

TERMLY REPORT

Project / Activity	Upper Beeding Seniors	Risk Assessments Reviewed (annually)
Location	Upper Beeding sports hall	
Date from / to	August -2 nd September	Fire Drill Completed (termly)
Prepared by	Justine Brooks	
Approved by		Report Issued

SCYP Core Outcomes Refer to these core outcomes in all plans and delivery.	1. A group of girl are taking part in the empower her. 2. Engagement with community – Parents & Residents, community wardens, working with families and local schools 3. Healthy lifestyle and improved wellbeing - through exploring mental health, mental wellbeing through art, targeted tasks and follow-on discussions and support. Providing physical activities, taking part in cooking 4. Improving resilience and self-esteem – Various physical and other activities, in order to learn more skill, improve existing skills and learn from ‘failure’ to succeed at the first attempt. 5. Reducing inactivity in young people - all young people engaged in physical activities, as well as educational tasks, some creative.
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	• Made a start empower her project over the summer • They have chosen to do a upcycle project with a fashion show at the end. • They have had sewing lesion which the have learnt how to use a sewing machine • Learnt how to make the most of their budget when buys the materials • Their aim Is to raise money to go on a PGL residual trip for their youth group
Session Highlights / what went well Attach pictures at the end or store in a pictures sub-folder for the project or use Upshot.	• They were all willing to learn new skill with a sewing machine. Not afraid to ask for help when they have got stuck. • They all helped out each other during the sewing lesion • Worked well as a team.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	• Proud what they have managed to make • Chuffed with what new skills they have learnt. • “I did it” “proud of my self”
Issues or concerns Any challenges? What is preventing us from	

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meeting the outcomes?	
Future plans A bulleted summary of key project plans.	• To keep learning different skill to upcycle cloths. • To learn how to put on event to show case their work and to learn the behind the sense part on putting on an event

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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.					
	Empower her	6				
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	They have been open minded when learning a new skill and helped out other that are struggled to learn how you the machines.					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	To support them through the project.					
Partnerships and wider perspective Summarise any external actions taken in support of this project	Work with your Manager to identify these					

Attendance Summary				
Session Date	Staff / Volunteers	Male	Female	New Contacts
26 th July		1	5	
2 nd August			5	
9 th August			2	
23 rd August		1	1	
30 th August		2	2	

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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 £		0
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 £		0
		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

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