



Sing Inside: Annual Report and Accounts 2021-22

The trustees are pleased to present the annual report and accounts of Sing Inside for the year ended 31 March 2022.

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Reference information

Charity name: Sing Inside

Registered CIO number: 1182678

Registered address: Sing Inside, International House, 12 Constance Street, London, E16 2DQ

Trustees

Nigel Rothband (chair, appointed 28.03.2019)

Andrea Brown (appointed 28.03.2019)

Claudia Vince (appointed 09.12.2020)

Áine Jackson (appointed 14.12.2020)



Jonathan Lucas Wood (appointed 21.12.2020)
Jenny Mercer (appointed 21.01.2021)
Edward Smyth (appointed 03.09.2021)

Executive team

Maisie Hulbert (chief executive officer)
Kate Apley (head of volunteer engagement)
Giverny McAndry (head of policy)
Jonathan Schranz (head of development)
Clover Willis (musical leadership executive)

With thanks to local volunteer committees based in Cambridge, Oxford and York, as well as volunteer project officers.

Structure, governance and management

Sing Inside was registered with the Charity Commission in England and Wales as a charitable incorporated organisation (CIO) on 28 March 2019 with registered charity number 1182678. Sing Inside's governing document is its constitution (last updated March 2019). The trustees confirm that the financial statements comply with the requirements in section 24 of Sing Inside's constitution and with section 133 of the Charities Act 2011 which permits non-company charities to prepare receipts and payments accounts provided the charity's gross income does not exceed £250,000.

Sing Inside provides group singing workshops in prisons across England and Wales. We enable all participants to enjoy singing with others free from judgement or assessment, inspiring hope and confidence, and facilitating connection to others.

We train confident, inspiring community music leaders who deliver engaging, accessible singing sessions. We prioritise enjoyment in our approach to learning to increase confidence, promote teamwork and encourage participants to recognise their individual contribution to a shared goal.

Our executive team oversees three local committees made up of volunteers who organise workshops with prisons local to them, in Cambridge, Oxford and York. Our relationships with prisons in Staffordshire, London and the south east and all new prison partnerships are managed by the executive team.

During the 2021-22 financial year, Sing Inside continued to face a difficult external landscape with most prisons in England and Wales cancelling face-to-face educational and rehabilitative provision due to the ongoing Covid-19 pandemic. Prison experienced and continue to experience serious staff shortages and many entered site lockdowns at short notice. For a charity with limited resource in terms of capacity and finances, this made it very difficult to plan ahead and shape projects with clear expectations around prison involvement.

Later in the year some face-to-face work resumed. Sing Inside continued to work on a hybrid offer, through a key project at HMP Woodhill in August 2021 in which physical packs accompanied a day-long session, during which the group created a recording of Bill Withers' Lean on Me. This recording was broadcast on National Prison Radio later in the autumn

alongside an interview with our chief executive, encouraging listeners to join Sing Inside on visits as soon as possible and reiterating our focus on enjoyment and connection to others.

In December 2021, volunteers provided Christmas visits in HMP Wayland and HMP Full Sutton. These sites unfortunately re-entered lockdown in early 2022 which delayed our return to the prisons, but the charity was able to return to HMP Woodhill in March 2022. Sing Inside has also focused this year on rolling out our musical leadership training, which was delivered to volunteers in York, Oxford and Cambridge during 2021-22, upskilling new musical leaders to lead our workshops as we return to face-to-face work more consistently.

Sing Inside also formed its first ever three year strategy, which will run from April 2022 to March 2025. This focuses our resource on prioritising fun in our singing sessions, aiming to boost wellbeing after a significant period of isolation, and blending remote learning into a hybrid approach to boost engagement between workshops. The strategy also sets clear goals on the sustainability of the organisation and stabilising our operating model to ensure all our teams are properly resourced and managed. We have also formed our first anti-racism action plan, focusing on embedding our work in local communities, diversifying our volunteer base through building relationships and connections with other local groups, and ensuring our musical outputs and procedures are reviewed through an anti-racist lens. We look forward to starting work on delivering this strategy.

Chair's statement – Nigel Rothband

I am proud, particularly in the last year, to be the Chair and a supporter of Sing Inside. The charity has emerged from the pandemic with greater clarity, a brand new three year strategy and a more flexible approach.

Despite the ongoing and significant challenges of delivering singing workshops in prisons, the executive team have continued to show resilience, creativity and determination. Their passion for the charity's purpose and their enthusiasm are both infectious and inspiring.

This year we will begin to implement our new strategy which includes piloting our exciting ambassador scheme, remunerating our staff and continuing to connect with our local communities. Thank you to my fellow trustees, all our volunteers, supporters and the executive team for your continued commitment and support.

Chief executive's statement – Maisie Hulbert

This year has been a uniquely challenging year for Sing Inside. The picture in prisons has made it difficult to work closely with people and meaningfully involve them in designing our work due to very low levels of face-to-face provision, and challenges gathering feedback forms from our in-cell provision. As prisons start to reopen, we are seeing a variety of issues surfacing: most importantly for our service design, we are facing a mental health crisis in prisons following a period of such intense isolation, with the Justice Committee estimating that up to 70% of people in prison could be suffering with poor mental health. The practical delivery element of our work is also under more pressure than I have ever experienced before, with staffing levels extremely low and this creating a lack of capacity within the service for activities to resume to anything like pre-pandemic levels. I remain hopeful that this will change as

prisons adapt to post-pandemic ways of working, and am proud of the entire team's tenacity, adaptability and determination to deliver as much as possible within incredibly tight constraints.

I am very proud of a number of key pieces of work, most importantly setting our first three year strategy. This will shape our work for years to come, and includes key objectives such as remunerating our team, piloting our Ambassador Scheme to place the voices of people in prison at the heart of workshop design and delivery, and deepening our connections to local communities. Piloting our musical leadership training over the last year has also been a huge success, with volunteers across the country now ready to lead on our workshops and develop their own musical leadership skill. This is a significant benefit as it will allow us to provide more workshops, at a time when confidence building in prisons has never been more needed. I would like to thank our board of trustees, executive team, local committees and volunteer base for all their support over the last year, and I look forward to working with them as we begin to deliver the strategy.

Report of the trustees: our objectives

Sing Inside's objectives as a charity are set out in our governing document as follows.

"To advance the education of the public in the art of music by:

- Conducting choral workshops in UK prisons and holding facilities, and promoting music and the performing arts for all who live or work within a prison setting using volunteers drawn from UK universities and local choirs;*
- Training and developing the musicianship and educational leadership skills of volunteers drawn from UK universities and local choirs to support workshop delivery."*

All of Sing Inside's activities focus on delivering public benefit in line with these purposes. This is usually achieved through delivering day-long workshops and multi-day courses in prisons; however, due to the significant limitations posed by the Covid-19 pandemic, we were not able to return to normal levels of activity during 2021-22. We delivered our objectives in Q1 and Q2 by creating a set of remote learning resources which included a focus on black and minoritised composers and songwriters in line with our anti-racism objectives, which we were then able to deliver face-to-face teaching on when a small number of visits resumed in Q3 and Q4. Sing Inside also focused on work we could deliver outside of prisons in line with our second charitable objective by upscaling our musical leadership training and delivering three sessions over the year, developing musical leaders to support workshop delivery as soon as it can resume.

The trustees have referred to the Charity Commission's general guidance on public benefit when setting our objectives and in planning our future activities.

In this report we describe our main activities over the year and how we have continued to develop our organisation and deliver impactful work despite significant limitations posed by the pandemic. We also explore what we have learnt, and how we intend to work in the future to achieve our new strategy.

What have we delivered?

- 177 audio CDs and learning packs to people in prison

- 3 musical leadership training sessions to 21 volunteers
- Explored new, innovative methods of remote engagement with prison communities including via prison radio and tablets, through a partnership with Socrates
- Delivered four face-to-face singing sessions in three prisons, reaching over 30 residents and engaging 32 volunteers
- Formed our first three-year strategy
- Improved our digital position by upgrading our IT systems to enable better remote working
- Completed the Measuring the Good programme, implementing new impact measurement processes gathering the perspectives of people in prison and volunteers

We are grateful to a number of funders who supported our work over the year, including the D'Oyly Carte Charitable Trust; the John and Susan Bowers Foundation, and the Neighbourly Foundation, as well as numerous generous donors and our regular supporters.

Our work

2021-22 provided more flexibility than the previous business year to return to face-to-face work, but it was still a challenging year for Sing Inside. With access to prisons consistently restricted, it was difficult to know whether our remote learning resources were reaching people effectively, and to gather feedback about the content. Nonetheless we focused on delivering work where we could, and continued to build on our strategic foundations to ensure we could resume face-to-face working from a strong position.

Remote learning resources

In the first half of the financial year, we were keen to continue reaching people in prison with new resources. We delivered a learning pack which included historical information and quizzes on composers from racially minoritised backgrounds, and the music we provided was accompanied by information about social context and the implications for Black, Asian and minoritised communities. We also included exercises on writing and reading music, and three song learning sessions delivered via audio CD.

To enable this work in the next business year we have built a partnership with the company Socrates, who are developing in-cell technology via tablets which people in prison can access. We hope to provide resources as these devices are rolled out and seek feedback from those in prison directly, to understand how remote delivery can supplement and enrich our face-to-face sessions.

Face-to-face provision

During the business year, we were able to deliver a total of four face-to-face workshops: two in HMP Woodhill in August 2021 and March 2022; and one in each HMP Full Sutton and HMP Wayland, both in December 2021. These sessions were clearly greatly appreciated by people in prison, who had spent a huge amount of time on their own and valued the opportunity to connect with others. We expect that as prisons open, there will be high demand for activities which encourage improved wellbeing and social connection.

Our visit to HMP Woodhill in August 2021 was an opportunity for us to bring together our remote learning resources with in-person work. The remote learning resources which we distributed in summer 2021 formed the basis of the workshop, and were distributed to

participants in advance. On the day, we learned the song *Lean on Me* together and recorded this with the band backing track provided on the in-cell resource CD.

Following the workshop, this track was edited together with audio of our volunteers from across the country. The final track was broadcast on National Prison Radio in September 2021, demonstrating the power of singing to lift spirits and connect people despite significant barriers. We hope to continue utilising the remote learning resources we have been able to distribute already as a basis for in-person workshops, giving participants a chance to review the music we plan to learn and explore warming up exercises as well as musical activities in advance of sessions.

Volunteer engagement

Musical leadership training

Sing Inside's new musical leadership training, designed by our musical leadership executive, gives participants the opportunity to understand our approach to musical pedagogy in the prison environment, and why we use the methods we do. It also provides training and support on delivering workshops, upskilling volunteers to deliver sessions in the future. We delivered three musical leadership training sessions throughout this year, which were highly successful and trained 21 volunteers. We hope to deliver five sessions in the next business year. Feedback included the following comments:

- "I felt the session was a great building block in developing my skills as a musical practitioner."
- "Great to do lots of singing together but also to have plenty of time to practise teaching."
- "The right balance between being a confident, informative and expert leader, and sitting back to give us the chance to practise and make mistakes. Thank you - it was a really enjoyable afternoon."
- "Understanding how Sing Inside approaches the teaching of singing within prisons."

Face-to-face prison workshops

We also delivered four face-to-face sessions in three prisons. 32 volunteers attended prison visits, and as in previous years we found that they had interesting and at times very moving experiences working with people in prison as equal partners. Feedback included the following comments:

Question: what did you enjoy most about today's session?

- "Having the opportunity to provide something different and enjoyable for residents."
- "Sense of teamwork and growth through the sessions. Enjoying music/singing in its simplest form without pretentiousness!"

Anti-racism

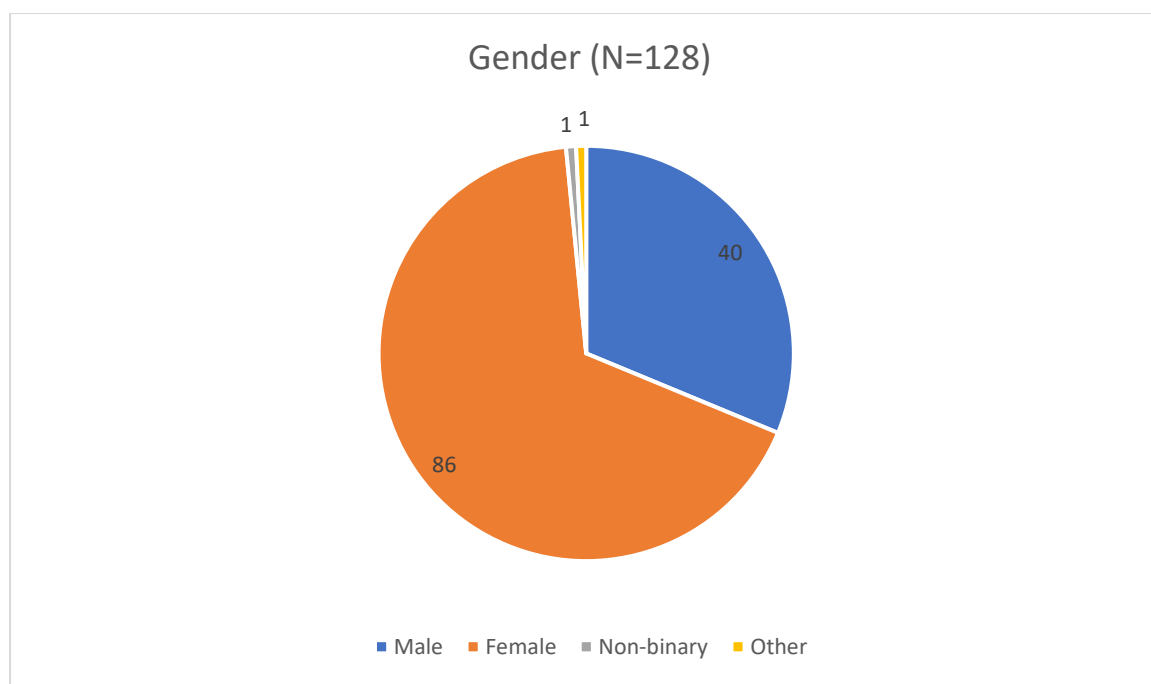
In June 2020, Sing Inside committed to becoming an actively anti-racist organisation, and over 2021-22 we began adapting our services to start this journey. This work included:

- Implementing changes to our music planning processes to ensure a greater diversity of repertoire is taught and performed at Sing Inside workshops;

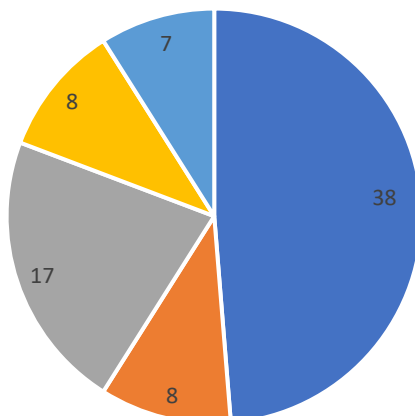
- Publishing our anti-racism action plan on our website and circulating this to all our volunteers and supporters, as well as signposting volunteers to further information and policy developments in this area;
- Continuing to gather demographic data of our volunteer base to gain an improved understanding of how we can set targets to diversify our community and work with local people to tailor opportunities to work with Sing Inside. In the next business year, we will begin benchmarking our demographic data based on census data and set targets for tailoring work in local communities, as laid out in our anti-racism action plan. Due to a lack of face-to-face engagement, we have not been able to gather demographic data of those we work with in prison on enough occasions to create a representative sample; in the next business year we will work with prisons to develop systems for doing so.

Volunteer demographic data

So far 128 out of a total of 795 contacts who have registered an interest in volunteering with us have filled out an EDI form and selected the fields they are happy to complete. As of March 2022 our demographic data on our volunteers is below. We have only included data fields where at least one submission was received and provided the total number of submissions for each category.

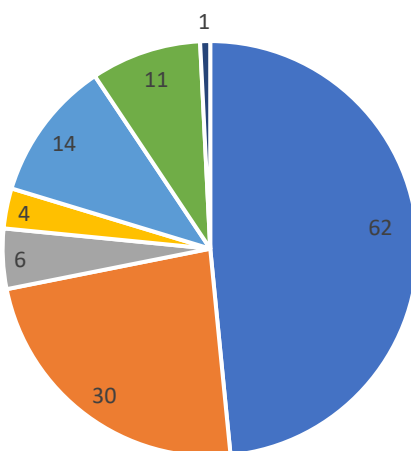


Sexual orientation (N=78)



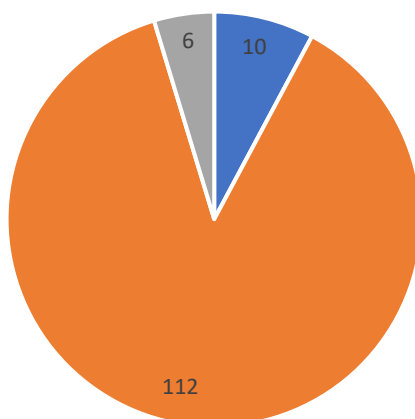
■ Heterosexual ■ Homosexual ■ Bisexual ■ Prefer not to say ■ Other

Age (N=128)



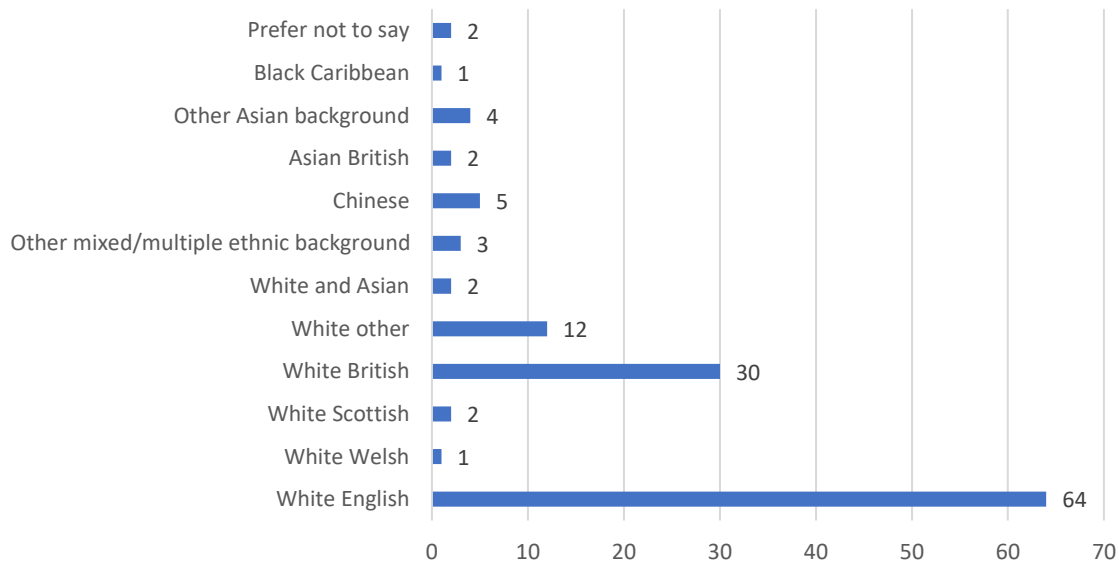
■ 18-24 ■ 25-34 ■ 35-44 ■ 45-54 ■ 55-64 ■ 65 or over ■ Prefer not to say

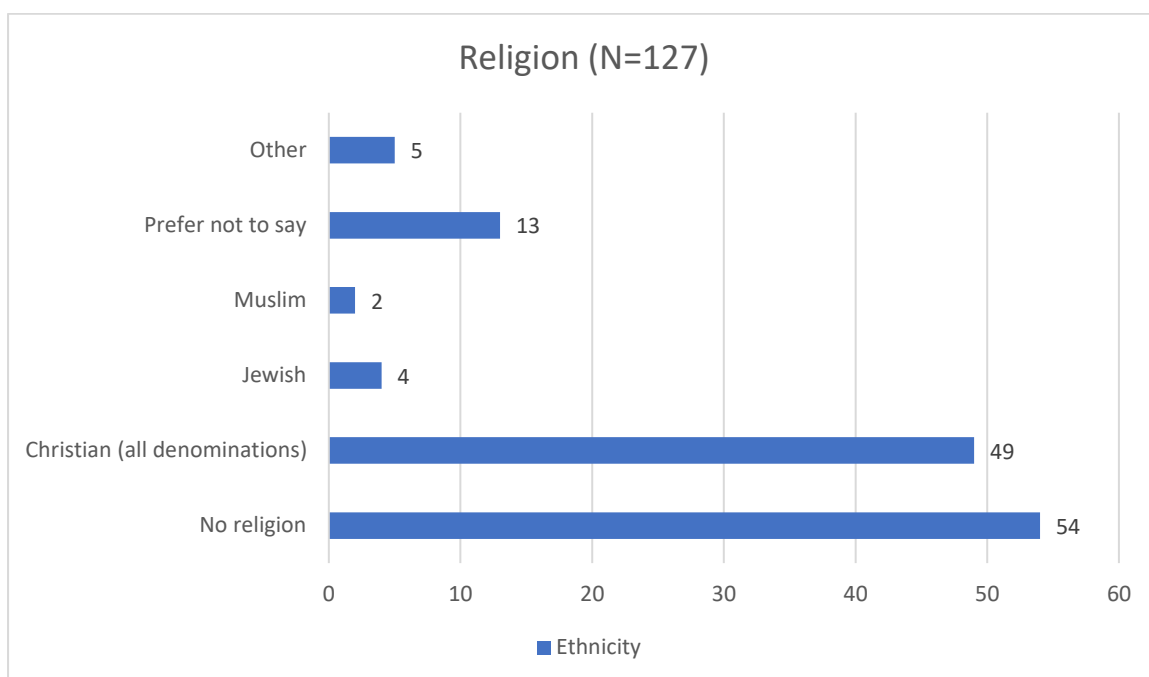
Disability (N=128)



■ Yes ■ No ■ Prefer not to say

Ethnicity (N=128)





What have we learnt?

In the past business year we have learnt a huge amount about the ways in which we work, and the next steps we need to take to keep growing and developing. Some of our key learning has included:

Key learning point	How we will act
Limited access to feedback from people in prison limits the development and tailoring of our activity	Piloting our Ambassador Scheme will lay the foundations for more consistent contact with people in prison across all sites we work in. We are currently seeking a wide range of funding to support this work
Team capacity and connection has been a challenge due to a lack of face-to-face work	Remunerating key team members is now a strategic priority, and includes provision for more consistent and engaged management and connection of our teams through training and annual engagement events
The external environment and ongoing challenges within the prison system have a clear and significant knock-on effect on our work	Partnering with other organisations to strengthen our hybrid offer, should challenges accessing prisons persist; monitoring changes in the environment and working closely with prison based contacts to understand the specific challenges on their sites and how we can adapt our workshops to support them.

What's next?

In 2022-23 we hope to pilot our Ambassador Scheme, which will develop and deepen our relationships with people in prison by providing them with an opportunity to engage consistently with Sing Inside, developing a range of skills along the way. We are working closely with partners and prisons to shape and roll out this work, as well as seeking funding for the programme. We are also beginning work on broadening our engagement with potential communities of volunteers to diversify and increase our volunteer base, including building relationships with local volunteering and music groups to understand the specific local volunteering environment and the kinds of opportunities Sing Inside can offer. We will also focus in 2022-23 on restarting face-to-face work in as many of our partner prisons as possible, ensuring we can rebuild relationships and work with prisons to better understand the post-Covid environment and the role of Sing Inside within that context.

Financial review

Non-company charities (including CIOs) where gross income does not exceed £250,000 are permitted to prepare accounts on a receipts and payments basis. The accounts record transactions from 1 April 2021 to 31 March 2022. These accounts can be found on page 13 of the report and a summary is provided below for clarity.

Sing Inside recorded net receipts of £4,517 in the year ended 31 March 2022 (2021: £5,432). This comprised receipts of £10,191 (2021: £11,668) and payments of £5,674 (2021: £6,236).

Receipts received during the year relating to restricted funds were £1,600 and reflected funds awarded for ongoing digital development costs and to fund our return to face-to-face work. Unrestricted receipts received during the year amounted to £8,591 with this split between charitable activities (£1,600) donations and legacies (£8,762), and other trading activities (£-171).

Total payments of £5,674 were made in the year reflecting overheads (£1,864), visit travel (£839), development (£2,680) and publicity and fundraising (£291).

Cash is the only asset of Sing Inside at the reporting date. The statement of assets and liabilities shows total cash balances at 31 March 2022 of £26,278 (2020: £16,329). Of this total, restricted cash funds amount to £2,583.

Although gross income in the year did not exceed £25,000 and an independent examination of the accounts was not required by law, the charity arranged one as a matter of responsible financial governance. The examination was undertaken by Chris Jebb ACA and the independent examiner's report is included below. There were no conflicts of interest identified between the examiner, the executive team and / or the trustees and no payment was made to the independent examiner for their services.

Additional disclosures required for CIOs

The Charitable Incorporated Organisations (General) Regulations 2012 do require the following information to be given by way of note:

- a) particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the statement of assets and liabilities;

- b) particulars of any debt outstanding at the date the statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the assets of the CIO.

It is noted for Sing Inside that there was nothing to disclose in respect of either a) or b).



Reserves policy

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. Sing Inside maintains free unrestricted reserves:



- to provide a level of working capital that protects the continuity of our core work;
- to provide a level of funding for unexpected opportunities;
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The board of trustees will review the above criteria with reference to Sing Inside's business plan and determine the target level of free reserves to meet these commitments. The basic target level of reserves to be reviewed annually is six months of operating expenditure to allow for a managed wind-down if necessary. At present, due to several years of reduced activity and expenditure as a result of the Covid-19 pandemic, the board are maintaining free unrestricted reserves at six months of our 2019-20 operating expenditure – the last year when Sing Inside delivered activity at standard levels, during which our total expenditure was £14.79k. Our reserves are currently held at £7,500. The board of trustees will from time-to-time designate funds from free reserves for significant project costs.

Accounts

 CHARITY COMMISSION FOR ENGLAND AND WALES	Sing Inside		1182678		
	Receipts and payments accounts				
	From	01/04/2021	To	31/03/2022	

Section A: Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior period (01/04/2020 - 31/03/2021)
	£	£	£	£	£
A1 - Receipts					
Charitable activities		1,600	-	1,600	1,750
Donations and legacies	8,762	-	-	8,762	10,137
Other trading activities	(171)	-	-	(171)	(219)
Sub-total (Gross income for AR)	8,591	1,600	-	10,191	11,668
A2 - Asset and investment sales					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub-total	-	-	-	-	-
Total receipts	8,591	1,600	-	10,191	11,668
A3 - Payments					
Visit travel	611	228	-	839	(235)
Overheads	1,402	462	-	1,864	2,468
Development	2,080	600	-	2,680	3,312
Publicity and fundraising	291	-	-	291	691
Sub-total	4,384	1,290	-	5,674	6,236
A4 - Asset and investment purchases					
	-	-	-	-	-
	-	-	-	-	-
Sub-total	-	-	-	-	-
Total payments	4,384	1,290	-	5,674	6,236
Net receipts / (payments)	4,207	310	-	4,517	5,432
A5 - Transfers between funds	-	-	-	-	-
A6 - Cash funds last year end	19,488	2,273	-	21,761	16,329
Cash funds this year end	23,695	2,583	-	26,278	21,761

Categories	Details of bank accounts		Unrestricted funds	Restricted funds	Endowment funds
			£	£	£
B1 Cash funds	Central account		15,383	2,583	-
	Cambridge account		4,512	-	-
	Oxford account		3,800	-	-
	York account		-	-	-
	Petty cash account		-	-	-
	Total cash funds		23,695	2,583	-
	Details		Unrestricted funds	Restricted funds	Endowment funds
			£	£	£
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
			Jonathan Lucas Wood		24/09/2022
		 <small>Nigel Rothband (Sep 25, 2022 00:29 GMT+1)</small>	Nigel Rothband		25/9/2022



International House
12 Constance Street
London E16 2DQ

info@singinside.org
www.singinside.org
Registered charity 1182678

Independent examiner's report

The independent examiner's report can be found on the next page of this document.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Sing Inside

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1182678

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

C. Jebb

Date:

20 / 09 / 2022

Name:

Chris Jebb

Relevant professional
qualification(s) or body
(if any):

ACA - ICAEW

Address:

47 Sentrays Orchard, Exminster

Exeter

EX6 8UE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.











21-22 Annual Report - For signatures

Final Audit Report

2022-09-24

Created:	2022-09-24
By:	Jonathan Wood (jonathan.wood@clintondevon.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAME_uzh_wFF7PJZyOYTtmv_BUF-MWgr46

"21-22 Annual Report - For signatures" History

-  Document created by Jonathan Wood (jonathan.wood@clintondevon.com)
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2022-09-24 - 1:31:01 PM GMT
-  Email viewed by jonathan.l.s.wood@gmail.com
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-  Signer jonathan.l.s.wood@gmail.com entered name at signing as Jonathan Lucas Wood
2022-09-24 - 1:32:35 PM GMT- IP address: 82.132.235.0
-  Document e-signed by Jonathan Lucas Wood (jonathan.l.s.wood@gmail.com)
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2022-09-24 - 11:29:34 PM GMT- IP address: 80.3.195.17
-  Document e-signed by Nigel Rothband (nigelrothband@icloud.com)
Signature Date: 2022-09-24 - 11:29:35 PM GMT - Time Source: server- IP address: 80.3.195.17
-  Agreement completed.
2022-09-24 - 11:29:35 PM GMT