

TERMLY REPORT

Project / Activity	Steyping Park Day	Risk Assessments Reviewed (annually)
Location	Memorial Field	
Date from / to	25/07 – 05/09	Fire Drill Completed (termly)
Prepared by	Grace Martin	
Approved by		Report Issued

SCYP Core Outcomes Refer to these core outcomes in all plans and delivery.	1. Accredited training and development 2. Engagement with the local community 3. Healthy lifestyle and improved wellbeing 4. Improving resilience and self-esteem 5. Reducing physical inactivity
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	1. Reduce ASB in area 2. Train young leaders 3. Offer support and referrals to young people. 4. Encourage interaction with local community
Session Highlights / what went well Attach pictures at the end or store in a pictures sub-folder for the project or use Upshot.	Using the Purple Bus on Memorial Field was successful and encouraged engagement with YP. More YP attended with each week but dipped towards the end as some YP were on holiday. The YP enjoyed the arts and crafts on the bus. In particular, they enjoyed the t-shirts, dream catchers, making jars of positive quotes and decorating hats. YP also enjoyed the group games such as, writing on dice with questions that helped us all get to know each other.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	"I really enjoy coming here"
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	N/A
Future plans A bulleted summary of key project plans.	• To run a regular Junior session on Memorial Field on a Monday 3:30 – 5:30 • To still take the Purple Bus and engage this way • To include more activities to do with food • Tent pitching

TERMLY REPORT (contd.)

Review of Attendance

Number of YP engaged in Accredited programmes	Programmes could be Duke of Edinburgh, Arts Award, Young Leaders etc. Use sections to identify which award and number of YP taking part during term.					
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	More YP attending over summer through word of mouth via friendship groups. They were told and encouraged to attend the new Junior session to be held at Memorial Field from September.					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	N/A					
Partnerships and wider perspective Summarise any external actions taken in support of this project	Work with your Manager to identify these					

Session Date	Staff / Volunteers	Attendees	New Contacts
25/07	3	1	
01/08	3	6	3
08/08	2	4	
15/08	2	5	
22/08	3	3	
29/08	BANK HOLIDAY	BANK HOLIDAY	
05/09	N/A	N/A	

TERMLY REPORT (contd.)

Cash Income		FLOAT B/F £	
Session Date	Detail	Subs Income £	Tuck Income £
TOTALS THIS PERIOD		Other Income £	
Keep track of float, subs and tuck income here. You should maintain a cash float of £10 and bank excess each period. The amount banked should usually equal the total of cash income.		TOTAL SUBS, TUCK AND OTHER £	
		LESS AMOUNT BANKED £	
		FLOAT C/F £	

If you do not have arrangements with a local management committee Treasurer to bank cash, please ensure it is passed to Member Services (Sue Goodchild) on a termly basis and that the amount equals the figure reported here.

Project Expenditure			BUDGET B/F £	
Date	Details of expenditure (if any)	Soldo or PeopleHR?	Expenditure £	
No expenditure should be made from petty cash. Amounts exceeding cash float limit banked every termly report period. All payments should be recorded on Soldo or PeopleHR.		TOTAL SPENT £		
		PLUS AMOUNT BANKED £		
		BUDGET C/F £		
Initial Project Budget Do not change	Budget Start Date	No. of Sessions	Per week £	TOTAL BUDGET £

When using this for tracking projects for the first time the Budget B/F will equal the Total Budget.

Report Circulation		Date Issued
Stakeholders Names	Emails	Responses Received

TERMLY REPORT (contd.)

Insert any pictures here. Only use pictures for which we have media consent if young people can be identified.







