew Melrose and Caleb Parkin were co-opted to the board as chairs of our two subcommittees (pending the NAWE AGM), as chairs of the Community Writers' Committee and the Higher Education Committee respectively. Board development is a key priority for 2021-22 with a focus on diversity and widening representation. We will be putting a call out for new trustees, and hope to receive expressions of interest from NAWE members.

#### Membership

Membership increased in 2020-21, with 1411 members in April 2020 and 1476 in April 2021. This increase was driven by an increase in e-members and associate members. The number of professional members and institutional members decreased as schools and other teaching venues remained closed to students and staff but began to rise again after restrictions were lifted. Although a stable membership is reassuring, it is vital that NAWE continues to articulate and promote the benefits of professional membership to the growing population of writers working in education and community settings, especially writers currently underrepresented in the membership, and this will be a priority in 2021-22.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2021

### **Publishing, Marketing & Communications**

In response to Covid-19, we created a Covid-19 information page for the website, sharing links to all relevant information for writers and writing facilitators around funding, finance and mental and physical wellbeing, updating this on a regular basis.

Our weekly bulletin of news and opportunities continued, and this is now opened around 2.5k times per week. In addition to usual weekly compiling of 38-40 events and opportunities, we also organised four prize draws with partner organisations.

Our publishing programme continued throughout the pandemic. We are currently receiving a good volume of submissions with our largest edition following the 2021 Conference of 100 pages. The peer review process is working well. Our use of Issuu for publishing our publications online seems to be working well with no issues, and our members seem comfortable with it. The Conference Programme was also published online via Issuu and we have also uploaded previous editions onto the platform.

There have been some changes to publications deadlines to align better with NAWE's activities. The Spring edition of our members' magazine, Writing in Education, was moved to May so that it could include a special section on articles from contributions to the NAWE 2021 conference. This worked well, allowing presenters at the conference to provide a follow-up to their session, and providing the opportunity to reflect on the event.

### **Staffing**

Our Director, Seraphima Kennedy, took maternity leave in February 2020 just before the pandemic and Fiona Mason was NAWE's Interim Director for much of 2020/21. We were extremely grateful to Fiona for staying on while Seraphima was furloughed for a few months in winter/spring 2021 for reasons relating to the pandemic.

Our Publications Manager & Information Manager continued their excellent work as usual, working additional hours in the more difficult periods as we pivoted to delivering services online. We were also thankful to all the staff at Mosaic Events, who continued to process memberships, insurance and DBS checks for us without interruption.

### **Programmes:**

#### **Regional Networks**

Regional Networking Events have become virtual, with plans to roll these out across the UK throughout the year. We'll continue to grow our relationships with the national and regional writing development organisations and other partners and supporters across the UK and internationally.

#### **Action Learning Sets**

We launched a pilot 'Action Learning Programme' for writers in education, in partnership with the hub (<https://thehubuk.com/about/>). Due to its success and the high demand we plan to expand this programme, along with a range of other professional development opportunities, during 2021-22. The first cohort of Action Learning alumni delivered a panel at the NAWE conference.

#### **Open Space Event with the hub**

An Open Space event in November, held at the time usually occupied by NAWE's annual conference, was an opportunity for the sector to come together in a big conversation about the future. Over 90 delegates spent a lively morning on Zoom thinking about the state of play and where next for writing in education and communities in a time of Covid. Facilitated by Interim Director, Fiona Mason, and Julia Payne of the hub, participants listened to provocations from Caleb Parkin and Jasmine Gardosi. Feedback from the event was very positive:

"Thank you for your great event today! What an atmosphere and virtual open space! It was so inspiring in this darkness of November. What a pity I had to run right after the second session. But ran happy and energetic as the conversation with the group was so lovely yet informative. Got a lot of new ideas and practices!"

"A thoroughly inspiring session and time very well spent. It was great to share ideas with peers. Got lots of tips to avoid online fatigue in students and lots of questions answered. Also, it was nice to be able to share my experience and feel I was helping others. Made me feel more confident that I do have some skills."

"I enjoyed the chance to meet with other children's authors working in education, to compare notes and to exchange ideas for maintaining author visits in schools during and after lockdown."

## **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

### **Report of the Trustees for the year ended 31 March 2021**

"Such a lovely Zoomful of open-minded, enthusiastic people. Though I've been a member for a long time, it's the first occasion I've actually connected with others in the NAWE community."

"The most important thing I took from the Open Space was the interaction with other writers; the conversations in the breakout rooms were particularly engaging and I had the chance to speak to people in other countries too. In one breakout room, there were four of us, me from the UK, and people from Ireland, Finland and Germany; it was very interesting to hear what they had to say about writing in education in their own countries."

"The organisation of the Open Space was excellent."

Feedback and learning from this event informed the format, organisation and curation of NAWE's first fully virtual conference, 12-13 March 2021.

We are now planning to make Open Space part of NAWE's annual programme as a uniquely collaborative and democratic method of sharing ideas and challenges and finding solutions that can benefit all in our sector.

#### **MaxLiteracy**

MaxLiteracy (<https://www.maxliteracy.org/>) rolled out in 2021 with an adapted programme in light of the pandemic. The 2021 awardees were:

- Open Eye Gallery, working with the writer Pauline Rowe and Wirral Hospitals' School, Birkenhead;
- Newark & Sherwood District Council, working with writer Ioney Smallhorne and Newark Academy; and
- The Turnpike, working with Elmi Ali and Westleigh Methodist Primary School.

Each venue received £8k to work with an education partner and creative writer, with the emphasis on young people's mental health and wellbeing. For more information please see: <https://engage.org/happenings/maxliteracy-2020-21/>

#### **NAWE's First Online Conference!**

The 2020 NAWE Conference was originally planned to take place in Bristol. As a result of ever-changing government guidelines, the decision was taken to delay the conference from November 2020 to March 2021, and then to bring it entirely online. The conference took place on Zoom on 12-13 March 2021, and sessions were recorded and made available to delegates afterwards through our website. The conference was sponsored by York St John University and supported by Arts Council England.

The theme of the conference was 'What Next? Writing in Education and Communities in 2021 and Beyond'. It was a uniquely uplifting event, A packed programme of panels, workshops and special events brought our community together at a time of great need. There was a strong sense of camaraderie throughout the conference. Daytime events covered themes of wellbeing, research and professional development, with a focus on the challenges and benefits of virtual learning spaces.

Special events included Write & Shine early morning writing workshops with Gemma Seltzer, Breakfast Poems with The Poetry Business, a Funding for Writers workshop with Jonathan Davidson, and the Zoom House Party with Silent Adventures. Special guests included Daljit Nagra, Kate Clanchy, Kit de Waal and Romalyn Ante.

In our opening event, Daljit Nagra was joined by Mairi Kidd, new Chief Executive of Seven Stories, Richard Russell, Chief Operating Officer of Arts Council England and NAWE's chair Jonathan Davidson to consider where we are and what next for our sector.

Other highlights included a UK Arts Councils Literature Panel discussing the landscape, challenges and opportunities facing our sector with Sarah Crown (ACE National), Damian Smyth (ACNI) Lleucu Siencyn (Literature Wales) Harriet MacMillan (Creative Scotland). It was an engaging discussion, and we are delighted that we have been able to support further conversations between the four nations.

We had expected that the move online would lead to a big increase in the number of members who were able to attend, however numbers remained steady, at around 180 delegates. We think this was due to the fact our programme was delayed by pandemic related issues, and we are hopeful that more members will be able to join us in 2022.

#### **Other Networking and Sector Supportive Activity**

##### **Community Writers' Subcommittee**

The Community Writing Subcommittee continued to meet in 2020, chaired at first by Michael Loveday and then by Caleb Parkin, to share experience, good practice, especially around online working and self-care. For further information on the work of the committee, or if you are interested in joining, please email [admin@nawe.co.uk](mailto:admin@nawe.co.uk).

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2021

### Higher Education Committee

As 2020 began, the Higher Education Committee welcomed Andrew Melrose as its new chair and said thank you and farewell to its previous chair, Derek Neale (Derek remains a member of the NAWE board, and we are grateful to him for his dedication and hard work). We include a report from Andy, below.

'I took over Chairing the HE Committee from Derek Neale just as the Covid pandemic struck so it has been the strangest of times. I take this opportunity to thank Derek for all of his work, which has been invaluable to the committee. With the pandemic upon us, we reacted by having online meetings and a couple of special meetings on 'online teaching' to see if we could monitor and offer ideas on best practice, as well as look into issues that arise from it. This culminated in us publishing the findings, thoughts and ideas as a short 'conversation' article in Writing in Education. In the meantime, we also successfully monitored and engaged with the 'open access' issues being raised in the sector. It has been a challenging time, but I am happy to say everyone seems to have come through it well.' Andrew Melrose, HE Committee Chair, NAWE.

### International Creative Writing Partners

We were thrilled to see so many delegates attending the NAWE conference internationally, with representatives from the European Association of Creative Writing Programmes, as well as individuals from the US, Australia, Norway and New Zealand. The move to online seems to have opened the field to those who otherwise would have been unable to attend.

### EACWP

NAWE works closely with our colleagues at the European Association of Creative Writing Programmes. This relationship is important to our members, and we hope to continue to work closely into 2021/22. They have sent us the following report:

"Over 2020/21, the EACWP continued to look for alternative ways to re-connect its members and carry on with its annual activities. Since July 2020, the EACWP has launched three Virtual Editions of its Teachers Training Course (July, 2020; January, 2021; July, 2021), gathering a worldwide representation of more than 15 different countries amongst its participants. The fourth edition will take place in February, 2022. Additionally, the EACWP has participated in the NAWE's virtual conference (March, 2021) and, in May, 2021 celebrated its V International Pedagogical Conference 'Futures for Creative Writing' (its first ever virtual conference) co-organised by its British colleagues from University of East Anglia. Also, the EACWP's exchange programs amongst its different institutions as well as its bilateral and multilateral initiatives such as the Cela Project (Connecting Emerging Literary Artists: a UE project) have managed to remain standing thanks to the efforts and commitment of the different EACWP members. Ultimately, after its last virtual meeting in July 2021, the Board members scheduled two of the upcoming and main EACWP events: a European Day (to be celebrated in November-December, 2021) and the next symposium, which will take place in The Netherlands (organised by its Dutch colleagues from ArtEZ) in September, 2022."

### AAWP (Australasia)

In 2020 AAWP and NAWE established a reciprocal arrangement in which AAWP welcomes a certain number of NAWE members to their conference, and vice versa. We hope to continue this in future years and continue to look for new collaborations with our international partners.

AAWP are also a contributor to Writing in Education, providing an ongoing column with updates and news from Australia/Asia.

### AWP (America)

We have reached out to AWP to establish closer contact with the Association. In 2021, AWP provided an update for Writing in Education (Winter edition) and we hope to report on further collaboration in 2021-22.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2021

### ACHIEVEMENT AND PERFORMANCE

#### Looking Forward to 2021/22

As the 2020/21 year closed, we were delighted that NAWE was awarded an additional £42k from Round 2 of the ACE/DCMS Cultural Recovery Fund.

This funding will contribute to NAWE's reserves and core costs and enable us to buy in additional support in audience development and the development of a participation programme that has diversity at its core. It will also enable us to retain Fiona Mason for a further 6-months on a freelance basis, to focus on fundraising and strategic development.

In 2021/22 we'll continue to deliver our core activities to members - Writing in Education, Writing in Practice, and the annual conference. A revised publications schedule for Writing in Education will bring the magazine in line with the new conference dates, allowing the conference to provide further value to our members. A new initiative to encourage student participation in submitting to the magazine will be launched in autumn. Writing in Practice will have a change of editor as Derek Neale steps down, but we are looking forward to his last special edition (co-edited with Josie Barnard) on multimodal writing.

NAWE's first virtual conference was a great success. The feedback was very positive and most of those polled would like to see another virtual conference. We will hold the next conference online between 10-12 March 2022, with fewer sessions spread across a slightly longer period and, we hope, more headline panels/speakers.

Work will commence to renew our website in September, and we hope this will be completed and ready to launch by spring. This project will be focused on providing the NAWE website with a new look and feel while retaining the backend system. This will be an ideal opportunity to consider NAWE's branding, and we will also look to refresh our logo and associated colours.

We'll also continue our work to improve the pay and conditions for creative writers working as hourly paid lecturers in universities, alongside partner organisations such as The Society of Authors.

#### Summary & thanks

We would like to recognise that behind every account of an organisation's successes and challenges in difficult times, there have been countless individuals working through the same uncertainties, ensuring that our work has continued.

We extend our warmest thanks and appreciation to our team: Fiona, Lisa, Philippa and Seraphima; to Sarah Byrne, Sophie, Sam and Sarah at Mosaic Events; to Andy, Anne, Caleb, Derek, Ian, Jane, Jonathan, Lucy and Michael on the NAWE Management Committee, and to all the members of NAWE's Higher Education and Community Writers' Committees for their commitment and dedication.

We are also grateful to everyone at Arts Council England for supporting us through the Cultural Recovery Fund, and to the Department for Culture, Media and Sport for releasing funds to support the arts during a year of unprecedented change and risk.

Finally, our thanks to you, our members, for continuing to support NAWE throughout this uniquely challenging year. We hope that NAWE has been able to offer a combination of practical support, information and opportunities in 2020/21, and we look forward to reporting on a brighter 2021/22.

### FINANCIAL REVIEW

#### Financial position

In 2020-21 NAWE became a Registered Charity. The funds of £28,611 held by the company prior to charity registration are shown on the Statement of Financial Activities as a donation.

#### Principal funding sources

Arts Council England Grants

In the 2020-21 financial year we received an Arts Council England Emergency Response Fund grant of £35k in May 2020, provided to protect the organisation from the immediate impacts of the Covid-19 Pandemic. In March 2021 NAWE was awarded a grant of £42k from Round 2 of Arts Council England and DCMS's Cultural Recovery Fund, to support the organisation's core costs and programme costs during the first three quarters of 2021-22, and to resource additional time for fundraising and programme development.

#### Reserves policy

The trustees will continue to review the level of reserves held by the charity so that it can continue with its activities.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2021**

**FINANCIAL REVIEW**

**Unrestricted Reserves**

As at 31/03/2021, unrestricted reserves stood at £31,644.

**Designated funds**

Designated Funds are unrestricted reserves designated for specific purposes. The trustees have agreed an aim to build Designated General Reserves equivalent to a minimum of six-months core operating costs, calculated at £22,000. We also aim to build up other Designated Funds as follows: Programme Development: £10,000, Repairs & Renewals: £5,000, Unfunded/interrupted essential activity: £10,000. Total planned Designated Funds £47,000.

At the close of 2020-21 Unrestricted Designated funds stood at £31,644 comprising Operating Costs: £22,000 Unfunded/interrupted essential activity £9,644.

**Restricted reserves**

These are funds donated to NAWE for specific projects and carried forward from one year to the next until the project has finished. In 2020/21 we ended the year with no restricted funds.

Our reserves policy, notably our use of designated funds, is reviewed regularly by our board as part of our risk management.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Charity is a company limited by guarantee, governed by its Memorandum and Articles. It is a registered charity with the Charity Commission. The Memorandum and Articles of Association incorporated the company on 22 December 2000 and were amended by special resolution on 9 November 2019 as registered at Companies House on 19 January 2020.

# NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

## Report of the Trustees for the year ended 31 March 2021

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Charity constitution**

##### Constitution

The National Association of Writers in Education (NAWE) is a Company Limited by Guarantee incorporated under the Companies Act, company number 04130442 and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1190424.

#### **Directors and trustees**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

As set out in the Articles of Association any person who is willing to act as a Trustee, and who is permitted to do so, may be appointed to be a Trustee of the company by a decision of the Trustees.

Policies and procedures adopted for the induction and training of trustees are ongoing and incorporated indirectly into the regular trustees' meetings.

The trustees during the year and since the year end, were:

Jonathan F Davidson (Chair)  
Mrs Jane E Bluett (resigned 1 December 2020)  
Michael J Loveday (resigned 30 April 2021)  
Ian D McEwen (resigned 1 December 2020)  
Ms Lucy J Sweetman  
Ms Anne Caldwell  
Derek Neale

##### Director

Seraphima Kennedy (on maternity leave in 2020/21), Fiona Mason (maternity cover in 2020/21)

##### Independent examiner

Mr S J Morrell FCCA, Morrell Middleton, Wellington House, Aviator Court, York, YO30 4UZ

##### Bankers

Santander, Bootle, Merseyside, L30 4GB

##### Registered office and operation address

Shandy Hall, Coxwold, York, YO61 4AD

#### **Recruitment and appointment of new trustees**

The charity looks to recruit new trustees as the need arises. Currently there are four trustees in the post from a diverse range of backgrounds who support the goals of the charity. In the next year we aim to appoint at least two more trustees who reflect the diversity of our membership and sector and the communities in which we work.

#### **Organisational structure**

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Director is responsible for the day to day running of the company and operational matters including finance, employment, programme and strategy.

#### **Induction and training of new trustees**

When appointed new trustees undergo an orientation to brief them on their legal obligations under the charity and company law, the content of the Memorandum and Articles of Association, the decision making process, the recent financial performance of the charity, the recent developments and the future plans. Trustees are encouraged to attend external training events relevant to develop their skills and gain experience relevant to their roles and responsibilities.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

Risk management

The Board of Trustees and Director of the charity believe that sound risk management is integral to good management and good governance practice. Risk management informs all of the charity's decision-making processes and is incorporated within strategic and operational planning. Risk assessment is conducted on all new programmes and projects to ensure that they're in line with the charity's mission and objectives. Any identified risks or opportunities are analysed and reported at the appropriate level and a risk register is maintained and updated at every Board meeting and more frequently where major risks are known to be volatile.

**Risk management due to Covid-19**

The impacts of the Covid-19 pandemic were only beginning to be experienced at the start of the 2020-21 financial year and the impacts have been felt in the organization and throughout our sector. Throughout this period the organization has had regular oversight from the trustees including a focus on financial resilience, fundraising opportunities and relationships, freelancer support and staff wellbeing. Challenge posed by the Covid-19 pandemic will continue to be assessed through our risk register, including the rescheduling of programmes and projects.

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 March 2021. 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 2019).

Approved by order of the board of trustees on .....~~Dec.14, 2021~~..... and signed on its behalf by:

**Signature:** *Jonathan Davidson*  
Jonathan Davidson (Dec 14, 2021 17:07 GMT)

**Email:** jonathan@midlandcreative.co.uk

J F Davidson Chairman - Trustee

**Independent Examiner's Report to the Trustees of  
National Association of Writers in  
Education**

**Independent examiner's report to the trustees of National Association of Writers in Education ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**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.

Stephen J Morrell FCCA  
Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

Date: .....

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Statement of Financial Activities  
for the year ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	2	28,611	-	28,611
<b>Charitable activities</b>	3			
Charitable activities		108,240	4,000	112,240
Other income	4	<u>2,915</u>	<u>-</u>	<u>2,915</u>
<b>Total</b>		139,766	4,000	143,766
 <b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Charitable activities		108,122	4,000	112,122
		<u>          </u>	<u>          </u>	<u>          </u>
<b>NET INCOME</b>		31,644	-	31,644
		<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>31,644</u></u>	<u><u>-</u></u>	<u><u>31,644</u></u>

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet  
31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
<b>CURRENT ASSETS</b>				
Debtors	7	1,467	-	1,467
Cash at bank		<u>43,978</u>	-	<u>43,978</u>
		45,445	-	45,445
<b>CREDITORS</b>				
Amounts falling due within one year	8	(13,801)	-	(13,801)
		<u>31,644</u>	-	<u>31,644</u>
<b>NET CURRENT ASSETS</b>				
		31,644	-	31,644
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
		<u>31,644</u>	-	<u>31,644</u>
<b>NET ASSETS</b>				
		<u>31,644</u>	-	<u>31,644</u>
<b>FUNDS</b>				
Unrestricted funds	9			<u>31,644</u>
<b>TOTAL FUNDS</b>				
				<u>31,644</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

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  
Dec 14, 2021  
..... and were signed on its behalf by:

**Signature:** Jonathan Davidson  
Jonathan Davidson (Dec 14, 2021 17:07 GMT)

**Email:** jonathan@midlandcreative.co.uk

J F Davidson Chairman - Trustee

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements  
for the year ended 31 March 2021**

**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.

The company is a pre-existing company and has registered for a charitable status. These accounts have therefore been prepared using acquisition accounting.

**Income**

All income 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.

**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.

**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.

**Government grants**

Revenue grants are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate.

A grant that becomes receivable as compensation for expenses or losses already incurred, or for the purpose of giving immediate financial support to the company with no future related costs, is recognised in income in the period in which it becomes receivable.

**2. DONATIONS AND LEGACIES**

Donations

£  
28,611

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	£
Membership subscriptions	Charitable activities	63,452
Publication sales	Charitable activities	86
Conference fees	Charitable activities	7,642
Other income and CRB fees	Charitable activities	760
Grants	Charitable activities	<u>40,300</u>
		<u><u>112,240</u></u>

**4. OTHER INCOME**

Government grants	£ <u>2,915</u>
-------------------	-------------------

**5. NET INCOME/(EXPENDITURE)**

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

Accountancy	£ 1,328
Independent examiners fee	<u>1,440</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021.

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade debtors	£ 1,000
Prepayments	<u>467</u>
	<u><u>1,467</u></u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade creditors	£ 236
Social security and other taxes	2,573
Other creditors	560
Accrued expenses	<u>10,432</u>
	<u><u>13,801</u></u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**9. MOVEMENT IN FUNDS**

	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>		
General fund	31,644	31,644
	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>31,644</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	139,766	(108,122)	31,644
<b>Restricted funds</b>			
Inspire	4,000	(4,000)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>143,766</u>	<u>(112,122)</u>	<u>31,644</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2021**

£

**INCOME AND ENDOWMENTS**

**Donations and legacies**

Donations 28,611

**Charitable activities**

Membership subscriptions 63,452

Publication sales 86

Conference fees 7,642

Other income and CRB fees 760

Grants 40,300

112,240

**Other income**

Government grants 2,915

**Total incoming resources**

143,766

**EXPENDITURE**

**Charitable activities**

Wages 35,607

Pensions 766

Postage and stationery 4,807

Sundries 37

Publications and resources 3,636

Conference 10,033

Artist fees 480

CRB checks 291

Website development 2,906

Inspire fund 4,000

Membership subscriptions 661

Membership retainer 17,160

Information manager 9,948

Insurance 2,101

Bank charges 1,135

Publications manager 7,370

Consulting fees 312

Information technology costs 2,744

Regional Networking, Action Learning, Open

Space 5,350

Interest on paye/nic paid late 10

109,354

**Support costs**

**Governance costs**

Independent examiner's fee 2,768

Total resources expended 112,122

**Net income** 31,644

# a-210331-accounts final N128

Final Audit Report

2021-12-14

Created:	2021-12-14
By:	Steve Morrell (post@morrell-middleton.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxQc1KZ56076tHOsEhj09SY6bshct7PV5

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-  Document created by Steve Morrell (post@morrell-middleton.co.uk)  
2021-12-14 - 12:22:25 GMT - IP address: 213.129.74.45
-  Document emailed to Jonathan Davidson (jonathan@midlandcreative.co.uk) for signature  
2021-12-14 - 12:25:18 GMT
-  Email viewed by Jonathan Davidson (jonathan@midlandcreative.co.uk)  
2021-12-14 - 13:00:25 GMT - IP address: 104.28.86.82
-  Document e-signed by Jonathan Davidson (jonathan@midlandcreative.co.uk)  
Signature Date: 2021-12-14 - 17:07:37 GMT - Time Source: server- IP address: 94.4.66.185
-  Agreement completed.  
2021-12-14 - 17:07:37 GMT