



PENDLE WOMEN'S FORUM

ANNUAL REPORT

2020 – 2021

CHARITY NO: 1125504



## MISSION STATEMENT

Pendle Women's Forum aims to provide confidential advice and information to women from all communities, who either live or work in Pendle.

The Forum aims to empower women from socially disadvantaged backgrounds to build their capacity in order for them to become confident individuals.

To improve the advancement of education and training and the preservation and protection of good health.

Pendle Women's Forum seeks to build a community where mothers and children create a better future for themselves by working and living together.



## **PWF BACKGROUND, OBJECTIVES AND SERVICES PROVIDED**

### **BACKGROUND**

Pendle Women's Forum (PWF) was founded in 1998 by a group of dedicated and concerned individuals who came together in a bid to set up an organisation to tackle the increasing problems faced by women in our community. This included social exclusion, women's rights, social deprivation, high rates of unemployment, education, training and a lack of opportunity.

PWF functions have increasingly developed as the circumstances of the community have changed. The organisation is now heavily involved in the social, economic and cultural regeneration of the area.

Dr. Raisa I. Malik, Chairperson of PWF, was one of the founder members and she has continued to play a pivotal role in the success and development of the charity over the last 22 years.

PWF achieved a registered charity status with the Charity Commission in August 2008.

### **OBJECTIVES**

The main objectives of PWF are:-

- To promote any charitable purpose for the benefit of women and young girls, particularly but not exclusively, from the ethnic minority communities in Pendle.
- The advancement of education and training.
- The preservation and protection of good health.
- The promotion of equality of opportunity and good relations between persons of different racial groups and religions.
- The provision of facilities for culture, social and recreational activities in the interest of social welfare, with the object of improving the conditions of life.

## **SERVICES PROVIDED**

Over the years, the organisation has developed its services to cater for the wide range of issues affecting the women in the local community.

The services include:-

- Information
- Advice
- Advocacy
- Training for employability
- Sports and leisure activities
- Education
- Outreach work
- Practical support
- Social inclusion
- Creating volunteering opportunities
- Empowerment

## **PROJECTS UNDERTAKEN IN 2020 – 2021**

Stepping Stones Project – funded by the National Lottery Community Fund.

Building Better Opportunities Changing Futures – funded by ESF and The Lottery Fund, managed by Selnet.

Aiming Higher – funded by BBC Children in Need.

Lancashire - COVID19 Support Fund (Overcome COVID19 and Thrive - LCF) - Funded by Community Foundation for Lancashire

Covid19 Emergency Fund (Overcome COVID Barriers Project) - funded by TNL

Skills for Employability & Future Success (Sewing Project) - funded by ESF and managed by WEA



## EXECUTIVE MEMBERS' LIST

Dr Raisa Ikram Malik – Chairperson

Mrs Sheila Wicks – Treasurer

Mrs Shazia Koser – Secretary

Mrs Kathleen Shore

Mrs Sultana Shafi

Mrs Sameera Khawar

## **Chairpersons Overview (April 2020 – March 2021)**

The past year has been full of challenges for us all in the country and beyond and mainly brought on by sudden onslaught of the Covid-19 pandemic which necessitated significant changes in the routine of all working people in every sphere of life – for protection against contracting the deadly infection and to prevent its spread. As a matter of fact, two of our staff became its victims and two others had to go into isolation. Consequently, we had to close our premises for a period, and re-open in August 2020, after observing all the safety precautions.

I am pleased to report that despite all the disruptions and absences due to illness, we sprang back with renewed zest, although quite a few sessions of both education and training had to be carried out on Zoom, in view of the various restrictions and domestic circumstances of the clients.

We have continued our projects vigorously, as to meet the multiple needs of the community for support, health, especially mental health and unemployment. We have been lucky in getting funding for a few projects may it be for a short term, to deliver these important services to our clients on health and well-being, mental health, especially of elderly women, management of money and debt during Covid-19 and welfare help and support.

Our other important projects have also been working continuously on the ground:

Stepping Stones, a five-year project funded by the National Lottery Community Fund, was focussing on employability of women through their education, training and empowerment.

The Building Better Opportunities (BBO) project supported by ESF and BLF, in its second phase was delivering services to disadvantaged women facing multiple barriers.

The Aiming Higher project, funded by the BBC Children in Need was working with girls aged 7 to 19 years, helping them to widen their horizons of their future careers by providing them with opportunities and training outside their school times, and improve their choices for their future lives.

You can see further reports of all these projects, further on in the annual report.

Here I would like to sincerely thank all our supporters who fund us to sustain and develop Pendle Womens Forum, so that we can continue the much-needed services to women in Pendle, especially the women from disadvantaged backgrounds, otherwise their lives are unfulfilled, and their potentials unrecognised.

We are becoming increasingly aware that we need a bigger premise so that we can hold bigger classes and teach a greater variety of programmes. I hope that Pendle Borough Council will look at us favourably in this regard.

I want to express my gratitude to all the members of the executive committee for their support, commitment and hard work. I would like to thank all the staff for their dedication to the service to the community especially during the very challenging times imposed by Covid-19, and continuing to perform all the core duties of their projects. Similarly, my

special thanks to all our committed volunteers, who have always supported the organisation and its staff through thick and thin.

**Dr. Raisa Malik**

**Chairperson**



## PENDLE WOMENS FORUM

### TREASURER'S REPORT FOR YEAR ENDING 31ST MARCH 2021

I have perused the report and am pleased that we still have a good level of reserves in our accounts. We have also been able to attract funding from various bids and whilst these have not been large sums over several years, they have kept our Staff in employment and served our clients as we would wish to. It would be great if we could land five year deals such as the Big Lottery which is in its last year or two, but these sort of funds are harder to obtain.

On expenditure, we have seen increases in the following categories – sessional workers/tutors, rent costs, insurance, gas and electricity, telephone/internet, IT, cleaning, petty cash, payroll fees, audit fee, other costs considerably as is the costs of consultants which has doubled. IT and telephone/internet costs have been affected by the Covid-19 pandemic which has meant using online contact instead of meeting face to face. On the other hand we have seen reduced costs for staffing (project co-ordinators), room hire (again due to Covid), maintenance, activities (which were restricted) stationery, and publicity.

On the whole we managed to get through a difficult period whilst continuing to serve our clients and I would like to say 'well done' to all.

Sheila Wicks  
Treasurer



## **Secretary Report 2020/2021**

Pendle Womens Forum has had another productive year in terms of benefiting women and young persons in Pendle, especially the most disadvantaged and vulnerable sections of the community. In the midst of the Covid -19 pandemic, it was even more important for Pendle Womens Forum to go above and beyond and help women tackle issues around housing, domestic violence, joblessness and stress.

It has been invigorating to see so many different projects, providing intense, one to one help and support across many areas including, welfare, employment, training, volunteering, mental health and well-being. We've also seen some interesting capacity building activities as well as programmes around mindfulness, which were incredibly helpful to those suffering from anxiety, post Covid.

I would like to personally thank all the funders for making it possible to deliver some life changing and beneficial projects at Pendle Womens Forum. Outlined are the project activities and achievements for the year.

**Shazia Koser**

## Manager's Report

The financial year April 2020 to March 2021 has been another successful year for Pendle Women's Forum (PWF). We continued our long-term projects 'Stepping Stones' funded by The National Lottery, 'Aiming Higher', funded by BBC CiN and 'Changing Futures', funded by BBO/ESF. We completed a new project funded by Lancashire Community Foundation (LCF) and started another one funded by The National Lottery (TNL), which was the COVID Response Fund.

It was a successful year, but we faced various trials and tribulations due to the COVID pandemic. However, we switched some of our delivery onto online learning, and this proved successful for us. We did various activities online such as arts and crafts, sewing, exercise and ESOL. We found that some learners quickly adapted to online learning, whilst others were reluctant to take part at first, but once they got started, they realised that it was quite easy for them. However, there were a small number who refused to engage online. However, they remained part of our WhatsApp groups and we tried to engage with them in that way by sharing learning and information through those groups as well.

As soon as we were able to, we started supporting learners from the centre. We received funding from LCF and TNL, which enabled us to support women on a one-to-one basis, which we managed at the centre. However, the funding also enabled us to deliver various activities online.

The online activities were very successful. We supported learners with accessing the internet and showed them how to use Zoom. We also loaned out tablets with SIM cards, so they could access the activities. We did various activities, including sewing, crochet, embroidery, painting, and baking. We provided resources for most activities, except for the baking ones, which the participants managed themselves.

We found that requests for one-to-one support with various aspects of IAG had gone up and we supported many women with benefits claims, managing money, finding ways to support them with food or other needs. It has been a tough year for many women, as many lost jobs and others were suffering due to being in self isolation for so long.

We continued delivering the Changing Futures Project, which was much needed, as many women we were supporting through the project on a one-to-one basis, went through a tough time during lockdown. It proved a lifeline for many of these isolated women.

We continued with some activities online and through WhatsApp for children through our BBC CiN project. We were able to provide resources, so children could take part, and this was appreciated, as it gave them the opportunity to engage, which they may not have been able to do otherwise.

We used both the LCF funding and the TNL funding to offer activities and support, so that women felt less isolated. The one-to-one support was offered through the centre and the group sessions were offered online via Zoom. This gave many women an outlet to help relieve the stresses caused by lockdown and it also gave them a chance to learn new skills.

We continued with our sewing project funded by ESF and managed by WEA. We adapted to delivering simpler sewing items such as bags and masks, which the women found manageable by Zoom.

Overall, another good year. We hope to continue the excellent work in the coming year and hopefully support many more women, especially in these uncertain times caused by the pandemic.

Farhana Patel  
Manager

## **Stepping Stones Project – Report**

**(April 2020 – March 2021)**

The Stepping Stones Project (SSP) has continued to successfully deliver its services this year. A variety of activities, job clubs and learning took place for unemployed women in Pendle. This year, we registered new clients and learners as well as supporting previous ones too. We continued to work with a diverse group of ladies from different faiths, backgrounds and ages, delivering an inclusive service for all.

Outlined below are a summary of the key activities:

### **ESOL Provision**

The Stepping Stones Project continued to provide ESOL provision in partnership with Lancashire Adult Learning. Risk Assessments were carried out, taking into consideration the rules and regulations around Covid-19. Due to social distancing, we could not accommodate more than 9 learners in a class. This was compared to 12 learners we could previously accommodate.

ESOL assessments took place in September 2020, and by the end of the month the classes had started. We had one Entry 1 class, two Entry 2 classes, one Entry 3 class, and one Level 1 class, a total of 5 ESOL classes a week. This year there was no formal provision for those ladies at a pre-entry level, therefore we held spoken English class ourselves to cater for this need.

Initially we found that the attendance to the ESOL classes was low. This was due to learners not feeling well, some isolating due to track and trace and some learners having to stay home with their children, who were self-isolating from schools. Nevertheless, learning continued through homework and extra support in classes.

After the Christmas break, there was another lockdown in place till mid-March. All classes resumed via Zoom and were well attended. Support was provided beforehand on how to download and use ZOOM. Later, face-face classes resumed from 15<sup>th</sup> March 2021 and all learners completed exams in July.

Evaluations and tutor observations showed that the ESOL provision was making a positive difference. Ladies reported to be much more confident in speaking in class, and doing presentations. There was an improvement in their reading and writing skills, from when they started. Ladies reported increased self-esteem and motivation, especially when working in groups. They found the classes interesting, informative and enjoyable; they felt that the spoken English classes and practical sessions aided their English language skills and employability skills. Most learners passed their exams and were ready to progress to the next level from September 2021.

### **ICT Classes**

We continued to deliver ICT classes for unemployed ladies. These classes started in December 2020 and resumed after the 2<sup>nd</sup> lockdown from mid-March 2021.

Learners covered topics on Microsoft packages, using emails, online job search, producing CV's. They were also taught how to use different applications on their phone e.g. ZOOM, Learn My way etc...

Evaluations showed that unemployed ladies reported an increased understanding of computers and Microsoft packages. Tutor observation and reports showed learners had a keenness to study, and developed gradual confidence in using emails, attaching documents to applications, CV's to emails and how to submit online applications.

### **Mindshift Programme**

The Stepping Stones Project found that more and more unemployed ladies were coming to us having multiple barriers towards employment. Besides welfare issues, we discovered that as a result of the pandemic, ladies were more depressed, lacked confidence and motivation. They said they felt mentally and physically unfit. We had the opportunity to work with a holistic and well-being therapist from Inner Reflection Therapies. She was carrying out a pilot study on mindfulness and well-being. The mindfulness course seemed a perfect starting point for our ladies. Using relaxation, mindful and CBT techniques, ladies had a chance to explore their inner world and learn how to be present within the real world. In the sessions they had an opportunity to plan and practice a mindful, self-aware and self-care routine.

We could notice a difference after the first session; ladies felt and looked much more relaxed and refreshed. After completing the 7 sessions, ladies had an opportunity to receive three free one-one CBT sessions with the therapist. Ladies had also made self-care boxes consisting of mindfulness cards, aromatherapy oils and their favourite scented candles. Overall, we found that ladies felt much more focussed, positive and confident in themselves.

### **Job Clubs**

Weekly job clubs continued, providing help and support with online job search, registering ladies with recruitment agencies, producing CV's, making online application forms and interview techniques. The job clubs have continued to see unemployed women build up their work search skills, become more confident and motivated to use the computers and more aware of different websites for job search.

### **One-one advice surgeries**

In-depth help and support continued at our one-one advice surgeries. More often we saw ladies who wanted to learn English and find a job but had multiple barriers such as low income, domestic violence issues, single parents, lack of work experience, mental health issues etc... These seemed to be heightened by the Covid-19

pandemic. In these cases, we referred the ladies to other partner organisations that could help them overcome such barriers, as well as supporting them through well-being and mindfulness workshops. This way we could ensure that the ladies were receiving help for their problems whilst accessing SSP job clubs and attending the classes. We saw unemployed ladies felt more confident and had become more aware of services and help and consequently could make more informed choices than before.

### **Steering Group**

We continued to hold steering group meetings to shape the development and delivery of the SSP services. The group was made up of the SSP staff, volunteers and some service users. The SSP continued to deliver its core activities such as ESOL, ICT, job clubs etc... However, it was discussed that extra help should be provided in terms of tackling other issues that were hindering employability, such as welfare, benefits, mental health and well-being etc... as these were quite prevalent amidst the pandemic. Therefore one-one help and support was provided, and we had the opportunity to hold sessions and workshops around health & well-being.

### **Beneficiaries**

Through our job clubs and one-one advice surgeries we supported another 36 unemployed ladies this year, totalling to 152 unemployed ladies. These ladies saw an increased awareness of education, training, employment and voluntary opportunities.

In total unemployed ladies that enrolled on to the ESOL programme/ ICT and other courses was 148 by the end of year 3. We have continued to work with these ladies in addition to registering more unemployed ladies wanting help and support. In total, by the end of this year of the SSP we helped 199 unemployed ladies.

### **Partnerships**

This year we have continued to work with Lancashire Adult Learning (part of Nelson & Colne College and Accrington & Rossendale College), delivering the ESOL provision. We have continued to work with PEEF in Brierfield, referring ladies for help and support. Our partnership has continued with the Jobcentre Plus, who often refer ladies to our job clubs and ESOL classes for employability help and support. This year has also seen the engagement of new partnerships being formed with Inner Reflection Therapies and Community Arts by ZK.



## Annual Report - March 2021 - BBO Changing Futures Project

**Results:** The Project was on target to achieve the results for (Phase One) by March 2020. However, Phase One of the Project was back dated to January 2020, hence leaving a shortfall. This shortfall combined with the new Phase 2 targets are detailed below, together with my results to March 2021.

	Phase 1 Projected Targets	Phase 1 Actual Targets@ Q4 2019	Phase 1 Shortfall @ Q4-2019	Phase 2 Projected Targets @ Q1-2020	Phase 1&2 Project Targets combined @ Q1-2020	Phase 1&2 Actual Results @ Q3- 2021 1/9/21	Remainin g targets to be met @ Q3- 2021 1/9/21
Referrals	23	24	+1 *	10	33	31	-2
Employment	03	02	-1	01	04	05	+1
Educ/Trainin g	04	03	-1	02	06	08	+2
Job Search	03	00	-3	01	04	00	-4
Soft Outcomes	60	-	-	50	110		-5

\*+1 client included in this table however disregarded in Phase 2 combined totals

Note: Zero job search results are compensated for in over-achieving in Employment/Education Results.

In July I claimed 1 result into Training & Education which was approved on the 27 July 2021.

Another 2 clients are to be registered onto the Project this month.

### Activities:

Clients benefit from one-to-one sessions in order to tackle barriers which hinder or prevent them from focusing on their ultimate goal with regards to their education, training and employment. These sessions typically focus on areas such as job search, completing application forms and interview preparation. Advice and guidance is centred around the clients development plan - covering numerous areas within the clients 'life cycle' from motivation, health, wellbeing to benefits and budgeting.

Negotiations take place with a network of partners throughout the year to ensure plenty of courses and activities are running from the Centre. ESOL classes ranging from Entry 1 to Level 2 have been running from the PWF main building. Other courses in the last quarter have included Art therapy sessions to tackle mental health and one-to-one counselling sessions via CANW. A Whatsapp group to promote Women's wellbeing continues and is accessed by several of my clients.

### Future:

Selnet have given PWF CF project a green rating which may lead to a potential phase 3 project for which submissions need to be made soon.

## BBO Changing Futures Project Annual Report 2019/2020

**Results:** The Project was on target to achieve the results for (Phase One) by March 2020. However, Phase One of the Project was back dated to January 2020, hence leaving a shortfall. This shortfall combined with the new Phase 2 targets are detailed below, together with my results to the end of Quarter 1 (March 2020):

	Phase 1 Projected Targets	Phase 1 Actual Targets @ Q4 2019	Phase 1 Shortfall @ Q4-2019	Phase 2 Projected Targets @ Q1-2020	Phase 1&2 Project Targets combined @ Q1-2020	Phase 1&2 Actual Results @ Q1- 2020 end	Remainin g targets to be met @ Q1- 2020 end
Referrals	23	24	+1	10	33	24 *	10
Employment	03	02	-1	01	04	03	-1
Educ/Trainin g	04	03	-1	02	06	07	+1
Job Search	03	00	-3	01	04	00	-4
Soft Outcomes	60	-	-	50	110	79	-31

\*+1 client included in this table however disregarded in Phase 2 combined totals

Note: Zero job search results are compensated for in over-achieving in Employment/Education Results.

This Quarter (Apr 19 - Mar 20), I have claimed 7 results: 4 clients exited into Education and Training; 3 clients exited into Employment.

Clients benefit from one-to-one sessions in order to tackle barriers which hinder or prevent them from focusing on their ultimate goal with regards to their education, training and employment. These sessions typically focus on areas such as job search, completing application forms and interview preparation. Advice and guidance is centred around the clients development plan - covering numerous areas within the clients 'life cycle' from motivation, health, wellbeing to benefits and budgeting.

Negotiations take place with a network of partners throughout the year to ensure plenty of courses and activities are running from the Centre. Below is a snapshot of courses and activities set up, delivered/continued during the year:

### Activities:

All ESOL provision at PWF via Burnley College came to an end in April 2019. Level One students who were studying at the Burnley College main site completed their exams at the end of June 2019.

In order to continue with providing the above provision, negotiations were held with LAL (Lancashire Adult Learning) to provide ESOL classes from our PWF venue starting September 2019. These included Accredited ESOL classes Entry1, Entry2 and Entry3. ESOL



Level 1 and 2 classes were set up to run from the nearby Ace Centre for PWF clients via Lancashire Adult Learning which began September 2019.

Access to Health (Health Literacy) classes combined with ESOL were delivered from PWF premises via Lancashire Adult Learning - this course was especially adapted for pre-entry learners which started on 10 Sep 2019 and ended on 18 Mar 2020.

Talk English Classes for pre-entry clients ran from PWF, September 2019 to Dec 2019.

Walking Group via Burnley FC was organised and ran from September 2019 - March 2020.

Financial capabilities - Lancashire Women delivered sessions on money management/budgeting. Two group sessions took place along with one-to-one sessions.

Active Lancashire started sports sessions in May 2019 at PWF (archery, table tennis) which continued to March 2020.

Level 1 Health and Social Care course at PWF via Accrington College ended after six sessions on the 19 July 2019.

Parenting classes following the Webster Stratton model were held at Lomeshaye school run by qualified Practitioners for school parents and PWF clients which started on the 17<sup>th</sup> January 2020 x 12 weeks.

CANW - 2 clients were referred for counselling services each given 8 sessions.

Aafiyah Holistic Therapy one-to-one sessions delivered at PWF which started on the 9<sup>th</sup> January 2020. Group sessions started on the 23 January 2020 and were due to run until June 2020.

Accredited ICT classes via LAL started at PWF on the 2<sup>nd</sup> March for 15 weeks.

Accredited Maths classes via LAL started at PWF on the 3<sup>rd</sup> March for 15 weeks.

**Note:** the above 3 classes/courses were placed on 'hold' due to closure of PWF on the 20 March 2020 in response to Covid-19.

Aiming Higher BBCCIN report 2020 - 2021

Project Coordinator; Mahwish Khalid

Pendle Women's Forum

Due to the impact of COVID 19 even our activities were affected, as the country went through several lock downs and due to the restrictions in place during several months, we were unable to hold any activities following the Government's guidance of social distancing. The previous and current year has been extremely hard for us and our participants who now face new pressures and challenges. These challenges were the result of staying at home and not being able to go out of the house unless necessary or engages in any activities that would create contact between other people that were not part of their households. As this pandemic was alien for the participants and us, it takes us a while to adapt into and work accordingly with following the SOPs designed by the Government. We were able to create a WhatsApp group to stay in contact with the participants and provide them with any help or guidance that they required. The girls were also regularly given different tasks to complete at home, and post pictures on the group so that they can feel the sense of some normality and stay engaged by doing these activities. I will also mention that we do realise that COVID 19 had also impacted people financially so the girls were not pressured into creating or making anything that could not afford, and they used whatever they had their access to. We also regularly posted information and guidance on how to cope with COVID 19. We also encouraged the girls to reach us on which ever matter they wanted help with and this was also done outside of the group to maintain confidentiality, One of the example is when a participant reached out to me to help and guide her to apply for a benefit that would help her and her family financially as she stated that they were struggling and were even unable to buy basic necessities such as food due to her father losing his job due to COVID 19. They were also open to seek any help regarding career advice, or CV making or even help in searching for jobs, and we helped several of our participants by creating a CV and looking for a job during this period. We also regularly posted about activities that they could while staying at home, they were also encouraged to take part in online activities that were free of cost and they would be able to enjoy along with their siblings. We also regularly would post information about discounted and free tuition opportunities for both girls and boys and guidance about discounts in tuition fees if their families were on certain benefits. This information also benefitted so many of the participants as they were able to seek help with their studies mostly free of cost. We also regularly posted information about several grants which were introduced by the government to families toward food and essential supplies. The girls were also encouraged to take part in a writing competition, by IMO to share their experiences after COVID. And

several other free of cost activities such as virtual museum were also posted on the group so that the girls could have some form of entertainment during this difficult period.

We also did a painting competition during the lock down; the girls were given the relevant supplies and the winner received back to school hamper that included general school supplies.

We also held Henna making and design, and Hijab tutorial zoom sessions for the girls during the holidays.

As time progressed and with the guidance from the government, we were able to hold the sessions again by following the SOPs. These sessions happened every week on a Saturday and three to four times during the week in the holidays. These sessions usually lasted for 2 hours and on some occasions over 2 hours in order to complete the activity.

These sessions consisted of arts and crafts, cooking sessions and career advice sessions. As the learners were able to take part in

group activities again, they were very keen participate in the activities each week. The participants also appreciated the fact that they are able to enjoy these activities along with their sisters which also give them an opportunity to spend time together, it also provided them an opportunity to do activities that they usually cannot do at home or school especially due to financial issues and I benefitted them by increasing their confidence, self-esteem and communication skills.

The arts and crafts sessions included, learning different painting techniques such as abstract string art on paper and canvas, ceramic mug decorating, henna candle decorating, macramé key chain making, foam tie and dye art and painting, cake and cupcake decorating. We have also planned some sessions that will be happening in the following weeks such as, fabric painting, non-alcohol homemade hand sanitizer making and terrarium making.

During the cooking sessions the girls were taught easy no bake and affordable recipes. They also learned cakes and cookies decorating and various deserts, which were easy to create. These sessions provided an excellent opportunity for the girls to make, create and try recipes that they may not be able to eat at home. As each of the participant creates their

own individual things, they also get to take whatever they make home so that they can show it and enjoy it with

their families together. The skills they learnt will help them decide if they want a career in catering. Some learners practiced the recipes at home according to their budgets. They also learnt that healthy eating was important, but you can eat cakes and other such goodies provided it is in moderation. Some of the sessions that we have already planned for the following week are, no bake chocolate fudge cake, white-bread pastry and tanghulu fruits.

The advice and guidance sessions educated the girls about further education, apprenticeships, vocational qualifications, voluntary work, online courses, employment, choosing a career, bursary funds and student loans. The girls also learnt CV making, job applications and interview techniques through role plays. The girls were helped to identify further education and career options through online quizzes and group discussions. Their school doesn't have much provision around careers, because the school lacks funding and unable to offer some of these activities. Due

to COVID most of these sessions consisted of one to one basis and were available to access anytime throughout the week.

In the beginning of the year when the participants started to attend the activities, they were not aware about healthy eating as they were from deprived community, they did not an option to opt for healthy choices due to financial difficulties. Through these sessions they were able to access innovative and fund ways of learning about different foods and being able to eat, that they were not able to eat or make at home. During these sessions they also learned that they can enjoy good food on a low budget. These sessions also enabled the girls to increase their skills such as, chopping, cutting, mixing and decorating. These sessions also taught the girls about sharing and increased their confidence and communication skills as they all worked together.

At the start of the arts and crafts activities, the girls were extremely shy and reluctant as they had not done these kinds of activities before, they felt scared to try them as they were afraid of embarrassment and failure. But as they continued to attend the weekly sessions, they were comfortable to work with each other. Their confidence level increased rapidly when they were able to finish their work to the end and show it to each other. These sessions also brought out the creative side of the girls and so many of the participants considered pursuing the skills and talent in their future.

The schools in our local community do not provide opportunities for the girls to access post 16 career opportunities, which is the reason that they did not have knowledge and information. Through these sessions the participants were able to learn and have increased understanding about carer choices, where to access the relevant information, bursaries and apprenticeships, how to search for jobs, CV and cover letters. And also, for applying for relevant funding and benefits available for students.

#### **Some positive feedback and comments from our participants,**

“ I did not want to come to these sessions when my sister asked me, as I am shy and I do not like public gatherings, but after attending the first sessions I found the atmosphere very peaceful and friendly, all the girls and Miss were extreme nice and had very positive approach, I was told off even when I made mistakes, which motivated me to keep taking part in the sessions”.

“I enjoy doing the activities with my sister, I feel very happy and good and the best part is I can take my creation home”.

#### **Comments from participant's mothers:**

“I am very happy that my daughter attends these sessions, my daughter is autistic and also has learning difficulty but the way you deal with her makes me relived that my daughter will be safe. It makes me feel very good that these activities bring smile to my daughters face, she gets very excited to attend each week and get to work with her sister”.

"I wanted to learn how to make cakes and deserts without using an oven, as we do not have and cannot afford one. By coming to these sessions, I have learned so many fun ways of making deserts and I also can practise at home"

"I struggled with anxiety and depression due to COVID 19 and lock downs. Attending these sessions have helped to forget about my worries and concentrate on my productive side".

Through the year we have been collecting feedback through feedback forms after each session that helped us to evaluate and informed us about the girls' interests and experiences. These differences were also monitored through observations and by the comments that the participants used to say during and after the sessions, we were able to observe that the girls felt happy and seemed motivated to carry out the activity, they would smile and laugh amongst themselves which showed that they were enjoying the activity, they would also ask questions to followed the process which showed that they were taking interest in the activities. These were also observed through the attendance sheets as we could see how many girls were attending, which activity they were more interested to take part in and we would work with them accordingly. All of the girls were able to complete their tasks, while some of them followed the instructions and some used their own imagination which also enhanced their skills further. With progression the girls that completed their tasks without any help showed that they had benefitted from the project and some of the girls that required help showed some progress while there were a few girls that a lot of help through the session and did not have regular attendance.

We also take photographs that show the girls working keenly and also of their end products which gives them a sense of satisfaction and as they get to take it home, they seem extremely happy to share the experience with their families as well. Many of the participants would try the recipe at home and in the following session share their experience and pictures with us. As the girls fill feedback forms it also gives them an opportunity to decide what activity to do next this helps build their confidence as they talk and agree for the activity amongst themselves. Throughout the sessions the high level of attendance also shows the successful impact of the participation. Working tighter, sharing things also helped the participants to make friends as some of the girls were extremely shy, some of them had moved to UK from different country, these sessions gave all of them a chance to socialise and meet new people. We also used positive approach, language and smile to deal with the participants, we had a no negative comment policy and each time when someone was unable to do a task rather than saying "I cannot do it" we practiced saying "can you please help". During these activities the girls also helped each other which showed that they had developed an understanding and they have learned to worked together which also promoted a healthy competition.

### **Case study**

One of my learner AZ came to live in the UK in 2019 along with her family. As we all know that coming to a new country, a new culture and a new language has its own struggles. As the elder daughter she had a lot of responsibilities because rest of her sibling are younger than her and her mother and father did not have any knowledge of the language. As she is at college going age, she also has to study and manage her time which is extremely hard for her.



Even with the knowledge of the language she does not have the know-how of managing certain things that are related to bills and benefits. Due to all the pressures and responsibilities she started to go into depression.

She was introduced to me through her aunt who come to our organisation for support. When I met her, it saddened me to see such a talented young girl in this condition so I registered her on to Aiming higher project. She also has a younger sister who also seemed very depressed due to not having any activities. As they were new to this country it took them a while to find schools and colleges which was another reason added to their worries. AZ was also worried for her younger because they were at home for a few weeks doing nothing until her and her siblings found space at schools and colleges.

Since AZ has been taking part in the sessions, she herself claims that she feels very calm and relaxed as these sessions gives her an opportunity to learn new things and also are extremely relaxing. Another reason that she is happy for is that she gets to do these activities together with her sister and other girls and they have made new friends. She appreciates the communication that happens between the girls and I because that has helped her in improving her communication skills. She has also been attending one to one session with me to help her with searching for appropriate college, information and searching for courses and which subjects to choose from. During the one to one session I have also helped her gain basic IT skills and also information and guidance for accessing and applying for benefits and online payments. I have also helped her to create a current CV and cover letter that she will use for her college and for jobs. I can already see a lot of improving in her mental state since she has been attending these sessions, she seems more energised and motivated and even at home she tries to do some the activities together with her siblings. Due to her depression she also suffered from obesity as they had nowhere to go and did not feel confident enough to go anywhere, now that she has been attending these sessions she walks to our office from her home along with her sister and due the change that she has seen because of that she now goes for walks 3 4 times a week along with her siblings. So, because of participating in these sessions she is also motivating her siblings which shows that her social skills have improved and she seems extremely confident now. The other amazing thing is her attitude towards life in general as she seemed very hopeless before but now, she has developed that confidence in her that she can manage anything on her own. As she helps her family, she now accompanies them for appointments as well which shows that she seems comfortable enough to go out, meet new people and communicate with them.

#### Comments

"I cannot explain in words how much taking part in these sessions have helped me. When we moved here from Pakistan due to family reasons, I thought that I will not be able to study again due the language difference and I also thought that I will not be able to find admission in a college. I want to study science and biology but because of certain issues I was not able to find the appropriate course. All these together caused me a lot of depression. I had gained a lot of weight and felt ashamed to go out even for shopping. Walking from my home to the office to attend the sessions, I have realised that has helped me a lot. I like walking now and because of that I always look forward to attend the activities. The help with IT and CV making has also benefitted me a lot as I now feel that I can do these things myself and I feel confident in doing them as well. We had a lot of problems at our house due my father being ill as well but taking part in the activities with my sister has helped me to take my mind of these things. I have also learnt so many new skills for making different dishes that would

not cost much but are extremely good. I also enjoy doing the activities relating to arts and crafts as they make me feel calm and relaxed. Another thing I appreciate is that whatever we make and create we get to take it home and I can enjoy it with rest of my family and they also get to taste and see my work that me and sister had done. I hope I can carry on attending these sessions as they are very good for both my mental and physical health and I find doing these activities very therapeutic.”

This project has helped us to identify the lack of opportunities especially for young people. They do not have access to the basic knowledge of accessing various opportunities as even some of the schools in our community do not offer these services and support to the learners mostly due to the lack of funding and are extremely disadvantaged, and this affects the young generation. They have the needs which are not addressed by the schools which makes this project very important and useful for them.

We have learnt that evaluations are a good way of finding out what the young people want and it gives us a great opportunity to address individual needs by reflecting on the feedback.

We also aim to work towards identifying more underprivileged children from the local community to provide them with the opportunities that this project has to offer.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Report to the trustees/  
members of

Charity Name

**Pendle Women's Forum**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31<sup>st</sup> March 2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination and confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Kashif Insari (MAAT)  
Adamson Accountants  
138 Every Street, Nelson  
BB9 7EX  
21<sup>ST</sup> December 2021

**PendleWomen's Forum**  
**Statement of Financial Activities to 31st March 2021**  
**Including Income and Expenditure Account**

	Restricted	Big Lottery Fund £	BBC Cin £	BBO selnet £	One Community Many Cultures £	Community Foundation Lancashire Mental Health £	Church Urban Grant (Near Neighbours) £	ESF/ WEA £	TNL £	Lanc CC	Nelson & Colne College £	Unrestricted Funds £	Total £	2019/20 £
<b>Incoming Resources</b>														
Grants- Big Lottery Fund	48,257.29												48,257.29	47,161.75
Grant- BBC Cin		10,298.00											10,298.00	16,951.50
Grant- Selnet BBO				12,668.81									12,668.81	12,477.50
Grants- One Community													-	-
Many Cultures													-	-
CFLMH						3,657.00							3,657.00	-
Church Urban (Near Neighbour)													-	3,968.00
CCG - Fit & Happy													-	2,782.50
Grants- WEA/ ESF								60.84					60.84	3,072.37
Pendle Borough Council (kath)									16,441.70				16,441.70	1,000.00
Lanc County Council													-	1328
Nelson & Colne College											3,412.50		3,412.50	2,937.50
Interest													-	132.54
<b>Total Income</b>	<b>48,257.29</b>	<b>10,298.00</b>		<b>12,668.81</b>	<b>-</b>	<b>3,657.00</b>	<b>-</b>	<b>60.84</b>	<b>16,441.70</b>	<b>-</b>	<b>3,412.50</b>	<b>-</b>	<b>94,796.14</b>	<b>94,711.66</b>

Restricted	BBC Cin £	BBO selnet £	LCF/ One Community Many Cultures £	Community Foundation Lancashire Mental health CCG/CVS £	Church Urban Grant (Near Neighbours) £	ESF/WEA £	TNL £	Lanc CC	Nelson & Colne College £	Unrestricted Funds £	Total £	2019/20 £
<b>Big Lottery Fund £</b>												
Expenditure												
Staffing:												
Project Coordinators	25,346.31	5,693.58	9,286.08	1,140.47	-	-	943.90	4,990.30	-	-	47,400.64	55,701.51
Seasonal Worker/Tutor	200.00	90.00	-	520.00	100.00	-	1,736.00	2,330.00	-	-	4,976.00	3,572.58
Overheads:												
Rent	3,013.51	-	-	-	-	-	-	-	-	-	3,013.51	2,010.98
Room hire	-	-	-	-	-	-	-	-	-	-	-	5,690.00
Insurance	738.20	-	-	-	-	-	-	-	-	-	738.20	648.39
Maintenance & Repairs	200.00	-	-	-	-	-	-	-	-	-	200.00	459.87
Gas & Electricity	1,853.33	121.32	-	-	-	-	-	-	-	-	1,974.65	1,840.44
Telephone/Internet	946.51	-	-	1,602.00	-	-	-	348.00	-	-	2,896.51	857.61
Water	446.31	-	-	-	-	-	-	-	-	-	446.31	-
Activity costs:												
Activities(includes building capabilities)	348.52	-	-	-	-	-	-	-	-	-	348.52	3,545.55
Stationery/Equipment	733.04	117.69	-	93.47	-	-	233.26	1,364.20	-	-	2,541.66	3,042.78
IT	1,250.59	-	-	-	-	-	-	143.88	-	-	1,394.47	452.70
Cleaning	151.15	-	-	-	-	-	-	-	-	-	151.15	1,649.32
Petty Cash	-	600.00	-	-	-	-	-	-	-	-	600.00	450.00
Publicity/Adverts	50.00	-	-	-	-	-	-	-	-	-	50.00	590.00
Project												
Management/Consultants	7,704.68	1,248.00	-	208.00	-	-	2,769.22	462.00	-	-	12,391.90	6,692.64
Payroll Fees	322.75	66.00	-	-	1,428.30	-	-	-	-	-	1,883.05	454.25
Audit Fee	450.00	-	-	-	-	-	-	-	-	-	450.00	370.00
Other	1,501.23	591.62	687.28	83.16	-	-	33.60	360.68	-	-	3,257.57	544.49
<b>Total Expenditure</b>	45,256.13	8,528.21	10,039.36	3,647.10	1,528.30	-	5,715.98	9,999.06	-	-	84,714.14	88,573.11
<b>Net Income</b>	3,001.16	1,769.79	2,629.45	3,647.10	2,128.70	-	5,655.14	6,442.64	-	3,412.50	10,082.00	6,138.55
<b>Funds Brought Forward</b>	22,118.94	2,570.80	249.45	577.19	759.92	544.39	2,589.37	425.00	1,328.00	2,937.50	80,389.50	76,019.25
<b>Funds Carried Forward</b>	25,120.10	4,340.59	2,878.90	4,224.29	2,888.62	544.39	3,065.77	6,867.64	1,328.00	6,350.00	90,471.50	82,157.80

**Pendle Women's Forum**  
**Balance Sheet as At 31st March 2021**

	<b>2020/2021</b>	2019/2020
	<b>£</b>	<b>£</b>
<b>Assets</b>		
Bank	80,528.96	76,083.02
Fixed Assets	6,048.62	-
Debtors - OCMC	4,224.29	577.19
Debtors - Big Lottery Fund	3,894.00	6,074.78
Debtors - ESF/ WEA	3,065.77	-
	<b>97,761.64</b>	<b>82,734.99</b>
<b>Liabilities</b>		
Revenue Funds:		
<b>Restricted Funds</b>		
- Big Lottery - Stepping Stones	25,120.10	22,118.94
- BBC - CIN/Aiming Higher BBC	4,340.59	2,570.80
- Selnet BBO	2,878.90	249.45
-One Community Many Cultures	-	-
- Mental Health Project	2,888.62	759.92
- Church Urban (Near Neighbour)	544.39	544.39
- CCG Fit & Happy Project	-	1,768.30
- ESF/WEA	-	2,589.37
- TNL	6,867.64	425.00
- Lanc County Council	1,328.00	1,328.00
- Nelson & Colne College	6,350.00	2,937.50
<b>Unrestricted Funds</b>	<b>47,443.32</b>	<b>47,443.32</b>
	<b>97,761.56</b>	<b>82,734.99</b>

**Accounts Reviewed and approved by:**

<b>Name</b>	<b>Job Title</b>	<b>Signature</b>	<b>Date</b>
Mrs.Raisa Malik	Chairperson		21.12.21
Mrs.Sheila Wicks	Treasurer		21.12.21
Mrs. Shazia Koser	Secretary		21.12.21