

TERMLY REPORT

Project / Activity	Steyping Juniors	Risk Assessments Reviewed (annually)	
Location	Steyping	April 2023	
Date from / to	3 rd April – 26 th May	Fire Drill Completed (termly)	
Prepared by	James Middleton		
Approved by (Manager)	Sheri Birch	Report Issued (Date)	21/6/23

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.	The sessions were a little slow to start but we have had 3 young people one of which is keen to come back each week and has been telling his friends. Slowly the club is growing. We have each week a range of sports, from basketball, football, and tennis. The leisure center has been kind enough to offer some of these sports to us and have shown that they are happy to help each week. Basketball so far has been the most popular. We also offered board games, art and crafts with biscuits and drinks halfway through. Board games and art and crafts have been very popular. We have contacted the local school and advertised through our other clubs to increase attendance. We are looking into other ways we can advertise such as the leisure centers social media as it would be great to tie this club in with the leisure center clubs. They have made this suggestion including after their swimming clubs' young people could attend. Our last week before half term we had quite a few young people and loads of activities. We started off the session with tennis, set up in the hall which was in constant use for the whole session. We then had monopoly empire and loom bands. Loom bands were less popular, and many young people just wanted to play monopoly as the empire game only takes a max of 45 mins to play. They loved this so much that one young person played the game for the whole session.

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Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	I enjoy the range of sport. I like coming here there is lots to do
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	Lack of young people but are working on the advertiing.
Future plans A bulleted summary of key project plans.	Continue growing the club

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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.					
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Low attendance at the moment but it should start increasing as we have contacted the local schools, leisure centre social media and have sent out flyers to all local schools. 5 in our last week. 1 who heard of us though the leisure centre. 4 who have attended other clubs in the local area.					
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 Close partnership with the parish, we have been working closely with the leisure center and the other youth clubs to get the word out.					

Attendance Summary

Session Date	Staff / Volunteers	Male	Female	New Contacts
17/4/23	JM/DJ	0	0	
24/4/23	JM/Z	1	1	
1/5/23	Bank holiday			
8/5/23	Bank holiday			
15/5/23	JM/DJ	1	0	
22/5/23	JM/DJ	2	3	

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Cash Income		FLOAT B/F £	
Session Date	Detail	Subs Income £	Tuck Income £
	No income was taken from this club		
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 £	2038.89	
Date	Details of expenditure (if any)		Soldo or BreatheHR?	Expenditure £	
24/4/23	Biscuits, water and cups		soldo	4.25	
26/4/23	Lamiate sheets for signage		soldo	3.00	
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 £
		01.04.2023	52	40	2,080

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

Report Circulation (reports circulated by Contracts Administrator)		Date Issued	
Stakeholders Names	Emails	Responses Received	
John Fullbrook	john.fullbrook@steyningpc.gov.uk		
Hazel Roxby	hazel.roxby@steyningpc.gov.uk		
Parish Clerk	clerk@upperbeeding-pc.gov.uk		

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Bramber Parish Clerk	bramberparishclerk@gmail.com	
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TERMLY REPORT (contd.)

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



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