

Trustees' Annual Report for South-Wales Education and Training Program (STEP)

1. Charity Overview

- **Charity Name:** South-Wales Education and Training Program (STEP)
- **Charity Registration Number:**

1195753

- **Principal Address:** Cardiff, Wales
- **Trustees:**
 - Anoushka Cullen
 - Joanna Small
 - Natalie Hodgkinson

Director: Khadra Hersi

2. Structure, Governance, and Management

- **Governing Document:** The charity operates under the Foundation Model Constitution, last amended on 22/12/2020.
- **Organisational Structure:** STEP is overseen by a board of trustees responsible for managing its activities and furthering its objectives. There are no formal committees at this time, and decisions are made collectively by trustees in accordance with the governing document.
- **Trustee Appointment:** Trustees are appointed by resolution at a meeting of the charity trustees for a term of three years, ensuring that they have the necessary skills and experience for the charity's effective administration.

3. Objectives and Activities

- **Charitable Objectives:** STEP aims to promote individual and collective knowledge and understanding of race and culture for public benefit, specifically within educational contexts. The charity seeks to address both explicit and

implicit forms of racism in education to improve outcomes for Black and Minority Ethnic (BAME) students.

- **Main Activities:**

- **Anti-Racism Workshops:** Delivered to schools across South Wales, these workshops reached 60 students, teaching critical thinking skills through the lens of anti-racism.
- **Podcasting Workshop:** Students engaged in researching racism in media, developing scripts, and recording podcasts to discuss racism's impact on British media. This workshop equipped students with critical thinking, public speaking, and technical skills in audio editing and media production.
- **Public Benefit:** STEP's work benefits the public by fostering an inclusive, anti-racist educational environment and empowering BAME students to navigate and challenge racial biases. This directly supports STEP's objectives of reducing educational barriers and encouraging full societal participation.

4. Achievements and Performance

- **Key Achievements:**

- Successful engagement with multiple schools across South Wales, building students' skills in critical thinking, communication, and teamwork.
- Creation of student-led podcasts that empower students to discuss and challenge racial issues confidently.
- **Impact:** These activities have positively impacted students' self-esteem, leadership, and collaborative abilities, aligning with STEP's mission to improve educational outcomes for BAME youth.

5. Financial Review

- **Income and Expenditure Summary:**

For the period 13/04/2022 - 12/04/2023

STEP received a £500 grant, which supported operational activities. The organisation relies mainly on volunteer contributions.

- **Funding Sources:** The primary income was this one-time grant of £500. Schools and organisations hosting workshops also provided in-kind support, often covering travel expenses.

- **Expenditure:** Expenses were primarily travel-related for staff facilitating workshops, as covered directly by schools or other host organisations.
- **Reserves Policy:** Due to limited income, STEP operates on a lean budget without a formal reserves policy, maintaining flexibility in workshop delivery based on available resources.

6. Future Plans

- **Planned Initiatives:**
 - **Workshop Expansion:** Continue anti-racism workshops across additional schools and regions.
 - **QR Code Project:** Develop QR codes linking to historical Black Welsh sites, enhancing local heritage engagement (currently unfunded).
 - **Support Group for Parents:** Establish support networks for parents to advocate for themselves and address racial issues in educational settings.
- **Long-Term Goals:** Enhance self-sustaining student-led projects and provide broader anti-racism resources across schools in Wales.

7. Governance and Risk Management

- **Risk Management:** Key risks include limited funding, volunteer availability, and safeguarding during workshops. STEP manages these risks by leveraging partnerships with schools and operating on minimal budgets.
- **Internal Controls:** Financial activities and workshop processes are monitored by trustees to ensure alignment with STEP's objectives and effective use of resources.

8. Trustees' Responsibilities Statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the Charity Commission regulations.

9. Independent Examiner's or Auditor's Report (if required)

- **Exemption Confirmation:** STEP is below the income threshold that requires an independent examination, so this report is not applicable for this period.

10. Additional Disclosures

- **Related Parties:** No transactions or financial benefits were provided to trustees or connected persons during this period.
- **Funds Held as Custodian Trustees:** STEP does not hold funds on behalf of other entities.

The trustees declare that they have approved the trustees' report:

Name: Anoushka Cullen

Position: Chair of Trustees

Signature:

A handwritten signature in black ink, appearing to read 'A Cullen'. The signature is written in a cursive, flowing style with a large initial 'A'.