TERMLY REPORT

Project / Activity	Steyning Juniors Steyning 14+ Drop In Sessions	**Risk Assessments Reviewed** (annually)	
Location	Steyning Juniors – Memorial Field Steyning 14+ - Cuthman Centre	September 2022	
Date from / to	31/10/22 – 16/12/22	**Fire Drill Completed** (termly)	
Prepared by	Grace Martin	15/12/22	
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: We did not have any attendance for this session this term despite moving location to a more central location, staff used this time to interact with other YP in the community. This was achieved by using the session time, if no YP showed, to complete a detached walk around the local area. This created an engagement with local shops, adults, and YP to promote what we do in the area. Drop-In: The staff has started doing issue-based workshops with the young people attending. This works particularly well with sexual health and mental health sessions. We have done some work on different relationships and what constitutes a healthy relationship. Not all YP are engaged with this, but they have alternative options if they don't wish to engage. One workshop was a big success: a sexual health quiz. The boys, girls, and the staff learned a lot from this session and all YP became aware of their local sexual health clinic. The YP also engages in card games, quizzes and other games such as "What Am I?" and always leaves the session happy. Staff always provide healthy snacks for the duration of the evening as the YP often turns up to the session with unhealthy snacks. For Christmas, we made Hot chocolate cones and Reindeer food for the YP to take home. They asked for a food-based evening on the final night so staff provided food and we all sat around the table discussing highlights of the year, lows of the year, things they are excited about for next year, and more. We also played a few games. At the end of the evening, we asked the YP what they would like to do next term and there is a picture attached to this report with their ideas.

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Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	"Thank you for a fun term" A staff member said "have a nice Christmas and stay safe" the YP responded with "wow, no one has said this to me in a long time. Thank you so much, you are awesome" "You're not allowed to get a new job! We love you being our Youth Worker"
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	Juniors: The main challenge here is finding YP of the age range to attend this session. Often, we have encountered YP (when we have changed this session to detatched) who are eligible for the older session in Upper Beeding. There are after-school clubs that clash with this session and without an indoor space, especially in the colder months of the year, is a deterrent for YP and adults to come to the Purple Bus.
Future plans A bulleted summary of key project plans.	- Work with the Young Leader Co-Ordinator to complete projects such as the Future Proof one they completed this term. - Do more issue-based workshops (particularly ones based on sexual health and mental health) - Complete more of the Young Leaders Booklets

Review of Attendance

Number of YP engaged in Accredited programmes	Future Proof					
	6 YP					
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Juniors – Grace dropped flyers into local shops. The flyers had dates and times for both sessions that run in Steyning. Grace has also asked the Parish Council to advertise this on the board at the bus stop and at the Steyning Centre. Tesco, The Leisure Centre, The Library, Post Office and Church Hall all took and advertised flyers for Steyning. The Junior session did not pick up this term but this is likely due to the changes in weather and not having an indoor venue. Drop-in Session - Grace (staff) called and emailed Steyning Grammar to increase attendance on 04/11/22. Grace also went to drop in flyers at the school. The Drop-In session remained steady in attendance this term.					
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	**Work with your Manager to identify these** Attend PGC Meetings. Attend JPYC Meetings. Work with Community Wardens.					

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taken in support of this project	

Session Date	Staff / Volunteers	Attendees	New Contacts
W/C 31/10/22	Juniors: 2 Drop-in: 3	Juniors: 0 Drop-in: 7	
W/C 07/11/22	Juniors: 2 Drop-in: 3	Juniors: 2 Drop-in: 6	
W/C 14/11/22	Juniors: 2 Drop-in:0	Juniors: 0 Drop-in: 0	Drop in did not run due to poor weather conditions
W/C 21/11/22	Juniors: 0 Drop-in: 2	Juniors: 0 Drop-in: 8	Juniors did not run due to poor weather conditions
W/C 28/11/22	Juniors: 2 Drop-in: 3	Juniors: 0 Drop-in: 6	
W/C 05/12/22	Juniors: 0 Drop-in: 3	Juniors: 0 Drop-in: 6	Staff completed a detached session
W/C 12/12/22	Juniors: 0 Drop-in: 3	Juniors: 0 Drop-in: 7	Juniors did not run due to poor weather conditions Staff completed a detached Session instead.

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 £**	

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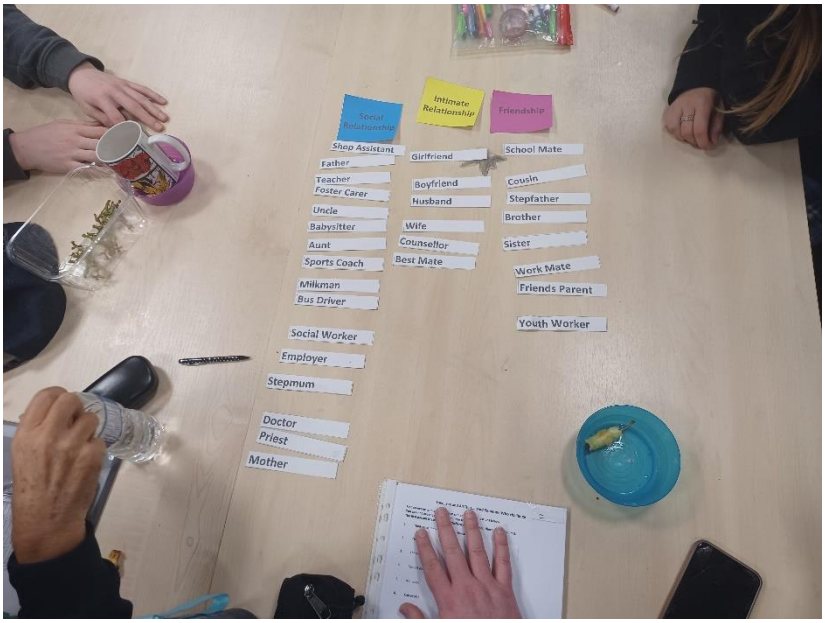
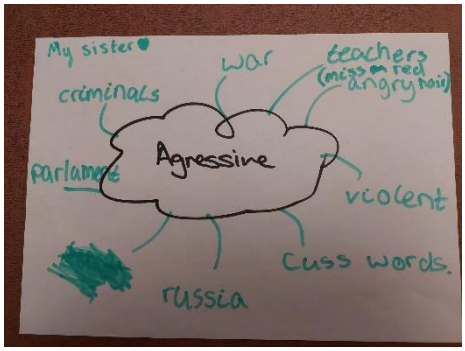
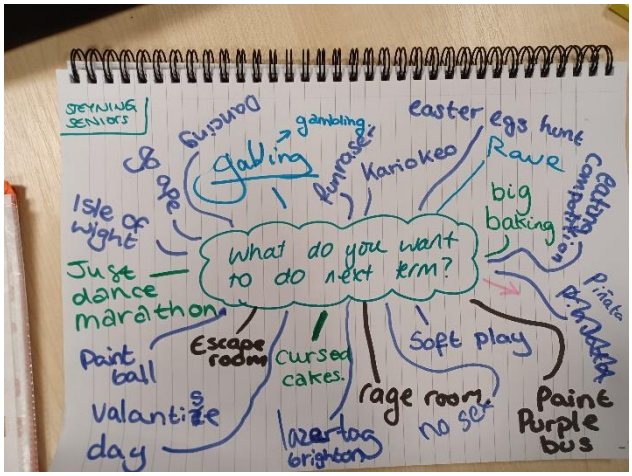
Date	Details of expenditure (if any)	Soldo or PeopleHR?	Expenditure £
03/11/22	Snacks for 1st week back	Soldo	5.60
04/11/22	Hot chocolate	Soldo	1.19
10/11/22	Drop in treats	soldo	3.29
14/11/22	Tape and pins for posters	soldo	1.00
16/11/22	resources	soldo	7.27
1/12/22	resources	soldo	9.10
1/12/22	Folders for YL booklets	soldo	4.75
08/12/22	resources	soldo	7.18
15/12/22	Final week	soldo	9.78

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 £**	49.16
	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.