



Trustees' Annual Report for the period						
	Period start date				Period end date	
	01	April	2024		31	March
From				To		

Section A

Reference and administration details

Charity name

[podium.me](#)

Other names charity is known by

Registered charity number (if any)

1160250

Charity's principal address	46 Devereux Road	
	London	
	Postcode	SW11 6JS

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Jane Barrett			
2 Camilla Byk			
3 Louise Sargeant			
4			
Jonathan Paterson			
5 Sarah Bowen (joined in September 2025)			

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

Name	Dates acted if not for whole year
	_____ _____

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation model constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by consensus of the existing trustees acting in the best interest of the Charity and with due consideration of any skill sets owned by potential trustees that would benefit the Charity.

Additional governance issues (Optional information)

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

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

Every new intern is met with or has an induction phone call to explain the way that Podium operates, all interns are volunteers and are aged 16-25

Podium produces podcasts that contain rights belonging to a number of different people, including younger people. To address the issues of using the voices of young people, Podium operates a consent policy to ensure that no content is placed online without the original author's consent (or that of their parent guardian if applicable) and a take-down procedure to quickly remedy any potential issues with the podcasts. The copyright for the final podcast is retained by Podium.me

If Podium creates content for third parties, it operates under contracts to ensure all obligations are clear.

Section C

Objectives and activities

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

To act as a resource for young people by providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

[Podium.me](http://podium.me) provides mentoring and training opportunities to a wide range of young people across the UK. We provide young people with a voice via a platform that allows them to share views, personal experience and expertise, and Podium provides the opportunity, training and platform for young people to contribute to media and find jobs and further their careers in the media. Podium has a no-selection no-rejection policy therefore providing maximum benefit to the public.

Young people who are interested in any aspect of journalism, feature production, news, drama, music, or podcast production can apply to do an unpaid internship with podium.me.

Internships are arranged with schools and universities as well as individuals.

Freelance producers where necessary are paid for project work.

An internship can be done either in person (meeting in a cafe or local facility) or remotely by communicating online.

Internships generally last from one week to one month, and occasionally longer if forming part of a university course requirement.

Regular workshops take place with visiting speakers to give training on production skills and drama writing skills. These take place either independently or at festivals at the invitation of universities or schools.

Regular training days and workshops help to create a community eg. 'Writing for audio drama' group which draws together new writers to create monologues and audio dramas which can be produced with the support of podium.me. The stories told are often based on the personal experiences of the young people involved.

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

Additional details of objectives and activities (Optional information)

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

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

Podium is well known for bringing together industry professionals and young people in an atmosphere of collaboration and useful networking for all.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Organisations worked with:

Big Creative College Mental Health Week
Radio Academy Mentoring Programme
Wempower (Ilaria Bianacci)
IJF International Journalism Festival
Amplify (Tamsin Clements)
Confetti
Sonica Recording Studios Clapham
Bankfest (Dorset)
The Conversation Cabinet
The Galleries Group
The 'Otherwise' group

Links with schools and education

King Egbert sixth form Sheffield
University of Sussex
University of Nottingham Trent (East London Campus)
CMA Community Media Association
Chestnut Grove Academy
St Mary's Calne Careers

Work Experience placements:

Mitali
Karkiu
Leo
Cecelia
Katanyani
Aaliyah
Ethan
Joshua
Angus
Ifrah

Section E

Financial review

Brief statement of the charity's policy on reserves

The balance sheet consists only of reserves that represent surplus income received. The trustees confirm that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Details of any funds materially in deficit

There are no funds held as custodian trustee

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

2023-2024

The charity continued to make an impact on young people by offering bespoke career opportunities in the media sector, both through work experience, internships and school and university workshops.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)		
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Position (eg Secretary, Chair, etc)		
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Date	
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Receipts and payments accounts

CC16a

For the period
from

Period start date
1-Apr-24

To

Period end date
31-Mar-25

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	-	-	-	180	150
Donation	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	-	180	150
A2 Asset and investment sales, (see table).	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	180	150
A3 Payments					
Insurance/compliance	-	-	-	1,359	1,220
Contractor cost	-	-	-	-	-
Online storage	-	-	-	373	363
Training/Events	-	-	-	-	-
Travel	-	-	-	-	-
Marketing	-	-	-	88	-
21C Fox audio drama production costs	-	-	-	5,750	550
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	7,569	2,133
A4 Asset and investment purchases, (see table)	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	7,569	2,133
Net of receipts/(payments)	-	-	-	7,389	1,983
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	29,952	31,268
Cash funds this year end	-	-	-	22,563	31,572

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		22,563	-	-

		-	-	-
		-	-	-
	Total cash funds	22,563	-	-
	(agree balances with receipts and payments account(s))	45,126		
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity’s own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	