

TERMLY REPORT

Project / Activity	Steyping Juniors Steyping 14+ Drop In Sessions	Risk Assessments Reviewed (annually)
Location	Steyping Juniors – Memorial Field Steyping 14+ - Cuthman Centre	Completed on a weekly basis
Date from / to	12/09 – 28/10	Fire Drill Completed (termly)
Prepared by	Grace Martin	13/10/22
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.	Juniors – This session had a total of two regular attendees. We did arts and crafts with them on Memorial Field as well as using the local park. In these sessions, the Purple Bus was used and the young people were really engaged with what it had to offer. Drop-in – The group that comes to this session really has flourished and has started to open to youth workers. This came from an evening where we made Smores and Hot chocolates using a Trangia. We all sat around chatting and barriers started lifting which enabled the youth workers to start building plans around topics we will discuss. Although this session is a Drop-in session and the general feel of the room is calm, the young people have fun together playing card games, board games, and cooking (when possible), especially fruit kebabs. We have also used this space to go through Young Leader Booklets and discuss other projects SCYP is going to get involved in.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	Grace and Liam heard young people state before they entered the Cuthman Centre “ I love this group now and the Leaders are so much better”
Issues or concerns Any challenges? What is preventing us from	None

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meeting the outcomes?	
Future plans A bulleted summary of key project plans.	- Road Safety Week: Brake Charity and Sussex Safer Roads Partnership - International Disability Awareness Week Activities - Christmas Decorations and Celebrations

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.	Juniors - This session was a trial-and-error session using the Changing Rooms on Memorial Fields. Unfortunately, this session did not pick up or increase in attendance. Grace did send out flyers to local schools and Grace and Ann went to local shops and displayed flyers (with permission) in windows. Drop-in – This session increased attendance as the young people is aware that in the new term, they will no longer be able to attend the Tuesday session at Upper Beeding. I think this is also due to the engaging activities and targeted youth work sessions that have run and are planned for the following term. Some of the young people have started to bring back other young people that have previously attended.					
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	Work with your Manager to identify these Attend JPYC meetings Attend PGC meetings Work with community wardens and schools					

Session Date	Staff / Volunteers	Attendees	New Contacts
W/C 12/09	Steyning Juniors - 2 Young Leaders - 2	Steyning Juniors - 15 Young Leaders - 5	
W/C 19/09	Steyning Juniors - 0 Young Leaders - 2	Steyning Juniors - 0 Young Leaders - 7	Steyning Juniors didn't run due to bank holiday for Queen Elizabeth
W/C 26/09	Steyning Juniors - 2	Steyning Juniors - 2	SJ – 2

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	Young Leaders – 3	Young Leaders - 5	
W/C 03/10	Steining Juniors - 2 Young Leaders – 3	Steining Juniors - 2 Young Leaders - 5	
W/C 10/10	Steining Juniors - 2 Young Leaders - 3	Steining Juniors - 2 Young Leaders - 8	
W/C 17/10	Steining Juniors -3 Young Leaders - 3	Steining Juniors - 0 Young Leaders -6	
W/C 24/10	HALF TERM	HALF TERM	

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 £
12/09	Biscuits – for Steining Juniors	People HR	£1.70
06/10/22	Fruit kebabs	Soldo	6.15
13/10/22	Biscuits	Soldo	1.10
13/10/22	GF options for evening activity	Soldo	3.75
No expenditure should be made from petty cash. Amounts exceeding cash float limit banked every termly		TOTAL SPENT £	
		PLUS AMOUNT BANKED £	

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report period. All payments should be recorded on Soldo or PeopleHR.			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	
	Clerk@steyningpc.gov.uk,		
	clerk@upperbedding-pc.gov.uk		

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

