Phase Hitchin

England & Wales · Charity number 1154364

Details

Other names	HITCHIN CHURCHES SCHOOLS' WORKER TRUST, PHASE
Status	Registered
Legal form	CIO
Registered	2013-10-28
Register	View on the Charity Commission register

Contact

Address	Phase SilverBirch Centre Bedford Road Hitchin Hertfordshire
Phone	01462 422940
Email	office@phase-hitchin.org
Website	www.phase-hitchin.org

Activities

Objects: TO ADVANCE THE EDUCATION IN THE CHRISTIAN RELIGION AMONGST SCHOOL CHILDREN AND YOUNG PEOPLE IN SCHOOLS, COLLEGES AND OTHER EDUCATIONAL ESTABLISHMENTS IN THE AREA OF HITCHIN AND SURROUNDING AREAS, AND ELSEWHERE AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT, AND TO PROMOTE THE SAME IN AND AMONGST CHURCHES AND OTHER CHRISTIAN ORGANISATIONS;TO ADVANCE IN LIFE AND HELP YOUNG PEOPLE THROUGH: (A) THE PROVISION OF RECREATIONAL AND LEISURE TIME ACTIVITIES PROVIDED IN THE INTEREST OF SOCIAL WELFARE, DESIGNED TO IMPROVE THEIR CONDITIONS OF LIFE;(B) PROVIDING SUPPORT AND ACTIVITIES WHICH DEVELOP THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS MATURE AND RESPONSIBLE INDIVIDUALS.TO ADVANCE EDUCATION BY PROVIDING PERSONAL EDUCATION PROGRAMMES AND COURSES FOR YOUNG PEOPLE AND BY PROVIDING RESOURCES, TRAINING AND ADVICE TO THOSE WORKING WITH THEM; ANDTO RELIEVE POVERTY, SUFFERING AND DISTRESS AMONG YOUNG PEOPLE BY THE PROVISION OF ADVICE, COUNSELLING, INFORMATION AND SUPPORT.

Activities: Passion for young livesWe want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive Our Christian faith and values underpins our work and

Downloaded from opencharities.uk/ew/1154364

organisation, offering hope and light.We arrive everyday inspired to impact lives though our talents, passion and hard work coming together as a team to be our best

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Religious Activities
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£143,638	£142,920	-	-
2024-08-31	£137,956	£135,645	-	-
2023-08-31	£123,330	£132,125	-	-
2022-08-31	£125,561	£123,836	-	-
2021-08-31	£120,910	£116,468	-	-
2020-08-31	£117,080	£114,694	-	-

Trustees

Name	Role	Appointed
MARTIN WATSON	Chair	2017-11-22
Carol Ward		2022-03-16
Geraint Edwards		2022-09-14
James Crowther		2025-09-09
Katy Little		2025-09-09
Martha Inch		2022-03-16
Rachel Drury		2025-11-05

Downloaded from opencharities.uk/ew/1154364

Phase Hitchin

England & Wales - Charity number 1154364

Accounts

ANNUAL REVIEW
2024-25

Phase

PROMOTE | PREVENT | SUPPORT

Charity No: 1154364


Phase
PROMOTE | PREVENT | SUPPORT

Phase Hitchin
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

Charity No. 1154364

phase-hitchin.org
office@phase-hitchin.org
01462 422940

Registered with FUNDRAISING REGULATOR

Chair of Trustees Report 3
Director's Report 4
Wellbeing Lead Report 6
Insight Mentoring Training 8
Early Intervention Lead Report 12
Step Up 14
Office Manager Report 16
Financial Report 19
Accounts 20



CHAIR OF TRUSTEES REPORT

In this annual report, we share several impressive milestones: 80 detached sessions across the academic year, 24,500 contact hours with young people, and over 150,000 users accessing our online resources. While these metrics are significant, it is the individual stories that resonate most. At Phase, our "mission" is a relentless focus on adapting to the needs of young people within an ever-evolving and challenging landscape.

88 DETACHED SESSIONS THIS YEAR UP 46%

I am fortunate to hear frequent feedback from teachers, volunteers, and our staff regarding the impact we have across 14 primary schools and three secondary schools in Hitchin and the surrounding villages. A testament to this impact occurred when Geraint Edwards (The Priory School) retired; I reached out to James Crowther, Head of Hitchin Girls' School, to join our board. Despite the staggering remit of a secondary headteacher, James accepted enthusiastically, noting that "Phase is part of the fabric of the school." We are equally delighted that Geraint values our work so highly that he has chosen to remain as a trustee.

Our Grow Programme continues to go from strength to strength. This initiative sees sixth-formers support our team in delivering "life lessons" to primary students. Under the high standards set by Director Kieran Murphy and the team, these young leaders gain invaluable transferable skills, with many inspired to continue volunteering across other areas of Phase.

Regarding our sustainability, we begin each year with zero income. We are immensely grateful for our corporate sponsors, including AZ Autos, Hankin Digital and The National Sales, our generous individual donors, and the consistent support from local churches. Whether through individual fundraisers or regular giving, your support is vital to our survival and growth.

Our reach is only possible thanks to our dedicated volunteers and the exceptional Phase team: Kieran, Molly Rackham (Wellbeing Lead), James Gore (Early Intervention Lead), Amanda Maylin (Office Manager), Lizzie Feltoe (Grants), and Isabelle Schuler (Admin Support).

Finally, I want to thank the trustees for their unwavering support. Having served for 12 years, I remain deeply passionate about Phase, but good governance dictates that I will not stand for re-election in 2026. I am confident the board is in excellent hands with Martin Watson as Chair and Carol Ward as Vice Chair.

John Maguire
Chair of Trustees

DIRECTORS REPORT

How do I compare this year to last?

It feels as though Phase continues to move forward year on year. We are growing, developing and strengthening what we do so that young lives can truly thrive. The past 12 months have been no exception.

This academic year the number of activities and programmes delivered increased by 19%. The number of young people supported through our one-to-one work has also grown. While that is encouraging, it also reflects a sobering reality. The challenges facing young people are not decreasing. they are rising. The world they and we inhabit is becoming increasingly complex.

As we seek to build wellbeing and resilience, we recognise that the tools with which we equip young people must evolve. The issues they face are changing, so our response must change too. At times it feels like we are all stepping into unknown territory. As C.S. Lewis once wrote, “You cannot go back and change the beginning, but you can start where you are and change the ending.” That posture of courage and adaptability continues to guide us.

Yet alongside the complexity, we have witnessed many moments of hope, growth and life.

I again had the privilege of leading our Grow programme. We gathered and trained Year 12 students, equipping them with the skills and confidence to lead small groups of 9 and 10 year olds. Together we explored managing emotions, coping with change and dealing with disappointment. These are not small topics. They are life skills every one of us, regardless of age, must learn.

~200 HOURS PHASE CONTENT WATCHED ON YOUTUBE, 10000+ ENGAGEMENTS ON SOCIAL MEDIA

It was inspiring to watch those sixth formers grow in confidence, develop their leadership, and step into responsibility. Several went on to support our Step Up transition programme for Year 6 pupils moving into secondary school. Seeing young leaders grow while helping younger pupils navigate change is one of the great privileges of this work.

Over the past year we have also developed our social media presence. Young people live in digital spaces. Not all the content they consume builds them up. It can be negative, misleading or simply overwhelming.



We could have said, “This is too big for us.” But that is not our way.

We cannot change the internet. We cannot outsmart every algorithm. But we can add droplets of hope, wisdom and encouragement into the stream.

Stepping in front of the camera was not entirely comfortable for us. Yet we regularly encourage young people to step outside their comfort zones, so we had to do the same. One evening at the gym, a trainer approached me and asked if I worked for Phase. She and her daughter had watched one of our short videos and then spent 20 minutes talking about it together. That moment was deeply encouraging. It confirmed that what we share is not just being viewed, but being discussed and applied.

Another new initiative this year was our Youth Leader Training programme, delivered in partnership with the St Albans Diocese using Youthscape Essentials material. Over the course of 10 sessions, more than 20 youth leaders and volunteers gathered to explore the challenges facing young people and how best to serve them well. The feedback was overwhelmingly positive. One participant shared, “Thank you so much for all the hard work in putting this on. I feel better equipped, more confident and really excited to put into practice what I’ve learned so I can help my youth group more.” That is exactly what we hoped for.

As we moved into summer, we once again led the detached team at the Satellites Youth Festival in Shepton Mallet, with nearly 3,000 young people attending. It was a fantastic week.

Detached work is simple in principle but profound in impact. It begins with a genuine hello. It requires us to widen our gaze, be present and allow young people space. Many leaders commented that they had learned the power of availability. Not rushing in with an agenda, but listening. Too often we enter situations focused on our goals. In detached work, we enter open and attentive, ready to follow the conversation wherever it leads.

WE COULD HAVE SAID “THIS IS TOO BIG FOR US” BUT THAT IS NOT OUR WAY

Perhaps the standout figure this year is this: as a small yet mighty charity, we delivered over 24,500 contact hours with young people.

Each one of those hours represents time, presence and intentional care. In every session, conversation and interaction, we seek to communicate one simple truth: you are seen and you are precious.

As we look ahead to the new academic year, there is both opportunity and challenge. Questions such as how the rise of AI affects young people’s wellbeing will shape our thinking. Funding remains increasingly competitive, with grant bodies stretched and applications rising.

Yet we step into the year with hope, purpose and passion. We are not discouraged by the challenges. We are energised by the impact we see. Our work is helping young people move forward. Our presence in schools, with parents and online, is making a difference.

And we intend to keep building.

Kieran Murphy
Director

WELLBEING LEAD REPORT

Each year at Phase brings fresh opportunities, joys, stories, and impact and this year has been no exception. It has been a year of shaping programmes, building connections with staff, professionals, volunteers, and parents, exploring new ideas, and, above all, listening to the voices of young people, whose stories continue to inspire us more than anything.

This past year has stretched us, strengthened our faith, challenged us, and amazed us. As we look back, there are a couple of highlights I'd love to share with you.

14 DIGITAL WELLBEING SESSIONS TO 400+ YEAR 7 STUDENTS

Our Mentoring Programme has continued to grow and flourish across all secondary schools in Hitchin, in primary settings, and even outside of school contexts. Our dedicated mentors, both staff and volunteers, offer their time, patience, empathy, and encouragement as they walk alongside young people. Being a teenager is no easy task. We all remember the mix of academic demands, social pressures, the tug-of-war between rest and fun, not to mention the chaos of hormones and a brain still developing into adulthood. Add to that the overwhelming presence of the online world and the constant presence of technology. Against this backdrop, mentoring provides a safe, intentional space, a place that is for young people and about them, where they can navigate challenges and celebrate their wins.

One young person recently told us: "I was skeptical about opening up at first to my mentor, but it only took two sessions for me to relax, and now I look forward to seeing them. Because of our sessions, I've learnt ways to manage my anxiety and panic attacks so that I'm ready for them and don't worry about them as much. Getting a mentor was probably one of the best decisions I could have made to help me, even when I didn't know I needed it."

Over the past year, I believe our mentoring programme has become even more intentional and responsive to the needs of both young people and schools. As we expand our volunteer team and grow our mentoring capacity, we are excited to meet more young people, hear their stories, and see them thrive. This year we also piloted a Mentoring Training Course, designed to equip others who support young people with practical tools and skills. Our hope is that this will empower them to strengthen their own work or even create mentoring initiatives within their own contexts.

As the year drew to a close, our focus turned to the transition from primary to secondary school, a move that is both exciting and daunting. It has been a privilege to get to know so many Year 6 pupils as they finished their primary years. One of the things I find most special about Phase is that our relationships don't end as they leave primary school, they continue as young people move into their new schools. Whether it's in classes, at lunch, in

assemblies, or through one-to-one support, those familiar faces and ongoing connections can make all the difference.

370+ MENTORING SESSIONS DELIVERED TO YOUNG PEOPLE

We were once again delighted to be invited into transition events such as Step Up Day and Induction Afternoons. This year, we were met with enthusiastic greetings as students spotted us across their new schools, excitedly pointing us out to their parents and recalling the fun they had during our workshops. One Year 6 pupil opened up about their anxieties about moving to secondary school. After a short conversation, and the reassurance that they might see us in their new setting too, we saw a sense of relief on his face, knowing that familiar people and support would still be nearby. Looking ahead, we are eager to expand our work even further, keeping it relevant, dynamic, and deeply engaging for young people, while continuing to strengthen connections with young people and those who support them across our town.

Molly Rackham
Wellbeing Lead



INSIGHT MENTORING TRAINING

At Phase, one of our core missions is not only to directly support young people, but also to equip the adults who journey alongside them, helping them to make a lasting, positive impact. This year, we piloted an exciting new initiative: a Mentoring Training Course designed for adults and professionals working with young people.

"I HAD MY MINDSET CHALLENGED IN THE BEST POSSIBLE WAY."

Across two packed days, participants explored the power of mentoring, strengthened their skills, and considered how mentoring could be woven into their own settings. Together, we delved into key areas such as listening and questioning techniques, as well as relationship-building skills like empathy, vulnerability, and rapport. Along the way, we shared practical tools and created space for honest conversations about what it truly means to mentor - or even to run a mentoring programme.

One participant reflected: "I had my mindset challenged in the best possible way. I left day one already feeling more confident and inspired to mentor the young people I work with. The course took every bit of academic training I've had in this area and made it practical for my real-life situations."





MORE ABOUT PHASE MENTORING
CLICK OR SCAN

The training was intentionally designed to be practical, relevant, and rooted in real-life experience. It gave us an opportunity to share the insights we've gained from running our own mentoring programmes, whilst also learning together with participants from diverse contexts.

I wanted the course to feel fun, engaging, colourful and accessible for a wide range of learning styles and personalities.

The ripple effects have been deeply encouraging. From the very first pilot, with just 8 participants, it was estimated that their learning would impact more than 220 people, from the young people they support, to their teams, families, friends, workplaces, and wider communities. Seeing how far-reaching this impact could be has been both inspiring and energising, fuelling our passion to continue expanding Mentoring Training for schools, organisations, and anyone seeking to grow in their role of supporting young people.

"I HAD THE HEART FOR CARING AND MENTORING YOUNG PEOPLE, PHASE HELPED GIVE ME THE SKILLS TO DO IT!"

Phase
PROMOTE | PREVENT | SUPPORT

2024-25 AT A GLANCE

50 YOUNG PEOPLE
40 PARENTS
IN OUR STEP UP
PROGRAMME

384
VOLUNTEER INVOLVEMENT INSTANCES

45 ACTIVE WEEKS
CONSISTENT
PRESENCE
ACROSS THE YEAR

378
MENTORING SESSIONS

+7.4%

+22.7%

636
ACTIVITIES DELIVERED

+12.8%



24,500+
CONTACT HOURS

WE DID NOT JUST DO MORE.
WE DID MORE OF WHAT MATTERS.



FUNDERS | GRANTS | SPONSORS

AZ Autos

Hankin Digital

National Sales Conference

Clipsham Charitable Trust

Herts Community Foundation

Ffyrish Foundation

St Albans Diocese

Thank you to everyone who has raised funds for Phase over the past year.

EARLY INTERVENTION LEAD REPORT

I look back on this year at Phase with a real sense of pride in the impact we've made. There are too many stories and highlights to fit into this report. One important thing to mention is that I have changed roles! After spending a couple of amazing years as Phase's Schools Worker, I have moved into the role of Early Intervention Lead. I'm so excited to be heading up our work in primary schools.

VOLUNTEER INVOLVEMENT UP 22.7%

Our Step Up programme was massively impactful again this year. We gave Year 6 students heading to all three Hitchin secondary schools the opportunity to meet new friends and explore their new school during two after school sessions. We ran these sessions with the help of both our adult volunteers and some Year 12 volunteers who had been part of our GROW program earlier in the year.

There were two children at one of the groups who were particularly anxious but with extra support from their parents, school staff and the Phase team, they made it to both sessions. At the end of the first session, we gave the children time to reflect. A different child wrote that they were proud of themselves for making two new friends - they'd written the names of the two students who were worried about coming to the session. I was so encouraged to know that Step Up had not only given these students a safe space to settle into their new school but also helped them form new friendships.

This year, for the first time, I delivered Step Up sessions for parents of the children coming along to the groups. These one-



off sessions aimed to equip parents with some practical tools to support their child amidst a big change. We also gave parents a space to feel heard and ask questions. The feedback from these sessions was amazing! 100% of parents rated the training 5 out of 6 or higher! We later recorded a podcast version of the session with an additional Q&A section to make the content widely available.

384 TIMES VOLUNTEERS MADE A DIFFERENCE

Detached is a lunchtime programme we deliver across all secondary schools and one primary school. Detached is simple but hugely effective. It gives us an opportunity to be a positive presence on the playground while connecting with students and school staff. Having been at Phase for a couple of years now, it's wonderful that so many students recognise Phase and actively come and speak to us during their lunch break. In the summer term, I had some lovely feedback from a SENCO at one school. They said that a student had told them they always look forward to the day I come in at lunchtime as they know I will talk to them.

Again this year, we've delivered our Year 6 programme to around 600 students in Hitchin and surrounding villages. In 'On Your Marks', 'Get Set' and 'It's Your Move', we focus on getting the most out of the final year at primary school while preparing for secondary school. In the final workshop, we ask children which secondary school they are going to. I loved seeing how many children were excited to hear that Phase works in their new secondary school. It shows just how valuable the connection we build through our Early Intervention work is. Furthermore, we recorded a new version of our video with current Year 7 students giving advice and encouragement to Year 6s about to move. This video has received lots of really positive feedback from children and teachers alike!

Also in Year 6, we deliver Christmas Unwrapped and Easter Cracked sessions, giving children a chance to explore the meaning behind these Christian festivals. In one of our Easter Cracked sessions this year, one student asked their group leader where they could read more about the Easter story as they found it really interesting. This student decided they were going to ask their parents to buy them a Bible!

Holding Nothing Back, our Christian Union at Hitchin Boys' School has gone from strength to strength this year. In the last term in particular, we've seen attendance regularly increase with new faces coming along. During Lent, we followed a plan that looked at 'doing Lent generously'. As part of this, we got together for an after school litter pick. We also led a lunchtime gratitude activity in the playground before Easter (involving basketball trickshots and a chance to win an Easter egg). This saw over 100 students participate.

James Lewis-Gore
Early Intervention Lead

LEARN MORE ABOUT GROW CLICK OR SCAN

STEP UP SUPPORTING CONFIDENT TRANSITIONS

This year we strengthened and expanded our Step Up programme, designed to support children moving from primary to secondary school. Step Up runs across all three secondary schools in Hitchin and remains one of our key early intervention programmes.

Each year we contact Year 6 teachers and ask whether there are pupils who may benefit from additional support as they prepare for this significant transition. Those identified are invited to attend two after-school sessions at their new secondary school.

At its heart, Step Up helps children build connections and confidence before September arrives.

50+ YOUNG PEOPLE
40+ PARENTS
TOOK PART IN OUR 'STEP UP' PROGRAMME

The sessions provide a safe opportunity to meet new friends from different primary schools who will be joining the same secondary school. We consistently see that this early connection reduces anxiety and builds reassurance.

One reason the programme works so well is that we are a familiar presence in a new environment. Having already delivered workshops in many of the children's primary schools, there is an existing relationship and trust. That recognition matters. It helps ease nerves. It reminds young people they are not stepping into the unknown alone.

Running the sessions after school also makes a difference. The building may be new, but without the busyness of a normal school day, the environment feels calmer and less overwhelming.

The most significant addition this year was the introduction of a parents session.

During the second week, we invited parents to stay for a one-hour workshop designed to equip them to support their children at home. We focused on four key areas: Rapport, Readiness, Resilience and Reconnect.

We explored how to maintain strong relationships during adolescence, practical steps to prepare for a new start, tools for overcoming challenges, and the impact of technology as children grow older.

The response was extremely encouraging, from those that completed the feedback form:

100 percent rated both the training and the presenter either 5 or 6 out of 6.

80 percent rated 5 or 6 when asked how much the session had developed their understanding.

This confirms what we hoped. When parents feel equipped, children benefit.

Another major development was inviting Year 12 students from our GROW programme to support Step Up.



This proved invaluable. The sixth formers brought real, lived experience of the secondary school environment. They were able to answer practical questions, reassure pupils and share honest reflections about their own journeys.

Although they seemed older to the Year 6 pupils, they were in exactly the same position just six years earlier. That proximity made them powerful role models. They could empathise, encourage and inspire.

One particularly lovely moment came when a child arrived and realised that one of our Year 12 volunteers had once been their Year 6 buddy when they were in Reception. It was a beautiful full-circle moment. A reminder that when we invest in young people, they often return to invest in others.

At the end of the first session, we invited pupils to reflect. One prompt was, “What is something you are proud of today?”

One child wrote that she was proud of making two new friends. The two names she listed were children who had struggled to get through the school gates at the start of the session because of anxiety.

By the end of the afternoon, they had not only stayed, they had connected. They had become friends.

Moments like that capture the heart of Step Up. It is not simply about transition. It is about belonging. It is about courage. It is about helping young people step into something new with greater confidence than they had before.

And that is an impact worth celebrating.

OFFICE MANAGER REPORT

The admin team was delighted to welcome Isabelle Schuler as our new Admin Assistant in January 2025. She quickly took ownership of our bespoke booking system for primary school workshops, ensuring schools remained fully informed about safely recruited staff and volunteers, as well as updating annual policies and insurance documentation. Her contribution has strengthened both our efficiency and communication with schools.

Lizzie Feltoe continued working remotely from the Lake District and delivered another highly successful year of grant and funding applications, securing vital income to sustain and grow our work.

Phase Partners and Churches
We have continued developing our use of Donorfy to strengthen relationships with our partners. By integrating elements of our finance systems with Donorfy, we can now identify and respond more quickly when new regular donors begin giving or when donations increase. This has improved both our stewardship and our ability to say thank you.

Despite ongoing national financial pressures, churches have remained committed in their support. The number of local churches providing annual financial gifts increased from 13 to 14 this year. These contributions are foundational to our income and have either remained stable or increased compared to last academic year.

Volunteers
Volunteer recruitment has been challenging this year. We recruited one new primary school workshop volunteer but sadly lost six due to changes in their personal circumstances.

In response, we broadened our recruitment approach beyond churches. We attended the Hitchin Volunteer Fair in June and listed our primary school role on the GoVolHerts website. Initial enquiry numbers are encouraging. The true measure of success will be seeing these volunteers actively engaged in schools over the coming months.

In July 2025, we also hosted two Year 11 students for a week's work placement. They supported school activities, contributed blogs, and gained valuable insight into how Phase operates. It was encouraging to invest in young people in this way while also benefitting from their enthusiasm and support.

Appreciation and Community
Our annual Volunteer BBQ remains one of the highlights of the year. Staff, volunteers and their families gathered to celebrate and give thanks for the contributions made throughout the year, both large and small. This year we were blessed with sunshine rather than rain, which only added to the joy of the occasion.

We also continued running termly Retreats, offering space for staff, volunteers and supporters to pause, reflect and take stock of their spiritual journeys and their work. These moments of intentional reflection are vital in sustaining healthy and effective ministry.

Fundraising
Project Hope ran again in December 2024, achieving the same successful outcome as the previous year.

Our town-wide coffee events took place in March 2025. Although only five churches participated this year, the funds raised increased by 21 percent compared to 2024. This is a strong testament to the generosity and creativity of those involved.

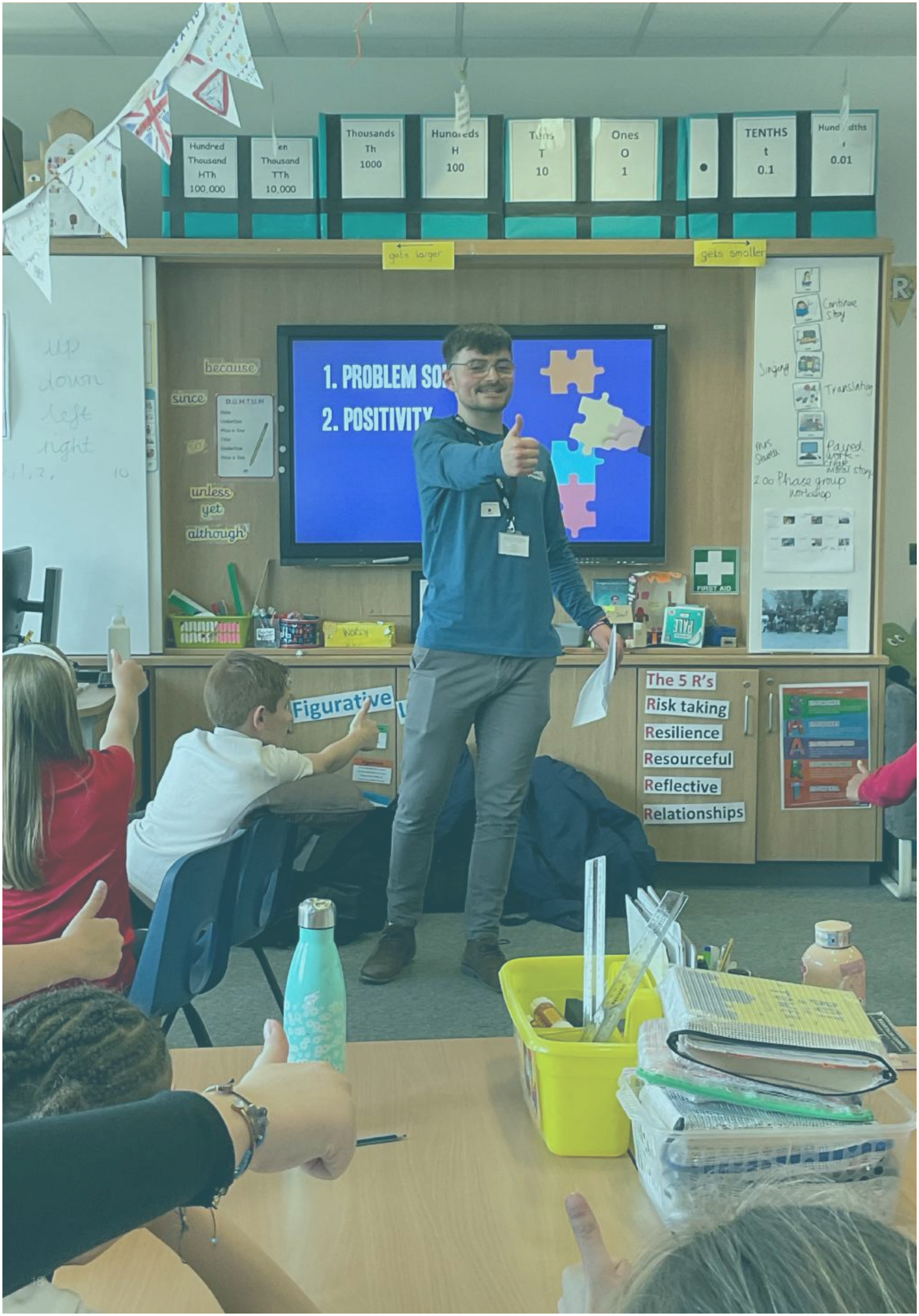
Additional fundraising came from a wide range of supporters, schools and local businesses. Activities included marathon runs, a beetle drive, friendship and dance group collections, in memory giving, waiving of independent examination fees, a football sweepstake, craft fairs and local festivals. Each initiative, large or small, played an important role in strengthening our financial position.

Training and Development
Training continues to be a priority. This year included our annual in-house safeguarding refresher, Risk Assessment training in October 2024 and Deputy Designated Safeguarding Officer training in November 2024.

We also launched Mentoring Training for volunteers and local schools and introduced a one-hour termly Bitesize training session led by the staff team. These sessions are helping to build confidence, skill and shared learning across our wider community.

Amanda Maylin
Office Manager




Hundred Thousand HTh 100,000
Ten Thousand TTh 10,000
Thousands Th 1000
Hundreds H 100
Tens T 10
Ones O 1
TENTHS t 0.1
Hundredths 0.01
gets larger
gets smaller
because
since
so
unless
yet
although
1. PROBLEM SO
2. POSITIVITY
Continue Story
Singing
Translating
Paired work
2.00 Phrase group workshop
FIRST AID
Figurative
The 5 R's
Risk taking
Resilience
Resourceful
Reflective
Relationships

FINANCIAL REPORT

Once again, we have seen remarkable provision and generosity across the year. We are deeply grateful for the support of individuals, churches, fundraisers, businesses and grant-making organisations who have stood with us and helped make the work of Phase possible. Every gift, whether large or small, has played a part in enabling us to support young lives across our community.

Our annual Project Hope matched funding campaign continues to be a real lifeline to our finances. The generosity shown through this initiative makes a significant difference and helps strengthen our ability to plan ahead with confidence. We are hugely thankful for everyone who gave and for those who made the match funding possible. We very much hope to build on this again next year.

Our Phase Partner base has also remained wonderfully stable. These regular supporters provide something incredibly valuable, not just income, but confidence. Their ongoing commitment gives us greater certainty as we plan how to support young lives today, tomorrow and beyond. We are always keen to grow this community of supporters, as becoming a Phase Partner genuinely makes a lasting difference.

Like many organisations, we continue to face rising costs across almost every area of our work. This means that our income generation must also continue to grow. We know this is not easy. Grant-making bodies are receiving record numbers of applications, and the cost of living continues to affect many people's ability to give. Even so, we move forward with energy, focus and passion, committed to securing the support needed for the work ahead. If you know a company, group or individual who may be interested in supporting Phase, we would love to hear from you.

BECOMING A PHASE PARTNER GENUINELY MAKES A LASTING DIFFERENCE

We are very grateful to Chris Maylin for the excellent voluntary support he gives in helping keep our finances in good order. We currently have a vacancy on our board for the role of Treasurer. If this may be of interest to you, or someone you know, please do get in touch with our Chair of Trustees, Martin Watson.

Finally, thank you to everyone who has supported Phase this year. To every individual, church, group, business and funder, thank you for believing in the work. Please do continue to keep Phase, the team, and the young lives we serve in your thoughts and prayers.

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2025

INCOME

	UNRESTRICTED FUNDS	DESIGNATED FUNDS	TOTAL	YEAR ENDED 31 AUGUST 2024
Gifts & Donations From:				
Churches	11,198.12	0.00	11,198.12	12,762.88
Individuals	61,582.49	5,000.00	66,582.49	59,638.62
Legacies	0.00	0.00	0.00	10,000.00
Others	1,454.33	0.00	1,454.33	1,697.48
	74,234.94	**5,000.00**	**79,234.94**	**84,098.98**
Specific Grants/Donations				
Clipsham Foundation	2,701.81	0.00	2,701.81	2,321.06
Fyrish Foundation	0.00	5,000.00	5,000.00	0.00
Primary Schools Workshop	0.00	5,000.00	5,000.00	0.00
Rotary Club	350.00	0.00	350.00	0.00
St Albans Diocesan	0.00	6,500.00	6,500.00	0.00
Sugar CRM	0.00	0.00	0.00	3,840.00
Valiant Trust	0.00	0.00	0.00	10,000.00
	3,051.81	**16,500.00**	**19,551.81**	**16,161.06**
Gift Aid Refund	10,566.05	0.00	10,566.05	6,908.57
Bank Interest	1,365.63	0.00	1,365.63	1,349.43
Fund Raising	28,799.33	0.00	28,799.33	26,247.97
Mentoring	4,120.00	0.00	4,120.00	3,190.00
TOTAL INCOME	**122,137.76**	**21,500.00**	**143,637.76**	**137,956.01**

EXPENDITURE

	UNRESTRICTED FUNDS	DESIGNATED FUNDS	TOTAL	YEAR ENDED 31 AUGUST 2024
Staff Costs				
Salaries and NI	105,767.55	15,263.00	121,030.55	113,059.45
Pension	4,734.33	0.00	4,734.33	2,434.94
	110,501.88	**15,263.00**	**125,764.88**	**115,494.39**
Rent	3,780.00	0.00	3,780.00	3,780.00
Computers & IT	2,182.13	0.00	2,182.13	5,903.28
Fundraising & Event Costs	3,079.82	1,000.00	4,079.82	3,706.87
Insurance	1,160.40	0.00	1,160.40	1,102.58
Other expenses	5,953.21	0.00	5,953.21	5,658.00
TOTAL EXPENDITURE	**126,657.44**	**16,263.00**	**142,920.44**	**135,645.12**
INCOME LESS EXPENDITURE	-4,519.68	5,237.00	717.32	2,310.89
BALANCE B/FWD 1 SEPT 2024	59,233.43	31,600.00	90,833.43	88,522.54
BALANCE C/FWD 31 AUG 2025	54,713.75	36,837.00	91,550.75	90,833.43

Balance Sheet - Asset balances as at 31 August 2025 are made up as follows:		
Cash at Bank - current Acc	10,769.58	5,599.01
Cash at Bank - Deposit Acc	50,313.33	50,843.44
Prepayment - 25/26 Insurance Paid Aug 25	1,160.40	
Bank - Credit Card	-99.94	-1,182.10
Charities Investment Fund	9,459.58	9,044.80
Scottish Widows	27,841.99	27,420.61
Petty Cash	85.36	
Donation received in advance - 3 year donation @ £190 per month - 30 remaining	-5,700.00	
KM Expenses paid September	-2,279.55	
	91,550.75	**90,833.43**

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	**PHASE HITCHIN**		
On accounts for the period ended	31 AUGUST 2025	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	G. I Edwards	**Date:**	28 Feb 2026
Name:	Mr Geoff Edwards		
Address:	45 Talbot Street, Hitchin, Herts, SG5 2QU		


Phase
PROMOTE | PREVENT | SUPPORT

Phase Hitchin

England & Wales - Charity number 1154364

Accounts



Phase

PROMOTE | PREVENT | SUPPORT

ANNUAL REVIEW 2023 - 2024

Charity No 1154364



Phase Hitchin
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF
Charity No. 1154364

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

Phase Trustees:
John Maguire (Chair),
Martin Watson (Vice Chair),
Chris Maylin (Treasurer)
Carol Ward, Erica Hodges,
Geraint Edwards, Martha Inch
Heather Pickett (Clerk to the board)

Contents

Director's Report 4
Chair's Report 6
Wellbeing Lead's Report 8
Schools' Worker's Report 10
Young Person's Story 12
Office Manager's Report 14



Directors Report:

"We cannot always build the future for our youth, but we can build our youth for the future."
— Franklin D. Roosevelt

It seems every year my report begins with 'wow, what an amazing year!'. I have tried to think of another way to say it, however, it really has been an amazing year! I have had the privilege to be the Director of Phase since 2007, since that time the work and ministry of Phase has continued to change, evolve, grow, develop and reach new heights, because of this it continues to challenge and stretch me.

Over the past 12 months there have been many highlights, some challenges and quite a few 'Thank you God' moments. From all of these I wanted to share 3 stories with you:

The highlight of the past twelve months undoubtedly lies in leading the Grow programme, something that has brought immense joy and personal satisfaction. Initially undertaken to alleviate any strain on the team, it has evolved into a transformative experience for all involved. Recognising the risks and rewards of involving year 12 students, we approached the programme with careful consideration. Our focus was on better supporting and preparing these students for the workshops. Central to this effort was setting clear expectations from the outset, emphasising the importance of commitment, communication, and stepping out of comfort zones. I am thrilled to report that the students not only met but exceeded these expectations. Throughout the training and delivery, we set high standards and pushed the students beyond their comfort zones. For instance, during the training, each student was tasked with completing a portion of the workshop in front of their peers, providing a valuable learning experience. As one student fed back,

> *"'I understood why we did the training, doing it in front of the children was nerve wracking but I was prepared."*

The Grow programme aligns seamlessly with our organisational objectives, catering to both ends of our target age spectrum. It empowers young people to develop the skills, tools, and strategies we have been imparting to them over the years. The feedback from participants speaks volumes, with one individual stating, *"I really think this programme has had a positive impact on me as a person, I think it has made me more confident and comfortable talking to groups and has helped me move out of my comfort zone."* Such testimonials reaffirm our commitment to our mission.

During the past year we have led a variety of training and information session to parents and carers, school staff and other professionals. One of these sessions to school staff provided a key highlight. Our training session at The Priory School on handling trauma was very well received, and I had a particularly encouraging interaction with a teacher. A few days after the session, a staff member caught me on my way through school to say,

> "I've even tried your idea of smiling at students. My tutor group were moaning that I was always grumpy, so I thought why not try smiling like Kieran said. It's worked! Tutor time each morning is different. Everyone is relating and interacting with each other in a more positive and healthy way."

This kind of feedback is exactly why we do what we do—it's great to hear that our training is making a real difference across schools with adults and young people.

We have been fortunate over the last few years to be able to run a matched funding campaign called Project Hope. This campaign has provided us with over £15,000 of core funding which means Phase can continue to deliver our exceptional programmes to young lives whilst also having capacity to work on new projects aimed at equipping young people to thrive. One such project is 'Next Steps' which is focused on those young people transitioning from yr13 into university, apprenticeships or employment. We look forward to updating you on this over the coming year.

As we head into a new year myself and the team are excited, expectant and energised for what lies ahead, I hope that you will continue to support the work of Phase in your prayers, in your giving and in your encouragement.

K Murphy

Kieran Murphy
Director




MANAGING EMOTIONS
ACTIVITY


Bronze
Silver
Gold







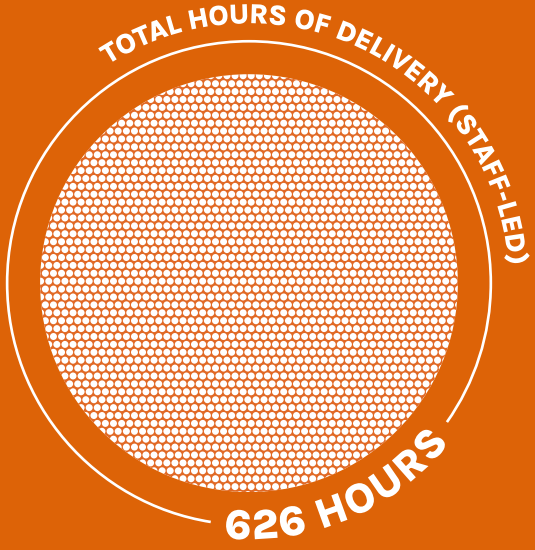


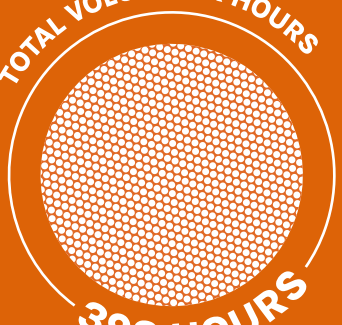



Emotions are...
Emotions Sorting
Emotions toolkit
Video + Reflection
Today's activities


Interested?

THE YEAR IN NUMBERS



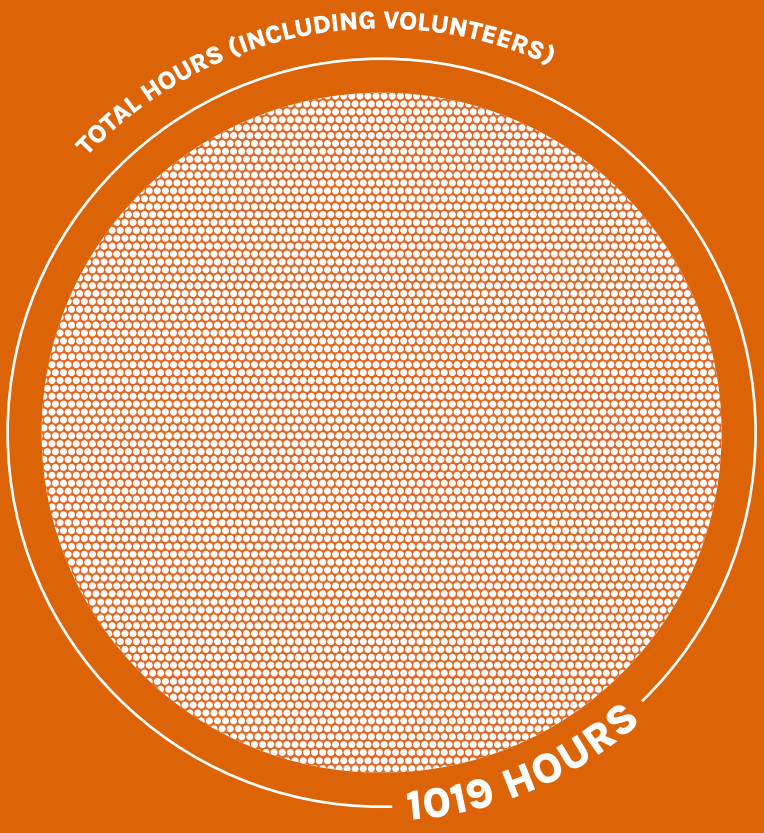












22 SCHOOLS & VENUES REACHED

14 UNIQUE PROGRAMMES DELIVERED

19% OF WORK DELIVERED TO YEAR 5 & 6





Chair's report

John Maguire

It's hard to capture the full impact of Phase in a few paragraphs. You'll see many impressive statistics throughout this report that showcase the scale of our work and the dedication of our team. But for me, it's the stories—the individual children and young people who have found hope, direction, and strategies to navigate life—that continue to inspire me most as Chair of Trustees.

Although we're a relatively small charity in terms of staff, our reach is remarkable. We work in all three secondary schools and the majority of primary schools in Hitchin and surrounding villages. This is made possible thanks to our incredible volunteers, who contributed over 400 hours of their time last year. And that doesn't even include the countless hours spent fundraising—but more on that later!

A shining example of our ethos is the GROW programme, each year going from strength to strength. We mentor a group of sixth-form students to deliver lessons in primary schools, helping younger pupils build confidence and resilience. Under the leadership of our Director, Kieran Murphy, the sixth-formers are held to high standards—and they consistently rise to the challenge. Their feedback speaks volumes about how the experience supports both their own development and the wellbeing of the pupils they teach.

I remember, even now, how daunting the transition from primary to secondary school felt. For students flagged by their teachers as needing extra support, our Step Up programme offers vital help—providing familiarisation sessions and coping strategies that make all the difference.



A core part of Phase's mission is to build resilience and life skills before difficulties become crises. Still, when young people need more focused support, we are there. In the past year, we delivered over 350 one-to-one mentoring sessions.

We've also introduced digital wellbeing workshops—a timely addition as young people navigate an increasingly complex online world. If you don't already subscribe to our weekly newsletter, I highly recommend it. Our blog offers practical insights for young people and parents alike, helping families stay informed and connected.

Of course, we know that learning sticks best when it's fun! If you ask a pupil, chances are they'll tell you about seeing Kieran, Molly, or James delivering serious messages in a wonderfully silly way.

Finally, I want to say a heartfelt thank you to everyone who makes our work possible—grant-making bodies, individual donors, and all of you who fundraise for us, whether by baking a cake or running a marathon. Your support means the world. If you haven't yet, please consider joining our monthly giving scheme—regular donations make a huge difference in helping us plan for the future.

With gratitude,

John Maguire
Chair of Trustees, Phase



Wellbeing Lead report

Molly Rackham

This academic year has seen a variety of work that we have had the joy to deliver across primary and secondary schools. It has been my first year as the Wellbeig Lead at Phase and it has been jam packed with new projects, brilliant conversations, developing relationships, growth and fun.

Our understanding of wellbeing changes and grows and the world develops and moves. We love to learn and explore, using our learnings in how we connect with and support young people. When we consider wellbeing we look at 6 main types: physical, emotional, intellectual, social and spiritual as well as digital.

Over the last year digital wellbeing has been a huge focus of what we have delivered not only as a stand alone topic (which we explore with Year 7s) but integrated into many of our other sessions and workshops. We do that as young lives are digital residents, they live online and don't often leave whereas many of us may be digital visitors. It has been crucial to integrate digital wellbeing into what we do, especially around conversations regarding physical health and the effect technology has on it or the impact of digital and social media on connections and community. Our vision of wellbeing has been expanded to have mindful conversations and activities around the use of digital media and technology. For some of our programmes including step up groups and other support groups we have intentionally gone tech free to give time and space for conversation, focus and conversation.

A particular highlight for me this year has been the delivery of our support groups in secondary schools. Spending time with up to 8 young lives, journeying alongside them, learning with them and seeing them build friendships with others has been incredible.

One group we worked with in particular, around managing anxiety, were cautious to share and didn't say much at all throughout the sessions and we thought their engagement was limited by their feelings of anxiety. We continued to progress through the content equipping them with tools of managing, communication and coping. We looked at the anxious body, fight or flight, breathing techniques and types of thinking and so on. As the weeks went by they were saying one or two more words each time but we were unsure how much they





were absorbing. In our final session we did a huge recap of all we had covered as we celebrated our time together. We threw out a question, *"can anyone remember what we have done over the last 6 weeks?"* The question was met with silence and awkward gazes as it always did. Then out of the blue one young person said *"breathing techniques"* and another said *"control circles"*. Slowly, one by one each young person shared something. Not only did they share they remembered activities, conversations, small moments that we had forgotten about. While they were quiet they were absorbing everything from the sessions, quietly learning and remembering tools to equip them to manage their anxiety and move forwards.

100% of young people who were part of support groups this year agreed that they enjoyed them, found them interesting and felt safe to openly share, with several young people noting that the course helped them develop coping techniques, manage anxiety, and control emotions. They felt more confident and capable of handling challenging situations, demonstrating the course's positive impact on their personal growth and mental well-being.

Intertwined with our core values and mission, our passion for young lives feeds into all that we do. This passion branches out to those who support young people as well as the young people themselves. This year we used our own mentoring knowledge and experience to train 2 groups of peer mentors. This was to help them prepare for supporting other students in the school, a powerful initiative which equips them with the skills to listen, encourage, value and support other young lives. These skills extend into their everyday lives, in their friendships and relationships as they continue their school career and beyond.

The overwhelming positive feedback and an incredible number of students who put their name forward to be peer mentors led us to craft and run a shorter mentoring skills session. This explored some of the key skills such as listening, questioning and empathy for them to take away and put into practice in their own friendships and peer dynamics. We are excited to develop these programmes further in the future.

As we look ahead to the next academic year I am filled with hope, expectation and anticipation about all of the opportunities we have to support young lives through all that we do.





Schools' Worker report

James Gore

It's been another awesome year at Phase with so many good news stories to tell. Delivering our workshops in primary and secondary schools continues to be a massive highlight for me. It's encouraging to see how students across the town react so positively when Phase staff and volunteers come through their classroom doors. I could tell countless stories of walking into a classroom to set up for a lesson and being greeted by children exclaiming "Yes! It's Phase!" This highlights one of the most impactful aspects of our work - that we get to journey with young people throughout their school career, building relationships, recognition and trust. We're blessed to be able to empower them with a breadth of knowledge and tools across so many different topics at various stages of their life.

The enthusiasm of the young people we work with is often matched by the amazing teachers who are key to supporting the work we do. To recall just one example of this, earlier this year while walking towards a classroom with a year 6 teacher for a transition workshop, we bumped into another teacher who we knew from our year 5 GROW programme. This teacher joked with us that she was jealous that another class had Phase coming in that afternoon. She said her class couldn't wait for the next workshop. This interaction demonstrates the fruits of our strong intention to be a positive presence everytime we step into school. It also shows that teachers value our workshops, seeing how important they are to the wellbeing of their students.

Going back to the relationships and recognition we build with young people through our widest facing work, I can think of numerous examples from this year which demonstrate the positive effects of this. At Hitchin Boys' School in particular, we've built a great connection with a group of year 7s who we first encountered last year at their primary school, helping them navigate and get the most out of their first year at secondary school. One of these young people often reminds me that when I was his group leader in his final year 6 workshop, he told me to remember his name as he would look out for Phase at HBS in September. He and his friends have regularly attended our Tuesday lunch club 'Holding Nothing Back', often using it as a space to get to know older students or chat to us about issues they need advice for. Moreover, they've come along to our Wednesday after school drop-in - a space that has helped them strengthen their friendships with other students across the town.

Lunchtime 'detached' work continues to give us the opportunity to be present in the day-to-day life of schools while engaging with young people in a more informal context. It's testament to the recognition of Phase that young people will often invite us into a conversation or game they have going on during their lunch hour. More importantly, 'detached' can be a space for young people to feel seen and heard by us. I can think of one student in particular at Hitchin Girls School who has always looked out for us during our Wednesday 'detached' sessions this year. The majority of the time, she has just wanted to say 'hi' and share how her week has been going. On other occasions though, we've been able to make a real difference by bringing a slice of joy to a day on which she was struggling with friendship issues by taking the time to chat during a game of UNO. Or, throughout the later weeks of the school year, she was able to chat to us in a positive, supportive way about how she was coping with her GCSE exams each week.



Young person's story

Isabelle

I was lucky enough to take part in Phase's GROW programme which involves a series of workshops tailored towards year 5 students, focused on building resilience, managing emotions and more.

I found this experience to be incredibly rewarding, as I was constantly learning, both during training sessions on how to deliver the activities as well as from the kids themselves. The content of the sessions has brought to light many fundamental wellbeing concepts that I seemed to have forgotten over the years or just overlooked. I have felt that by taking part in delivering these ideas, it has reminded me of these things, including strategies to cope with difficult emotions, as well as how to recognise them. This in itself has given me valuable insight into how to manage my own wellbeing and being able to share this information with the year 5 groups has been fulfilling.



Through leading small group activities, I feel that I have grown massively in terms of professional skills, as I am now more comfortable in group management, public speaking and overall confidence and communication. At first, I was slightly nervous about going into a school that I had never been to, let alone seen before, to present to a group of year 5 students, but once we began the session, these worries quickly dissipated. The children were eager to listen and participate in the various tasks as well as in group discussions. They were keen to talk about their own experiences as we had created a safe and welcoming space for them to share, which made leading my group more successful.

For the majority of sessions, I had the same students and so remembering how each child responded to certain approaches helped me in keeping them engaged, but for one of them there was an extra boy. He was less engaged and was not actively participating like the others, so I realised I would have to adapt to his needs

and interests to keep everyone happy. I used his name when talking to him and specifically focused one of the questions towards him, where I found out that he enjoyed drawing - or 'scribbling' as he called it. I then decided to use this interest when we were doing a different activity and instead of writing, which he would not do, I asked if he could draw the emotions, to which he responded very excitedly. From this point onwards, he was noticeably more enthusiastic about the session as a whole and partook in discussions with the other children. This was just one instance where I had to quickly adapt to a situation to produce the best outcome for all of the children and deliver a quality experience for them. I feel that from this it helped me learn how to effectively manage a group and grew my confidence as I did this successfully.

Furthermore, taking part in group discussions with the kids and listening to what they had to contribute in terms of their own perspective on emotions and how to deal with them was invaluable. It was very interesting to hear what they thought on difficult topics such as dealing with disappointment and I was taken aback by the emotional maturity they had by the end of the workshop series.

After the programme finished, I was interested in doing more work with Phase, and wanted to learn more about what they do as a charity aside from the small part that I saw and experienced with GROW. Therefore, when it came to choosing where to do work experience, I realised that it would be a perfect opportunity to gain some more insight. And so through my time of work experience with Phase, I once again feel that I have been progressively learning throughout, from the simple practices and words of wisdom from the whole team - "Don't ask, Don't get" being my personal favourite among them. It has been wonderful to help out with school workshops and see exactly what happens behind the scenes to create these great sessions. The charity's ethos aligns with my own, particularly the value of commitment to making a difference everyday, and I have seen this throughout the past week, where the positivity and support has been so prevalent. And so by doing different tasks within such an environment, I have gotten to see what it is like to work in a productive office setting, which has improved my confidence being in professional settings, as well as communication and organisation.





Office Manager Annual Review Sep 2023 - Aug 2024

Amanda Maylin

The admin team has grown in strength this year, with Lizzie still working very successfully on grant and funding applications, and Caroline, our Admin Assistant, making great progress in improving both our Supporter communications & our connections with primary schools / volunteers for Y5 & Y6 workshops. We now have a bespoke booking system for primary schools to sign up to any of our primary workshops.

Unfortunately, at the end of the academic year Caroline left our employ to start working back in Hertfordshire schools as an Art Therapist, but her updated processes and procedures have set up good foundations for the future.



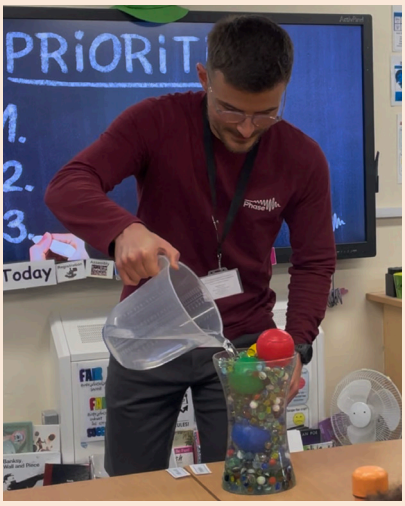
Phase Partners & Churches

This year we have used the Donorfy CRM to create a database which allows Phase to log and acknowledge Church donations & Phase Partner 'donorversaries'. We were able to start the process of sending all partners a "donorversary" card. So far these have been very well received, and have ensured we have an accurate database of our current supporters. Local churches have remained the foundation of our regular income, and we were blessed with additional income following the closure of the WBC Kingdom Fund.

Volunteers

We continued to recruit volunteers for working in schools and a Volunteer gathering was held in October at Tilehouse Street Baptist Church to connect volunteers with each other and with the staff team. We continue to keep the whole staff team up to date with current volunteer recruitment process to ensure all is done well for both Phase and potential volunteers. The staff team undertook training around Volunteer recruitment in Nov 23 to ensure all processes were followed. In the Autumn term we were also approached by a local undergraduate student, Bethany, who asked if we could offer them a weekly one day placement during her 1st year at University. In the Spring term, Bethany became an invaluable part of our team, particularly helping with our Secondary school small group sessions. One of the highlights of the year is our Volunteer BBQ which takes place each July. It's a wonderful chance for Staff, Volunteers and their families to meet up and have some relaxed social time together as well as the opportunity to say 'Thank you!'..





Fundraising

Project Hope ran again in Dec 2024; with an additional 10% increase (from 2023) in the total of donations received and/ matched from last year. We also tried 2 new fundraising events: Fun Feb & Active April; both our week of “town wide” coffee events was repeated in March 2024 and this year involved 6 churches and+ 3 local coffee shops. We also added to our fundraising through church member organised half marathons, holiday slideshows, advent donations, quiz nights, 60th Birthday celebrations, coffee mornings, steam fairs, craft fairs & local festivals. Once again both Secondary schools & local businesses also contributed to our fundraising.

Training

Training over the year included our annual In house refresher for Safeguarding (Child Protection refresher video Sep 23), EFAW 1st Aid training (Nov 23) . / and Deputy Designated Safeguarding Officer DSO course (Mar 24).

Amanda Maylin
Office Manager





Treasurer's Report

Chris Maylin

The financial year ending August 2024 saw a 12% increase in total income, rising to £137,956. This growth was largely thanks to several generous individual donations and legacies. Of this, £31,774 was given for specific projects and purposes, with the remaining £106,182 available as unrestricted income.

Staff costs continue to represent around 85% of our total expenditure, reflecting our focus on delivering direct support to children and young people. We maintain a lean and efficient operation, ensuring that spending is aligned closely with our charitable aims. This structure allows us to budget with confidence and stability.

We ended the year with a small deficit of £2,242 in our unrestricted funds. However, our year-end reserves stood at £59,233, covering approximately 3–4 months of costs and in line with our reserves policy. In addition, we held £31,600 in designated reserves for specific future projects.

Approximately 60% of our income came from the ongoing generosity of local churches and nearly 150 individual donors who give regularly or through one-off contributions. We're incredibly grateful for this continued support—it's the foundation of all we do.

Fundraising continues to be a challenge, so we want to give a heartfelt thank you to everyone who put time, energy, and creativity into organising events on our behalf. These efforts raised an impressive £26,248 in 2024, without which our work simply wouldn't be possible.

While income generation remains an ongoing challenge, Phase is in a stable and sustainable financial position, enabling us to continue delivering our vital work and supporting young lives across Hitchin.

Chris Maylin
Treasurer





GRANTS TRUSTS SPONSORS

AZ Autos
Brink
Churches Together in Hitchin
Clipsham Charitable Trust
Earthware
Flipconnect
Hitchin Girls' School
The Priory School
SugarCRM
Valiant trust
Locality Budget
Simon Gibson Trust

PHASE HITCHIN - REGISTER

Receipts and Payments account fo

	Unrestricted Funds		Des
INCOME			
Gifts & Donations from:			
Churches	12,762.88		
Individuals	43,038.62		16,60
Legacies	10,000.00		
Others	363.48		1,33
		66,164.98	
Specific Grants / Donations			
Albert Hunt	0.00		
Casey Trust	0.00		
Clipsham Foundation	2,321.06		
Herts Community Foundation	0.00		
Leeds Building Society	0.00		
Local Giving	0.00		
Souter Trust	0.00		
Sugar CRM	0.00		3,84
Valiant Trust	0.00		10,00
		2,321.06	
Gift Aid Refund		6,908.57	
Bank Interest		1,349.43	
Fund Raising		26,247.97	
Hitchin Mental Health Recovery Team		0.00	
Mentoring		3,190.00	
TOTAL INCOME		**106,182.01**	

ED CHARITY No. 1154364

r the Year ended 31 August 2024

signated Funds		Total		Year Ended 31 August 2023	
0.00		12,762.88		11,494.00	
0.00		59,638.62		46,289.48	
0.00		10,000.00		0.00	
4.00		1,697.48		1,056.43	
	17,934.00		84,098.98		58,839.91
0.00		0.00		2,000.00	
0.00		0.00		2,000.00	
0.00		2,321.06		1,816.67	
0.00		0.00		5,000.00	
0.00		0.00		940.00	
0.00		0.00		500.00	
0.00		0.00		5,883.00	
0.00		3,840.00		0.00	
0.00		10,000.00		0.00	
	13,840.00		16,161.06		18,139.67
	0.00		6,908.57		5,583.47
	0.00		1,349.43		563.81
	0.00		26,247.97		30,785.68
	0.00		0.00		2,397.00
	0.00		3,190.00		7,020.00
	31,774.00		**137,956.01**		**123,329.54**

PHASE HITCHIN - REGISTERE

Receipts and Payments account for

	Unrestricted Funds		Des
EXPENDITURE			
Staff Costs			
Salaries and NI	89,219.45		23,840
Pension	2,434.94		0
		91,654.39	
Rent		3,780.00	
Computers & IT		3,856.28	
Fundraising & Event Costs		2,372.87	
Insurance		1,102.58	
Other expenses		5,658.00	
TOTAL EXPENDITURE		**108,424.12**	
INCOME LESS EXPENDITURE		**-2,242.11**	
BALANCE B/FWD AT 1 SEPTEMBER 2023		61,475.54	
BALANCE C/FWD AT 31 AUGUST 2024		**59,233.43**	

BALANCE SHEET

Asset balances as at 31 August 2024 are made up as follows.

Cash at Ban
Cash at Ban
Bank - Credi
Charites Inv
Scottish Wi
Accruals
Petty Cash

Signed *John Maguire* Date : 23 Oct 2024

Chair John Maguire

ED CHARITY No. 1154364

the Year ended 31 August 2024

ignated Funds		Total		Year Ended 31 August 2023	
0.00		113,059.45		110,212.53	
0.00		2,434.94		3,784.04	
	23,840.00		115,494.39		113,996.57
	0.00		3,780.00		3,186.00
	2,047.00		5,903.28		3,172.00
	1,334.00		3,706.87		4,429.68
	0.00		1,102.58		1,249.86
	0.00		5,658.00		6,090.65
	27,221.00		**135,645.12**		**132,124.76**
	4,553.00		**2,310.89**		**-8,795.22**
	27,047.00		**88,522.54**		**97,317.76**
	31,600.00		**90,833.43**		**88,522.54**

k - current Acc	5,599.01	12,927.70
k - Deposit Acc	50,843.44	41,237.70
it Card	-1,182.10	-223.93
estment Fund	9,044.80	8,595.10
dows	27,420.61	27,126.62
	-1,346.58	-1,716.50
	454.25	575.85
	90,833.43	**88,522.54**

Signed *CD Maylin* Date : 23 Oct 2024

Treasurer Chris Maylin



Phase Hitchin
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF
Charity No. 1154364

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940



Our Values
Committed to make a difference every day:
We arrive every day inspired to impact lives through our talents, passion and hard work, coming together as a team to be our best.

Passion for young lives:
We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive.

Christian faith at our core:
Our Christian faith and values underpin our work and organisation, offering hope and light.

Independent examiner's report on the accounts

Section A **Independent Examiner's Report**

Report to the trustees/ members of	**PHASE HITCHIN**		
On accounts for the period ended	31 AUGUST 2024	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:		**Date:**	28 Apr 2025
Name:	Mr Geoff Edwards		
Address:	45 Talbot Street, Hitchin, Herts, SG5 2QU		

Phase Hitchin

England & Wales - Charity number 1154364

Accounts

PHASE HITCHIN

ANNUAL REVIEW



2022-23

Phase

PROMOTE | PREVENT | SUPPORT

01462 422940 I office@phase-hitchin.org I phase-hitchin.org

Charity No. 1154364

TABLE OF CONTENTS

04 Remarks from Chair of Trustees

05 Director's Report

07 Schools Worker - Molly Rackham

08 Mentoring Matters

09 Office Manager's Report

10 20 years of Phase

11 Schools Worker - James Gore

12 Treasurer's Report

13 Annual Accounts

15 Fundraisers

16 Grants & Trusts

Our Mission

Building wellbeing and resilience in young lives for a brighter day and better future



Our Values

Committed to make a difference every day

We arrive every day inspired to impact lives through our talents, passion and hard work, coming together as a team to be our best.

Passion for young lives

We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive.

Christian faith at our core

Our Christian faith and values underpin our work and organisation, offering hope and light.



John Maguire
Chair of Trustees

As Chair of Phase, it is my privilege to write my first introduction to our latest annual report. So many people to thank and achievements to celebrate that I will need to be brief - not an easy task for me.

As I reflect on another remarkable year at Phase Hitchin, I am filled with a profound sense of gratitude and pride. Our mission to support and empower young people in Hitchin remains at the heart of everything we do, and this year has been a testament to the strength and resilience of our community.

I would like to thank our former Chair Jeremy Rackham for his leadership and the support he provided to me as Vice Chair, ensuring a seamless transition.

I remember attending the service celebrating the formation of Phase 20 years ago at Tilehouse Street Baptist Church. Who would have conceived that over the last 20 years the reach and impact we have had on the young people of Hitchin, and through our excellent online resources, to schools and young people across the country.

So often we read of the mental health challenges that our children and young people face and Phase has been committed to supporting them through the different stages and complex issues they face. One of the many attributes I admire from Kieran and the team is the determination to continue to learn and support schools and young people with challenges that are only now emerging. Key areas include building resilience, relationships, a healthy relationship with social media and supporting children in the transition from primary to secondary school.

We are a Christian-based organisation although we look to demonstrate Jesus's Love to everyone. With our fantastic volunteers, we deliver Easter and Christmas workshops to 14 primary schools. We hope that young people of all faiths and none can find value and life lessons in these stories.

Change is inevitable and at Phase we view it as an opportunity to grow and improve.

Kieran Murphy continues to lead the team with energy, passion and a commitment to serve the children and young people in Hitchin schools. Amanda Maylin is our tireless Office Manager with Caroline Garfield and Lizzie Feltoe supporting her.

With 45 volunteers supporting us, we have a far greater impact than a charity of our size should have. Their commitment in time and expertise is greatly valued by us all. And I thank everyone for all they do for Phase.

I would like to thank our trustees for their support and ongoing efforts to improve our mission.

The majority of our income is from fundraising and grants. Sometimes it feels like we are the best-kept secret in Hitchin and other times I am overwhelmed by all the amazing work individuals, groups and churches contribute to the funding of Phase. Grant-making bodies including Hertfordshire Community Foundation and Valiant Trust have supported us in this financial year. And remember every little helps both from raising funds and also highlighting the services Phase can provide.

Looking ahead we will continue to provide the essential services and support to children and young people, schools and their teaching staff. These services include: managing body issues, building additional support for the transition from primary to secondary school and creating smaller groups for those young people who are struggling to cope. We will continue to provide 1-2-1 mentoring where needed. Often other agencies will be involved but Phase can be the continuity during challenging times.

So thank you to everyone for your support and commitment to our vision and being a part of Phase's journey.

Together, we are making a difference.



John Maguire

Chair, Phase Hitchin



Kieran Murphy
DIrector

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination."
-Jimmy Dean

This year, Phase hit a monumental milestone, marking 20 years of unwavering dedication to nurturing young individuals into becoming the changemakers of tomorrow. Reflecting on two decades of impactful work, we've compiled a treasure trove of data and anecdotes that vividly paint the journey of transformation and growth—not only of the young lives we've touched but also of Phase itself.

Change—often seen as a formidable challenge—has been a constant companion over the past academic year. But just as we instil resilience and solution-finding in the youth we mentor, we've embraced these shifts, viewing them as opportunities to refine and strengthen our mission.

The departure of beloved team members Emily and Hannah was bittersweet, marking both an end and a beginning. Their evolution during their tenure at Phase is a testament to our environment of continuous learning and growth. In their stead, we welcomed Alex, James, and Molly—a fresh trio poised to propel Phase into its next chapter, ensuring the seamless execution of our much-anticipated programmes.

This influx of new energy prompted a revitalising revisit to our core principles. It reminded us of the profound simplicity in making each young person feel seen, heard, and understood. Our dedication to knowing each individual's name is a small but powerful gesture of our commitment to genuinely engaging with their lives.

A heartwarming encounter during a school session underscored the lasting impact of our work. Joining a group of students for lunch, I was moved by their eager recollections of Phase's influence on their early education. 'I still remember what you told us about resilience and why we need it, I think about that a lot, especially when things are tough. I know that perspective, problem solving and positivity really help. Phase taught us that!'

I still remember what you told us about resilience and why we need it, I think about that a lot, especially when things are tough. I know that perspective, problem solving and positivity really help. Phase taught us that!'

The conversation, brimming with reflections on resilience and positivity, was a poignant reminder of the indelible marks we leave on young minds.



Our mission's reach and resonance were further echoed by the heartening feedback from schools, parents, and—most importantly—the young people themselves. It's clear: the essence of Phase's impact lies not merely in the programmes we offer but in the manner in which we deliver them—with kindness, respect, and unwavering support.

As we look ahead, buoyed by the addition of James Gore and Molly Rackham to our team, our vision is to extend our reach, deepen our impact, and continue to be a beacon of hope and guidance for youth in Hitchin and beyond. We're mindful of the challenges that lie ahead, but remain committed to supporting our young charges every step of the way.

They don't care what you know until they know that you care

In the spirit of Theodore Roosevelt's wisdom, we march forward with the belief that to make a difference, we must first show that we care. Here's to another year of learning, growing, and empowering the next generation to face life's challenges with courage and optimism.

Join us as we embark on this journey—because every young person deserves a brighter future, and together, we can make it happen.

Kieran

Kieran Murphy

Director





Molly Rackham
Schools Worker

As the mentoring program continues to develop and grow and support young people across Hitchin it has positively impacted many young lives. The one to one time spent with young people has wider impacts to families and communities. One member of staff from a local secondary school shares " As a school we are finding an ever increasing amount of challenges to the health and well-being of the young people in our community; with more and more demands on schools to meet those needs due to the reduction in services available." Support for young people is becoming harder to find and many young people will be at crisis point before specific support becomes available. Our mentoring program aims to intervene earlier. The member of staff goes on to say "We very much welcome the support Phase provides in building the resilience and personal skills of our students, giving a positive impact on their lives now and in the future. We appreciate all the hard work, commitment and funding such initiatives require and hope this support is able to continue." Jake's story is just one example of resilience building through mentoring.

Jake*, a young person supported by the Phase mentoring program, often felt overwhelmed and anxious during classes. We spent time getting to know Jake, building rapport and giving him space to talk about his experiences of anxiety in class. In one session we looked at different breathing techniques and at first Jake was unsure but continued the session quite unenthusiastically about the techniques. The next session Jake came bounding back in to tell me that he had an assessment in English and he used 5-7-8 breathing, a technique to slow and control breathing. He shared it made him feel so much calmer and he was able to focus on his assessment. Jake is just one example of the power of rapport building and engaging with young people in their own time. By building trust and understanding with him at his own pace he was able to be equipped with a simple tool that he can use as he faces further challenges in his school career and beyond.

A local performing arts school reached out to us to deliver some sessions for their students which in itself was encouraging and exciting. We went in to deliver a dynamic and engaging session all around healthy relationships with the post 16 cohort of students. This session provided space for the students to share, discuss and have fun and get them thinking about the different types of relationships that they have in their lives. The nature of the session invited engagement and enthusiasm from the young people and a dedicated space to think directly around the topic. One young person said it made them think about "reflecting on myself and how much I am actively doing to create healthy relationships". We aimed for the group to gain an understanding that they are only ever one part of any relationship they are in, therefore they have accountability and responsibility too. We are encouraged that all the students engaged in the session and took away some key learnings.

Molly

Molly Rackham

Schools Worker

*Name changed to protect confidentiality

228
mentoring sessions

83%
Rate Phase support very good - excellent

75%
Improved wellbeing

Mentoring Matters



Amy's* experience with Phase's mentoring program illuminates the profound impact that guidance and understanding can have on a young person's life. At a time when the challenges of adolescence can feel overwhelming, having a mentor of the likes that Phase offered, provided Amy with not just advice, but a sanctuary. **"Mentoring gave me a place where I could come and be myself and to talk about the things I was finding hard,"** Amy reflects. This simple yet powerful statement underscores the first pillar of mentoring's magic: providing a safe space.

Beyond just a comforting ear, Phase equipped Amy with crucial life skills. **"I have learnt lots of ways to help me manage and they encouraged me that I wasn't alone,"** she shares. This support was pivotal in helping Amy boost her confidence and manage her anxiety, transforming challenges into stepping stones. These lessons and tips have prepared her to navigate both present and future adversities effectively.

Through her engagement in the mentoring program, Amy has seen a dramatic shift in her self-assurance, particularly in her social interactions and academic life. **"I am a lot more confident in my social and school life than I used to be,"** Amy asserts. This newfound confidence is a direct result of the personalised strategies and continuous support provided by her mentor, proving that tailored guidance can foster significant personal growth.

Perhaps one of the most touching aspects of Amy's testimony is her appreciation for the non-judgmental support she received. In a world where judgement is all too common, finding a judgement-free zone like Phase was transformative. **"They've listened and never judged me, it feels like everywhere else in life I am judged, so knowing that they don't and never will is proper amazing,"** she explains. This aspect of mentoring—unconditional support—is crucial for young people, offering them the reassurance that they are valued, understood, and accepted.

Amy's journey is a powerful testament to the impact mentoring can have on a young person's life. It's about building a foundation of trust, confidence, and resilience that will last a lifetime. Her story is just one of many that highlight the critical role Phase plays in transforming young lives.

To continue making stories like Amy's possible, we invite you to support Phase. Whether through volunteering, donations, or simply spreading the word, your involvement can help sustain and expand this vital work. Let's come together to ensure that every young person has the opportunity to benefit from a supportive and empowering mentoring relationship. Join us in this mission—because together, we can make a profound difference.

*Name changed to protect confidentiality



Amanda Maylin
Office Manager

This academic year has featured some additional events as we celebrated 20 years since Phase was first set up by Churches Together in Hitchin.

We enjoyed a 20th Anniversary Celebration service in October 2022, which was attended by many of our supporters, particularly from the local churches that were involved in our set up in 2002. This was followed by an inaugural "town wide" coffee morning event in March 2023. We would like this to become another annual event that can raise both an awareness of our work in the local community, as well as generating annual funds. Our final 20th celebration focused on schools; we were able to donate a 20th anniversary rose in July 2023 to each school in Hitchin that we have been privileged to work in over the last 20 years. We are really grateful to the individuals and churches that sponsored these roses.

The admin team were blessed to appoint Caroline Garfield, as our new Admin Assistant in Nov 2022, who has both great admin skills and a background in working with students and schools! Caroline has taken on the bulk of the administration for the booking and confirmation of primary school workshops, leaving staff to concentrate on the content and delivery of the sessions. Grant & Trust applications have continued to be submitted by Lizzie, whose role this year moved to be focused solely on these applications.

Volunteer recruitment has remained a priority, with the number of primary schools requesting all 5 of the available Y6 sessions increasing from 8 to 12. We were able to safely recruit 5 new volunteers to help with these workshops, as well as having help in the office one a day a week from a year 13 student from The Priory School doing her DofE gold award.

Local churches and our Phase Partner supporters have remained the underpinning of our guaranteed income. Additionally in 2022 we formally adopted the name of Project Hope as our annual December Matched Funding campaign. It was again very successful; with a 90% increase in the donations received and therefore matched from 2021. Concerts, card sales, coffee mornings, carol concerts and even an impromptu Coronation Street party added to our fundraising. Additionally Secondary school & local business fundraising and in memory donations also contributed valuable funds.

Keeping up-to-date with training and learning is a key aspect for the whole team. Over the year this has included in-house refreshers for Safeguarding (Child Protection refresher video Sep 22), GDPR updates and and Suicide & Bereavment training.

Amanda.

Amanda Maylin
Office Manager





20 years of Phase

Phase has worked with over 25 schools

Trained over 2500 adults

Provided nearly 4000 1:1 sessions for young lives

Delivered nearly 5000 lesson based activities

Worked with over 20,000 young lives

Since 2020 over 80,000 people have accessed our free resources



James Gore
Schools Worker

At Phase we continue to deliver a huge variety of workshops in primary schools. These year 5 and 6 workshops are formative in the journey we go on with young people for the rest of their time at school, all the way to year 11 and beyond. The year 5 'GROW' programme consists of three workshops. We cover important challenges such as dealing with emotions, change and disappointment. These workshops not only equip 9-10 year olds with fundamental tools to bolster their resilience but also an understanding of how resilience gives them the ability to look after their wellbeing. During the final workshop this year, we did an activity focusing on how a young person's resilience toolkit can enable them to face different challenges. One student asked if they could add "asking the teacher for Phase to come into school" to their worksheet. They explained that Phase lessons help them think more positively when faced with a problem. This kind of feedback and engagement with the sessions is common. It shows the impact of what we do through early intervention but also the recognition and relationships we are building.

As part of this project we have sixth form students from across the secondary schools delivering these workshops with us. It is fantastic to see how their confidence has grown and how the children hang on every word they say. I am looking forward to this project 'growing' next year!

The year 6 'It's Your Move' programme builds on the learning and connection formed during GROW with a big focus on gearing up for the exciting step up to secondary school. There are again three workshops and three key themes - responsibility, resilience and role model. The activities in these workshops focus initially on forming an understanding of these ideas, eventually getting students to think about what it looks like practically to be a role model, be resilient and be responsible.

Our support for students stepping up to secondary school doesn't stop there. This year we ran transition support groups in all three Hitchin secondary schools helping those young people that were more anxious or facing other challenges as they make the move up. Over the course of three sessions we provide time for them to think about their worries and concerns, build friendships with others and enable them to explore their new environment without hundreds of big teenagers rushing around. One moment really stood out to me, taking one lad for a tour around Hitchin Boys' School to help him feel more at ease with his new surroundings. Being that he was a Hitchin primary school student, we were familiar faces able to chat about what he had learnt from 'It's Your Move'. We also stopped to play basketball at different points on the tour. We've since caught up with this student when we're in school at lunch time. It's amazing to see and hear that he's settled into year 7 so well. Meanwhile, it's a blessing that we are able to be a consistent supportive presence in this way.

James

James Gore
Schools Worker





Chris Maylin
Treasurer

This year's treasurer's report highlights a commendable effort by Phase to navigate financial uncertainties whilst reinforcing our mission. Despite a challenging fundraising environment and rising costs, we've managed to maintain a stable financial foundation, albeit with some shifts in our income sources.

In the fiscal year ending August 2023, Phase achieved a total income of £123,330, marginally down from £125,561 the previous year. This slight decline in revenue underscores a shift in our funding strategy, with a decreased reliance on general donations and an increased focus on project-specific funding and special events. Our grant generation team deserves a special mention for their relentless efforts, contributing to over half of the fundraising income through meticulously organised events.

Staff costs continue to represent approximately 90% of our total expenses. An intentional increase in team size, supported by our reserves strategy, led to a 7% rise in overall expenses compared to 2022. This strategic decision aligns with our long-term vision to bolster our capabilities and enhance our impact.

The year concluded with a manageable deficit of £8,795, which was carefully planned and involved using £2,715 from restricted funds and £6,080 from unrestricted funds. Our unrestricted reserves stood at £61,475, aligning perfectly with our reserves policy. This prudent management ensures we are well-prepared to meet future challenges.

For 2023-24, we anticipate maintaining our expenditure levels similar to 2022-23. Income generation will undoubtedly remain challenging; however, the Trustees are optimistic about our ability to meet these challenges head-on. Our strategic focus will continue to be on diversifying income streams and enhancing fundraising efforts to ensure sustainability.

The trustees and management team are deeply grateful for the continued support of our Phase Partners, churches, staff, and volunteers. As we move forward, we invite our community to stay engaged, participate in upcoming events, and contribute to our initiatives. Together, we can continue to make a significant impact and navigate the complexities of our financial landscape.

This report not only reflects our current financial health but also reiterates our commitment to transparency and strategic growth. Thank you for your ongoing support and belief in our mission. Let's look forward to a promising year ahead with resilience and optimism.

Chris

Chris Maylin,
Treasurer



PHASE HITCHIN - REGISTERED CHARITY No. 1154364
Receipts and Payments account for the Year ended 31 August 2023

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2022	
INCOME								
Gifts & Donations from:								
Churches	11,494.00		0.00		11,494.00		14,524.58	
Individuals	46,289.48		0.00		46,289.48		49,615.58	
Others	1,056.43		0.00		1,056.43		550.00	
		58,839.91		0.00		58,839.91		64,690.16
Specific Grants / Donations								
Albert Hunt	2,000.00		0.00		2,000.00		2,000.00	
Clipsham Foundation	1,816.67		0.00		1,816.67		0.00	
Casey Trust	0.00		2,000.00		2,000.00		2,000.00	
Herts Community Foundation	0.00		5,000.00		5,000.00		0.00	
Hitchin Youth Trust	0.00		0.00		0.00		3,166.00	
Leeds Building Society	940.00		0.00		940.00		0.00	
Magic Little Gift	0.00		0.00		0.00		500.00	
NHDC	0.00		0.00		0.00		2,819.00	
Local Giving	0.00		500.00		500.00		500.00	
Rotary Club	0.00		0.00		0.00		1,100.00	
Souter Trust	0.00		5,883.00		5,883.00		0.00	
		4,756.67		13,383.00		18,139.67		12,085.00
Gift Aid Refund		5,583.47		0.00		5,583.47		5,656.50
Bank Interest		563.81		0.00		563.81		60.80
Fund Raising		30,785.68		0.00		30,785.68		23,746.65
Insurance Claim		0.00		0.00		0.00		2,512.00
Hitchin Mental Health Recovery Team		350.00		2,047.00		2,397.00		10,385.00
Mentoring		7,020.00		0.00		7,020.00		6,425.00
TOTAL INCOME		**107,899.54**		**15,430.00**		**123,329.54**		**125,561.11**

PHASE HITCHIN - REGISTERED CHARITY No. 1154364
Receipts and Payments account for the Year ended 31 August 2023

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2022	
EXPENDITURE								
Staff Costs								
Salaries and NI	95,546.45		14,666.08		110,212.53		104,216.40	
Pension	3,784.04		0.00		3,784.04		4,216.97	
		99,330.49		14,666.08		113,996.57		108,433.37
Rent		3,186.00		0.00		3,186.00		2,592.00
Computers & IT		722.00		2,450.00		3,172.00		4,580.78
Fundraising & Event Costs		4,429.68		0.00		4,429.68		4,212.71
Insurance		1,249.86		0.00		1,249.86		818.10
Other expenses		5,061.51		1,029.14		6,090.65		3,199.26
TOTAL EXPENDITURE		**113,979.54**		**18,145.22**		**132,124.76**		**123,836.22**
INCOME LESS EXPENDITURE		**-6,080.00**		**-2,715.22**		**-8,795.22**		**1,724.89**
BALANCE B/FWD AT 1 SEPTEMBER 2022		67,555.24		29,762.22		**97,317.46**		**95,592.57**
BALANCE C/FWD AT 31 AUGUST 2023		**61,475.24**		**27,047.00**		**88,522.24**		**97,317.46**

BALANCE SHEET

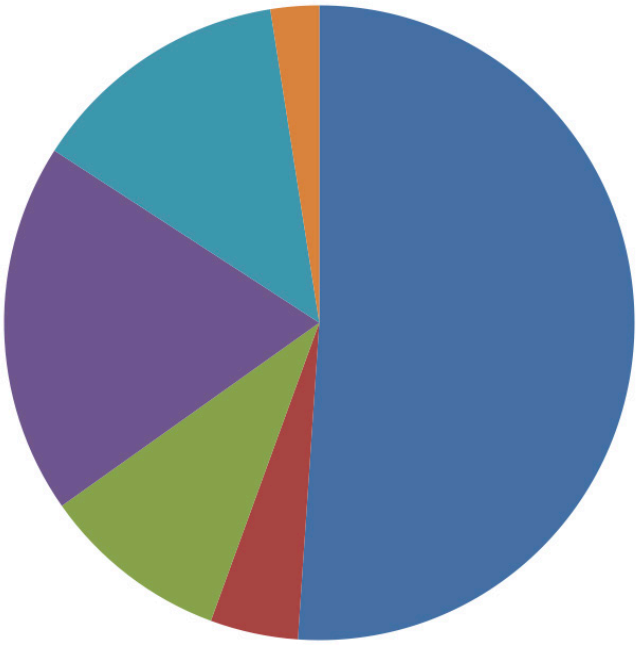
Asset balances as at 31 August 2023 are made up as follows.	Cash at Bank - current Acc	12,927.70	17,497.32
	Cash at Bank - Deposit Acc	41,237.70	45,008.67
	Bank - Credit Card	-223.93	-179.72
	Charites Investment Fund	8,595.10	8,322.42
	Scottish Widows	27,126.62	27,062.65
	Accruals	-1,716.50	-547.00
	Petty Cash	575.85	153.42
		88,522.54	**97,317.76**

Signed Date :
Chair John Maguire

Signed Date :
Treasurer Chris Maylin

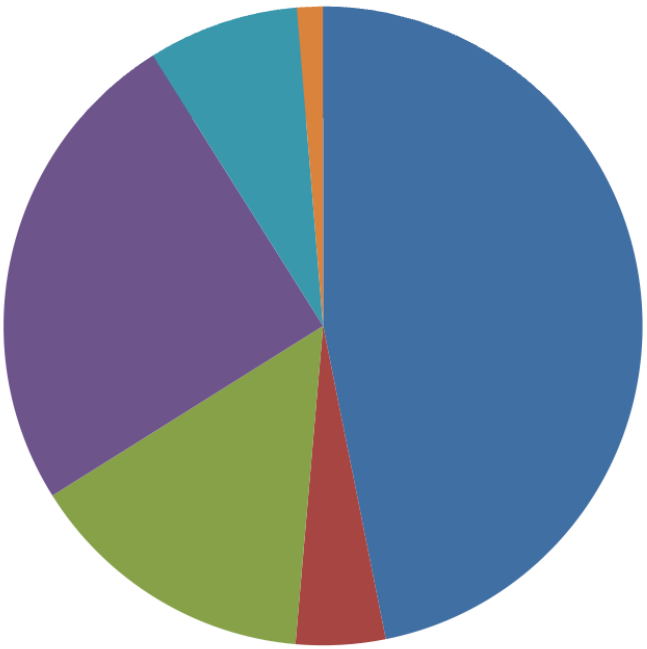
Income Resources Summary

Year Ended 31st August 2023



- Donations 51%
- Gift Aid Refund 5%
- Specific Grants 10%
- Fund Raising 19%
- Mentoring 13%
- Other Income 2%

Year Ended 31st August 2022



- Donations 47%
- Gift Aid Refund 5%
- Specific Grants 15%
- Fund Raising 25%
- Mentoring 8%
- Other Income 1%

Our Fundraisers



Thank you to all our fundraisers, both pictured and behind the scenes, whose dedication and creativity inspire us to keep striving for greater impact together!

















Grants, Sponsors & Trusts

We extend our heartfelt gratitude to the following grant bodies, charitable trusts and company sponsors whose generous support has been essential to our success and continued growth

- **Albert Hunt**
- **AZ Autos**
- **Casey Trust**
- **Churches Together in Hitchin**
- **Clipsham Charitable Trust**
- **Flip Connect**
- **Hertfordshire Community Foundation**
- **Hitchin Mental Health Recovery Team**
- **Hitchin Youth Trust**
- **Leeds Building Society**
- **Magic Little Grants**
- **Souter Trust**
- **Valiant Trust**

Phase Hitchin

At Phase, our broad team of volunteers plays a crucial role in enabling us to grow and enhance our support for young lives. Thank you for your hard work, dedication, and commitment.



Phase Staff Team (L-R): Caroline Garfield, Molly Rackham, Kieran Murphy, James Gore, Amanda Maylin, Alex Marini-Williamson and Lizzie Feltoe (not pictured).

Phase Trustees:
John Maguire (Chair), Martin Watson (Vice Chair), Chris Maylin (Treasurer)
Carol Ward, Erica Hodges, Geraint Edwards, Martha Inch
Heather Pickett (Clerk to the board)

Phase
PROMOTE | PREVENT | SUPPORT

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

@phasehitchin

Phase Hitchin
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

Registered with FUNDRAISING REGULATOR

Charity No. 1154364

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	**PHASE HITCHIN**		
On accounts for the period ended	31 AUGUST 2023	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:		**Date:**	28 Feb 2024
Name:	Mr Geoff Edwards		
Address:	45 Talbot Street, Hitchin, Herts, SG5 2QU		

Phase Hitchin

England & Wales - Charity number 1154364

Accounts

ANNUAL REVIEW 21 22



Charity No. 1154364

Registered with FUNDRAISING REGULATOR

Phase

PROMOTE | PREVENT | SUPPORT

CONTENTS



3 Our why

4 Chair's report

6 Year in numbers

7 Director's report

11 Early Interventions Lead's report

13 Clicks

14 Wellbeing Lead's report

16 Story of young volunteers

18 What they say

19 Treasurer's report

20 Accounts

22 Office Manager's report

24 Fundraisers, Grants & Sponsors



OUR WHY

VALUES

COMMITTED TO MAKE A DIFFERENCE EVERY DAY

We arrive every day inspired to impact lives though our talents, passion and hard work, coming together as a team to be our best.

PASSION FOR YOUNG LIVES

We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive.

CHRISTIAN FAITH AT OUR CORE

Our Christian faith and values underpin our work and organisation, offering hope and light.

VISION

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 equipping them to thrive in today's world.

MISSION

To provide a presence within and a support to every educational establishment in Hitchin, 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.

CHAIR'S REPORT

JEREMY RACKHAM

2022 has been yet another year of growth, change and new challenges. I continue to reflect that we are a small local charity, but we make a big impact. We act with the professionalism and strategic intent of a large organisation, but we do so on a local scale. We expect to deliver a high-quality service and we do this with a compassionate and open heart, with a focus not on ourselves but on the young people that we serve. It continues to be a humbling experience knowing that we are allowed to be such an intimate part of life within the Primary and Secondary schools in our town. As life returns to some level of normality following the pandemic Phase is working closely with schools to tailor our provision to meet the changing needs of young people.

In support of our work it is also wonderful that we continue to grow and develop our Trustee Board; this year we said good-bye to Frances Manning as she stepped down as Headteacher of the Girls' School and also departed our Board. Frances has been a flagbearer for Phase and we have much valued her insight and support to the mission of Phase for over 10 years. We have welcomed Carol Ward and Martha Inch as new Trustees as well as Geraint Edwards, Headteacher of The Priory School.

We are continually blessed with the commitment and skills of our staff; our continued thanks go to Kieran for his strong leadership, setting a high bar for the whole team - they are all awesome! Due to the enormous generosity of our doners we are now in a position to employ a Schools Worker. This resource will assist in re-establishing our face-to-face connection in schools, post Covid, and enable us to 'be present' and build stronger connections with school communities. Exciting times indeed.

Having served Phase for the past 10 years it is also my time to step down as both Chair and Trustee. Organisations need to be regularly refreshed and this is the right time to make a change. I am thrilled that John Maguire will be taking over as Chair and Martin Watson as Vice Chair. Both have



been trustees for some years, and I know they will be leading Phase forward with passion and energy. My best wishes for all that lay ahead.

To all our supporters; Thankyou. Please continue to journey with us by subscribing to our regular newsletters and engaging with our blog posts; you will be able to see where we are working and how we are supporting young people in Hitchin. There are also opportunities for volunteering so please do connect with us.

With many thanks

Jeremy Rackham



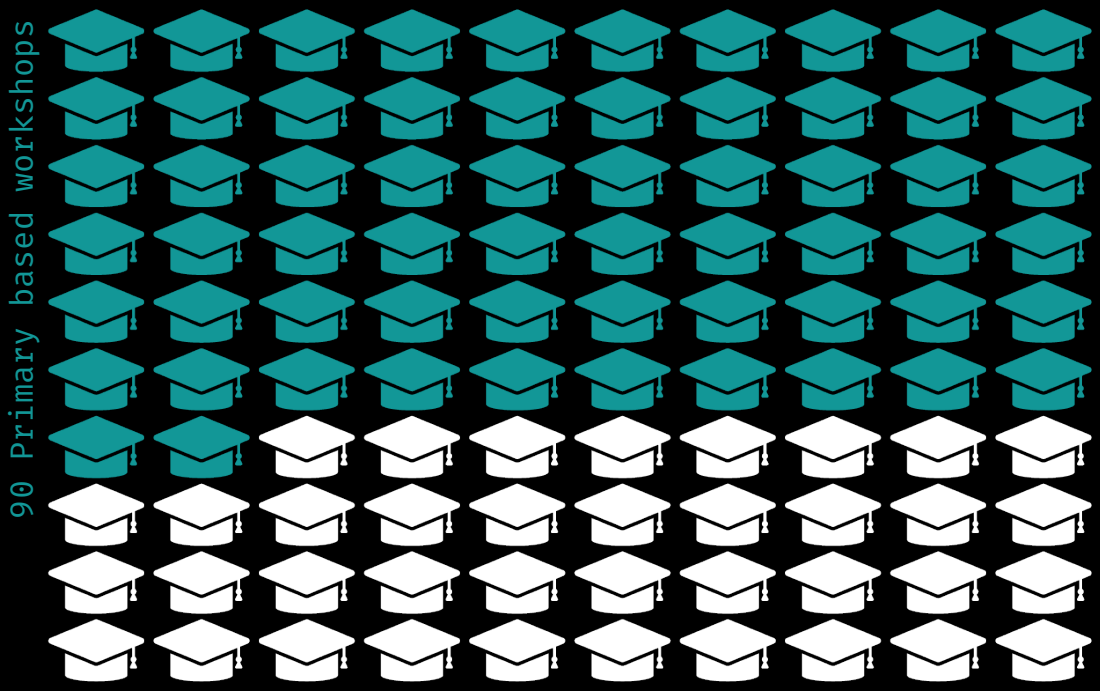
Students during our resilience programme

OUR YEAR IN NUMBERS



120 Face to face mentoring sessions

48 Virtual mentoring sessions



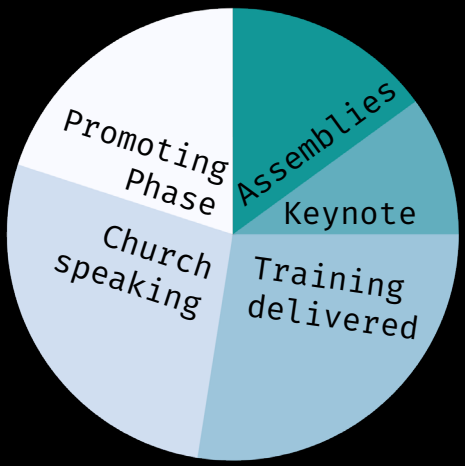
90 Primary based workshops

79 Secondary based workshops



Primary school delivery

Secondary school delivery



40 Presentations

DIRECTOR'S REPORT

KIERAN MURPHY

As we come to the end of another academic year, it is exciting to look back and see the big strides Phase has taken as an organisation fully committed to seeing young lives thrive. In many ways lockdowns and restrictions seem a lifetime ago, even though it was only April when everything was fully eased, however the human ability to adapt and move forward has helped each of us in a multitude of ways. Over the course of this year the whole team has looked to take the best learnings from how we pivoted and adapted our work and programmes during the height of the pandemic to deliver the best for schools and the young people of Hitchin making the most of the skills gained.

With the change in restrictions myself and the team made it a priority to be present in schools more, as we had been pre-March 2020, to connect with young people through our informal programme of detached work through break and lunch times. Personally I found this return to face-to-face work exhilarating! Being able to talk to young people as I moved around a playground about how they were doing, what was going well or even challenges they were facing. One lunch-time in particular, as I joined in a game of one-touch-one bounce with a group of young people, a lad asked if I could give him any tips on how to manage his stress and worries. As I asked a few more questions to make sure I understood, I suggested suitable strategies. He started to share the things burdening him – looming exams, managing parents expectations, struggling to feel like he is connecting with his friends and concerns about the future. We sat on a bench, and I listened to him, encouraged him and suggested some simple things he could try over the coming days. The bell went and quickly 1000 young people went to lessons. The following week as I walked through the canteen, he came up and thanked me for last week, said he had tried my ideas and they had worked, and then he said

‘Thanks for listening to me, you made it really easy to talk. I told my mates how you’d helped; they want you to help them too’.



Through all the work we do, the programmes we run, activities we lead, the most important aspect to it all is to be present and willing to listen to the person in front of you. That young person reminded me that the greatest gift we can give to him, his friends and all young people is our time. As Theodore Roosevelt once said ‘They don’t care what you know until they know that you care’.

Over the past 12 months Phase has had a growing number of opportunities to share our work, our thinking and our practices with other organisations, groups and schools, inspiring them in their role supporting young lives.

As Phase embarks on its 20th year of tirelessly fostering wellbeing and resilience in young lives, our unwavering commitment to connecting with each individual, igniting transformation, and empowering them to thrive fuels our daily journey.

Kieran Murphy



I JUST WANTED TO SAY A MASSIVE THANK YOU FOR LETTING OUR CHILD ON THE PHASE TRANSITION PROGRAMME. HE CAME AWAY TODAY MORE CONFIDENT, LESS ANXIOUS ABOUT STARTING YEAR 7 AND MADE NEW FRIENDS. HE'S LOOKING FORWARD TO GOING NEXT THURSDAY TOO!

PARENT

PHOTOS



Primary school workshops



Team retreat



Lionel Wallace, High Sheriff



Peer mentoring training

EARLY INTERVENTIONS'S LEAD REPORT

EMILY CROUCHER

It has been so wonderful this year to be back in school and deliver programmes face to face. We have rekindled our strong connections with students, staff and school communities that had been impacted over the pandemic.

This was the first year that we were able to deliver the entire Grow programme in schools, even though it is in its third year, and it has been a fantastic success. Grow is our resilience programme - 3 workshops throughout the academic year for children in year 5. A personal highlight for me is an activity in the final session helping the children to deal with disappointment. The class sits in one big circle, and they pass round their booklets for each person to write an encouragement or something positive about them. This is a reminder that making mistakes doesn't take away all the positive things about them. Although some of them initially feel awkward or don't take it seriously, they really get into it. My favourite moment is watching their faces at the end as they read all the things people have written about them. When the session ends, they are all still walking out with proud smiles on their faces and it is so lovely to see. It's a simple activity but something that will hopefully stay with them and build their confidence.

This year we delivered the Grow programme in five schools to over 220 students, with the support of twenty-one 6th form students from Hitchin Girls', Hitchin Boys' and The Priory School. Having these students involved is a huge asset to the programme, providing positive role models for the children and bringing a different energy and dynamic. There are also many benefits for the sixth form volunteers, many said the programme helped them develop their confidence, responsibility, leadership skills and resilience. One student told us that it provided an "**excellent and unique experience to develop my people skills and successfully enhanced my confidence**" and another said they "**enjoyed trying**



something new, stepping out of my comfort zone and gaining confidence"

This was the second year of Transition Support Groups, which is a programme offered to a smaller group of children that school suggests might benefit from additional support. There are 3 key aims of this programme. The first is that students can meet a small group from other schools who are going to the same secondary school, which takes away some of the uncertainty and builds confidence. The second is for students to talk about some of their worries and gain some reassurance, skills and coping strategies for managing their emotions and making friends. We had a total of 33 children attend this programme and saw an amazing progression in their confidence and excitement for secondary school.

"I just wanted to say a massive thank you to you for letting my child on the Phase Transition Programme. He came away today more confident, less anxious about starting Year 7 and made new friends. He's looking forward to going next week too!"

Although we are back in school now and able to deliver face to face, we are still using the the skills we gained during lockdown by producing online resources. In September, we put together a second back to school series of short videos with important reminders for children and young people. Towards the end of the year we sent out a second video series called "did you know", with some simple tools, tips and ideas to equip children and help them manage their emotions and build their resilience.

We also released 2 new podcast miniseries this year, the first on coping with change and the second on building resilience.



Emily Croucher

CLICKS



2989
LISTENS



12511
VISITORS



16000
VIEWERS

WELLBEING LEAD'S REPORT

HANNAH DENGATE

In the modern world that is changing at a phenomenal rate, resilience is an essential skill to navigate and build. We cannot control the environment that a young person is exposed to, but we can help to minimise its impact by teaching them the tools and increasing their understanding so that they can manage their response to it in a positive way. At Phase, we believe that wellbeing and resilience go hand in hand in developing a healthy sense of self. The better your sense of wellbeing, the more resilient you are likely to be. The more resilient you are, the better your wellbeing. At Phase, we are passionate about building wellbeing and resilience in young people.

As part of our support programme over this past year, we have delivered over 300 mentoring sessions across Hitchin schools. We have continued our virtual mentoring programme outside of school with our trained volunteer virtual mentors providing further support to young people. Mentoring offers these young people a space to be heard, feel valued and to process different emotions that they are feeling. Young people have shared their reflections and experience of Phase mentoring.

"The best part has been how helpful and approachable my mentor has been. They have helped me through multiple things and have always been very helpful and always listened."

"I give Phase Mentoring a 6 out of 6 because it has provided a friendly, safe space to chat."

As well as delivering mentoring across the secondary schools in Hitchin, we have also started training peer mentors so that they can support younger students in school; therefore, the reach of support is further. The training is delivered to year 10 and 12 students, equipping them to be mentors themselves. 100% of the peer mentors rated the training good or great. One student who attended said: **"The training was helpful and good at**



clarifying what I needed to know more about the peer mentor role, and I am looking forward to helping younger students with their worries and supporting them."

In this past academic year we have provided support groups for 45 students in total, covering anxiety, building resilience and self-harm. Being part of a support group allows young people to recognise that they are not alone, something significant that students often mention as a real benefit of the groups.

Over the year, we have delivered over 50 face-to-face class sessions on various topics, from Resilience, Internet Safety, and our RISE programme (Relationships, Identity, Self Esteem and educated choices), along with a wellbeing day for nearly 250 students.

Teachers continue to feed back how valuable they find the programmes we deliver for the students.

"RISE gives a toolbox of strategies to use in difficult moments and reminds students of their worth." – Teacher

"The warmth and genuine kindness of Phase have been evident throughout the delivery of all



sessions – a huge plus!"

We have also re-established our detached work across the secondary schools at break and lunchtimes, having conversations with students and staff, asking them how their days are going, and playing a game or two of Dobble or Jenga! Detached work offers an excellent opportunity for us as a team to be available.

We continue to add to our downloadable resources which are designed with Hitchin young people, teachers, youth workers and parents in mind, however these resources have been helping many people across the UK and further afield!

It is such a privilege to be in this role and to be able to make a difference in the lives of young people and I am excited to see what 2022/2023 holds.

Hannah Dengate

STORY FROM OUR YOUNG VOLUNTEERS

When we initially heard about the Grow programme, we were very keen to get involved, as we both are interested in teaching in the future. The skills we learnt in this programme will be very applicable to this pathway (whether primary or secondary), and so it was a great experience, especially as this was one of the first opportunities we had to work in a school setting.

We improved our confidence in leading a small group of children, as well as our communication skills and abilities to adapt to situations, as sometimes behaviour management needed a different approach to ensure that all children were learning successfully. For similar reasons, and to develop these skills further, we were also eager to participate in the Y6 transition support groups, especially as this gave us new perspectives on seeing children outside of an academic setting and in a more relaxed environment, enabling us to learn more about how to support their well-being outside of the classroom.



We both thoroughly enjoyed helping Phase in carrying out these sessions, as the volunteers and leaders we worked with across both programmes were encouraging and gave us their full support with both training sessions and during the workshops. Everyone was very welcoming and also gave us the opportunity to take on further leadership activities in front of a whole class if we wanted to. The programmes have definitely impacted us in a positive way, as we have - as previously mentioned - developed a number of skills applicable to any job, which are especially relevant to teaching and so will be beneficial for our futures. We also found it very rewarding to work with the same small group each session and therefore be able to see their confidence grow as time progressed.

Not only were the programmes beneficial for the volunteers, but they also were rewarding for the young people involved. The activities were engaging and all of the children thoroughly



enjoyed them. The Grow workshop in particular enabled them to learn important skills and values to help them through the rest of their lives (focusing specifically on resilience, which is crucial to a number of life experiences). The transition support groups allowed other pupils to connect with others they would be at school with the following September in a relaxed environment, as well as voice any worries in a safe space. It was particularly lovely to see some of the transition students making plans to sit together at lunch on their transition day, or to meet up in September and hope they were in the same form, even though they'd never met three weeks prior. We have also had the privilege of seeing some of them around school as new Y7s this year, and they all said they were loving secondary school and seemed really happy!

In general, Phase does many fantastic things around a number of local schools, and even builds connections between schools. **We can both remember Phase coming into our respective primary schools (over seven years ago!) when we were in Y6 to run sessions in support of our transition to secondary school, and they have also continued to be actively involved in our secondary school experiences.** To witness first-hand how much they impact the lives of so many young people has been very enjoyable and rewarding, and we are both very grateful to them for providing us with opportunities that we otherwise would not have had, and for providing full support across all of it!

Jess and Maisie, Year 13



WHAT THEY SAY

"I think the main thing which resonated with most students and staff (students have said this to me), is that Molly didn't have the extreme body dysmorphia which is often commented on. What Molly went through and still does, is exactly what all girls and women go through. This made the talk more relatable and relevant for us all."
Claudia Follano, Assistant Head

Thanks so much, the workshop was ideal for lots of the conversations we have in class. We've enjoyed using the grounding techniques over the last couple of weeks.
Year 5 Teacher

My Phase mentor has made it really easy for me to talk, they've shown me lots of things I can do to help me feel better. It's also helped me stop getting into trouble!
Matt, 14

The Phase presenter was easy to understand with lots of good examples. I found the information really useful and put it into place the very next morning!
Parent from our training

TREASURER'S REPORT CHRIS MAYLIN

The Trustees are again delighted to be able to report that, despite the ever-increasing difficulties in raising funds, Phase continues to be in very solid financial shape.

The August 2022 year saw a very small drop of £1,037 in our unrestricted funds meaning at the end of the year unrestricted reserves stood at £67,555 which the Trustees believe to be an adequate buffer to deal with any unforeseen problems in the coming years.

In addition there is £29,762 held in reserve for Designated projects with the increase on the 2021 balance being grants given in 2022 for projects not completed until the current year.

With almost 90% of our expenditure being staff costs Phase continues to run on a very financially efficient basis concentrating on only incurring expenditure wholly relevant to the fulfilment of our aims. This means expenditure levels can be budgeted with considerable certainty, the main challenge being how to raise the funds to cover them!

We continue to receive around 50% of the funds we need to cover our expenditure through the generous donations from Churches in the Hitchin Area as well as from approaching 150 individual donors by way of regular monthly payments. We remain incredibly thankful for that ongoing support.

Over 20 individual fantastic fundraising events from running marathons, cycling round London and coffee pod recycling all the way to



cake baking, street parties and coffee morning collections generated an additional £23,747! A huge thank you too for all those who gave up considerable amounts of time and energy on our behalf.

With the work we performed during 2022 for Hitchin Mental Health Recovery Team not being repeated in 2023 the £10,385 of income received won't be replicated which clearly causes issues in producing a balanced budget for 2023. Ensuring we generate enough income to cover expenditure during 2023 will continue to be a challenge although early signs give the Trustees hope that it will be achievable.

Once again thank you to everyone that has generously given to support the great work of Phase over the past year, you have made all we do possible.

Chris Maylin



ACCOUNTS

PHASE HITCHIN - REGISTERED CHARITY No. 1154364

Receipts and Payments account for the Year ended 31 August 2022

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2021	
INCOME								
Gifts & Donations from:								
Churches	14,524.58		0.00		14,524.58		8,208.40	
Individuals	49,615.58		0.00		49,615.58		47,866.09	
Others	550.00		0.00		550.00		300.99	
		64,690.16		0.00		64,690.16		56,375.48
Specific Grants / Donations								
Albert Hunt	2,000.00		0.00		2,000.00		0.00	
Clipsham Foundation	0.00		0.00		0.00		1,000.00	
Green Box Thinking	2,000.00		0.00		2,000.00		0.00	
Hitchin Youth Trust	0.00		3,166.00		3,166.00		1,615.00	
Magic Little Gift	0.00		500.00		500.00		0.00	
National Lottery	0.00		0.00		0.00		9,920.00	
NHDC	0.00		2,819.00		2,819.00		0.00	
Local Giving	500.00		0.00		500.00		0.00	
Rotary Club	0.00		1,100.00		1,100.00		6,915.00	
Souter Trust	0.00		0.00		0.00		5,000.00	
Standards International	0.00		0.00		0.00		220.00	
Valiant Trust	0.00		0.00		0.00		10,000.00	
Verulam Trust	0.00		0.00		0.00		2,000.00	
		4,500.00		7,585.00		12,085.00		36,670.00
Gift Aid Refund		5,656.50		0.00		5,656.50		5,824.75
Bank Interest		60.80		0.00		60.80		39.91
Fund Raising		23,746.65		0.00		23,746.65		18,529.73
Insurance Claim		2,512.00		0.00		2,512.00		0.00
Hitchin Mental Health Recovery Team		10,385.00		0.00		10,385.00		0.00
Mentoring		6,425.00		0.00		6,425.00		3,470.00
TOTAL INCOME		**117,976.11**		**7,585.00**		**125,561.11**		**120,909.87**

	Unrestricted Funds		Designated Funds		Total		Total	
EXPENDITURE								
Staff Costs								
Salaries and NI	99,797.40		4,419.00		104,216.40		99,149.70	
Pension	4,216.97		0.00		4,216.97		3,227.68	
		104,014.37		4,419.00		108,433.37		102,377.38
Rent		2,592.00		0.00		2,592.00		2,592.00
Computers & IT		4,177.00		403.78		4,580.78		3,869.27
Fundraising & Event Costs		4,212.71		0.00		4,212.71		2,585.22
Insurance		818.10		0.00		818.10		2,068.06
Other expenses		3,199.26		0.00		3,199.26		2,976.48
TOTAL EXPENDITURE		**119,013.44**		**4,822.78**		**123,836.22**		**116,468.41**
INCOME LESS EXPENDITURE		**-1,037.33**		**2,762.22**		**1,724.89**		**4,441.46**
BALANCE B/FWD AT 1 SEPTEMBER 2021		68,592.57		27,000.00		**95,592.57**		**91,151.41**
BALANCE C/FWD AT 31 AUGUST 2022		**67,555.24**		**29,762.22**		**97,317.46**		**95,592.87**

BALANCE SHEET

Asset balances as at 31 August 2022 are made up as follows.

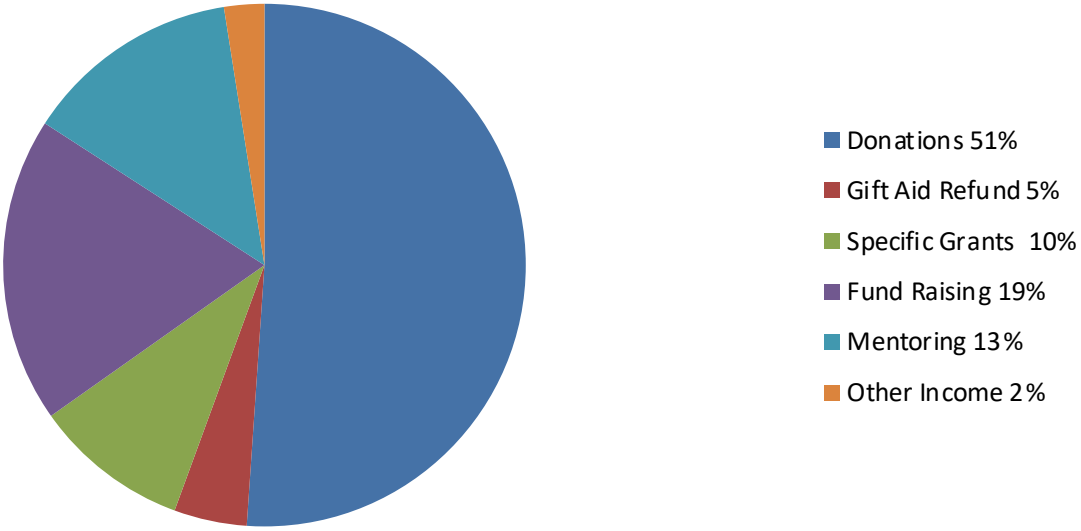
Cash at Bank - current Acc	*1*	17,497.32	15,507.04
Cash at Bank - Deposit Acc	*2*	45,008.67	45,003.04
Bank - Credit Card	*3*	-179.72	-680.98
Charites Investment Fund	*4*	8,322.42	8,294.28
Scottish Widows	*5*	27,062.65	27,035.62
Accruals		-547.00	0.00
Petty Cash	*6*	153.42	433.87
		97,317.76	**95,592.87**

Signed *John Maguire* Date : 12 Jan 2023 **Signed** *C D Maylin* Date : 12 Jan 2023

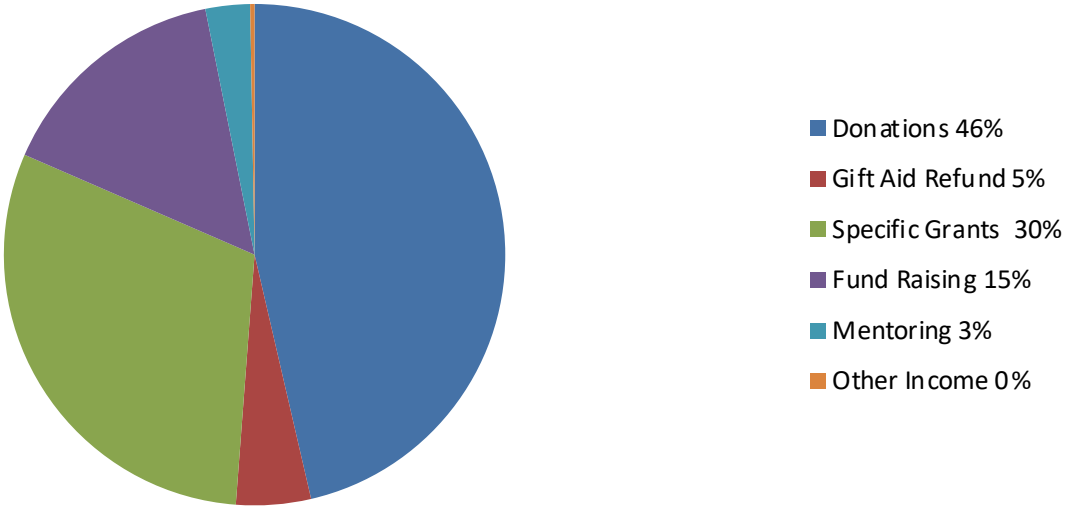
Chair John Maguire **Treasurer** Chris Maylin

ACCOUNTS

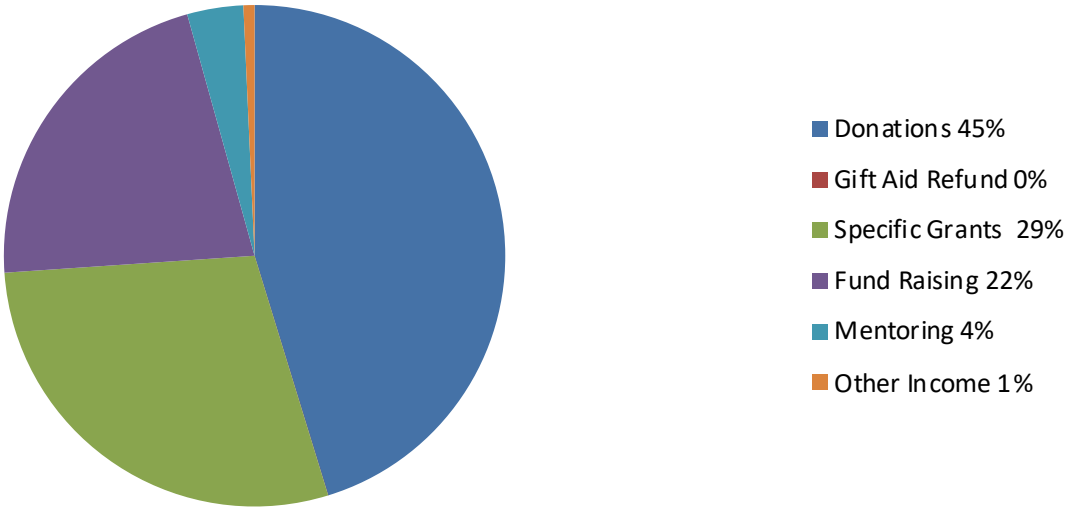
Incoming Resources Summary
Year Ended 31 August 2022



Year Ended 31 August 2021



Year to 31 August 2020



OFFICE MANAGER'S REPORT

AMANDA MAYLIN

In the past 12 months we have been able to fully re-establish the regular patterns, that we had pre -Covid, of meeting face to face, both as a staff team and to support church workers and volunteers. We resumed our weekly staff meetings, forum prayer meetings and our termly Retreats at Stondon & Turvey Abbey. We really knew we were back for good when we did our first Fire Drill practice from the office in September!

In-house refreshers for Safeguarding, GDPR and other good practices have been implemented as part of our termly rhythms, to ensure that all staff are fully updated.

Planning for our 20th Year Birthday celebrations began in the summer term to ensure that there was a varied programme of events that supporters, volunteers, schools, and the local community could take part it. Our first community event was held in June, as Fair in the Square returned to Hitchin Market Place, growing our public presence, and giving local people a chance to meet the team.

Volunteer virtual mentors were successfully recruited and are managed by the Wellbeing Lead. The search for new primary school volunteers continues; with 2 of the 5 needed successfully recruited. A tea & cake thankyou afternoon for all volunteers was held in March, and the amazing work of our volunteers was promoted during National Volunteer week 1st -7th June.

Supporting the staff in schools has been more naturally achieved through the Phase team working back in the schools, but small Christmas gifts were given to all 3 secondary school pastoral teams in December. Phase was commissioned by the Mental Health Recovery Team to produce some key tags featuring Everyday Wellbeing Tools. These have been given to all Year 7 students and the staff have found these also to be a good support to the pastoral teams.

Youth Forum meetings have regained the momentum of previous years, helped by the recruitment/ return of two church youth workers.



Forum hosted a session led by The High Sherriff of Hertfordshire, Lionel Wallace, which both encouraged and inspired the group. A summer social for all church youth took place very successfully in July.



Local churches and our regular supporters have remained the underpinning of our guaranteed income. Grant & Trust applications produced by Lizzie, our Admin Assistant, have also remained highly effective. The unexpected closure of Virgin Money Giving in November created urgent admin work to find a new Fundraising platform for Phase to use. However, the December Matched Funding campaign (via Stewardship) was very successful, with further sponsored running, cycling, and walking events taking place throughout the year. Summer Fairs, concerts and coffee mornings continue to be areas generating supplementary income.

A new customer relationship management (CRM) system has been sought throughout the year, with Donorfy finally being selected and implemented in the summer term. Whilst there is still a lot of integration to do, this CRM will give us a much better synopsis of our individual supporters, and business contacts.

Amanda Maylin



Lionel Wallace, High Sheriff

OUR AMAZING FUNDRAISERS



Hitcin Girls' School concert
Stevenage Choral Society
Bearton Green Street Party
Social Dancers
THSBC knitting group
Kite Festival
Jean Kidd
Shirely Hurst
Ellie Scott
Becky Coe
Twelve4Phase team



GRANTS



Albert Hunt
Awards for All England
Clipsham Charitable Trust
Green Box Thinking
Hitchin Youth Trust
Magic Little Gift
NHDC
Local Giving
Rotary Club
Souter Trust
Valiant Trust
Verulam House Fund Trust

SPONSORS

AZ Autos
Earthware
Flipconnect
Standards International



PHASE HITCHIN



L-R: Hannah Dengate, Amanda Maylin, Kieran Murphy, Lizzie Feltoe & Emily Croucher

Trustees:
Jeremy Rackham (Chair)
John Maguire (Vice Chair)
Chris Maylin (Treasurer)
Carol Ward
Geraint Edwards
Liz Tye
Martha Inch
Martin Watson
Heather Pickett (Clerk to the board)

Phase
PROMOTE | PREVENT | SUPPORT

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

Phase Hitchin
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

@phasehitchin

Charity No. 1154364

Registered with FUNDRAISING REGULATOR

Independent examiner's report on the accounts

Section A **Independent Examiner's Report**

Report to the trustees/ members of	**HITCHIN CHURCHES SCHOOLS WORKER TRUST**		
On accounts for the period ended	31 AUGUST 2022	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	G I Edwards	**Date:**	02-Feb-2023
Name:	Mr Geoff Edwards		
Address:	45 Talbot Street, Hitchin, Herts, SG5 2QU		

Phase Hitchin

England & Wales - Charity number 1154364

Accounts

Phase Annual Review 2020-21



Phase

PROMOTE | PREVENT | SUPPORT

Registered with FUNDRAISING REGULATOR

Contents

What drives Phase	3
Chair of Trustees report	4
Director's report	6
Measuring our impact	9
Wellbeing Lead's report	11
Sophie's story	13
Early Intervention's Lead report	15
Office Manager's report	18
Comms & Fundraising report	20
Treasurer's report	22
Annual accounts	23
Fundraisers, grants & sponsors	24

What drives Phase

Mission & Vision

Our vision

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 equipping them to thrive in today's world.

Our mission

To provide a presence within and a support to every educational establishment in Hitchin, 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 key aims

Promote wellbeing and resilience for all young people.

Prevent issues from developing.

Support those struggling with mental health difficulties.

Values

Committed to make a difference every day

We arrive everyday inspired to impact lives though our talents, passion and hard work, coming together as a team to be our best.

Passion for young lives

We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive.

Christian faith at our core

Our Christian faith and values underpin our work and organisation, offering hope and light.

Chair's report



2021 was a year of enormous change and uncertainty. As schools tried their very best to deliver face to face lessons many of the supporting non-teaching activities were unable to run. The working rules changed week by week and it was very hard for the Phase team to plan and support young people in school with any consistency. There was a desperate desire to deliver 'in person' support but that was never going to be straightforward.

However, the young people in our schools needed our support more than ever so the Phase team created every activity and engagement to be delivered either virtually or face to face, building on the provision that we developed in 2020. A massive thank you to Kieran and the whole team for enabling Phase to continue to be impactful in the face of these challenges.

One of the potential concerns which the Trustees have been closely monitoring has been our income, which comes solely from donations and grants from the community in which we work. Many of our usual fundraising events have been cancelled or postponed and we knew our income could be significantly impacted. We have been 'blown away' by the continued generosity of so many people and organisations which has enabled our work to continue at the same level. In fact, we are even looking at ways to grow our work even further! Just amazing.

As a Board of Trustees we have been regularly meeting on Zoom but we have now moved to hybrid working. It really is good to be able to meet face to face again. In November we said 'goodbye and thanks' to Andrew Henton Pusey who finished his term of office having supported us diligently as a Trustee for 11 years. Andrew has been an outstanding and faithful Trustee and we thank him for unwavering support of Phase.

Our role in Hitchin schools continues to be needed and valued. We want more than ever to come alongside and support young people through the uncertainties which still lie ahead. Young lives remain our priority and our focus.

To all our supporters - thank you. Please continue to journey with us by subscribing to our newsletters and engaging with our blog posts which will keep you up-to-date with our work supporting young people in Hitchin. There are also opportunities for volunteering so please do connect with us.

With many thanks

Jeremy

Chair of Trustees

Please say thank you to the team for everything, you guys really are so wonderful and responsive to the needs of students and staff - I don't know what we would do without you! Hitchin is so lucky to have Phase!

Laura, school teacher



Director's report



The past academic year has been one full of change, having to adapt and respond quickly yet many, many opportunities to be creative, innovative and make an extremely positive difference in young lives, families, schools, our local community and beyond.

Obviously COVID-19 and the global pandemic has been the backdrop to everything we have done this past year, however the whole Phase team have worked hard to respond to everything with hope, a sense of optimism and joy. Many of the conversations I and the rest of the team have had over the past 12 months have often revolved around understanding what we can and what we cannot control. Speaking with a young person recently, we worked through our control circles activity to help them understand where to focus time and energy, to reduce their anxiety and give hope in the situations they were facing. As we finished the session, he turned and said **'this has really helped me, I hadn't realised that I was focusing on all the things that were well out of my control. That was proper stressing me out. Now I know what I can control, it really helps me to chill with it. I reckon it's all going to be ok. Thanks!'**.
It's moments like this that remind me that what Phase are doing really is life changing, as Dan left the room, he had a spring in his step, the weight was lifted, and he had gained hope. He knew there was still work to be done, but now he had light at the end of the tunnel.

this has really helped me, I hadn't realised that I was focusing on all the things that were well out of my control.

***Dan, 13**

The whole Phase team have worked very hard to respond to the challenges and difficulties young people have faced through the whole pandemic, it has been extremely encouraging to see the whole organisation not just live out our values but to embody completely what we are about through every action we have taken. Even though we have been working from dining room tables, spare bedrooms or a make-shift workspace in a front room, the team have not let this restrict their creativity or passion to make a difference to our young people.

This academic year has been a complete mixture of in-person working and virtual delivery, often things switching at the drop of a hat. The team have created a

*Name changed to protect identity

whole host of new programmes focused on children and young people managing the difficulties of lockdowns, many of these have been virtual resources that have been used far beyond our Hitchin border. This has been a great encouragement to us all, knowing that what is working here in our town, can be used and delivered across the UK, helping young lives that we do not know, yet the ripples of Phase are having an impact.

As we head into another challenging academic year, one that still has many uncertainties hanging over it, I am confident that no matter what the work of Phase will continue to pave a way ahead for young lives to thrive.

Kieran

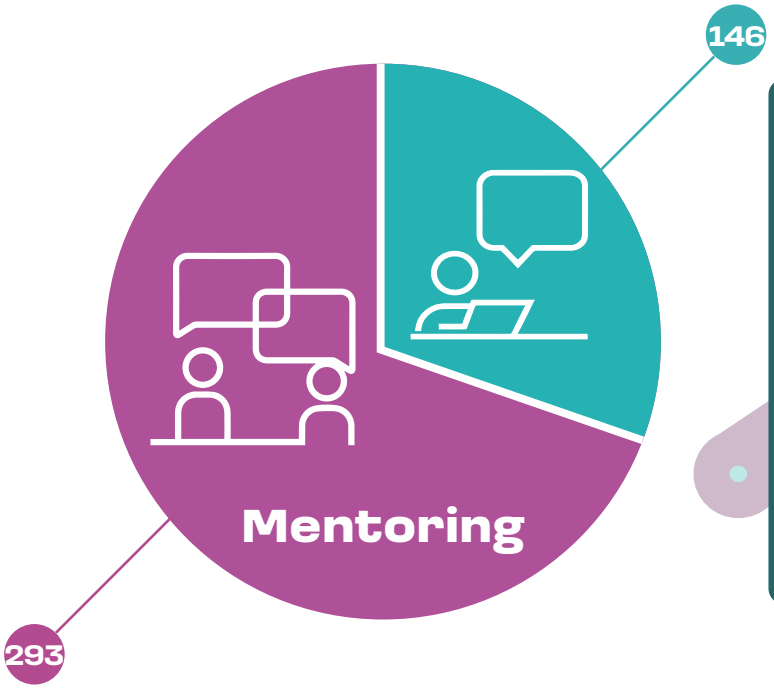
Kieran Murphy



“You’ve been invaluable. I don’t think she realised how beneficial it was to have that space and time carved out but I saw such a positive change in her after your video calls. Hearing her chat and laugh was just heart warming, some weeks it was just the ‘touch base’ she needed!”

Parent of a virtual mentee

Measuring Our Impact



Top Video Resources

- Coping with change
- Let's talk self-harm
- Be active
- Control circles
- Resilience - adapt

Over 10000 views

137 subscribers

265 hours watched

60 videos made

630 000 People reached online

10 Support groups delivered

17 295 website visitors this year

OVER **3000** podcast downloads

29 Free to use resources created

47 Students primary support groups

“All I can really say is that without their help in the past year, I don’t believe we would have made it through what has been the most challenging time in our lives.”

Mum of a virtual mentee

Wellbeing Lead's report



This year has continued to be one in which the way and nature we have worked has changed dependent on whether schools have been open to organisations coming in, learning to be flexible has become the norm! Our vision throughout has been to support the wellbeing of young people and there has never been such a time when this has been so important and come to the forefront.

The impact of the pandemic has been huge and the toll that it has had on mental health has been evident. Young Minds carried out a survey in February 2021 and found that "67% of young people believed that the pandemic would have a long-term negative effect on their mental health."

It has been a huge privilege to be able to support young people, teachers, schools, and parents during this time. Schools have particularly seen an increase in the levels of anxiety amongst young people for a variety of reasons. Therefore, in response to this, over the course of this academic year, we have run 8 anxiety support groups, happening across the three Hitchin secondary schools both virtually and in person, supporting 56 young people through this. The course consists of 6 sessions, helping the young people to understand anxiety, what is happening and strategies to be able to manage the extreme feeling that they have. Both Phase and the schools have seen the positive impact that these groups have had on the young people's wellbeing and their resilience to be able to cope with situations.

"Before the group I felt upset and overall anxious, but my time spent with Phase has given me hope."

"By being part of the Let's Talk Anxiety Support Group, it made me feel a lot less alone with how I feel."

"We are very grateful for the Phase programme that Jamie* was able to join. He embraced it fully." This student then went on to receive resilience award of the week.

*Name changed to protect identity

We also continued to offer a weekly programme for young people through the Studio online which offered a space for both fun and support. Another vital means of support has been through mentoring. Mentoring is a is a key and vital part of the work that we do at Phase. Through mentoring we aim to provide a space where young people can be heard and listened to without judgement, a safe space for them to be able to process and reflect, equipping them with skills and strategies and to offer hope. Here is what some of the young people who have been through our mentoring say…

"The best part about mentoring was being able to be supported and learning new strategies to help."

"I give Phase mentoring a 6/6 because it was very supportive."

"Mentoring with Phase helped me because it helped push me to do things I used to struggle with."

As a result of the pandemic, we are now offering mentoring both in person and virtually so that we can support more young people. One way we are expanding this area of work is by developing our virtual mentoring programme so that we can equip volunteers to become mentors and further the support of young people - a project I have loved to spend time creating and developing.

As we head into a new academic year we will continue to adapt and respond to the needs of young people as we emerge from pandemic life.



Hannah Dengate

Phase Volunteers

Sophie's Story



I got involved with Phase through a friend who had already volunteered for a long time. I had also worked with Phase as a charity through my previous job at Starbucks, we had collaborated to hold fundraising events. I loved the ethos of building resilience in young people and upon getting a new job and having more free time I was very keen to get involved.

I have a degree in Psychology and mental health awareness has always been very close to my heart. I had my own battles with mental health as a young person so I volunteered for the virtual mentoring programme as I thought if I can share any of my experience managing it and overcoming certain struggles, with young people to help their journey, I wanted to get involved. The virtual mentoring programme offered a great platform for that. Especially in the current state of the world, during the Covid-19 pandemic has seen such a huge rise in people struggling with mental health problems, I thought if I was in any position to help, to make even the tiniest bit of positive difference, then this was definitely the right path to go down.

My experience so far has been extremely positive. I have been able to combine my experiences alongside Phase's wealth of resources to offer support to my mentees. They have been able to use these in their own lives to help manage their worries and concerns. It has been so nice to see the positive change in my mentees' attitudes and general wellbeing after implementing techniques I have gone through with them.

It can be hard seeing young people struggling with similar problems you have faced, but there is nothing like the feeling of seeing little improvements in the wellbeing of your mentees even over a short period of time. It has helped grow my knowledge of resources that are out there to help and the opportunity to connect and build rapport with my mentees has been fantastic. I think the virtual element is interesting because it enables mentees to talk about things from the safe space of their own homes, it takes away the anxiety for them of having to meet a new person face to face. I feel as though it does offer the opportunity for young people to open up further, and it allows for a normal session to take place, without the constraints of covid restrictions like masks and distancing.

Volunteering for Phase has definitely had a positive influence on my own life, it has allowed me to gain invaluable experience and use my skills in a really positive way to help others and it has allowed me to see positive changes in my mentees which is such a rewarding experience.

“The best part about mentoring was being able to be supported and learning new strategies to help.”

Lucy, 13

Early Intervention Lead's report



This has been another year of many challenges, but also lots of exciting opportunities to grow, learn new skills and to rethink how we can achieve our aim of helping young people to thrive. Although it has looked a bit different, we have been able to continue all our primary school work, as well as developing new programmes to meet the needs of schools, parents, and young people in this challenging year. Our work in primary schools has looked a bit different this year but has allowed us to be creative and to grow in new ways.

Although we have been unable to visit primary schools in person for most of this year, we have adapted our workshops into virtual sessions that teachers can deliver, or that children can engage with at home if needed. We produced a virtual video for 'On Your Marks' and 'Get Set', which are two workshops in our transition programme for year 6 students, along with a detailed teacher guide and any necessary resources. Teachers responded that "it was great to be able to lead the discussions like Phase normally would". These resources are still available on our website and YouTube channel to be used by schools when needed.

'Grow' is a resilience programme that we developed and piloted in year 5 classes last year. The pandemic meant that we couldn't deliver the final workshop in school, but this year we were able to produce a video workshop for all 3 sessions, to send out to 14 local primary schools. Again, each video had a teacher's guide and all resources attached, so that teachers were able to deliver these themselves. Feedback from this programme has been extremely positive, with teachers telling us that "although you can't be with us in person, the fact that you are in our classroom virtually has been awesome".

"Although you can't be with us in person, the fact that you are in our classroom virtually has been awesome".

We also produced video sessions for our Christmas and Easter workshops. These workshops are usually a great opportunity to have some fun, as well as encouraging year 6 students to think about the Christmas and Easter stories and to learn a bit more about their meaning. Our workshop volunteers play such a key role in our Primary

School work, and so the Christmas and Easter videos were a great opportunity to get them involved and looking silly!

With all these new skills in filming and editing, and with children facing so much uncertainty and change, we also decided to create short video series for schools to use in their classes. In September, we created a "back to school" series, with 5 short videos providing children with key skills to adapt and be prepared for the return to school after so many months. Then in February we also produced a series for Primary children on the 5 ways to wellbeing, with each video focusing on one of the five ways, why it was helpful and how they could put it into practice. Each video also had an accompanying worksheet with interactive ideas.

A key part of our wellbeing programme in secondary school is our mentoring and support groups; this year we have been able to extend both into our primary school work. In the spring term we offered a virtual support group to one primary school, to support a small group with their wellbeing while in lockdown. The sessions were weekly and offered an opportunity to connect, check in and see how each child was feeling, discuss one topic related to wellbeing, and set a challenge for the coming week to boost wellbeing.

We were aware that a major challenge for year 6 students this year would be their transition to year 7, having missed a significant part of year 6 and then many of them unable to ever visit the site of their new secondary school. Therefore, we ran a transition support programme for those that primary schools were particularly concerned about.

To finish the year off, we were able to go into 7 of the primary schools to deliver It's Your Move, which is the final transition workshop. It was great to end the year on a high, being able to go back into primary schools, and we are looking forward to hopefully being able to return to schools in September!

Emily

Emily Croucher

Thank you - we find your sessions invaluable and the children always respond so well to your helpers.

Julie, yr5 teacher

Office Manager's report



A lot of administration time in the past 12 months has been spent assisting our schools' workers with their planned virtual work and in acknowledging the generous support of individuals through fundraising or donations. Despite two lockdowns, and by regular risk assessments and various cleaning regimes, the office has been kept open for use if needed. Through the generous sponsorship of Flip Connect we have installed a new more versatile telephone system, allowing us to make work calls from the Phase office number whilst at home.

Due to Covid-19 we saw a reduction in the number of our active school's work volunteers, but we were blessed to have just enough volunteers to help deliver face to face workshops and after school transition sessions when allowed.

"It's such a privilege to be part of the Phase work (albeit very small) - you all do such an amazing job at reaching out to the kids in our community which makes it a so much better place."

We have a robust system for the initial recruitment of those who work face to face with young people, however we needed to ensure there were better systems to support and monitor those that we have safely recruited. Therefore, we spent time consolidating the management of our volunteers: this has proved particularly important as Phase looks to introduce volunteer virtual mentoring in the next academic year.

Supporting the staff in schools has been one of the new focuses of our year, as we recognised that staff have had to deal with all student welfare issues whilst schools have been in lockdown. Encouraged by the treasurer to create some gifts for staff, we managed to produce a Christmas 2020 hamper for every school in Hitchin (primary & secondary) which were delivered in the last week of term.

'The hampers for school were so welcome and a wonderful boost for staff - great idea!'

"a HUGE thank you for the hamper you dropped off this morning! We are completely overwhelmed by it and feel you deserve it more than us! "

Our support of children's and youth work in Hitchin churches has continued through Forum facilitating weekly prayer sessions, bi-monthly meetings and termly Retreats. We were also able to deliver online Time Trek events. As all churches continued to deliver a hybrid of online and occasional face to face youth work, we have been able to share both ideas and frustrations, to pray together and to encourage one another.

"Thank you so much for all your hard work – A and L had a very good time this afternoon [at Time Trek] – they are still being creative with the playdough. I am hoping (praying) that the story of Noah and care for God's world will have made a lasting impression on them."

Our supporters have been incredibly generous in their donations and imaginative in helping to raise funds for Phase - from the sale of homemade jams, face masks, cards, and knitted goods to organising online social events, running a half marathon and even a 3-month fancy dress challenge! The innovative recycling of Tassimo coffee pods by Our Lady's Church has also continued to bless us with much needed funds. We were able to run a fundraising stall at the Whitwell Summer Steam Fair and were overwhelmed by the generous donations given in memory of some of our Partners who sadly passed away this year.

Most mass participation running events were sadly cancelled this year, but we took part in the national 5kMay (Run for Heroes) virtual event and organised our own Hitchin Home Olympics - virtually carrying the Olympic flame from Hitchin to Tokyo. We arrived with a day to spare before the final ceremony of the Paralympics - a great achievement to get our supporters & the local community to log an amazing 25,798,099 steps!

"Hitchin Home Olympics!!! Amazing work everyone. Gold medals for all!"

Amanda.

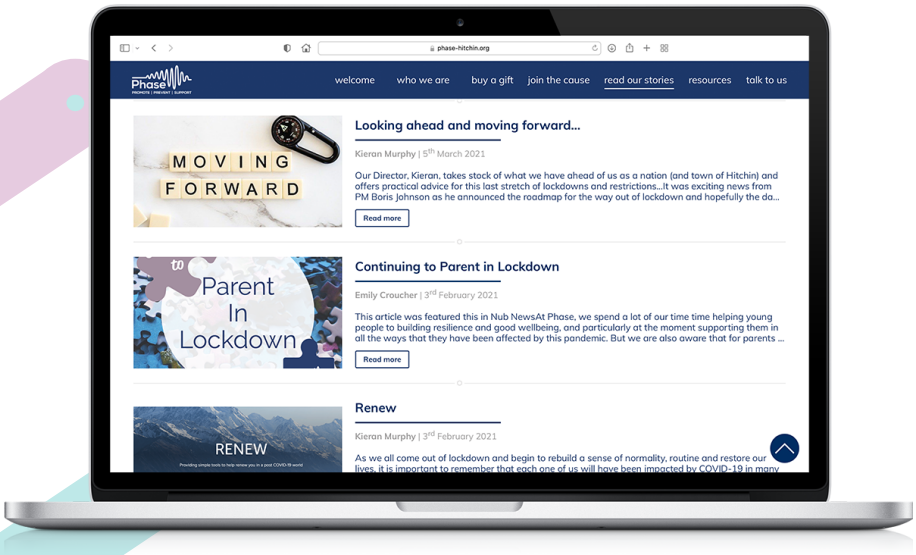
Amanda Maylin

Communications & Fundraising report



At Phase we can't get enough of sharing the successes, joys and struggles that we have as a team and an organisation. Being honest about the work we do with our supporters is really important to us, because we regard them as part of the team that makes Phase really special. We have developed a number of ways that we keep in touch with supporters; through the newsletter and Mailchimp, our blog, the social media channels and more traditionally with the good old-fashioned letter.

Every two months we send a newsletter to supporters telling them about the programmes that have run in the last period, plans for developing new material, our response to requests for help from schools and we also celebrate our amazing team of volunteers and fundraisers. It's also our space to ask for help and support, so we regularly ask for volunteers to get involved in fundraising events, donations that help us raise extra funds and of course prayers that support our work.



We are also enjoying flexing our blogging skills and post a new blog once a week. These are designed to be a quick easy read for people interested in our work, and whilst they are mainly about wellbeing we cover a range of angles to keep our readers interested. And as a team our social media skills have really developed this year – of course because the pandemic forced us all inside creating content that remained engaging and interesting was essential.

Developing new income streams is a constant area of work for a small charity like Phase. We are continually amazed at the loyalty and dedication that our supporters offer to Phase, and were blown away by their continued (and increased!) support for our work this year.

But since we are a small charity with big ambitions, we have also made applications

for large grants to get new projects off the ground and to consolidate existing work. Grants that are available for core work are especially precious as they allow us flexibility in spending and prioritising through the life of the grant. Amongst the projects we applied for this year were our Virtual Mentoring work, the Christmas and Easter workshops, volunteer mentoring pilot, GROW workshops and core costs. We made 16 applications in total. In our experience, around 20% of our applications are successful, which given the competition for funding, especially since the pandemic, shows the value of the Phase projects.

Lizzie x

Lizzie Feltoe



Treasurer's report



Despite the implications of Covid 19, a year that was impossible to budget for, the Trustees are delighted with overall financial result for this year. We have a reduction of just £1,493 in our unrestricted funds when compared to the previous year end. This leaves funds carried forwards of £68,593 and an increase of £5,934 in our Designated funds leaving £27,000 available for specific future projects.



A further drop in general fundraising was expected given Covid implications and it's staggering to be able to report a significant increase in the number of events organised for our benefit. Phase has received support from 35 individual events / fundraisers raising £18,530. Recognition for the amazing work Phase delivers as well as the efforts of our grant applications team produced £36,670 in one-off specific grants and donations for projects as well as our core work.

It remains the case that the bulk of our income is raised through donations from our local churches, who increased their giving to help us through the challenges presented by Covid. We are also supported by 120 people making regular monthly donations by standing order. This is the financial foundation on which Phase is built and we are extremely grateful to all those who give by these routes.

So to conclude, a year that could have seen a significant depletion in our resources sees us remain with an appropriate level of reserves ahead of what is expected to be another testing year in terms of income generation.

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

Chris Maylin

Annual Accounts

PHASE HITCHIN - REGISTERED CHARITY No. 1154364
Receipts and Payments account for the Year ended 31 August 2021

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2020	
INCOME								
Gifts & Donations from:								
Churches	8,208.40		0.00		8,208.40		15,388.62	
Individuals	47,866.09		0.00		47,866.09		37,594.77	
Others	300.99		0.00		300.99		751.04	
		56,375.48		0.00		56,375.48		53,734.43
Specific Grants / Donations								
Casey Trust	0.00		0.00		0.00		1,500.00	
Clipsham Foundation	1,000.00		0.00		1,000.00		0.00	
Herts Community Foundation	0.00		0.00		0.00		9,072.50	
Hitchin Youth Trust	0.00		1,615.00		1,615.00		0.00	
HMRC Furlough Grant	0.00		0.00		0.00		4,065.93	
National Lottery	0.00		9,920.00		9,920.00		0.00	
NHDC Covid Fund	0.00		0.00		0.00		1,925.00	
Rotary Club	6,915.00		0.00		6,915.00		1,000.00	
Souter Trust	0.00		5,000.00		5,000.00		5,000.00	
Standards International	220.00		0.00		220.00		0.00	
St Albans Diocese	0.00		0.00		0.00		500.00	
TK Maxx	0.00		0.00		0.00		500.00	
Valiant Trust	0.00		10,000.00		10,000.00		10,000.00	
Verulam Trust	0.00		2,000.00		2,000.00		0.00	
		8,135.00		28,535.00		36,670.00		33,563.43
Gift Aid Refund		5,824.75		0.00		5,824.75		0.00
Bank Interest		39.91		0.00		39.91		83.90
Fund Raising		18,529.73		0.00		18,529.73		25,460.52
Mentoring		3,470.00		0.00		3,470.00		4,237.72
TOTAL INCOME		**92,374.87**		**28,535.00**		**120,909.87**		**117,080.00**

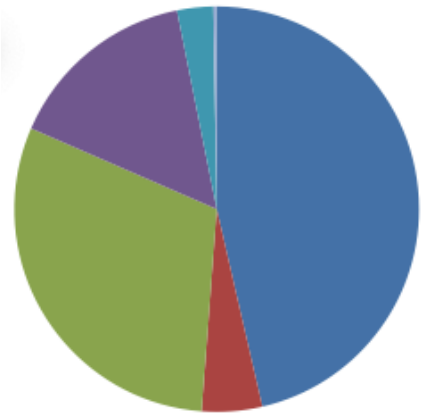
	Unrestricted Funds		Designated Funds		Total		Total	
EXPENDITURE								
Staff Costs								
Salaries and NI	77,935.70		21,214.00		99,149.70		95,160.94	
Pension	3,227.68		0.00		3,227.68		3,227.68	
		81,163.38		21,214.00		102,377.38		98,388.62
Rent		2,592.00		0.00		2,592.00		2,592.00
Computers & IT		2,482.47		1,386.80		3,869.27		3,879.12
General Administration costs								
Fundraising & Event Costs	2,585.22		0.00		2,585.22		2,440.13	
Insurance	2,068.06		0.00		2,068.06		1,249.13	
Other expenses	2,976.48		0.00		2,976.48		6,145.30	
		7,629.76		0.00		7,629.76		9,834.56
TOTAL EXPENDITURE		**93,867.61**		**22,600.80**		**116,468.41**		**114,694.30**
INCOME LESS EXPENDITURE		**-1,492.74**		**5,934.20**		**4,441.46**		**2,385.70**
BALANCE B/FWD AT 1 SEPTEMBER 2020		70,085.61		21,065.80		**91,151.41**		**88,765.71**
BALANCE C/FWD AT 31 AUGUST 2021		**68,592.87**		**27,000.00**		**95,592.87**		**91,151.41**

BALANCE SHEET

Asset balances as at 31 August 2021 are made up as follows.

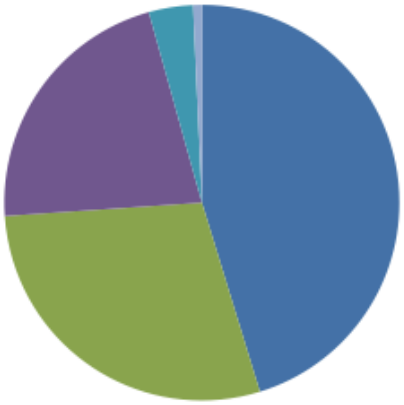
Cash at Bank	59,829.10	55,578.33
Charites Investment Fund	8,294.28	8,284.20
Scottish Widows	27,035.62	27,008.54
Petty Cash	433.87	280.34
	95,592.87	**91,151.41**

Income Summary



Year End 31st August 2021

- Donations 46%
- Gift Aid Refund 5%
- Specific Grants 30%
- Fund Raising 15%
- Mentoring 3%
- Youth Worker Contribution 0%
- Other Income 0%



Year End 31st August 2020

- Donations 45%
- Gift Aid Refund 0%
- Specific Grants 29%
- Fund Raising 22%
- Mentoring 4%
- Youth Worker Contribution 0%
- Other Income 1%

Fundraising

Amanda Maylin, Blueharts Ladies, Charlotte Gunns, Claire Maylin, Craig Bacon, Football 4 Fathers, Jean Kidd, Joe Covington, Rebecca Coe, Shirley Hurst, The Priory School, Tom Corby & WRBC - Keep Fit

Grants & Trusts

Awards for All England, Clipsham Trust, Hitchin Youth Trust, Rotary Hitchin, Souter Trust, Valiant Trust & Verulam House Fund Trust

Sponsors

AZ Autos, Earthware, Flipconnect & Standards International

The Phase Team



(L-R) Hannah Dengate, Amanda Maylin, Kieran Murphy, Lizzie Feltoe & Emily Croucher

Phase Trustees

Jeremy Rackham (Chair)
John Maguire (Vice Chair)
Chris Maylin (Treasurer)
Andrew Henton Pusey
Donna Wade
Frances Manning
Liz Tye
Martin Watson
Heather Pickett (Clerk to the Board)

Phase
PROMOTE | PREVENT | SUPPORT

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

@phasehitchin

Phase Hitchn
Silverbirch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

Charity No. 1154364

Registered with FUNDRAISING REGULATOR

Independent examiner's report on the accounts

Section A **Independent Examiner's Report**

Report to the trustees/ members of	**HITCHIN CHURCHES SCHOOLS WORKER TRUST**		
On accounts for the period ended	31 AUGUST 2021	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:		**Date:**	02 June 2022
Name:	Mr Geoff Edwards		
Address:	45 Talbot Street, Hitchin, Herts, SG5 2QU		

Phase Hitchin

England & Wales - Charity number 1154364

Accounts

Phase Annual Review 2019/20



Registered with FUNDRAISING REGULATOR

Phase

PROMOTE | PREVENT | SUPPORT

Contents

	Page
Mission & Values	3
Chair's Report	4
Stephen's Story	5
Director's Report	6
Early Interventions Lead's Report	8
Wellbeing Lead's Report	10
Digital Impact	12
Olivia's Story	13
Office Manager's Report	14
What people say about Phase	17
Treasurer's Report	18
Annual Accounts	19
Incoming Resources Summary	20
Trusts, Sponsors & Fundraisers	21

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

Phase
Silver Birch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

Charity Number: 1154364

Phase
PROMOTE | PREVENT | SUPPORT



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

Committed to make a difference every day

We arrive everyday inspired to impact lives though our talents, passion and hard work coming together as a team to be our best

Passion for young lives

We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thriveld.

Christian faith at our core

Our Christian faith and values underpins our work and organisation, offering hope and light.

Chair's Report



The start of the school year, back in September 2019, feels a distant memory. At Phase we had been busy planning our work, building on the themes and programmes from the previous twelve months as we started out on the new school year. But the year has not been quite as we'd planned. The lockdown actions in March and the closing of our schools caused us to rethink our work and how we should effectively support young people in a very difficult and changing environment.

After a brief time on furlough we regrouped, and through discussion with staff and leadership at the Hitchin schools we redesigned and redeveloped programmes of work to enable us to go online. I'd like to give a huge shout out to Kieran and all the team for the flexibility, creativity and agility they have shown to rebuild our work to meet the new and varied needs of schools and young people. We had no blueprint, and so through listening, praying and feeling our way we have sought to continue to inspire and support young people whilst they transitioned to working at home and also, now, as they have moved back in the classroom under Covid conditions. A significant proportion of our work is now delivered remotely, however as schools have returned; we have been able to restart face to face based programmes.

Our role in Hitchin schools continues to be needed and valued. We want more than ever to come alongside and support young people through the uncertainties which lay ahead. They remain our priority and our focus.

As a Trustee team this year we have especially focused this year on the core functions of Phase, our staff and our financial security. We have been enormously blessed that fundraising has continued with many virtual events taking place. We have been hugely encouraged with the generosity of so many people and organisations during a very uncertain time, please continue to consider supporting us in whatever way you are able.

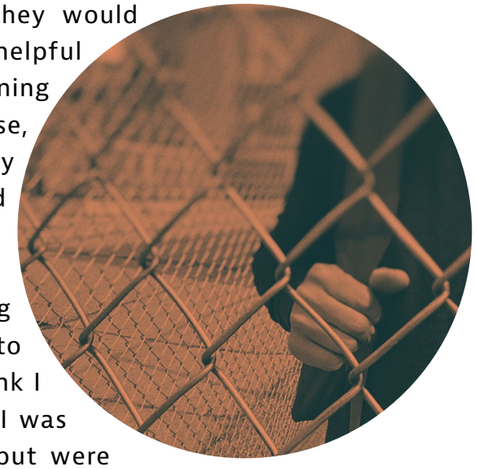
To all our supporters; Thank you. Please continue to journey with us by subscribing to our regular newsletters and engaging with our blog posts; you will be able to see where we are working and how we are supporting young people in Hitchin. There are also opportunities for volunteering so please do connect with us.

With many thanks



Jeremy Rackham
Chair of Trustees

Stephen's* story of how Phase helped him



I've known Phase since about the age of 9 as they would come into my primary school and do fun and helpful talks, workshops and other things. Though since joining secondary school I have had a large exposure to Phase, with Kieran and the team doing Christmas talks every year, the support of Phase being made highlighted often in tutor time and in the wellbeing area.

When I started my GCSE's, I felt as though I was having a lot of stress and was feeling anxious leading into exams. I also thought I was inadequate (I didn't think I was doing enough in my life to deserve the praise I was getting). These feelings were not always present, but were becoming more frequent and I wasn't sure what to do about them.

My parents knew about Phase and suggested that I should try and talk to someone to help me out. I asked my parents to reach out to them initially as I was nervous and didn't think that I was worth bothering them. I couldn't have been more wrong. As well as giving me good exercises to help improve my mental health, they gave me time, listened to me, allowing me to express my thoughts, feeling and worries without any judgement or patronising me. Everyone at Phase are such kind and supportive people to talk to, just by talking to them I was able to feel a bit better about myself.

Over time I was able to become much less nervous about upcoming exams. This also grew into me being much more confident as a person and I realised that I was adequate and worth the praise I was being given.

This also grew into me being much more confident as a person and I realised that I was adequate and worth the praise I was being given.

Phase is an incredible youth organisation that supports young people through the stresses of school and really makes a difference to the mental health of those who they help.

I am very thankful that I was able to reach out to them and that they were there to help when I did.

*Name changed to protect young person

Director's Report

It has been a tale of two halves, the year started with lots of excitement and anticipation for all that we had planned and what we were aiming to achieve and then the global pandemic of Covid-19 arrived and life for you and me was turned upside down.

However, the second half of this academic year meant that we as an organisation had to adapt, be resilient and focus on what we do best – make a positive impact on young lives! Phase adapted quickly to move many of our project and support programmes online – Phase in the virtual world.

One young person that I have been mentoring said 'I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that I can talk to and just have a fresh view.'



Over the 6 months of lockdown the Phase team have delivered over 107 hours of online support, produced video resources for young people that were watched by over 13000 people. We may not have been able to see young people, teachers, schools and each other in person, yet we have connected, supported and encouraged young people through the most challenging time they have ever faced, that many of us have faced. We were able

"I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that I can talk to and just have a fresh view."

Stories like these continue to give me the drive and passion to help Phase support young lives as they navigate the challenges of growing up in today's world, discover their calling and purpose. What a brilliant privilege to be involved as Phase enables them to live life in all its fullness!

to respond very quickly to the needs of schools by producing a video series on building resilience, how to engage key aspects of wellbeing as well as delivering our It's Your Move workshops virtually for children and parents to engage



with together as they prepared for the most unusual transition to secondary school. Many of these resources have been accessed by people all over the country.

During the period of lockdown as we took some time to collate many of our resources and tools that we use every day in support programmes and made them available for others to download and use for free. Again, we have received many positive, encouraging comments from both young people and adults using these resources extremely grateful they are free and so useful. One parent emailed to say ***'I printed a copy for my son and decided to print one for myself, this gratitude journal really works! Thanks Phase!'.***

Much of this would have not been possible without the unwavering support of our 132 Phase partners, all those that have continued to fundraise for us especially over the period of lockdown, the generous support of churches, community groups and grant funding bodies who have seen the strength of our work with young lives and have chosen to back us. We are all extremely grateful.

As we move into a new academic year, we are all too aware that we are not out of the woods yet, as I write this, fears of a second spike in COVID-19 are very present, the number of unknowns continues to grow and the fact that for charities like Phase possibly the hardest tests are yet to come. However, we stay faithful to our mission and vision, we trust God in His leading of our work and start the year ready to make a difference every day.

Kieran

Kieran Murphy

Over 8000 minutes watched on our YoutTube channel

Early Interventions Lead's Report

I don't think this is a year anyone is going to forget quickly. There have been lots of unexpected changes, and although we have all faced some pretty big challenges, it has been an amazing first year with Phase! It's been great to work as part of such a wonderful team, and particularly over the past 6 months I have felt incredibly grateful for them, and the way we have adapted, stayed positive and supported one another at a distance. It has also been full of opportunities to be creative, learn new skills, and review the ways that we plan and deliver all our content.

During the first half of the year, we delivered



about the best alternative, we created a video version of the workshop, accompanied by different resources and activities. The video included the main components of the original workshop, but some activities were adapted so that they could be delivered in a classroom without volunteers, or were appropriate for students to do at home. We also created bonus activities,

"I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that i can talk to and just have a fresh view."

the first two transition workshops to year 6 students in 12 of the local primary schools in Hitchin. These workshops help students to think about some key skills to equip them for the move up to secondary school and were described by teachers as "helpful and engaging" with "very good practical ideas to get children prepared".

We had to adapt and find a new delivery method for the final transition workshop, It's Your Move, as this was booked in for July, when schools were closed to visitors. After communication and feedback from teachers which addressed issues raised by teachers, including making friends, time management as well as some top tips and scenarios to discuss. Feedback from this workshop has been incredibly positive, with 100% of teachers finding the resource useful or extremely useful, as a "great aid to transition" which "all [children] were able to access, with a range of SEND needs in the class". Volunteers are always such a huge

part of all of the work that we do in primary schools and It was great to to include familiar face in this video, by asking them to record their top tip for year 6 students.

We also developed a new resilience programme for year 5 students called Grow and piloted the first two sessions in the spring term in 4 local primary schools. Grow looks at the importance of emotions, positive strategies for managing anger, worry and sadness, and tools for coping with change. As we ran the programme as a pilot, we were able to review and adapt the sessions as we went. All teachers rated both workshops as a 5 or 6 out of 6, and thought it was "well worth children attending this workshop".

An exciting part of this programme was having students from local secondary schools to volunteer as part of the team. The opportunity to be involved in this workshop helped them to gain confidence "talking in front of others" and "going into a new environment where [they] don't know the people". In the second session, we introduced more opportunities for them to speak in front of the whole class, as this was requested in their feedback. Schools said the children "appreciated having older peers" in the workshops and the personal stories that they shared "meant a lot to the children".

Another aim for this year was to develop sessions for parents. After identifying key issues parents were concerned about we delivered a session at a local school with practical ways to help children grow resilience and why it is so important. This is something that we hoped to continue throughout the year, but lockdown forced us to adapt and instead we created a podcast series available on all main platforms. These episodes focus on the joys and challenges of parenting in lockdown, and helpful conversation around home-schooling, returning to school and the impact on wellbeing and mental health.

We recognise that there are still some challenging times ahead, but we are excited to continue learning and adapting and to be able to have a real impact on children and young people in this particularly difficult time. I think what we are doing and have planned are more important now than ever, as we help young people to manage their emotions and process the last few months, as well as adapt to the new changes and continue to thrive.

Emily

Emily Croucher



From our Grow workshop

Wellbeing Lead's Report

This year did not quite keep to the plan we had, but has been a year where the vision has remained the same - promoting the building of good wellbeing and resilience. However, the method of delivery in doing this has looked very different over the past few months.

We continue to work closely with the three secondary schools in Hitchin and in the autumn term we expanded our Resilience programme through a 5-part assembly series and a one-hour workshop which was delivered in school to around 400 students. Through lessons, small groups and PSHE days to those in year 7, 8 and 9 we delivered 60 sessions on topics such internet safety, resilience, self-worth, and healthy relationships.

Knowing there is someone there to help and another I always leave feeling motivated and a lot better than before.

The vision to create a lunch time drop-in for students to come and talk, play games, do homework and connect with others in a





safe and positive environment launched in the autumn term. This offered in school support to students who needed it, especially during lunchtime.

Over the past few months, the delivery method of our work has moved online. We have created video resources on topics including Building Resilience, Coping with Change, 5 Ways to Wellbeing, Internet Safety and Returning to school. All these have been accompanied with downloadable resources for students and teachers. The feedback from schools was overwhelming positive providing a resource for teachers to use during this time in supporting the mental and emotional wellbeing of their students.

One teacher commented:
"We have added them to our provision for mental health and wellbeing in our weekly

Headstrong session and I think they will continue to be a useful resource as we rebuild the curriculum come September.
With the need to support our young people at this difficult time, the material has been very on point."

One of the central ways in which we support young people is through mentoring, on a one to one basis during school time. Over the past few months all our mentoring has also moved to being online without significant loss of its measurable effectiveness. We are passionate about creating a safe space for young people, and there has never been a time when this has been more essential.

When asked what the best thing about Phase Mentoring delivered this way one student said: *'Knowing there is someone there to help, I always leave feeling motivated and a lot better than before.'*

Another way in which we create a safe space for students is through the Studio, this is a group for young people to gather at the Phase office and be creative together. This has also been moved online but continued to be a space for young people to connect, one parent emailed to say:

'Sarah was really enthusiastic after the studio yesterday, your meetings online have really lifted her…. Thank you for giving her that focus and something to look forward to.'*

It continues to be a privilege to be able to support and equip young people with the tools to be able to build good wellbeing and resilience.

Hannah

Hannah



over 20 Downloadable free resources created

over 115 hours of virtual support & input

Digital Impact

21 videos created

101 subscribers to our channel

Nearly 3000 views

Over 8000 minutes watched

13429 people have viewed our Youtube Channel

107 virtual sessions delivered

Over 90000 engagements on social media

20 different resources created for people to download completely free

Story from our volunteers!



Olivia, 16yrs old

Recently, I have worked with Phase in local primary schools running workshops, which focus on growth and building resilience. Originally, I signed up thinking it would be a great opportunity to get involved with the local area outside of school, but it also has provided me with a new range of skills and confidence I didn't think I could ever have.

Arriving at the primary school for the first workshop, I was slightly nervous. What if the children didn't listen and I couldn't control the group? What if they asked a question and I wasn't sure how to answer it? I sat down with my group to find the children were eager to listen, learn and talk about their own experiences.

An example from our second session, which was all about how to deal with change, a boy in my group discussed how his brother recently changed schools and it put pressure on his family as he was nervous and upset about the change for quite some time. He worried he wouldn't be able to make new friends etc. However, after he actually went into his new school, he managed to make new friends on the first day and enjoyed himself – all the stress was gone. The group discussed how much happier the boys' brother was and came to the conclusion that not all change has to be bad even if it feels scary. This is a super helpful thing to remember as the children will soon be moving into secondary school themselves!!

It has helped me gain an understanding too.

Overall, the experience has been quite memorable and I've really enjoyed gaining an insight on how younger people view their emotions and their outlooks on situations. As well as helping the children understand more about themselves, I also think it has helped me gain an understanding too as they all had such different opinions on topics that it made me question other ways in which I can overcome negative emotions. I'm rather looking forward to the final session!!

Our volunteers are at the heart of what we do.

Phase have over 50 volunteers involved in a huge variety of roles and we want to say a huge THANK YOU to each one of them.

Office Manager's Report

This school year has certainly finished very different to how it began! The Autumn term started smoothly, but in the Spring term, life & work was turned upside down by the Covid-19 pandemic. The biggest challenge therefore this year has been in responding to this; re-thinking how we engage with each other as a team, but also how to effectively connect with supporters, volunteers, churches, and fundraisers. Having the help of Lizzie Feltoe, as the Admin Assistant during all these times has helped keep the Phase back office infrastructures working smoothly and been a real asset to the team.

Our Annual Celebration in October was well attended by our supporters and enjoyed by all who could make it. It was disappointing not to hold our first Charity Supper for local businesses and dignitaries in March, having put a lot of effort into planning this, we hope to be able to host this event in the coming year. We



fun video message of thanks from the staff team and received a card with biscuits and sunflower seeds to their home. We are extremely grateful for all the time, effort and energy our volunteers give to enable Phase to support so many young people.

We have remained committed to supporting churches in their children's and youth work, predominantly by facilitating Forum meetings & Time Trek

"In my school, Hitchin Boys' School, I have seen the difference Phase makes to young people's lives"

kept in close touch with our Phase Partners during Covid-19; and many Partners or current supporters generously donated to our Covid-19 fund set up to cover the shortfall in expected funding as everything shut down.

Our volunteer base remains stable this year, with three new volunteers recruited to work in the Primary schools or Secondary schools. As we were unable to hold a Volunteer BBQ this summer, over 50 volunteers were sent a

events. The Forum was particularly significant in the early stages of lockdown enabling churches to share thoughts and ideas on how to run virtual youth work. During lockdown we sent churches a video update from all the staff team, explaining our new virtual activities, thanking them for the prayers and support and letting them know that we were still fully



committed to making a positive difference to Hitchin young people. We continue to be very grateful for the support of churches financially, prayerfully and for the volunteer time donated by their members.

Fundraising continues to be an area displaying huge and consistent blessings; from Hitchin Girls' School Positivity Day in September, to the wonderful Hitchin Fireworks event, to a Spring Cello Concert! Unexpected blessings continued in lockdown, with Mr. Blue Sky video by The Priory School, various 2.4 Challenges and Destination Unknown run by Hub Church - all raising both awareness of Phase and substantial funds.

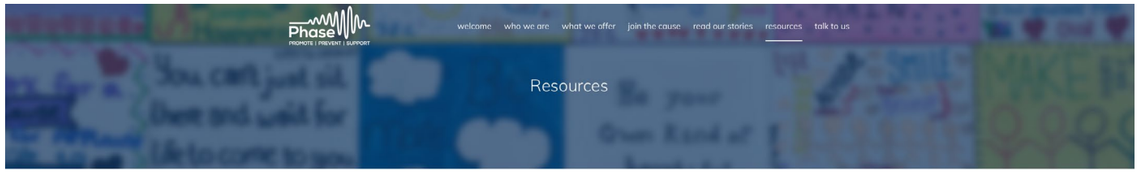
In July we registered with the Fundraising Regulator showing that we have committed to follow the Code of Fundraising Practice. In addition, Lizzie has started working alongside Kieran on Funding applications to Grant bodies and Trusts. This has been extremely useful, particularly in finding different organisations to fund our virtual mentoring project.

We now purposely secure places in many of the larger charity sports events. One of the highlights for 2019/20 was having five runners in the London Vitality Big Half. Our fundraising target of £250 per runner was smashed with a total of £2.7k raised, thanks particularly to the efforts of Mr Rayner. His fundraising page said "In my school, Hitchin Boys' School, I have seen the difference Phase makes to young people's lives".

Never a dull moment in the life of Phase.

Amanda.

Amanda Maylin
Office Manager



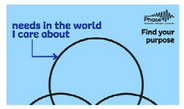
Resources available for download



Back to school tutor activities
A set of activities helping students as they return from lockdown. Ideal for secondary schools to use in tutor time



The Toolkit
A collection of key resources to help build wellbeing, cope with change and build resilience. PDF is hyperlinked to all content.



Discover your purpose
Knowing your purpose is key is building resilience but how do we work it out? Use this guide to help discover yours.



Gratitude Journal
Gratitude is a key way to grow a positive mindset, increase resilience and improve your wellbeing. Use this simple template to start your journey.



Coping with change
A short video give you some great tips, ideas and activities to try when dealing with change. This is great for children, young people and adults



Top tips for sleep
Getting a good night's sleep is key. 7 top tips to help you.



Goal setting
Setting goals is a great way to help you focus, maintain purpose and bring clarity in uncertain



It's Your Move - Bonus Material
Our bonus activities to support with transition. This includes making friends, managing your time,



It's Your Move
All the resources you will need for the virtual It's Your Move workshop. Print them off or just



5X5x5 Wellbeing Video Series
Our five short videos looking at how we use the 5 ways to wellbeing to help us manage, cope and thrive in lockdown.



Resilience Top Tips
10 top tips to build your resilience whatever age you are



Weighing scales resource
Sometimes we have to go through situations, they can't be taken away from us and therefore it is about being equipped to manage and go through the situation. This resource helps you think through different solutions for the situation, you are facing.



Discussion Starters
Some fun, simple discussion starters for the whole family



Planning tools
Two helpful templates to plan your day or your whole week.



Phase Annual Report
Our latest annual report highlighting the great work over the past year, our forward focus and our annual accounts.



Wellbeing Toolbox
This resource helps you think through some of the items that you can include in your own wellbeing box.



Back to school
Heading back to school can make us feel many different things. You can use this great doodle by Beth Wooldridge to express yourself



Wellbeing Plan
An easy to use plan to action the five ways to wellbeing everyday



3 C's of Resilience
Analysing key moments we have been through can help build our resilience, this resource will help you think through the next steps



Developing Joy
What are those activities that bring joy to your life, use this resource to capture them and make sure you are building them in



Tips on how to journal
Some simple and useful tips on how to journal, which a great way to process all that's in our head.



Let's Talk Anxiety Video
Anxiety is something many young people struggle with and is a normal human emotion, however, sometimes it can become overwhelming and have a negative impact on life and our wellbeing.



Let's Talk Misconceptions
mental health difficulties are often misunderstood. Mental health has lots of stigmas and we want to help remove these by learning to talk about them.



Let's Talk Self-Harm
Self-harm is something many young people struggle with and is a coping mechanism to deal with difficult feelings. This video is designed to help start conversations about self-harm.



Control Circles
A simple and effective tool to use when life seems out of control or difficult.



Monthly Prayer Guide
Download our monthly prayer guide.



Let's Talk Original Video
Let's Talk - encouraging conversations about difficult topics such as mental health and self-harm, to improve access to support.



Let's Talk Wellbeing
Wellbeing and taking care of ourselves is something we all need to do.



Let's Talk Education Pack
Assembly, lesson and teacher resources for secondary schools



Let's Talk Misconceptions Educatio...
Assembly, lesson and teacher resources for secondary schools



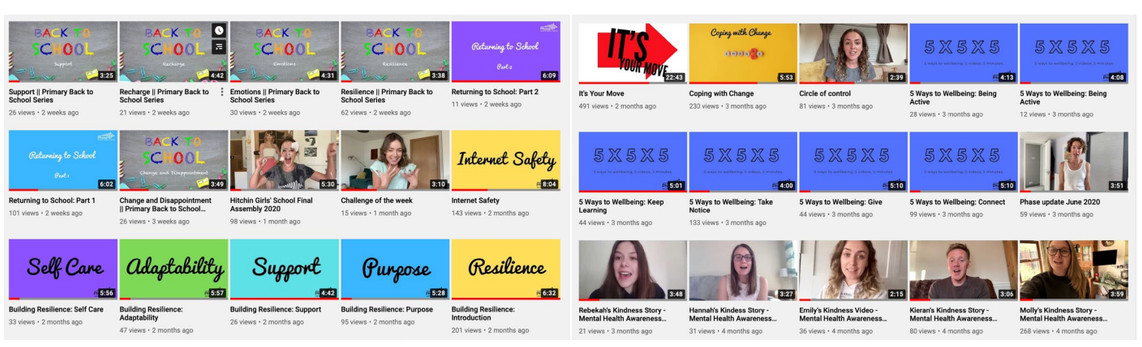
Let's Talk: Anxiety Education Pack
Assembly, lesson plan and other resources



Let's Talk Self-Harm Education Pack
Assembly, lesson and teacher resources for secondary schools



Let's Talk Wellbeing Education Pack
Assembly, lesson and teacher resources for secondary schools



What young people, parents & schools say about our work

I always leave feeling motivated and a lot better than before.
Young person

I just want to say thank you and your team for the fantastic 'Back to school' video resource that you created. It was great! I used it every day for our first week as a class collective worship/assembly resource. The children enjoyed it and it started each day well and with a positive and helpful thought.
Kim, Teacher



I was really worried about my child, but speaking to Phase helped settle my concerns and worries. They made me feel hopeful about the situation we find ourselves in and my son finds his sessions so helpful.
A Parent

My child absolutely loved doing Time Trek! She called me straight afterwards and was so so excited. Thank you, to you and the team, for everything that has gone into getting that together.
A parent

Thank you so much for all your help! Phase has really helped me with finding ways to control what I worry about. Virtual mentoring has helped me find coping mechanisms.
Young person

you guys really are so wonderful and responsive to the needs of students and staff - I don't know what we would do without you! Hitchin is so lucky to have Phase!
Laura, Teacher

Treasurer's Report

Phase started 2020 knowing we needed to increase our income generation to cover the increase in staff numbers compared to 2019 and mid year, following the outbreak of the Coronavirus pandemic, there was considerable concern that income would fall well short of requirements.

Following a huge amount of work from our entire team of Staff & Trustees, as well as incredibly generous efforts from our many fundraisers and donors we are therefore delighted to report only a small drop of £3,680 in our unrestricted funds during the year and an increase of £6,066 in designated funds available for use against specific projects during 2021.

A drop in general fundraising was expected given Covid implications and it's staggering to be able to report a significant increase in the number of events organised for our benefit. 39 individual fundraisers raising £25,461 for Phase during the year, an increase of over 50% on 2019!

Recognition for the amazing work Phase performs as well as the efforts of our grant applications team produced £33,563 of one off specific grants and donations for both specific projects as well as the general work of Phase. Again as significant increase on 2019.

Still though the bulk of our income comes from specific donations from our local churches, who also increased their giving to help us through the implications of Covid, as well as in excess of 120 people making regular monthly donations by standing order. This is the financial foundation on which Phase is built and we are extremely grateful to all



those who give by these routes.

We also made use of the Government's Furlough Scheme which saw us through the month of April when concerns over income levels were at their peak.

So, to conclude, despite what looked like being a very difficult year financially for Phase, we have been able to manage our finances very efficiently leaving us with an appropriate level of reserves ahead of what is expected to be another testing year in terms of income generation

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

Chris

Chris Maylin
Treasurer

Registered with FUNDRAISING REGULATOR

Phase Accounts 2019-2020

HITCHIN CHURCHES SCHOOLS WORKER TRUST (PHASE) - REGISTERED CHARITY No. 1154364
Receipts and Payments account for the Year ended 31 August 2020

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2019	
INCOME								
Gifts & Donations from:								
Churches	15,388.62		0.00		15,388.62		14,355.92	
Individuals	37,594.77		0.00		37,594.77		36,777.96	
Others	751.04		0.00		751.04		157.69	
		53,734.43		0.00		53,734.43		51,291.57
Specific Grants / Donations								
Casey Trust	1,500.00		0.00		1,500.00		0.00	
Clipsham Foundation	0.00		0.00		0.00		2,000.00	
Herts Community Foundation	0.00		9,072.50		9,072.50		0.00	
Herts Councillors	0.00		0.00		0.00		501.00	
Hitchin Youth Trust	0.00		0.00		0.00		2,450.00	
HMRC Furlough Grant	0.00		4,065.93		4,065.93		0.00	
NHDC Covid Fund	0.00		1,925.00		1,925.00		0.00	
Rotary Club	1,000.00		0.00		1,000.00		0.00	
Shanly Foundation	0.00		0.00		0.00		2,000.00	
Souter Trust	0.00		5,000.00		5,000.00		0.00	
St Albans Diocese	0.00		500.00		500.00		0.00	
TK Maxx	500.00		0.00		500.00		0.00	
Valiant Trust	10,000.00		0.00		10,000.00		0.00	
Xerox Trust	0.00		0.00		0.00		2,020.00	
		13,000.00		20,563.43		33,563.43		8,971.00
Gift Aid Refund		0.00		0.00		0.00		5,991.25
Bank Interest		83.90		0.00		83.90		92.20
Fund Raising		25,460.52		0.00		25,460.52		16,328.00
Other Income								
Mentoring	4,237.72		0.00		4,237.72		3,440.00	
Youth Worker Contribution	0.00		0.00		0.00		10,865.24	
		4,237.72		0.00		4,237.72		14,305.24
TOTAL INCOME		**96,516.57**		**20,563.43**		**117,080.00**		**96,979.26**

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2019	
EXPENDITURE								
Staff Costs								
Salaries and NI	84,776.51		10,384.43		95,160.94		87,551.39	
Pension	3,227.68		0.00		3,227.68		4,444.99	
		88,004.19		10,384.43		98,388.62		91,996.38
Rent		2,592.00		0.00		2,592.00		2,592.00
Computers & IT		265.92		3,613.20		3,879.12		250.00
General Administration costs								
Fundraising & Event Costs	1,940.13		500.00		2,440.13		895.00	
Insurance	1,249.13		0.00		1,249.13		1,208.74	
Other expenses	6,145.30		0.00		6,145.30		5,759.90	
		9,334.56		500.00		9,834.56		7,863.64
TOTAL EXPENDITURE		**100,196.67**		**14,497.63**		**114,694.30**		**102,702.02**
INCOME LESS EXPENDITURE		**-3,680.10**		**6,065.80**		**2,385.70**		**-5,722.76**
BALANCE B/FWD AT 1 SEPTEMBER 2019		73,765.71		15,000.00		**88,765.71**		**94,488.47**
BALANCE C/FWD AT 31 AUGUST 2020		**70,085.61**		**21,065.80**		**91,151.41**		**88,765.71**

BALANCE SHEET

Asset balances as at 31 August 2020 are made up as follows.

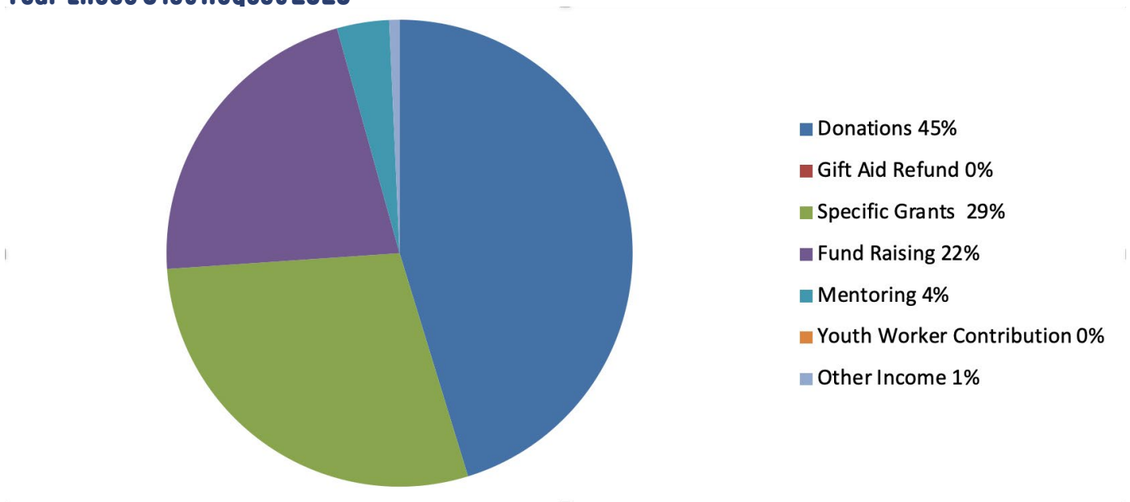
Cash at Bank	55,578.33		53,493.78
Charites Investment Fund	8,284.20		8,247.30
Scottish Widows	27,008.54		26,981.56
Petty Cash	280.34		43.07
	91,151.41		**88,765.71**

Signed Jeremy Rackham Date :
Chair

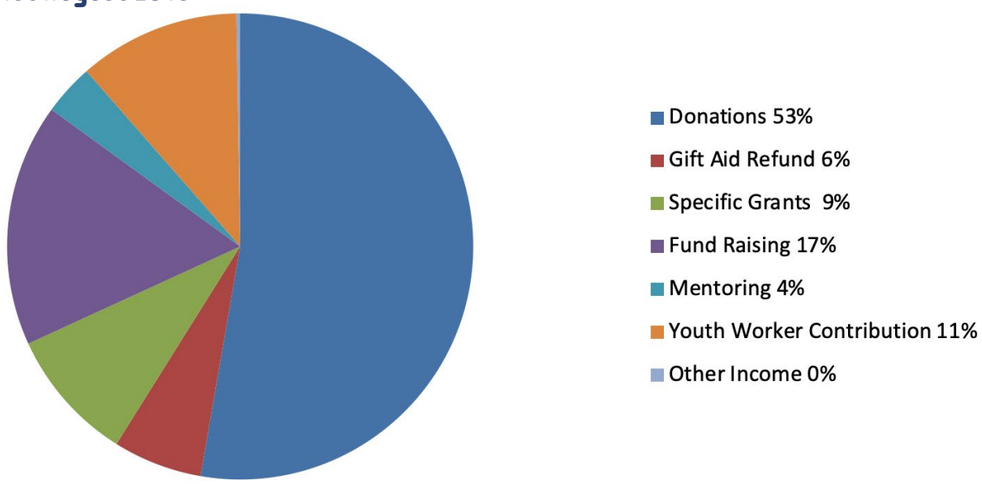
Signed Chris Maylin Date :
Treasurer

Incoming Resources Summary

Year Ended 31st August 2020



Year Ended 31st August 2019



Registered with FUNDRAISING REGULATOR

Trusts & Grants

Casey Trust
Herts Community Foundation
NHDC Covid Fund
Kingdom Fund
Rotary Club
Souter Trust
St Albans Diocese
TK Maxx
Valiant Trust

Sponsors

AZ Autos
Earthware
HRJ Foreman Laws
Saba
Rhode & Tucker
PureGym
Standards International
Raymond James

Fundraising

Hitchin Fireworks
VGM London Marathon
Vitality Big Half Marathon
2.6 Challenge
Hitchin Cello Collective Concert
My Ride London
Dryathlon
TPS - Mr Blue Sky

Thank you to everyone who has led, taken part, supported or given to the many fundraising events this year!





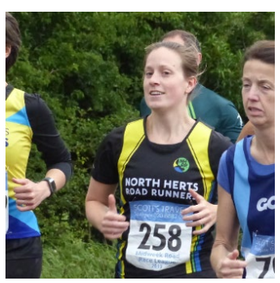


















The Phase Team



L-R: Amanda Maylin, Emily Croucher, Hannah Dengate, Lizzie Feltoe & Kieran Murphy

Our Trustee Team
Jeremy Rackham (Chair)
John Maguire (Vice Chair)
Chris Maylin (Treasurer)
Andrew Henton Pusey
Donna Wade
Frances Manning
Liz Tye
Martin Watson

Heather Pickett (Clerk to the Board)

@phasehitchin

W: phase-hitchin.org
E: office@phase-hitchin.org
T: 01462 422940

Phase
Silver Birch Centre
Bedford Road
Hitchin, Herts
SG5 1HF

Charity Number: 1154364

Registered with FUNDRAISING REGULATOR

Phase
PROMOTE | PREVENT | SUPPORT

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

Receipts and Payments account for the Year ended 31 August 2020

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2019	
INCOME								
Gifts & Donations from:								
Churches	15,388.62		0.00		15,388.62		14,355.92	
Individuals	37,594.77		0.00		37,594.77		36,777.96	
Others	751.04		0.00		751.04		157.69	
		53,734.43		0.00		53,734.43		51,291.57
Specific Grants / Donations								
Casey Trust	1,500.00		0.00		1,500.00		0.00	
Clipsham Foundation	0.00		0.00		0.00		2,000.00	
Herts Community Foundation	0.00		9,072.50		9,072.50		0.00	
Herts Councillors	0.00		0.00		0.00		501.00	
Hitchin Youth Trust	0.00		0.00		0.00		2,450.00	
HMRC Furlough Grant	0.00		4,065.93		4,065.93		0.00	
NHDC Covid Fund	0.00		1,925.00		1,925.00		0.00	
Rotary Club	1,000.00		0.00		1,000.00		0.00	
Shanly Foundation	0.00		0.00		0.00		2,000.00	
Souter Trust	0.00		5,000.00		5,000.00		0.00	
St Albans Diocese	0.00		500.00		500.00		0.00	
TK Maxx	500.00		0.00		500.00		0.00	
Valiant Trust	10,000.00		0.00		10,000.00		0.00	
Xerox Trust	0.00		0.00		0.00		2,020.00	
		13,000.00		20,563.43		33,563.43		8,971.00
Gift Aid Refund		0.00		0.00		0.00		5,991.25
Bank Interest		83.90		0.00		83.90		92.20
Fund Raising		25,460.52		0.00		25,460.52		16,328.00
Other Income								
Mentoring	4,237.72		0.00		4,237.72		3,440.00	
Youth Worker Contribution	0.00		0.00		0.00		10,865.24	
		4,237.72		0.00		4,237.72		14,305.24
TOTAL INCOME		**96,516.57**		**20,563.43**		**117,080.00**		**96,979.26**

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

Receipts and Payments account for the Year ended 31 August 2020

	Unrestricted Funds		Designated Funds		Total		Year Ended 31 August 2019	
EXPENDITURE								
Staff Costs								
Salaries and NI	84,776.51		10,384.43		95,160.94		87,551.39	
Pension	3,227.68		0.00		3,227.68		4,444.99	
		88,004.19		10,384.43		98,388.62		91,996.38
Rent		2,592.00		0.00		2,592.00		2,592.00
Computers & IT		265.92		3,613.20		3,879.12		250.00
General Administration costs								
Fundraising & Event Costs	1,940.13		500.00		2,440.13		895.00	
Insurance	1,249.13		0.00		1,249.13		1,208.74	
Other expenses	6,145.30		0.00		6,145.30		5,759.90	
		9,334.56		500.00		9,834.56		7,863.64
TOTAL EXPENDITURE		**100,196.67**		**14,497.63**		**114,694.30**		**102,702.02**
INCOME LESS EXPENDITURE		**-3,680.10**		**6,065.80**		**2,385.70**		**-5,722.76**
BALANCE B/FWD AT 1 SEPTEMBER 2019		73,765.71		15,000.00		**88,765.71**		**94,488.47**
BALANCE C/FWD AT 31 AUGUST 2020		**70,085.61**		**21,065.80**		**91,151.41**		**88,765.71**

BALANCE SHEET

Asset balances as at 31 August 2020 are made up as follows.

Cash at Bank	55,578.33	53,493.78
Charites Investment Fund	8,284.20	8,247.30
Scottish Widows	27,008.54	26,981.56
Petty Cash	280.34	43.07
	91,151.41	**88,765.71**

Signed Jeremy Rackham Date : 24 Feb 2021

Chair *Jeremy Rackham*

Signed Chris Maylin Date : 24 Feb 2021

Treasurer *Chris Maylin*

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	**HITCHIN CHURCHES SCHOOLS WORKER TRUST**		
On accounts for the period ended	31 AUGUST 2020	**Charity no (if any)**	1154364
Set out on pages	One to Two		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	Ian Mills	**Date:**	24 Feb 2021
Name:	Mr Ian Mills		
Address:	13 Stevenage Road, Hitchin, SG4 9DH		