

## Report of the Trustees for the period ending 31 August 2022

The trustees of GivingTime present their annual report and accounts of the charity for the period from 1 Sep 2021 to 31 August 2022 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

### ■ GivingTime programme - Coaching

In the period from September 2021 to August 2022 the GivingTime programme was operational in 4 schools and involved 14 students and 12 coaches. 70 hours of coaching were delivered and the students logged 159 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:

**104** young people have experienced coaching for the first time  
**8** schools  
**2** universities  
**48** coaches  
**457** hours of coaching delivered  
**834** volunteering hours logged  
**1291** 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. The results for this cycle of coaching are shown below and show similar improvements to previous pre-pandemic cycles.

Sep 21 – Aug 2022:

**+15%** self esteem score\*

**+12%** self efficacy score\*

\*+/- measure pre coaching vs post coaching. Pre and post coaching questionnaires completed by young people.

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:

**159** hours of volunteering  
**79%** 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 nursery, within their school and a cinema and hospital.

## Testimonials

### ■ Young People

*"Giving Time is a great opportunity to discover interests and career choices you never even thought about. It gives you a fresh perspective about yourself and careers that tailor your interests, passions and strengths. The coaches are extremely supportive, friendly and caring. They have your best interest at heart, which is really encouraging, especially when you don't have much faith and confidence in yourself. Giving Time is an amazing opportunity, and I highly recommend it to everyone!"*

*"It's a really great experience and a friendly atmosphere. Allows you to look at yourself from a positive and accepting perspective. You learn a lot about yourself, your goals and your achievements."*

*"Before the coaching I felt like I had a lot of problems and I struggled with self-doubt. However, after spending those 6 weeks with my coach I felt like an entirely different person with a fresh mindset. She helped me find the answers to my problems and gave me the confidence to carry on doing this in the future. She listened so intently that I felt respected and comfortable knowing she would be there to support me with whatever I needed. If you need someone to not judge with whatever you are dealing with, I would strongly recommend this coaching as it helped me in so many ways that I will always be grateful."*

*"It has improved my confidence level. And I really enjoyed engaging with my coach as she helped me a lot with the areas I asked to focus on."*

*"It's a great way to better understand yourself. It really helped me to understand my feelings; I felt more connected to myself and was almost like a wake up call."*

### ■ Coaches

*"Warm and friendly organisation where you meet fantastic young people, where you are supported by your colleagues."*

*"It's an opportunity to give your skills to people who really appreciate them. Very energising and fulfilling."*

*"This is the opportunity to maximise your impact, with somebody with no previous coaching experience but that might act quickly on their learnings during coaching."*

## 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

### Commitment to online coaching

The GivingTime programme has been running as online coaching for the past 2 years with 22 students completing the programme in this format. Feedback from students and coaches has been consistent with pre-pandemic face to face coaching and the programme has operational benefits in the online format. The trustees have agreed to continue with an approach of only offering online coaching with the intention to be able to expand geographically.

## ■ Developing the GivingTime organisation

### 3 years of scale up

GivingTime has successfully recruited volunteer roles to manage some of the day to day running of the programme. This has included volunteers to approach new schools to expand the programme. The trustees have set the organisation a challenge to reach 1,000 students coached by Jan 2026. There is ongoing work to refine the processes IT systems to simplify the programme as much as possible in support of being able to cope with significantly increased student demand.

## 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 2022, GivingTime had cash funds of £4,239. More details can be found in the Annual Accounts.

As there are no employees of GivingTime and the running costs are approximately £700 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.

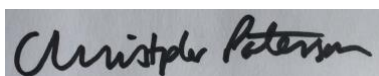
### ■ Contact details

Address	2 Abinger Road, London, W4 1EL
Website	<a href="http://www.givingtime.org.uk">www.givingtime.org.uk</a>
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	13 <sup>th</sup> March 2023



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-21

To

Period end date  
31-Aug-22

### 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 £
<b>A1 Receipts</b>					
Interest received	1	-	-	1	3
Smile. Amazon credit	5	-	-	5	11
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>14</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>14</b>
<b>A3 Payments</b>					
IT database system subscription	334	-	-	334	289
Domain names, web hosting & SSL certificate	206	-	-	206	79
Insurance for coaching activities	122	-	-	122	122
ICO registration	35	-	-	35	35
DBS checks	36	-	-	36	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>733</b>	<b>-</b>	<b>-</b>	<b>733</b>	<b>525</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>733</b>	<b>-</b>	<b>-</b>	<b>733</b>	<b>525</b>
<b>Net of receipts/(payments)</b>	<b>- 727</b>	<b>-</b>	<b>-</b>	<b>- 727</b>	<b>- 511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,966</b>	<b>-</b>	<b>-</b>	<b>4,966</b>	<b>5,478</b>
<b>Cash funds this year end</b>	<b>4,239</b>	<b>-</b>	<b>-</b>	<b>4,239</b>	<b>4,966</b>

### 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 £
<b>B1 Cash funds</b>				
	Cash in bank	4,239	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,239</b>	<b>-</b>	<b>-</b>

(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
