



## Naace

### (A Company Limited by Guarantee)

#### Report of the Trustees for the year ended 30 June 2020 – continued

##### Objectives and Activities

The objectives of the charitable company are to advance education through encouraging the appropriate and effective use of education technology and to offer support to those engaged in related activities. The objectives are achieved through the pursuance of major aims contained within the Strategic Plan. These are:

- By developing partnerships to support members and the wider education community.
- By developing products and services to members and to the wider education community.
- By developing reputation and influence.

##### Achievements to Date 2019/20

Over the past year Naace has continued to pursue activities that focus around the needs of members and on sharing the “voice” of members with national governments and with industry. It has updated its Articles of Association and Rules to reflect recent changes in the focus and governance of the association. It has also gained UK trademark approval for its logo, name and strapline as “NAACE – The Education Technology Association”

The Association has in the past year further developed the core parts of its business.

##### Membership

- Re-launched the association formally at BETT2020 with four categories of membership including free membership with limited access to online resources including the text of the Self Review Framework.
- Built up the membership of the association through the website, an active social media campaign and face-to-face contact with schools and the wider education technology community at local and national events
- Launched and continually developed the new website so that it provides a lively, attractive place for members to share their experiences and successes in the use of education technology and becomes a “must see” resource for all involved in promoting and supporting the use of education technology
- Continued to engage with members by:
  - continuing to encourage members to actively take part in building the success of the Association by inviting them to volunteer their time and expertise to help in a number of tasks including writing blogs for the website.

##### Accreditation and CPD

- Enhanced its role as a quality assurance agency by:
  - continuing to operate the NaaceMark accreditation programme
  - providing support to schools undertaking the accreditation, and support for assessors of that scheme
- Continued to offer and maintain resources including the Self Review Framework which is regularly revised and updated to reflect recent changes in requirements and the technologies available to schools.
- Continued to operate the 3<sup>rd</sup> Millennium Award to enable schools to demonstrate how they are providing an education fit for the 21<sup>st</sup> century.
- Licensed the Self Review Framework and NaaceMark to EUMMENA (a not for profit organisation based at the University of Leuven in Belgium) for use in the Mediterranean, Middle East and North Africa. Naace is providing the quality assurance for the scheme and training for Eummenna staff.

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#### Report of the Trustees for the year ended 30 June 2020 – continued

##### Public Benefit Statement

The Trustees have paid regard to the Charity Commission guidance on public benefit when deciding on activities to undertake and the focus they should take and believe they have met the legal requirement of S17 of the Charities Act 2011.

In particular, in assessing the contribution that Naace makes for public benefit, members of the public and other agencies were able to:

- Access free of charge online training materials for all education technology practitioners.
- Freely download Naace's Self Review Framework documentation for UK organisations wishing to review their quality procedures.
- Freely download the self-review documentation for international schools looking to develop and review their systems.
- Receive support in developing strategies and policies for the advancement of education technology in education.

##### Financial Review

The results for the year are shown in the statement of financial activities on page 12.

Naace carried out many of its activities through its wholly owned subsidiary, Naace Trading Limited. The subsidiary company ceased to trade in March 2017 and has now been liquidated.

The statement of financial activities shows net outgoing resources for the charity of 37,257 (2019: net outgoing resources £691).

At 30 June 2020 Naace had total funds of £138,827 (2019: £176,084).

The annual planning process revises the figure retained as a reserve in the light of staffing, commitments and operational costs at the time and in each annual business plan a "Reserves" figure will be identified according to this Policy. The Board therefore considers that the ideal level of reserves would be £50,000.

The actual free reserves that are those funds not tied up in fixed assets at 30 June 2020 were £113,203 (2019: £152,684).

##### *Reserves Policy*

The Board have approved a Reserves Policy which underpins the use of unspent funds at the end of a financial year. Part of such funds are retained against the need, in exceptional and unforeseen circumstances, to wind down the charity in a managed and effective manner, taking account of legal and other commitments and obligations. The balance is transferred to the new financial year and is available for expenditure on meeting the aims and objectives of the charity.

**Naace**  
**(A Company Limited by Guarantee)**

**Report of the Trustees for the year ended 30 June 2020 - Continued**

**Reference and Administrative Details**

**Charity Name:** Naace

**Governing Instruments:** The Charity is a company incorporated in England, Limited by Guarantee and having no share capital. As such, it is governed by its Memorandum and Articles of Association.

**Registered Charity Number:** 1060683

**Registered Company Number:** 03270148

**Members of the Board of Management (Trustees):** D Vaughan (resigned 22 January 2020)  
S Moss (resigned 22 January 2020)  
J Li  
P Blackburn  
L Boulter  
L Searle – term ended January 2018  
M Rogers – resigned June 2019  
S Wright – resigned October 2018  
Y Walker – term ended January 2019  
S Shaw – resigned July 2019  
C Preston – elected January 2020  
E Fairfield – elected January 2019  
A Davis – elected January 2020  
G Talbot – elected January 2020  
A Murden - elected January 2020  
G Hawkins – elected January 2020

**Directors:** S Moss (chair) (resigned 22 January 2020)  
D Vaughan (resigned 22 January 2020)  
P Blackburn (appointed 23 January 2019) (Chair)  
J Li (appointed 22 January 2020)  
L Boulter (appointed 22 January 2020)

**Secretary:** Matt Rogers (appointed November 2019)

**Chief Executive Officer:** No current appointment

**Registered Office:** Cliffe Hill House  
22-26 Nottingham Road  
Stapleford  
Nottingham NG9 8AA

**Bankers:** National Westminster Bank Plc  
309 High Street  
West Bromwich  
B70 8LX

**Naace**  
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**Report of the Trustees for the year ended 30 June 2020 – continued**

Members of the Board of Management are elected by a vote of the membership conducted by online ballot. All elections are conducted according to a 'first past the post' system as defined by the Electoral Reform Society. The Chair of the Board of Management is elected by the board of management at their first meeting following the Annual General Meeting

Members of the Board of Management are also registered as members of the company. The number of members is limited to nine (9) plus Co-opted members.

***Trustee Induction and Training***

Induction and training for all Trustees takes place at the annual induction event. At this event, full information packs containing details of strategic priorities, structure, policies, procedures, regulations and codes of practice are distributed for future reference. Induction of new Trustees takes place at their first Board meeting. More specific training on the role of Trustees in a charitable organisation is undertaken using online materials. All Trustees must complete this training and their completion certificates are held by the Company Secretary.

***Board of Management***

The Board of Management is responsible for the overall strategic direction of Naace, for monitoring activity against the Articles and Memorandum of Association, for scrutiny and approval of the Naace Strategic Plan and associated Actions Plans, and for risk assessment and management.

***Sub-Committees***

The Board of Management has the power to create sub-committees drawn from the membership to undertake particular tasks on a voluntary basis where their expertise is particularly valued.

***Risk Management***

All major risks to which the charity is exposed, as identified by the Trustees, are reviewed on a quarterly basis and systems and procedures are in place to manage those risks.

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**Independent Examiner's Report**  
**to the Trustees of Naace**

I report to the Charity Trustees on my examination of the accounts of the company for the year ended 30 June 2020.

**Responsibilities and Basis of Report**

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

Having satisfied myself that the accounts of the Company are not required to be audits 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 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 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.

D. J. Lockwood  
Diane Lockwood ACA FCA ATT (Fellow)  
Independent Examiner  
Haines Watts  
Cliffe Hill House  
22-26 Nottingham Road  
Stapleford  
Nottingham  
NG9 8AA

Date: 21.10.2020

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**Balance Sheet as at 30 June 2020**

	<u>Note</u>	<u>2020</u> £	<u>2019</u> £
<b>Fixed Assets</b>			
Intangible Assets	10	25,624	23,400
Tangible assets		-	-
		25,624	23,400
<b>Current Assets</b>			
Debtors	11	6,214	4,428
Cash at bank		117,379	159,017
		123,593	163,445
<b>Creditors:</b> amounts falling due within one year	12	(10,390)	(10,761)
<b>Net Current Assets</b>		113,203	152,684
<b>Net Assets</b>		138,827	176,084
<b>Reserves</b>			
Unrestricted funds	14	138,827	176,084
		£ 138,827	£ 176,084


The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 30 June 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 June 2020 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 statement 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 financial statements on pages 14 to 20 were approved by the Board of Directors on 19.10.2020 and were signed on its behalf by:

  
.....  
P Blackburn  
Director     19/10/20

**Naace**  
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**Notes to the Accounts for the year ended 30 June 2020 - continued**

**Donated Services and Facilities**

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for beneficiaries. It includes both costs that can be allocated directly to such activities and those cost of an indirect nature necessary to support them.

Support and governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

**Operating Leases**

Rental charges are charged on a straight line basis over the term of the lease.

**Defined Contribution Pension Scheme**

Contributions are charged to expenditure as they become payable in accordance with the rules of the scheme.

**Intangible Assets**

The cost of the Self Review Framework Tool is written off over a 10 year period. The build cost of a new website, at 30 June 2020 is being written off over a 10 year period.

**Tangible Fixed Assets**

Individual fixed assets costing over £150 are capitalised at cost.

Depreciation of fixed assets is charged by annual instalments commencing with the year of acquisition at rates estimated to write off their cost less any residual value over their expected useful lives which are as follows:

Office equipment	7 years – straight line (fully depreciated)
Computer equipment	4 years – straight line (fully depreciated)

**Legal Status of the Charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

**Debtors**

Debtors are recognised at the settlement amount owed to the Charity or prepaid.



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**Notes to the Accounts for the year ended 30 June 2020 - continued**

**5. Support and Governance Costs**

	<u>2020</u>	<u>2019</u>
	£	£
Website Costs	15,860	11,885
Legal Fees	3,348	-
Overheads (including depreciation)	8,328	4,468
*Board/constitution costs	3,569	6,494
Professional fees (included Accountancy & Payroll)	5,035	5,702
Write off bad debt	700	80
	<u>£ 36,840</u>	<u>£ 28,629</u>

\*includes time spent by the Board at events and conferences representing Naace.

**6. Net Incoming Resources**

	<u>2020</u>	<u>2019</u>
	£	£
Net incoming resources are stated after charging:		
Amortisation of SRF Tool and website development	3,247	1,200
Independent Examination Fees	1,800	1,800
	<u>1,800</u>	<u>1,800</u>

**7. Employees**

There were no employees in either 2020 or 2019.

**8. Directors/Trustees**

No remuneration is paid to any member of the Board of Management (Trustees). Expenses reimbursed to 13 board members during the year (2020) amounted to £3,569 (2019:9 £5,474). Trustees' indemnity insurance charged during the year totalled £721 (2019: £720).

**9. Taxation**

The company is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**10. Intangible Assets**

	<u>Self Review</u> <u>Framework</u> <u>Tool</u>	<u>Website</u> <u>Development</u>	<u>Total</u>
Cost	12,000	15,000	27,000
Additions	-	5,471	5,471
Amortisation b/fwd	3,600	-	3,600
Amortisation for the year	1,200	2,047	3,247
NBV at 30.6.19	8,400	15,000	23,400
NBV at 30.6.20	7,200	18,424	25,624

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**Notes to the Accounts for the year ended 30 June 2020 - continued**

**16. Related Party Transactions**

During the year the following trustees, their family members and their associated businesses invoiced for consultancy work provided to the charity:

	<u>2020</u>	<u>2019</u>
	£	£
M Rogers – Consultancy Services	8,560	-
C Preston (MirandaNet)	350	900
J Moss (son of S Moss) – Scratch Creative	1,819	1,178
D Vaughan (son of D Vaughan) – Creative Wavelength	-	1,500
	<u>10,729</u>	<u>3,578</u>

There are no other related party transactions.