

TERMLY REPORT

Project / Activity	Steyping Detached and Steyping Yr9+ Drop In & Steyping Young Leaders	Risk Assessments Reviewed
Location	Steyping	Weekly
Date from / to	3 rd June – 29 th July	Fire Drill Completed
Prepared by	Naomi Carr-Austin	Next term at Cuthman

Core Outcomes Refer to these core outcomes in all plans and delivery.	1. Completing accredited training and development n/a 2. Engagement with community - detached work, communication with the public 3. Healthy lifestyle and improved wellbeing -n/a 4. Improving resilience and self-esteem – n/a 5. Reducing inactivity in young people – n/a
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	• Reduce ASB in area • Train young leaders • Offer support and referrals to young people. • 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.	In the drop in this term we have been working on showing the young leaders different activities they could bring into the younger sessions they volunteer with. Staff have taught them many different new games and activities, including the skittles quiz, heads up, card games, as well as ice breakers and different ways of introduction! One they particularly enjoyed was ‘match the truths’! We have had some good engagements during detached sessions with the young people in surrounding area, and have been able to offer water during the heatwave which the young people were very grateful for! We have engaged in conversations about school, exams and possible next steps for them
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	Can we bring our homework to the drop in session if we need help? Can we do cooking next term? I love doing the music quiz!
Issues or concerns Any challenges? What is preventing us from	None

TERMMLY REPORT (contd.)

meeting the outcomes?	
Future Plans A bulleted summary of key project plans.	• Continue to work with YP for recycled fashion project.

TERMLY REPORT (contd.)

Review of Attendance

Number of YP engaged in Accredited programmes	There are 4 young people that are engaged with the Be The Change Young Leaders Programme.					
	Be The Change-Young Leaders	4				
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	The Cuthman Centre sessions have remained static this term, we will look to increase numbers after half term Detached sessions have seen a decline in numbers, this may be due to some young people studying for their exams, or the hot weather					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	None					
Partnerships and wider perspective Summarise any external actions taken in support of this project	None					

TERMLY REPORT (contd.)

Cash Income None		FLOAT B/F £	
Session Date	Detail	Subs Income £	Tuck Income £
		3.	2.
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 None		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	Budget Start Date	No. of Sessions	Per week £
Do not change			
		TOTAL BUDGET £	

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

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Drop in:

Attendee ID		Total (sessions attended)			Total (mins)	Total (hours)
1947023	Participant	Participant	2	240	4	
1947028	Participant	Participant	2	240	4	
2346035	Participant	1	120	2		
1947022	Participant	Participant	2	240	4	
1947573	Participant	Participant	2	240	4	
Total (participants attended)		5	4	9		

Detached

Total – 35

TERMLY REPORT (contd.)



