Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	1	Aug	2021	**To**	31	July	2022

Section A Reference and administration details

Charity name	Preston Vocational Centre
Other names charity is known by	PVC
Registered charity number (if any)	1135863
Charity's principal address	St Paul's Road
	Preston
	Postcode PR1 1PX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Maureen Boland			Preston Vocational Centre
2	Sian Elcomb			Preston Vocational Centre
3	Trevor Hart	Vice Chair		Preston Vocational Centre
4	Michael Higgins	Chair		Preston Vocational Centre
5	Chris Keeney			Preston Vocational Centre
6	Rob Wakefield			Community Gateway Association
7	Amanda Watson			Preston Vocational Centre
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Claire Smith – Executive Lead for PVC & Head of Culture and Engagement at Community Gateway Association (Parent)

Craig Garner – PVC Company Secretary

Martin Grayston - PVC Centre Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Company Limited by Guarantee
Trustee selection methods (eg. appointed by, elected by)	Appointed by the PVC Board in line with Group Policies

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

PVC was established in February 2009 and became a charity in May 2010. On 1st August 2013, PVC became a subsidiary of Community Gateway Association Ltd (CGA) and an Intra Group Agreement was signed. The Intra Group Agreement was last reviewed and approved by the Parent and Subsidiary Boards in February 2023 and is next due for review in February 2026.

PVC delivers construction based vocational training and has become highly regarded amongst partners and stakeholders as a specialist construction training facility. PVC has a trading subsidiary, Preston Construction Centre Limited which is currently dormant.

The Charity draws its Trustees from both the public and private sector, including specialist skills from the education sector. The PVC Board is continually developing using a system of annual collective and individual appraisals that enable the Board to recognise both the strengths and any skill gaps that may need addressing. An induction programme is provided for new Trustees and ongoing training is delivered via a range of methods including Planning Days and attendance at external conferences and seminars. Succession plans for future Trustee recruitment are in place to ensure PVC maintains the required knowledge, skills and experience.

PVC has a risk management framework in place and the risk register is regularly reviewed by the Management Team, PVC's Board and the Risk Review Group of the parent, Community Gateway Association. An ongoing risk during 2021/22 has been the impact of the macro-economic climate, however mitigating actions have been taken to enable the Centre to continue operating and maintain its financial viability.

PVC has adopted the Charity Governance Code and undertakes an annual assessment of compliance. Any areas of improvement identified are included in a governance action plan and the Board monitor implementation of the action plan throughout the year.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of children, young people and adults, especially those living within the Preston area, in particular through provision of vocational training, supporting their personal development, and equipping them for further education, employment and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

PVC provides vocational training opportunities in a wide range of construction skills which include; Brickwork, Plastering, Painting & Decorating, Carpentry, Joinery, and Plumbing and Tiling for young people and adults from around Preston and the surrounding Districts.
Alongside the vocational training, we provide pastoral wrap around support to create a positive, inclusive and supportive environment.

We operate under three key themes which are:

- Pre 16
- Post 16 Not in Employment, Education, or Training (NEET)
- Adults

VISION STATEMENT

Building Skills – Building Futures

MISSION STATEMENT

To deliver the highest quality construction based vocational training and support to enable young people and adults to gain skills, qualifications and confidence to enhance their potential and build a positive future.

VALUES

We developed a suite of values in partnership with our learners, to set out the expectations of everyone and our commitment to how we will do things. Our six values are:

Inclusive – We embrace the differences that come from a wide range of backgrounds. We ensure everyone has the opportunity to

learn and grow.
Passionate – We are passionate in our approach to inspire learning and celebrate success.
Respectful – We encourage and promote positive responses towards people, our activities and most importantly ourselves.
Integrity – We unconditionally promote being open, honest and transparent in all that we do.
Empowering – Through training and support we enable people to realise their full potential and improve their futures.
Quality – We have a commitment to exceed expectations in everything we do.

Many of PVC's learners come from a range of providers and include Key Stage 4, 14 to 16 year old pupils from mainstream education, those who are SEND (Special Educational Needs & Disability), as well as post 16 year old pupils. Many of our post 16 learners are often disaffected or disengaged and need a transition to work programme.

PVC is able to deliver its mission through the continuing development of existing and new partnerships which foster true collaborative working.
These include local high schools, Pupil Referral Units, Special Educational Needs and Disabilities (SEND) schools, Youth Offending Team, Child Action North West (CANW) Lancashire Constabulary's Early Action Team, Lancashire Care NHS Foundation Trust, Lancashire Children's Social Care, Lancashire Probationary Service and local Community organisations.

PVC has also received grant funding from Preston City Council via the "Rough Sleepers Initiative" and received sponsorships for the Annual Awards Evening from: Conlon Construction Ltd, Travis Perkins Ltd, Community Gateway Association Ltd, JFN Integrated Solutions Ltd, SIKA Ltd, Persimmon Homes Ltd, Seddon Construction Ltd, Xacom Ltd, CCH Joinery Ltd, and David Wilson Homes Ltd.

Furthermore, PVC's retained its Specialist Partner status to deliver NEET Provision to 16–24 year olds and funding for this programme has now been extended to March 2023.

It is our aim to support anyone who requires the type of learning which we provide, and our experience to date has shown we can work with a range of providers with a diverse learner population.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We do not make grants to organisations or individuals.

Any surpluses are re-invested back into the business for its further development and to build up adequate reserves in line with the business plan, in order to enable PVC to invest in future growth.

We are supported by a small number of volunteers, who provide valuable skills, resource and in particular are positive role models for our young people.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Preston Vocational Centre has a growing reputation through the work we deliver with partner schools in Preston and the surrounding areas.

During 2021/22, PVC's focus was to re-establish the levels of performance achieved prior to the Covid-19 pandemic through its schools provision and post 16 programmes. Key highlights of the year are listed below:

- PVC delivered specialist vocational provision to a total of 173 students from 23 schools across Lancashire of which 42% were from schools that support behaviour, emotional and social difficulties; 23% were from mainstream schools; and 35% were from schools with special educational needs or disabilities
- of the 83 school and sixth form leavers in July 2022, 67 (81%) achieved a City and Guilds Level 1 Construction qualification

As well as school students, 43 non-school students benefitted from PVCs specialist training through the following programmes:

- Post 16 study programme delivered through European structural and Investment Fund (ESIF) enabling 6 students who are Not In Training Education or employment (NEETs) to achieve a City & Guilds Level 1 qualification;
- More Positive Together – funding to provide employment and skills training for 33 students;
- Meaningful Use of Time – funded by Preston City Council to support the city's homelessness provision by providing training to 11 participants;
- Building Blocks for your Future – a programme of activities to improve the mental health of young people attending the centre funded by 'The Big Give' charity campaign; and
- Guild Lodge (NHS facility) – 5 participants attended the centre over a number of weeks working towards a City and Guilds Level 1 qualification.

Section E Financial review

Brief statement of the charity's policy on reserves

2021/22 Financial Review

As of 31st July 2022, PVC's reserves were £105,926. All surpluses (when generated) are reinvested back into the business for its further development and to build up adequate reserves. As the financial position of PVC continues to improve, this will allow PVC to increase its reserves and assist the company's growth.

The Trustees will continue to monitor fund values to ensure the timely use of donations in accordance with donors' wishes.

	PVC aims to hold cash reserves in the region of £40,000 to £60,000 to allow it to cover its operating costs for two to three months should anticipated income not materialise. The Trustees' Reserves Policy is to monitor reserve levels on an ongoing basis in light of charitable spending and the level of charitable giving to PVC.
Details of any funds materially in deficit	None at present

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about: • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted.	In 2021/22 the majority of PVC's income, £333,167 (82.33%) was received from the delivery of construction courses to 14 to 18 year olds. The remainder of the income £71,492 (17.67%) was received from donations and successful bids for grant funding to carry out programmes of work, with funding received from European Structural and Investment Fund (ESIF), and the European Social Fund 'More positive Together' initiative. Donations were also received from The Big Give campaign and patrons who support us.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Higgins	
Position (eg Secretary, Chair, etc)	Chair	

Date	TBC