

Report of the Trustees for the period ending 31 August 2021

The trustees of GivingTime present their annual report and accounts of the charity for the period from 1 Sep 2020 to 31 August 2021 and confirm they comply with the requirements of the Charities Act 2011 and the charity's constitution.

Our Purpose

GivingTime is a registered coaching and volunteering charity that partners with UK state secondary schools to provide free professional coaching to adolescent students in return for volunteering hours.

Our purpose is to support young people make the transition from education into the workplace.

Our Priorities

- **Work Readiness** - Preparing young people for the world of work, not as it is today but for the world of work tomorrow.
- **Civic responsibility and community building** - Promoting greater connectedness and community building through volunteering and partnerships between schools, young people and charitable causes.
- **Promoting mental wellbeing** - Providing the space for personal expression and developing greater self-awareness in young people to enable improved life choices.

How we work

GivingTime works in partnership with UK state secondary schools to provide adolescent students (aged 14-18 years old) with free one-to-one professional coaching sessions.

Students who apply to the GivingTime programme are paired with experienced professional coaches who volunteer their time to provide up to six coaching sessions online.

In return for the coaching, students commit to at least six volunteer hours to a cause that matters to them and their community.

The GivingTime programme operates entirely on a voluntary basis; schools, young people, coaches and organisations volunteer their time free of charge.

Why GivingTime?

Mainstream UK state school education focuses on academic achievement, which alone is not enough to prepare an adolescent for further education or the world of work. Schools are under increasing pressure to meet Department for Education academic performance targets. A 2016 study by OFSTED found that just 10% of UK secondary schools were providing sufficient 'enterprise education', leaving the majority of students unprepared for employment and lacking the basic skills needed for the world outside of school.

Students leave school with content knowledge (WHAT) but without the behavioural knowledge (HOW) that is so important in the workplace and also in life. After leaving formal education there is little focus on self-discovery.

The life-stage of adolescence brings a number of challenges; biological, cognitive, psychological, social. GivingTime uses coaching as a tool to positively impact the cognitive and psychological challenges of adolescence. Through coaching, young people learn about their strengths, the importance of their actions and start to discover their own values and beliefs which enables them to become more self-aware, confident and resourceful.

The GivingTime programme empowers young people to discover their own resourcefulness and priorities through coaching. They learn to connect to and relate to others and, through volunteering, they start to contribute to something that is bigger than themselves.

Review of Activities and Achievements

The pandemic had a significant impact on the GivingTime programme with the office locations closed and schools operating remotely. During this time, we were able to develop an online coaching offering for students which involved working through the various associated safeguarding challenges.

■ GivingTime programme - Coaching

In the period from September 2020 to August 2021 the GivingTime programme was operational in 2 schools and involved 5 students and 5 coaches. The programme was 26 hours of coaching were delivered and the students logged 25 hours of volunteering in return. 100% of the students said they learnt something useful from the GivingTime programme and 100% would recommend GivingTime to a peer. 100% of young people said their coach helped them to feel safe to talk about the things that truly matter to them.

This takes the cumulative impact of GivingTime since the pilot in 2015 to:

90 young people have experienced coaching for the first time
7 schools
2 universities
39 coaches
387 hours of coaching delivered
675 volunteering hours logged
1062 total volunteering hours (young people + coaches)
98% of young people would recommend GivingTime
98% of young people learnt something useful

As part of the evaluation of GivingTime, we measure self-efficacy and self-esteem of the students before and after the programme. This cycle of coaching was interrupted by the pandemic and so we do not have a large enough data set to share.

We also evaluate the programme from a coach perspective with the following results for the 2020 coaching cycle:

100% of coaches would recommend GivingTime to another coach
100% of coaches would volunteer as a GivingTime coach again
100% of coaches found the Supervision session useful

■ GivingTime programme - Volunteering

The volunteering element of GivingTime presents an opportunity for young people to learn something about themselves and also to get a sense of self worth by giving their time for the benefit of others. The results from the volunteering were:

25 hours of volunteering
60% of young people completed volunteering hours

100% of the young people who volunteered gained new skills through volunteering
 100% gained a sense of purpose through volunteering
 100% thought they would continue volunteering

The students volunteered at a local nursery, within their school and setting up a local community project to raise awareness of mental health.

Testimonials

■ Young People

"GivingTime really helps you to gain a deeper understanding about yourself, something which I think everyone needs in life: a sense of clarity. Since life seems to move too quickly, finding the time to reflect can be tough; the act of reflecting itself can be a challenge when done alone. GivingTime can offer you the opportunity to do this with the support and the non-judgemental approach one of their coaches can provide. I left each session having gained something: more knowledge about myself, a little bit more clarity, and the feeling that I had gotten a burden off my chest. Be it school life, my next steps, my mental health - any topic I wanted to discuss was met with an efficient approach that meant I left our sessions with confidence. I'd highly recommend you attend if you find yourself feeling confused in general."

"It has helped me to achieve a more concise decision on what I want to do in the future & it helped me with my goals."

"I would say to a friend that giving time is a really good way to develop new ways of thinking. I think that the coaching GivingTime provides allows you to understand how to think through and assess different problems you have to try to find resolutions so therefore I think that the scheme is highly valuable.."

"anything that you were concerned about and held at the back of your clustered mind can be expressed and listened by the coach, and they help you identify these things and produce a solution for it."

Future Plans

The trustees have a dual focus:

- To maintain and improve the operational running of the GivingTime programme
- To develop the organisation to be able to offer the GivingTime programme to more students at zero cost.

■ Operational running of the GivingTime programme

Ongoing evaluation of online coaching

The running of the GivingTime programme is currently limited to online coaching and whilst the original intention of the programme was to provide face to face coaching to allow students to experience being in a place of work, the trustees recognise that more and more work interactions are taking place in a remote setting and that there is value for students to learn how to conduct themselves in virtual professional interactions. There are also significant operational benefits to the programme especially in being able to expand geographically.

■ Developing the GivingTime organisation

Preparing to scale

Whilst GivingTime has a self-service software platform, much of the programme relies on the trustees on a day to day basis. To be able to scale up the programme, the trustees would like to recruit volunteers to take on some of the operational roles.

Financial Review

GivingTime has been established as a charity with the aim of being able to operate without significant fundraising or income generating activities. The accounts for GivingTime have been prepared on a receipts and payments basis.

The receipts for the period consisted of bank interest received plus a disbursement from Smile.amazon.co.uk which is a percentage of purchases made by Amazon customers who selected GivingTime as their nominated charity. The principal payments for the period related to the subscription for the IT database system, insurance for GivingTime coaching activities, domain name renewals and the cost of registered with the ICO. As at 31 August 2021, GivingTime had cash funds of £4,966. More details can be found in the Annual Accounts.

As there are no employees of GivingTime and the running costs are approximately £600 per annum, the trustees do not believe that a reserves policy is necessary. The finances of GivingTime are reviewed at each trustee meeting including expenditure and income and potential future investment required.

Structure, Governance and Management

■ Objects

GivingTime was incorporated on 19 January 2018 as a Charitable Incorporated Organisation (CIO) and is governed by a constitution which defines the charity's objects are being:

“to advance in life and help young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.”

■ Trustees and organisational structure

The constitution allows for up to 7 trustees to be appointed, each trustee serving for renewable term of 3 years. Trustees can serve until they either resign or their term ends without renewal. All trustees give their time freely and no remuneration or expenses were paid.

The trustees are responsible for setting the strategy and are responsible in law for the running GivingTime. All the trustees, except where otherwise stated, served for the whole period:

JMR Foster (Chair)
JG Sheppard
CDM Paterson
DM Laudato
AC Alexander

Where new trustees are appointed, they are given a formal induction to the work of the charity and provided with the information they need to fulfil their roles, which includes information about the role of trustees and charity law. New trustees are interviewed by a panel of trustees and appointed where they have the necessary skills to contribute to the charity's management and development.

The trustee board meets at least 4 times per year.

■ Risk Management

The trustees are responsible for overseeing the risks faced by the charity. Risks are identified, assessed and appropriate responses are determined throughout the year. The most significant risks are recorded in a risk register which is reviewed at every trustee meeting. The management of the risks is carried out by the administrative volunteers.

Through the risk management processes established by the charity, the trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

■ Professional Advisors

To help us in our work, we retain a number of professional advisors:

Solicitor	Travers Smith LLP, 10 Snow Hill, London, EC1A 2AL
Banker	Metrobank, 137-141 Chiswick High Road, London, W4 2ED
Insurance Broker	Oxygen, 12 Trevor Foster Way, Bradford, DB5 8HB

We are particularly grateful to Travers Smith who provide their services to GivingTime on a pro-bono basis.

■ Contact details

Address	2 Abinger Road, London, W4 1EL
Website	www.givingtime.org.uk
Registered Charity no.	1176752

Declarations

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

Signed on behalf of the charity's trustees

Signature	
Full Names	Christopher Douglas Mark Paterson
Position	Trustee
Date	4 th March 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
GivingTime

No (if any)
1176752

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Sep-20

To

Period end date
31-Aug-21

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					
Interest received	3	-	-	3	14
Smile. Amazon credit	11	-	-	11	6
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14	-	-	14	19
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14	-	-	14	19
A3 Payments					
IT database system subscription	289	-	-	289	308
Domain names, web hosting & SSL certificate	79	-	-	79	253
Insurance for coaching activities	122	-	-	122	107
ICO registration	35	-	-	35	35
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	525	-	-	525	703
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	525	-	-	525	703
Net of receipts/(payments)	- 511	-	-	- 511	- 684
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,478	-	-	5,478	6,161
Cash funds this year end	4,966	-	-	4,966	5,478

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				
	Cash in bank	4,966	-	-
		-	-	-
		-	-	-
	Total cash funds	4,966	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval