

BREAD – (Bristol education for Action in Development) Trustees' Report for the Year ended 31st March 2006

Reference and Administrative Details of the Charity, its Trustees and Advisers

Charity Name: Bristol Education for Action in Development Group
(or Bread Youth Project)

Charity Registration
Number: 1006554

Principal Office: 20 – 22 Hepburn Road
Bristol
BS2 8UD

Management Committee:

Mark Hubbard	Chair
John Huskins	Vice Chair
Ben Kushner	Treasurer
Patsy Burrows	Trustee
Aidan D'Arcy	Trustee
John Pendlington	Trustee
Les Compton (Bristol City Council Youth Service)	Advisor

Trustees resigning in year:

Claire Coombs
Fiona Hance
Kassim Hanid

Manager: Jo Stallard (from 24th June 2006)

Auditor: Dick Maule
Bristol Community Accountants
12 Picton Street
Bristol
BS6 5QA

Bankers: Lloyds TSB
55 Corn Street
Bristol
BS99 7LE

TRUSTEES REPORT

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TRUSTEES REPORT

1. Structure, Governance and Management

1.1 Governing Document

BREAD (Bristol Education for Action in Development) is a charity established in 1986. The registered charity number is 1006554. BREAD is governed by a constitution and is an Unincorporated Association.

BREAD receives funding from Bristol City Council, The Big Lottery, Tudor Trust, QUARTET, Nisbets, NHS, Neighbourhood Renewal, Comic Relief and Lawrence Weston Young Action.

1.2 Recruitment and Appointment of Management Committee

Under the requirements of the memorandum and Articles of Association the members of the Management Committee are elected to serve period of three years after which they must be re-elected at the next Annual General Meeting.

BREAD works with young people aged between 11 and 25 years. The Management Committee seeks to ensure that both the needs of this group are appropriately supported through the diversity of the trustee body.

The more traditional business skills are well presented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

1.3 Trustee Induction and Training

BREAD is in the process of updating the Trustee Induction and Training Policy. BREAD currently operates an induction process that aims to give new recruits:

- Information about the organisation, its history and how it operates on a day-to-day basis;
- An invitation to meet young people, staff, other volunteers by visiting the projects;
- Roles and responsibilities of Trustees (national Occupational Standards booklet);
- Policies and procedures relating to Trustees (i.e. claiming for expenses);
- Outline on Training opportunities available through BREAD; and
- Support in their new role.

1.4 Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation for all transactions and projects.

Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients, and visitors to the service. The adoption of PQASSO (Practical Quality Assurance for Small Organisations) ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure they meet the needs of the charity.

The organisation aims to comply with *The National Occupational Standards for Trustees* and *The National Occupational Standards for Youth Work*

1.5 Organisational Structure

BREAD has a Management Committee of up to 6/10 (?) members who meet at least four times per year and are responsible for the strategic direction and policy of the charity. At present the committee has six members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day-to-day responsibility for the organisation rests with the Manager. The Manager is responsible for the following:

- Ensuring the charity delivers the services specified.
- Ensuring the performance indicators are met.
- Day-to-day operational management.
- Individual supervision of the staff team.
- Team development, ensuring the team continue to develop their skills and working practices in line with good practice.

1.6 Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. At a national level services for young people are steered by the Government paper 'Every Child Matters'. The Principal Youth Officer for Young People's Services (Bristol County Council) sits on the BREAD Management Committee to ensure a vital link is maintained with the statutory youth service.

2. Objectives and Activities

BREAD Youth Project is a young people centred organisation which empowers them to take increasing responsibility for their activities, learning, themselves and each other and to develop the information and social skills

they need to successfully take decisions in their lives and contribute to their communities.

This is expressed through a variety of projects, which use these tools:

- User involvement – where young people are actively involved in all areas of project design, development, delivery and management.
- Peer Education – trains young people to give information and support to their peers (e.g. sexual health education) and help other young people to develop key social skills and take decisions.
- Cross-cultural work – enabling young people from diverse communities to meet and share experiences and develop an understanding of cultural differences.
- Afrikan-centred work – works with black young people using traditional Afrikan principles and ideology to encourage pride in culture, heritage and self.

3. Achievement and Performance

3.1 BREAD Support Team

BREAD has recruited a full-time Manager in April 2006. This is the first time a full-time manager has been appointed within the organisation. This is a positive move to enable BREAD to develop more fully as a sustainable organisation that continues to develop in line with the needs and wants of young people.

3.2 SHPEP (Sexual Health Peer Education Project)

Last year was a year of uncertainty for SHPEP. Between March 05 and June 06 the project had to close down due to no funding being secured. However, after securing some short term funding from Bristol County Council the project was granted funding from the Tudor's trust. SHPEP worked under very limited conditions up to November 06 when the project received 2 years funding from the Big Lottery, Young people's Fund.

The financial difficulties for the project meant reduced capacity in terms of staff hours, transport costs and recruitment of young people as well as losing continuance from the break early in the year.

Over the past year the following has been achieved:

- 4 young people trained as peer educators with another 11 young people starting peer education training in end of March 06.
- One peer educator has been elected to represent young people on the Teenage Pregnancy Board a national advisory board working for the government.
- 26 young people led workshops

- Young people completed two mystery-shopping projects for Bristol Teenage Pregnancy Partnership visiting pharmacist and sexual health clinics/projects offering pregnancy testing for young people.
- Approx 317 young people received sexual health/relationship information from SHPEP.
- SHPEP was granted matched funding from the Bristol Teenage Pregnancy Partnership to fund a full-time male youth worker post.
- SHPEP has started training 15 young parents in sexual health/relationship awareness.
- SHPEP has recruited a full-time male youth worker who will commence employment with BREAD in June 06.

3.3 ACI (Afrikan Culture Identity project)

In 2005/6 ACI has continued to maintain the membership of a committed core group of 15+ young people. One of BREAD's strengths is supporting young people to develop their confidence, skills and aspirations, with particular relation to youth and community work. One young person has developed her skills and interests in youth work and has become a member of the sessional staff team. BREAD has experience of supporting young people in this manner and creating Trainee opportunities. To date there have been four young people who have 'grown' with the organisation and developed a career in youth and community work.

Kumani (which means 'Destiny', a term that originates from West Africa) is the name of a group that meets once per week. The group had two successful in-depth studies of two African countries, Sierra Leone and Zimbabwe. The workshops were informative and allowed through participation with dance, music, language and cooking a chance for young people to get a real feel for the countries in question. Great links have been made with the agencies that contributed to the workshops, all of whom are keen to work with the Kumani young people again.

Cross-cultural links made with Lawrence Weston Juicy Blitz, which resulted in a summer residential with the two groups going out to the Pinkery centre in Exmoor national park to build links have fun and share experiences. Young people enjoyed participating in horse riding and martial arts called ka-zimba.

New publicity was created for outreach and Kumani and SHPEP did a joint outreach session at Fairfield school.

Kumani web page was finalised and new pages added and updated by young people this was a good result as getting young people together to build these pages was a feat in itself

Adisa was born this is the new name for the peer education project whose first piece of work will be the Ghana visit and the museum exhibition which is a joint collaboration between Bristol museum Services, Bread Youth Project, The Mill Youth Centre and Full Circle. Bread Youth Project is leading on this work. This project we hope will be a springboard for a new approach to

working with young people and we hope to use it to engage with new young men and women. This is the second project under African Culture & Identity (ACI) and the hope is that before funding comes to an end we have at least 3 projects under the ACI banner Kumani, Adisa and a junior group.

3.4 Lawrence Weston Involvement Project / Juicy Blitz

BREAD opened up the Juice and Smoothie Bar in 2002 as a focus for young people's health work, youth forum work and multi-media work. The main areas for success at the Juicy Blitz project included the following:

- Involving young people in designing and developing their own services in a Neighborhood Renewal Area;
- Providing workshops aimed at improving young people's knowledge of health, particularly sexual health, relations and drugs;
- Developing youth forum work to enable young people to have their voices heard about issues that affected them;
- Multi-media work;
- This project aimed to develop a community café, run by young people for the local community.
- Juicy Blitz received requests to run a mobile juice bar at community events.

This project is currently in abeyance awaiting future funding. The Juicy Blitz Bar was not successful in gaining further funding to continue the project into January 2006. At the time of writing this report BREAD Management and the Lawrence Weston Steering Committee have submitted a funding application to the Big Lottery, Reaching Communities, with an aim to re-launch the Juice Bar in 2007 and fund the project for five years.

4. Financial Review

4.1 Overview

Despite some uncertainties arising over the course of the year, BREAD has ended the financial year with a small surplus within its core funds and indeed all of its funds were in surplus at 31st March 2006.

It should be noted that 2005/06 was in some ways a difficult year with several bids being submitted for funding without clear outcome. One of BREAD's major projects unfortunately had to close on 31st March 2006, as funding was not forthcoming.

However the year ended on a brighter note with the news that Bristol City Council had agreed to increase the level of BREAD's core funding for the first six months of 2006/2007, which has helped to facilitate the recruitment of a full time Manager in April 2006. By so doing, BREAD hopes to identify enhanced project funding opportunities for 2006/2007 and in the years to come.

4.2 Reserves Policy

BREAD has a reserves policy that seeks to establish reserves to cover potential calls on BREAD's resources equivalent to between 3 and 6 months of resources expended. This policy was developed after considering the risks associated with maintaining income and expenditure levels. Taking expenditure during 2005/06 this equates to between £56,000 and £112,000. Reserves are defined for this purpose as the unrestricted funds not committed or invested in tangible fixed assets. Reserves are to be established to cover the following potential calls on BREAD's resources:

- To bridge cash flow problems arising from funding received in arrears or paid late
- To ensure the continuity of BREAD in the event of a large variation in income
- To cover redundancy
- To cover maternity leave
- To spend in emergencies
- Potential liability claims not covered by insurance

At 31st March 2006 a £5,000 maternity and redundancy reserve and general funds of £16,174 have been established. This represents an increase of £4,674 since 31st March 2005. The trustees recognise that BREAD's current reserves do not yet reach the target level and, that they are constrained in their ability to meet this target because much of BREAD's funding is received through restricted funds, designated for a specific purpose. The reserves policy details how the trustees will seek to build reserves over a number of years.

4.3 Principal Funding Sources

The principal funding source for BREAD is through grant income given on a restricted basis for specific projects that are in line with the objectives of BREAD. A list of funders providing restricted funds is given on page of the accounts. In 2005/06 BREAD also received about 4% of its income from services offered to other bodies, bank interest and activities generating funds.

4.4 Investment Policy

Apart from funds set aside for reserves, BREAD's funds are spent in the short term and so no long-term investments are held. During 2005/06 BREAD's building society account was closed and funds transferred into the bank following a renegotiation of interest rates.

5. Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming year subject to funding arrangement. The Management Committee intend to develop a Fundraising Sub-Committee to ensure that the organisation can take full advantage of potential funding opportunities during 2006/7.

BREAD is currently undergoing Strategic Development. Trustees and Senior Staff intend to produce a business plan for the next five years that will support funding applications and help to shape marketing the work of BREAD.

Currently a shift in the focus of the organisation is being explored, i.e. moving from a focus on project work and moving towards a focus on youth work methodology. BREAD aims to celebrate its achievements and expertise by celebrating the following youth work methods:

5.1 Participation - User Involvement

Young people are actively involved throughout the organisation in terms of making decisions that shape the development of the organisation. BREAD will aim to celebrate the UN Rights of the Child, Article 12, which states that:

'Children and young people have the right to have their voices heard on any issue that affects them'.

5.2 Peer Education

BREAD will continue its innovative work with young people, training them to give information and support to their peers on relevant issues that affect young people's lives in Bristol.

5.3 Cross-cultural work

BREAD is aiming to develop its work throughout the city by making links with community leaders and organisations with an interest in developing the skills and aspirations of local young people. BREAD aims to have projects developing work with young people across the city with a view to invite them to attend residential weekends away, training events and celebrations to encourage them to meet others, build relationships and help to break down barriers.

5.4 Afrikan-centred work

BREAD aims to continue its work with young people of Afrikan descent through Afrikan Culture Identity (ACI). ACI has recently gained funding to arrange a cultural visit to Ghana in 2007 as part of the Abolition of Slavery commemorations.

5.5 Accreditation

BREAD aims to offer accredited opportunities to all the young people involved in the projects as a way of recognising their development and achievement whilst being a part of the organisation.

5.6 Resources for Youth Work

BREAD is considering the option of updating and re-printing its resources for youth work activities (i.e. Equalizer 1 and 2: Anti-oppressive work with young people relating to sex and race). BREAD is also looking at the possibility of creating further resources that will continue to promote the work of the organisation throughout the country and create an income.

6. Responsibilities of the Management Committee

Charity regulations require the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those accounts the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Follow applicable accounting policies, subject to any material departures disclosed and explained in the accounts;
- Prepare accounts on the going concern basis unless it is inappropriate to presume the charity will keep operating.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and, to enable them to ensure that the accounts comply with the Statement of Recommended Practice: Accounting and Reporting by Charities. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

7. Auditor

A resolution to re-appoint Dick Maule as auditor for the forthcoming year will be proposed at the annual meeting to be held on 2006.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (2005).

Approved by the Management Committee on and signed on its behalf by:

Signed by order of the Trustees

Date

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(Chair)

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