

# Phase

PROMOTE | PREVENT | SUPPORT



ANNUAL REVIEW  
2017-18

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## VISION MISSION VALUES

### **Our vision: Who we are and who we aim to be**

Phase exists to support the development of wellbeing in young lives, helping them to develop resilience and the ability to cope with the stresses of life and equip them to thrive in today's world.

### **Our mission: What we do**

To provide a presence within and a support to every educational establishment, for the benefit of children, young people and the community.

To see the church support, disciple and nurture children and young people to be active members of their community.

### **Our three key aims:**

Promote wellbeing and resilience for all young people.

Prevent issues from developing.

Support those struggling with mental health difficulties.

### **Our values**

Dynamic | Supportive | Real | Inspiring | Collaborative

## CHAIR'S REPORT

The past twelve months have been another exciting time of change. The services we offer young people through our work with the primary and secondary schools in Hitchin continues to develop and change as the needs of the young people in our town change. The relationships with our secondary schools is strong and positive and those with the primary schools are growing deeper and broader. We are now working with all 15 primary schools in the town with programmes of work being delivered to both year 6 and now year 5 children. This is an on-going area of development as we explore how we can support 10 and 11 year olds most effectively.

Our work on self-harm and mental wellbeing is impactful and we have increased the people resources we have to support this work. The focus on Christian schools work remains important to us as we focus on supporting young people explore; their faith, the decisions they make, the actions they take and the relationships they form. In a world full of challenges we are committed to ensure young people in Hitchin are given tools to make good choices and to live whole lives.

We deliver high quality work and have a reputation for doing that consistently. This is only possible when the whole team together works to a high standard of excellence. Our team of dedicated professional staff and volunteers make that work possible. They are the most important asset to our organisation and they do amazing work every day. My personal thanks for everything they do on a daily basis. This year we have been sad to see Sasha leave us. She has made such a positive impact on everyone she has worked with. We thank her for her commitment to Phase and wish her well.

We are delighted to welcome Hannah Dengate to the team and look forward, with excitement, to working with her.



We are still growing and developing our work. We have opportunities for volunteers to join the team in a variety of capacities. If you would like to know more about us or would like to work more closely with us please do let us know.

As a charity we are dependent on donations from many sources. Every pound makes a difference and I thank all the individuals, organisations and trusts who have supported us and continue to support us in our work. We are keen to further develop our network of individual and business relationships and have been delighted with the support we have received from local businesses.

I look forward to the challenges and opportunities ahead of us and I look forward to leading Phase in the coming year.

A handwritten signature in black ink, appearing to read 'Jeremy Rackham'.

Jeremy Rackham  
Chair of Trustees



THE MAKING  
STUFF IS GOOD  
AND THE GAMES  
ARE FUN

JANE 7  
TIME TREK



## DIRECTOR'S REPORT

This has been my 11th year at Phase and it just keeps getting better!

We have achieved so much in the past 12 months with the expansion of our work to every primary school in Hitchin, the sharing of our programmes to organisations across the country and sharing ideas, wisdom and knowledge with schools beyond our borders means that the impact and influence of Phase continues to grow.

As director it has been an exciting 12 months seeing the team grow our work with children and young people, strengthening what we offer and playing a more strategic role across the secondary schools.

A teacher recently commented the following 'Phase have continued to be incredibly helpful and supportive following the training they delivered.'

Over the past year we have grown our connection with local businesses in supporting our work, this has a vital activity as it has raised nearly £10,000 through a variety of activities including Fair in the Square and '240in24'. This enables Phase to continue to deliver our services and programmes at little or no cost to young people and schools. For me this is a very important part of our Christian message, that we want to be light and salt in all we do. Supporting young people in need is of utmost importance, however, giving them the tools to cope with life is the key to seeing the current narrative of the rise in mental health difficulties change.

Just recently I was in a local shop looking for something, the assistant who was very helpful, said 'thank you for helping my sister

through her struggles'. The shop assistant and I had not met before, but they had heard about the work Phase were doing first hand. All of this is only made possible because of the continued generosity of our 125 individual supporters, the local churches, businesses, schools and the many individuals who have fundraised for Phase over the past 12 months.

It doesn't stop here! We have big plans and ideas for the coming year, we want to extend our work to engage further primary school

**PHASE HAVE CONTINUED TO BE INCREDIBLY HELPFUL AND SUPPORTIVE FOLLOWING THE TRAINING THEY DELIVERED**

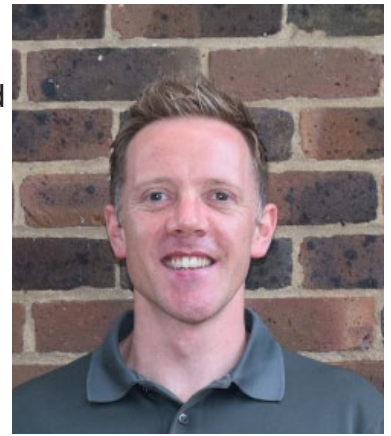
children, to develop programmes for parents and to increase our Phase ambassador project.

As we finish one academic year and move into another, we have key changes on our staff team, we are saying good-bye to Sasha as she goes off travelling and then beginning a PhD, we wish her every success and are extremely grateful for all she has done in growing and developing our Promote programmes. We are excited to welcome Hannah Dengate, who will be taking up the wellbeing lead role in September.

**THANK YOU FOR HELPING MY SISTER THROUGH HER STRUGGLES**

Phase is much more than just the staff team. So much of what we do is made possible the caring, diligent and passionate volunteers, I want to personally thank them all for their hard work and dedication to Phase over the past 12 months.

Kieran Murphy  
Director





## SOME HIGHLIGHTS



Expanding our work to cover every primary school in Hitchin means we have worked with over 500 Year 6 students this year. The third Transition workshop, Get Set, complements the other two, and helps the students from the start of their final year with their resilience to challenges, and as role models with extra responsibilities. There continues to be encouraging take-up of the Christmas and Easter workshops too, and overall we've seen a 76% increase in the number of workshops delivered.

### WE'VE SEEN A 76% INCREASE IN THE NUMBER OF WORKSHOPS DELIVERED

Staff and students have commented on the fun that features in the sessions, and following a pupil questionnaire, one school reported that the Phase sessions have been one of the favourite bits of Year 6.

Our secondary school work this year began with the second Wellbeing Conference arranged at the Priory School but featuring teachers and pupils from 15 different schools learning and sharing about all things wellbeing. Within Hitchin Boys' and Girls' Schools, we delivered 84 lessons for Year 7, 8 & 9, thus working with over 1400 students, on topics such as internet safety, resilience; we have run the RISE course again.

I had the opportunity once more to join Year 8s from Hitchin Girls' School on residential at Caythorpe, a wonderful opportunity to build on the relationships started in classroom sessions.

Phase has worked throughout the secondary school offering practical sessions as part of the 6th Form induction process. The blog has enabled posts contributed by some

of these students, a refreshing insight into current issues, and we have also had movie reviews as well as Grace Read shining a spotlight on issues such as body image and anxiety. We would love to see still more engagement with the monthly wellbeing challenges!

We have also this year had the opportunity to connect with parents, delivering talks on a variety of practical and supportive topics, with a real appreciation for the work that Phase is doing in Hitchin. This connection is helping us to complete the jigsaw puzzle for the way that we all seek to help and support young people, whether as parents, teachers or partner agencies.

Finally may I say a big thank you to everyone who has worked, helped, supported or prayed for me and the work we do at Phase. I have had an amazing two years here at Phase, and although I am leaving, I am confident that the work will continue to grow and flourish in the coming years.

Sasha Austin-Seade  
Wellbeing Lead



**THIS CONNECTION IS HELPING US TO COMPLETE THE JIGSAW PUZZLE FOR THE WAY THAT WE ALL SEEK TO HELP AND SUPPORT YOUNG PEOPLE, WHETHER AS PARENTS, TEACHERS OR PARTNER AGENCIES.**



LOOKOUT FOR THE NEW PHASE WEBSITE!



welcome who we are what we offer join the cause read our stories talk to us

We love to write

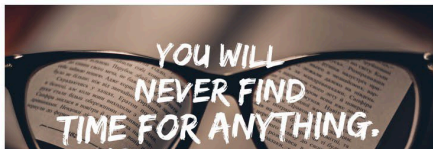


## October Wellbeing Challenge 2018

Sasha Austin-Seade | 1<sup>st</sup> October 2018

October is here and that means a new challenge! This month's challenge is a social media detox 🙋 Wait don't close the page. I know, I know this is going to be a real challenge for some of you. It will definitely be a challenge for me. Why even do a soci...

[Read more](#)



## Turning your dreams into reality

Sasha Austin-Seade | 28<sup>th</sup> September 2018

While you're reading this I'm probably enjoying the sun in a Ghana getting ready to be

## BLOG HIGHLIGHTS

OVER  
6000  
VISITORS

MOST POPULAR  
POST: SHINE  
→ A LIGHT ON ←  
BODY IMAGE

200%  
INCREASE  
IN SUBSCRIBERS

PHASE-HITCHIN.ORG/BLOG

## SUPPORT AND INTERVENTIONS LEAD'S REPORT

2017/18 has been an interesting year for me personally as I was on maternity leave for the majority of the year, enjoying motherhood and family time. I returned to work part-time in February and eased myself in gently to what became a busy summer term. Due to my absence, there was a reduction in capacity for a short while but supporting young people through their challenges has remained a key part of the work of Phase.

Over the course of the year, we have mentored 57 young people, journeying with them and encouraging them towards their goals. One of the biggest indicators of the progress some of these students have made is the fact that pastoral staff in school report a big drop in the number of times that these students turn up at the pastoral base needing support. This is great news as it means they are implementing what they have learned and using coping strategies to become more independent.

Since my return we have also been able to start up our 8 week support groups again, which we have now incorporated under our "Let's Talk" brand of resources. In the summer term, we delivered 2 anxiety support groups now called "Let's Talk

Anxiety." In both of these groups the young people showed an increase in their self-esteem and a reduction in their anxiety. One girl who

attended this group went from being unable to talk in front of people at the start of the group to boldly giving the rest of the group advice in the last session.

We have been dreaming up what the future holds for our support and intervention programmes. There has been a demand for our Creative Space drop-in sessions to start up again and so we are making plans to do this next year and opening it up to any students who have attended one of our support programmes. We are also planning some new workshops, in collaboration with other agencies, that can help to prevent specific issues that we are seeing a lot in our support work.

It is always a privilege to be part of a young person's journey and I look forward to being able to do a lot more of this next year

Donna Wade  
Support & Interventions Lead





**266**  
**LESSON**  
**BASED**  
**ACTIVITIES**

**ENGAGED**  
**WITH OVER**  
**3700**  
**YOUNG**  
**PEOPLE**



**→ WORKED ←**  
**WITH**  
**18**  
**SCHOOLS**



## SCHOOLS AND YOUTH WORKER'S REPORT

It has been an exciting and busy year in my role at Phase and Walsworth Road Baptist Church. Some of the key projects I have been leading are:

There have been two Fuel events this academic year with talks on a wide range of topics including managing behaviour, learning through life skills and growing faith in children at home. We have been focussing on getting a balanced programme with sessions for children's, families and youth workers. We have continued to develop Fuel Training and make it the best it can be. It has been encouraging to hear Fuel delegates described sessions as "clear and concise with lots of very useful information", "fantastic and very interesting", and "really enjoyed this, spoke well and from the heart".

There have been lots of changes at Holding Nothing Back this year, particularly at the Girls' School. We have been taking advantage of the weather to run a much more detached model, and have been building lots of new relationships with students whilst maintaining a strong core group. One member of the group said "I like that we can all come together as a family and just talk if we want to and I like the people running it because they're so friendly."

**I LIKE THAT WE CAN ALL COME TOGETHER AS A FAMILY AND JUST TALK IF WE WANT TO AND I LIKE THE PEOPLE RUNNING IT BECAUSE THEY'RE SO FRIENDLY**

Having piloted this new model in one school, we will be rolling it out across the others next academic year in partnership with local churches. We will also expand it

to two sessions – a detached session followed by a second, providing students the opportunity to question and explore topics around life, faith and God



We have held three great Time Trek events this year, all with a good mixture of church and unchurched families. We've looked at the Good Samaritan, David and Goliath and Daniel and the Lions' Den. The children have enjoyed Time Trek, telling us that "I like it when the Professor and Pip do silly things" and "it's always all about Bible stories, which is good too".

Having piloted the Ambassador programme last year, this academic year has been the first of the full programme. We have had some Ambassadors leave because of academic commitments but have also seen several new young people join the programme. One Ambassador told us that "being an Ambassador is great because you learn new skills and more about what Phase do".

The staff have also benefited from being involved with the Ambassador programme. "Mentoring an ambassador is a great opportunity to see a young person at their best; to witness their enthusiasm, to help them grow and develop new skills and to share in celebrating their achievements"

I look forward to growing this programme over the next year and have already had interest from some of the year 6s going up to Hitchin secondary schools.

Helen Bainbridge  
Schools Worker



## OFFICE MANAGER'S REPORT

Many of the young people we work with face challenges and struggles: Phase is here to support them through these times, guiding and encouraging as best we can. Managing the Phase office is much the same for me, as I try to help the Phase team working with these young people; but I love it! The key areas that I am responsible for are office organisation, publicity, volunteers, fundraising and supporters.

One of the highlights of 2017/18 has been to see the final installation of the new office desks, allowing everyone to work together in one room. In waiting over 2 years for this to happen, it has been an exercise in patience and trusting in God's timings!

My biggest challenge in the office this year has been to oversee the changes needed due to GDPR and this continues to be an area of focus to ensure our systems are compliant and that we take the security of our data seriously. However, the switch to new Mailchimp lists has been very successful and has even seen the number of requests for Blog post updates increase.

From September 2017 we were sad to lose Molly (one of our Ambassadors) as a weekly helper with publicity, as Molly concentrated on her Year 13 studies. But God provides, and we have been blessed once more in the office with the help of some dedicated volunteers who would all probably say they don't do much – but to me/Phase they are invaluable!! Without them the monthly prayer guide & newsletter wouldn't get out and Time Trek wouldn't be so well organised. Thank you.

Much of the regular work in Phase has been underpinned by the support of many individuals. 53 people now volunteer with

Phase in one way or another to keep Phase running and working in schools and churches.

Without all these volunteers we would not be able to deliver the quality and depth of work that we currently do. My thanks to them all and we hope they enjoyed our

### 53 PEOPLE NOW VOLUNTEER WITH PHASE IN ONE WAY OR ANOTHER

annual BBQ, but thanks especially to Tracy King who has continued to help as our Volunteer co-ordinator in the office late on a Friday afternoon, even after she returned to work full time in school in April!

2017/18 has seen an increase in the number of individuals & organisations who have fund-raised for Phase – including an art exhibition, running events, a Silent Auction, Coast-to-Coast Bike Ride, cake sales & raffles, coffee pod recycling and even a Rock Choir concert! Fundraising administration is now becoming a major office task and I envisage this area will only continue to grow.

Finally, this year we have continued to offer the support of Phase staff in more areas of the curriculum, including the Year 13 leavers BBQ at Hitchin Boys' School, the Year 8 PGL trip at Hitchin Girls' School and Parent sessions at The Priory School.

Amanda Maylin  
Office Manager



**PHASE HAS GIVEN  
ME THE  
DIRECTIONS TO  
MOVE ON TO  
BETTER THINGS  
AND COPE WITH  
THE NOW TO MAKE  
THE 'NEXT' EASIER**

**MOLLY  
PHASE AMBASSADOR**





## TREASURER'S REPORT

I am pleased to report on another fantastic year in the life of Phase where all the income generating hard work produced an annual income figure of £123,364 which has again enabled us to expand the level of work we were able to perform.

We have always looked as a charity to have as low a fixed cost base as possible and for the 2018 year this meant we able to commit over 90% of our annual expenditure directly to payroll costs so going to those directly providing our front line services.

We are fortunate to be able to rely on regular annual gifts from local churches as well as in excess of 120 people making regular monthly donations by standing order. During the year we were also able to secure £12,450 by way of grants or donations from separate organisations or charities for which we are very thankful.

But the most amazing number was the £28,455 that was raised by all manner of individuals doing all manner of fund raising! Financially the amount enabled us to meet our expenditure estimates but it's the increasing number of events that's as pleasing showing the work we do is making

a real difference to the community and more people are therefore looking for ways they can help.



So overall for August 2018 we were able to report a small (£1,793) deficit on our unrestricted reserves being well within budgeted / acceptable levels.

August 2019 will again be a challenging year on the Fundraising front to enable us to continue to enhance the work we are performing although we are able to carry forward the amazingly generous donation of £15,000 received from Covenant Praise within designated funds for use on appropriate projects.

With thanks again to everyone who helps generate income for Phase, however small or large we couldn't function without you.

Chris Maylin  
Treasurer

# THANK YOU TO ALL OUR TRUSTEES AND VOLUNTEERS WHO MAKE THE WORK OF PHASE POSSIBLE

PHASE TRUSTEES BOARD:  
JEREMY RACKHAM (CHAIR)  
JOHN MAGUIRE (VICE-CHAIR)  
CHRIS MAYLIN (TREASURER)  
MATT ADCOCK  
REV ANDREW HENTON PUSEY  
FRANCES MANNING  
MICHAEL TAYLOR  
MARTIN WATSON

# INCOME & EXPENDITURE

## HITCHIN CHURCHES SCHOOLS WORKER TRUST (PHASE) - REGISTERED CHARITY No. 1154364

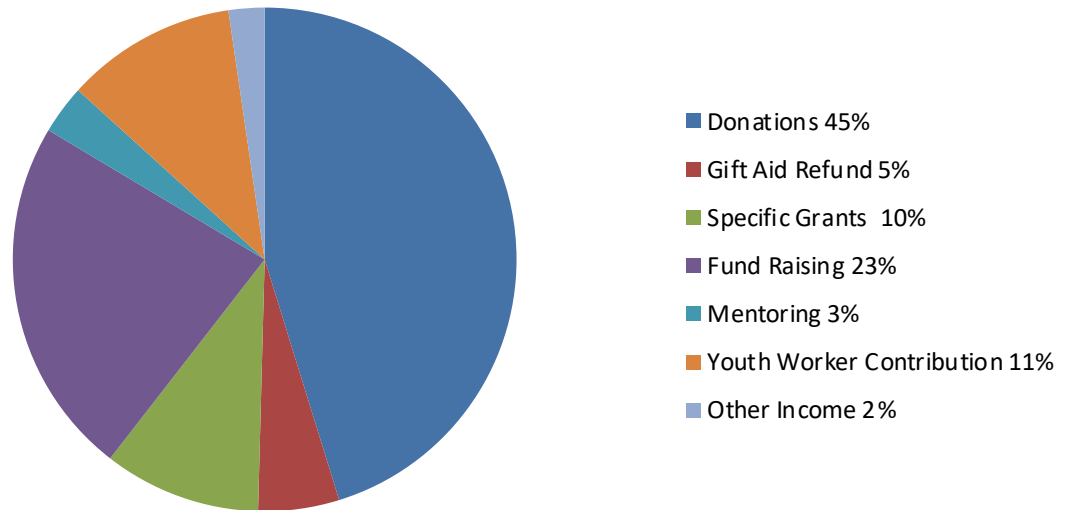
### Receipts and Payments account for the Year ended 31 August 2018

	<u>Unrestricted Funds</u>	<u>Designated Funds</u>	<u>Total</u>	<u>17 Months ended</u> <u>31 August 2017</u>
<b>INCOME</b>				
Gifts & Donations from:				
Churches	9,598.05	15,000.00	24,598.05	13,698.00
Individuals	31,187.32	0.00	31,187.32	56,672.35
Others	<u>582.41</u>	<u>0.00</u>	<u>582.41</u>	<u>1,469.24</u>
	41,367.78	15,000.00	56,367.78	71,839.59
Specific Grants / Donations				
All Churches Trust	0.00	1,000.00	1,000.00	0.00
Casey Trust	0.00	1,500.00	1,500.00	0.00
Clipsham Trust	0.00	0.00	0.00	2,000.00
Hitchin Education Foundation	0.00	0.00	0.00	2,500.00
NHDC	0.00	0.00	0.00	7,010.00
Pro Action Herts	0.00	1,200.00	1,200.00	0.00
Souter Trust	0.00	2,000.00	2,000.00	5,000.00
St Albans Diocese	0.00	750.00	750.00	0.00
Valiant Trust	0.00	5,000.00	5,000.00	0.00
Verulam House	0.00	0.00	0.00	2,500.00
Others	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
	0.00	12,450.00	12,450.00	20,010.00
Tax Refund	6,412.01	0.00	6,412.01	9,637.66
Bank Interest	42.91	0.00	42.91	148.98
Fund Raising	28,454.76	0.00	28,454.76	19,036.12
Other Income				
Urban Saints	0.00	0.00	0.00	3,753.00
Mentoring	3,880.00	0.00	3,880.00	5,605.00
Youth Worker Contribution	13,537.00	0.00	13,537.00	12,560.65
General Other	<u>2,220.00</u>	<u>0.00</u>	<u>2,220.00</u>	<u>1,665.00</u>
	19,637.00	0.00	19,637.00	23,583.65
<b>TOTAL INCOME</b>	<u><b>95,914.46</b></u>	<u><b>27,450.00</b></u>	<u><b>123,364.46</b></u>	<u><b>144,256.00</b></u>
<b>EXPENDITURE</b>				
Staff Costs				
Salaries and NI	84,070.22	11,324.32	95,394.54	118,899.10
Pension	<u>3,819.31</u>	<u>625.68</u>	<u>4,444.99</u>	<u>3,858.00</u>
	87,889.53	11,950.00	99,839.53	122,757.10
Rent	2,592.00	0.00	2,592.00	3,672.00
Computers & IT	0.00	0.00	0.00	6,012.00
General Administration costs				
Specific Event Costs	0.00	0.00	0.00	5,500.00
Insurance	1,196.39	0.00	1,196.39	1,200.00
Other expenses	<u>6,029.25</u>	<u>500.00</u>	<u>6,529.25</u>	<u>8,720.65</u>
	7,225.64	500.00	7,725.64	15,420.65
<b>TOTAL EXPENDITURE</b>	<u><b>97,707.17</b></u>	<u><b>12,450.00</b></u>	<u><b>110,157.17</b></u>	<u><b>147,861.75</b></u>
<b>INCOME LESS EXPENDITURE</b>	<b>-1,792.71</b>	<b>15,000.00</b>	<b>13,207.29</b>	<b>-3,605.75</b>
BALANCE B/FWD AT 1 SEPTEMBER 2017	<u>81,281.18</u>	<u>0.00</u>	<u>81,281.18</u>	<u>84,886.93</u>
<b>BALANCE C/FWD AT 31 AUGUST 2018</b>	<u><b>79,488.47</b></u>	<u><b>15,000.00</b></u>	<u><b>94,488.47</b></u>	<u><b>81,281.18</b></u>
<b>BALANCE SHEET</b>				
Asset balances as at 31 August 2018 are made up as follows.				
Cash at Bank			52,689.76	36,428.10
Charities Investment Fund			8,202.86	8,179.65
Scottish Widows			26,954.61	26,944.38
Gift Aid Reclaim			6,412.01	9,611.60
Petty Cash			<u>229.23</u>	<u>117.45</u>
			<u><b>94,488.47</b></u>	<u><b>81,281.18</b></u>

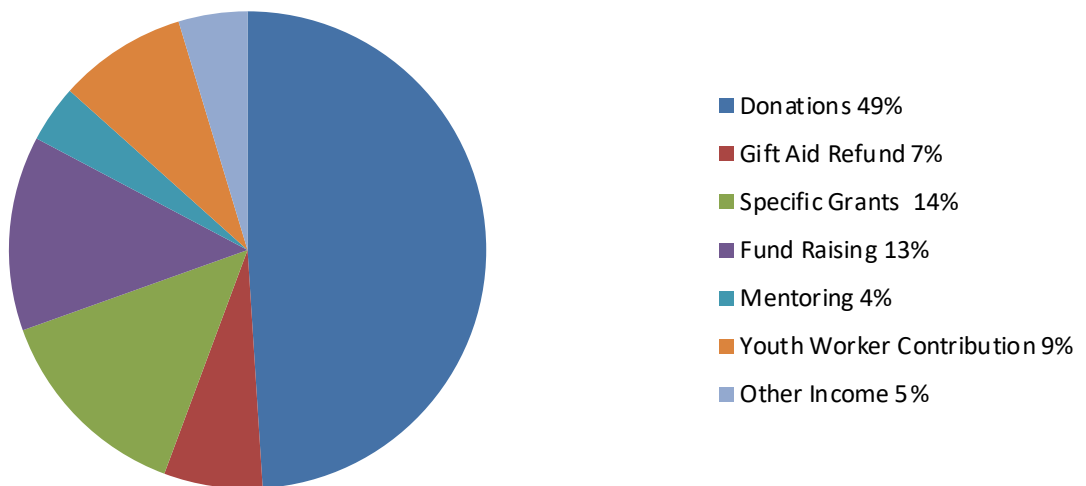


# INCOME AT A GLANCE

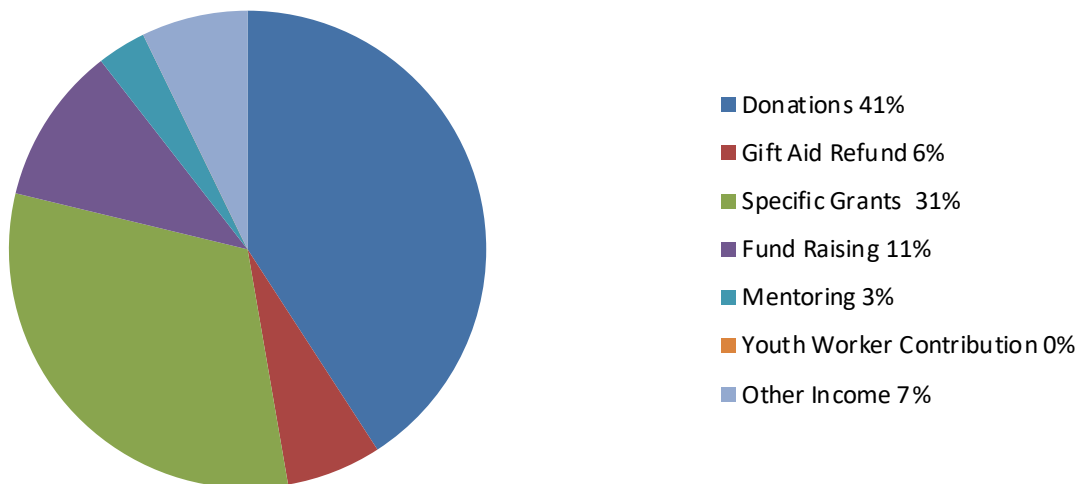
## Incoming Resources Summary Year Ended 31 August 2018



## 17 months to 31 August 2017



## Year to 31 March 2016



**IN SEPTEMBER 2017 WE MOVED OUR ACCOUNTING PERIOD TO MATCH OUR OPERATIONAL YEAR**



## OUR FUNDRAISERS



**SABA**



**TOTAL RAISED  
£28455**

**THANK YOU TO EVERYONE WHO HAS HELPED FUND RAISE THIS YEAR, YOU MAKE THE DIFFERENCE**



## GRANT AND TRUST SUPPORT

**ALL CHURCHES TRUST**  
**CLIPSHAM CHARITABLE TRUST**  
**FEELING GOOD WEEK FUND**  
**CHRISTOPHER LAING FOUNDATION**  
**PRO-ACTION HERTS**  
**ST ALBANS DIOCESE**  
**THE CASEY TRUST**  
**VALIANT CHARITABLE TRUST**

## COMPANY SUPPORT



**THANK YOU FOR ALL THE SUPPORT WE HAVE RECEIVED FROM COMPANIES, GRANTS AND TRUSTS**

# THE PHASE TEAM 2018



Donna Wade, Amanda Maylin, Kieran Murphy, Helen Bainbridge & Hannah Dengate

**Phase**  
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Bedford Road  
Hitchin, Herts  
SG5 1HF

[www.phase-hitchin.org](http://www.phase-hitchin.org) | [office@phase-hitchin.org](mailto:office@phase-hitchin.org) | 01462 422940

Charity No. 1154364



@phasehitchin

  
**Phase**  
PROMOTE | PREVENT | SUPPORT