



# Trustees Annual Report

Charity Number 1146058 Company Number  
07577525



## **1. Reference and administrative details of the charity, its trustees and advisers**

The Charity name is: St John's Centre, Charity Number: 1146058, Company number: 7597525,

### **Registered office:**

St John's Centre,  
St John's Road  
Old Trafford,  
Manchester M16 7GX

### **Trustees:**

Appointed 2/10/2012: - Revd. John D Hughes, Miss Evelyn Cosham (Treasurer), Mrs Louise Dunn, Mrs Sandra Barber, Mrs Glynis Craig (Chair), Mrs Tahira Khan Sindhu to Nov 2018, Mr Mark Nesbitt: Mr Ralph Rudden appointed Nov 2017

**Trustees Resigned:** Tahira Khan Sindhu: Resigned Nov 2018

### **Additional information:**

**Senior staff member** in charge of day-to-day management of the charity: Revd. Christine Aspinall

**Independent examiner of accounts:** Mr Alastair Gillian, 53 Burnedge Fold Road, Grasscroft, Oldham OL4 4EE.

### **Bankers:**

Barclays Bank  
587, Wilbraham Road,  
Chorlton-Cum-Hardy,  
Manchester,  
M21 9AL

## **2. Structure, governance and management**

St John's Centre is a Company Limited by Guarantee and a Charity; it is constituted by Articles of Association, adopted March 2011.

Trustees are appointed in accordance with our governing document: 4 Parochial Church Council (PCC) nominated representatives, who are appointed by the PCC at the meeting prior to St John's Centre's AGM, plus 3 members from the local community and 2 spaces for co-opted members onto the board from affiliated groups. Trustees are formally elected at the Annual General Meeting. When trustees have been recruited they are asked to attend an interview, and given an induction pack with information on the charitable company, background information, reports from the last 2 meetings, a business plan, relevant policies and a code of conduct. We also provide a trustees' handbook. Ongoing training is arranged for trustees, with opportunities provided for specific training as and when needed.

Decisions are made by trustees sitting as a board at six meetings per annum. Specific work is carried out by four standing sub groups, at present: Funding, buildings, synergetic projects and Governance. Other sub groups are set up as and when needed, time limited and specific. The board retains all liability for decision making around financial issues. Day to day management of the project is the responsibility of the Centre Manager, at present Christine Aspinall.

### 3. Financial review:

Reserves policy

Explanation of any Deficit *See second part of this report for examined accounts for the year 2016/17*

### 4. Funds held as custodian trustee on behalf of others

NONE

### 5. Charitable Aims, Objectives, Public Benefit statement

The charity's objects ("Objects") are specifically restricted to the following:

1. *To further, or benefit, the residents of Old Trafford, Manchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation, leisure time, occupation with the objective of improving the conditions of life for the residents.*
2. *To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.*

### 3. This annual Report contains all aspects of public benefit of the charity.

### Staff & Board Members 2017/18

#### Staff:

**Christine Aspinall** – Manager; **Diane Browne** - Administrator

**Elaine Eland** - Development Worker; **David Esdaile** – Strategic Youth Worker

**Prem Kaur** - Crèche Supervisor; **Lizzie Quinn** - Crèche worker

**Rose Thompson** – Finance worker

**Emma Wilton** - Learning Co-ordinator

#### Board Members: 2017/18



John  
Hughes



Louise  
Dunn



Evelyn  
Cosham



Ralph  
Rudden



Sandra  
Barber



Glynis  
Craig  
(Chair)



Mark  
Nesbitt



Tahira  
Khan Sindhu

#### Mission Statement:

Through education and recreation, we seek to promote good relationships within our diverse community; give individuals the opportunity to realise their full potential; meet the needs of the present; and create a sustainable resource for the future.

## The Chair's Comments: Glynis Craig

It is with great pride that I provide the introductory comments to this year's annual report. As you will see from the pages that follow, this has been another successful and busy year for the Centre, which has grown from strength against a background of funding challenges. In my view this year has seen emphasis placed on governance development. We have attended training and worked together on producing a strategic plan for the next five years, and set up sub-committees which meet regularly to monitor and push forward themed areas of work. We hope that this will be reflected in the continued stability of the Centre. As you read this report I am sure that you will be as impressed as I with the hard work of our all our staff and volunteers ably managed by Christine Aspinall. I would like to thank them all together with my fellow board members who give up their time, skills and experience to ensure that the St John's centre remains such a valuable asset to the Old Trafford community.



## Centre Manager: Christine Aspinall



### Our Successes

St John's Centre has now been serving the community of Old Trafford for 36 years and we are delighted to say that we are continuing to meet the ever-changing needs of the people in our community. It's our 7<sup>th</sup> year as a Registered Charity and Company Limited by Guarantee.

**Success this year** as in previous years is due to an amazing staff team.

Therefore, a massive thank you is due from me to our team of multi skilled, multi-tasking, welcoming, caring staff who go beyond the call of duty to help people who come to us. Massive thanks also to our directors for their good governance, commitment and contribution to the success of our Centre.

We have had an excellent year, and all areas of our work continue to flourish. Adult learning continues to be our core offer during the daytime and is flourishing under the keen eye of our learning coordinator Emma - numbers have increased again, people have grown in confidence, gained skills, qualifications and just as important gained new friends and found a place of welcome.

In addition to our continuing partnerships with Adult Education providers, Trafford College, WEA and Manchester Adult Education Services, a good number of our classes are now taught by volunteers.

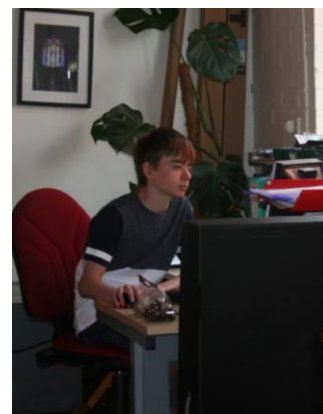
There has been a growth in volunteering at the Centre due to having our dedicated Volunteer Co-ordinator Elaine, and we now have some excellent and experienced volunteers who are giving up their time to help others with their English (ESOL). Volunteers are supporting many other activities on offer as part of the Centre's work and they themselves are gaining skills experience and confidence.

As well as enabling our learning offer, Big Lottery funding has enabled us to do some further organisational development with both the Board and staff. We are now in better position with our internal structures and governance than previously.

## Young People

It's been a pleasure to be able to offer work experience to young people from the local high schools again this year too. It's great having the young people around and we always make sure that it's an enjoyable experience for them.

We have worked in partnership with Groundwork this year – a new venture for us, delivering strategic youth development work for Old Trafford and coaching in local secondary schools. There have been many achievements with both individuals and organisations. (See David Esdaile's report).



We have been able to offer

- Ofsted registered crèche facility for children aged 6 months to 5 years has helped almost 100 students access learning with 110 children registered in the last academic year.
- Summer School again this year for 8-13 year olds through the support of GMP's 'Giving Back' Scheme and The High Sheriff's Trust adding to our own financial contribution.
- Stay & Play sessions for 0-5s. These meet a real need for parents/carers and sessions are very popular.
- Half term activities for 0-13 year olds.
- Monthly Messy Church Sessions for families of young children mainly aged 0-11yrs.

The National Citizenship Scheme came to us for summer again and raised £700 for our Centre to provide cycles for refugees and asylum seekers. The Mayor of Trafford attended.

## St John's Sunshine – Community Benefit Company

Solar thermals have now been installed giving us green energy for heating water for the Centre. Just another initiative in partnership with St John's Sunshine who secured a grant from the M&S Community Energy Fund toward this work.



## Community Resource

Our Centre remains an asset for the wider community for private parties and community events and remains well used by local community groups. This year we have provided space and worked with over 25 groups in various ways and the Centre has a footfall of around 18,000.

## National Diversity & Green Health Awards

We have had some amazing feedback from our students, teachers, volunteers and supporters, which has been extremely encouraging.

In addition, the endorsements for our nomination for the National Diversity Awards have been particularly moving; here is just two examples of many wonderful endorsements.



Thursday, March 22, 2018 - "I vote for St Johns Centre because I believe it is an asset to Old Trafford, especially as it works with people of all races and ages. It truly lives out its faith in loving its neighbour. Old Trafford is home to many people of the Muslim faith, mainly South East Asian origin and it lives and loves its purpose to be a place where local people can come together to enjoy each other's company as well as learn skills to help with employability. I whole-heartedly endorse the Centre. "

Friday, March 16, 2018 - "St Johns is one of the most welcoming places I have been. It's at the heart of so many community activities. The staff are amazing, innovative and friendly - always something going on especially in the school holidays. They are respectful to all faiths & none. They truly deserve to be recognised for the wonderful work they do. "

'Highly Commended'.



Our Gardening group led by Cath Wade was shortlisted for the Church Times Green Health awards. Though we were not chosen as the outright winners, we were highly commended.



## Our Challenges:

**Funding:** Our biggest challenge will be to secure funding to replace the Lottery Funding we have had for 3 years. The funding ends in August of 2019. The Board of Directors are rising to this challenge; we now have strong structures in place, skills and knowledge within the staff team and board. We are in dialogue with the Big Lotteries Reaching Communities Officer who will support us with a further application.

**GDPR:** Presented us with a bit of a challenge earlier this year. We wanted to make sure that we complied with the new way of doing data protection. We now have our own in house expert, as Emma went on training and we are now compliant.

**Changes within WEA:** Our relationships with the long-standing staff members at WEA changed when they restructured. We have had to start to build those relationships again with new staff. We are doing this quite successfully.

**Stage refurbishment:** Part of our future strategy is to bring the stage back into full use to enhance our offer our community. The stage is a Unique Selling Point (USP) for us. There are no other community buildings with a proper stage in the local area. Funding is being sought to do this.

**After School Club:** we are still exploring the need for after-school provision. This would bring in a considerable amount of income and enable us to be more self-sustaining in the long term. The challenge here is finding the capacity to do the research and put together a business plan.



## Big Lottery – Building for the future Project

**Emma Wilton Learning Co-ordinator**

**Elaine Eland Volunteer Co-ordinator**



This year, we have continued to surpass the targets required as part of our Big Lottery funding, as shown below.

Measure	Target for 2017-18	Number achieved
Number of courses	40	42
Number of learners	400	442
Qualifications gained	100	112
Number of volunteers	30	49

Whilst finding employment is not a target for this project, anecdotal evidence suggests that some learners are going into work after they have attended courses, for example as interpreters, or undertaking further learning which is likely to lead to work, such as teaching assistant training.

### 1. Courses



New courses were Jewellery Making and Beading, provided by Trafford College, which were successful. We were also able to run a Food Safety course with a private provider.

We also trialled a Community Cookery course led by volunteers. This only had limited success, as it was hard to get people to commit to it.

In 2018-19:

- We will be holding a Community Interpreting Level 3 course, which our existing WEA Interpreting teacher is providing privately, at a lower cost than most other providers.
- The WEA are providing a “Psychology and Society” course as part of their STEM offer, and will be providing a further, free, Psychology course and some Biology taster sessions in 2019.
- Chainlink (who do cycle maintenance at the Old Trafford Wellbeing Centre) are providing a free, volunteer-led Basic Bike Maintenance course.

We are still trying to find a reliable provider for a Teaching Assistant course and other vocational accredited courses – we are talking to the WEA about their “Pathways” scheme which may be able to deliver this.

## **2. Learner Enrolments**

The total number of people enquiring at the Centre (680) has fallen slightly – this may be partly accounted for by the large rise in visits to our website, which means that people don’t need to visit or phone.

We had over 25,000 visits to our website in 2018 to date, from over 8,000 different visitors, and we have 800 social media followers.



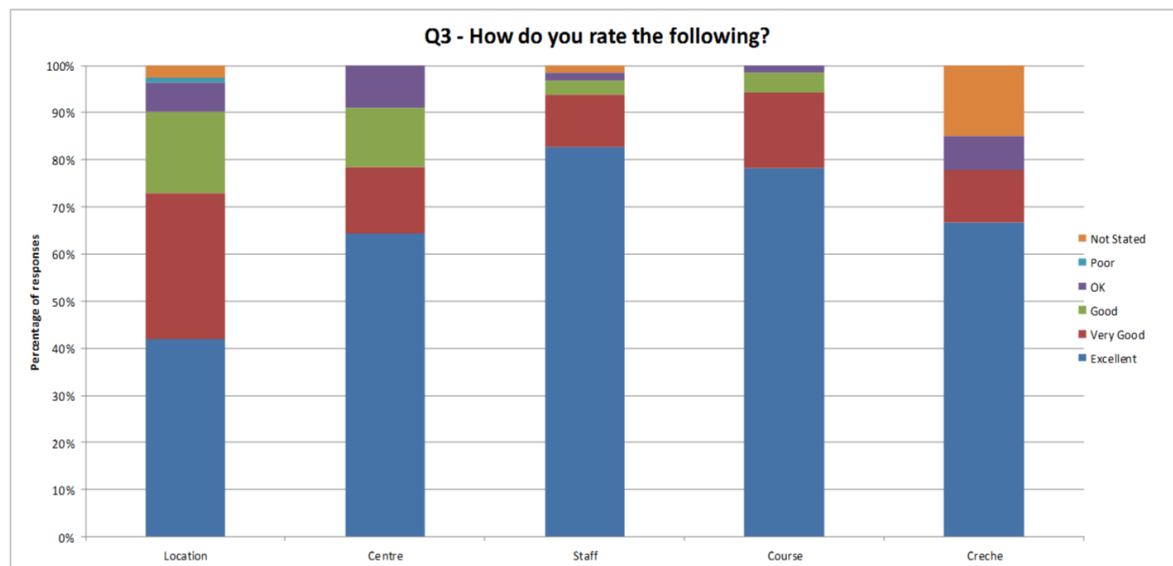
Our total number of learners (442) and learner enrolments (660) are slightly up on last year. This is mainly due to an increase in our ESOL learners across all our classes.

## **3. Learner Qualifications**

112 learners have gained qualifications this year, in ESOL, Functional Skills (Maths and English), Community Interpreting, and Food Safety. The Food Safety course attracted several learners who are now able to do voluntary work in the cafe at the OT Wellbeing Centre.



#### 4. Learner Satisfaction



As shown in the above table, the vast majority of learners were happy with all aspects of their course and the Centre.

In addition, all learners say they have gained or improved skills. Further statistics reveal

- 81% reporting improved work readiness/employability
- 98% say they have increased confidence
- 95% with improved self esteem
- 79% feel better equipped to engage with statutory agencies

#### 5. Other Achievements/Activities

As well as meeting targets, the following activities were completed as required as part of the Reaching Communities funding:

- Organisational Strength Review and Development of a Strategic Plan for the Centre completed;
- Independent evaluation for Year 2 completed;
- Learner and Volunteer Focus Groups – held on a canal boat!
- Learner evaluations;
- AGM in November 2017 ;
- Open Day in September 2018 (More than 200 people on the day);
- Halloween party and February Half Term activities organised by the crèche;
- Learner and Volunteer celebration events held in June and July 2018.



The Centre's monitoring of volunteer outcomes has improved over the past year, mainly due to volunteers' good relationship with the Volunteer Coordinator and the Centre, and the proportion of learners completing evaluation forms has grown.

Our planning with the WEA meant that the impact of Ramadan on courses was reduced, but it did mean that we ran slightly fewer courses than normal.

The crèche continues to be a fundamental factor to supporting learning – around 100 learners have accessed courses because of the availability of childcare on site.

## Achievements 2018

### ***Organisational Development:***

- Completion of the Organisational Strengths Review and Strategic Plan
- A review of governance, which involved the production and revision of all policies and procedures. It has been recognised that Safeguarding must be a priority and this has been addressed.
- Development of a Code of Conduct for staff.
- Development of structured recruitment for Volunteers and update of relevant policies.
- Governance training for the Board of Directors, focusing on roles and responsibilities
- The setting up of subgroups, each headed by a Board member, to deliver the Strategic Plan
- The introduction of General Data Protection Regulation has had capacity implications for the Centre, but these have been resolved and the Centre is fully compliant.

### ***"Extras"***

Additional activities help to attract new people to the Centre, raise the Centre's profile, bring national campaigns into the community and enable the project to build new relationships or give existing learners new experiences:

- The British After Brexit creative writing project was held with ESOL learners through New Beginnings funding to work with asylum seekers and refugees.
- Great Get Together Art Project in July 2018.
- The Centre was a venue for Greater Manchester Winter Night Shelter for homeless men January – April.
- Two events were held for British Science Week in March – one organised by the WEA, one by the Centre with a grant from the British Science Association. Lots of new volunteers and lots of families were attracted, promoting STEMM (including WEA courses at the Centre) to under-represented groups.



- Soup Day fundraiser was held in March 2
- The Centre crèche and Learning Coordinator have worked with the NHS in supporting two “Healthy Gems” sessions for carers of children under 5.



### **Recognition**

- In June 2018 WEA awarded a certificate of commendation to St John’s recognising “The degree to which a partnership has enabled WEA to maximise resources, raise educational aspirations and enable students to achieve their potential”.
- In September the Centre was shortlisted for the National Diversity Awards 2018 in the “Community Organisation – Multi-strand” category. Ceremony in Liverpool Cathedral.
- The Gardening Group volunteers were shortlisted for Church Times Green Health Award, and were invited to a conference at Lambeth Palace in October.



### **Volunteering**

Presently regular volunteers undertake the following weekly roles in St. John’s Centre:-

- Staffing the front office.
- Finance administration – named treasurer with banking duties.
- Teaching ESOL (English for Speakers of Other Languages) classes.
- Teaching and support in IT workshops.
- One-to-one support accessing IT.
- One-to-one support dealing with communication for benefits, housing etc.
- Staffing the Stay & Play session for pre-school children and their parents/carers.
- Cooking a community lunch once a week.
- Sorting food that comes from Food-cloud to be picked up by the community.

### **Additional volunteers that we have at St. John’s Centre are-**

- School student placements, undertaking their work experience.
- University student placements.
- School students doing the community volunteering section of their Duke of Edinburgh Award.
- Social Action placements from students completing their National Citizenship Service scheme.

- Special event volunteers at things like Christmas Fair / Half Term family activities / Pantomime.
- Princes Trust Volunteers undertaking community placement.
- Interpreting support for individuals at St. John's Centre.
- Volunteers through Benefacto. Benefacto are an organisation that broker time that large business' give to employees to volunteer as part of their social responsibility ethos and voluntary organisation that are looking for volunteers.
- Remote volunteering through Media Trust for video editing.



### Sound Bites from Students and volunteers (names changed for anonymity)

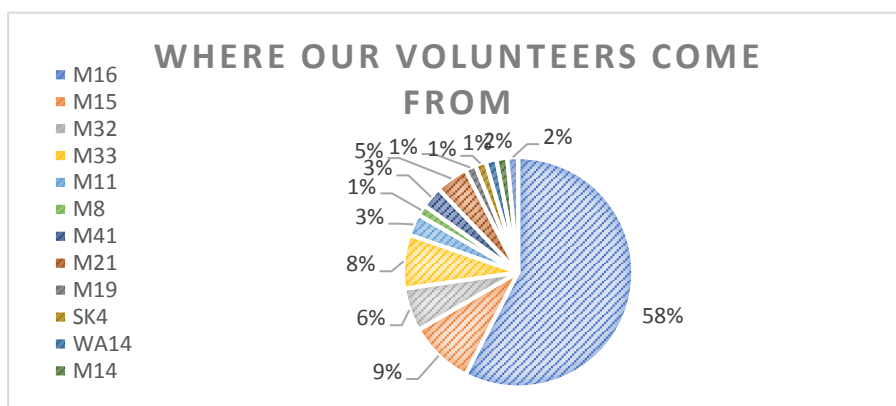
**Zeenat** - Came to join one of our courses and since then has gained a teaching qualification and now teaches at the Centre.

*"I would like to attend more classes here, but they clash with my teaching work. St John's gave me a career! I get amazing support from the Centre, and I wouldn't have been able to work without my children being looked after in the crèche. It's a fantastic place – I see so much integration taking place in my lessons."*

**Gina** - Came to the UK more than 10 years ago. She has 3 children, one of whom is still at high school. She applied to volunteer at our Under 5s' Stay and Play session in September 2016, because she *"felt depressed and wanted to do something useful."* She says,

*"St John's is near to my house and it has a good atmosphere, so I felt comfortable volunteering here. They encouraged me, and when I wasn't sure about what I could do, they showed faith in me. If I didn't get this [volunteering] place, I wouldn't have been able to get work. The Centre staff were always available to help, and encouraging words mean a lot if you don't have much family support."*

In May, Gina successfully completed her Community Interpreting Level 2 course she is now working in the caring profession and is also applying for interpreting work.



**The pie chart** shows that 67% of our volunteers come from M16 and M15 postcode areas. Both these postcodes represent areas of Old Trafford.



## **Strategic Youth Engagement**

### **David Esdaile – strategic Lead Old Trafford Youth Partnership Network**

#### **Our Aims**

- Improve and create youth activities in Old Trafford
- Set up a Strategic Youth Partnership Network
- Create a Youth Forum/Voice
- Create a database of Youth & Community providers in Old Trafford
- Create Youth What's On Where Newsletter
- Create a Trip-advisor style evaluation of youth activities
- Improve community cohesion through activities and events etc.
- Improve and deliver more Partnership working
- Identify and support young people and youth volunteering
- Support Voluntary & Community groups to access funding

#### **Identified Priorities through the Youth Partnership Network**

1. Lack of activities
2. Mental health/emotional wellbeing
3. Environment, fly tipping, litter.

#### **Other issues identified some of which contribute to the priorities are:**

- Substance misuse;
- lack of detached youth work;
- Young people in care and leaving care;
- Crime;
- Domestic violence;
- Sexual health;
- Music projects;
- Creative Arts;
- Education;
- Sports;
- Bullying;
- Employability;
- Physical Health;
- Home economics;
- Social enterprise education;
- Homelessness;
- No open access youth clubs.



## **Achievements so far**

- 80 - Organisations have attended OTPN Meetings
- 127- Organisations on OTPN Database
- 30 - Youth organisations supported with capacity building and funding
- 40 - Youth volunteers identified, recruited and supported
- 30 - Partnership working/planning
- 350+ Young people engaged thus far
- 1 - Youth 'What's On' Newsletter produced Summer activities (winter edition planned too)
- 978- People attended Old Trafford Festival of Fun

**In addition, we have supported groups to secure £150,000 of funding (over 2 years)**

## **Things we hope to do over the next few months.**

- The assessment of young people's needs and a look at how they relate to what the workers have identified
- Initiate partnership working to deliver expressed proven needs work
- Apply to the Trafford Councils DPS et al for funding for partnership initiatives and other Bodies
- Support more groups to start up or improve their organisational structure/development/funding.
- Keep on meeting as a collective and working in collaboration with the spirit of complementary working for the good of young people and our community.
- Increase numbers of attendees of Youth Partnership Network meetings
- Continue to promote youth leadership and give local young people a voice/say



## Children & Young People – Lizzie Quinn & Sabikun Ahmed

Creche, Stay & Play, Half terms, Summer School



### Creche:

Our Ofsted registered crèche continues to be an integral part of our learning offer to parents in need of childcare. From September 2017-Sept 2018, 110 children have benefitted from our crèche provision.

Our staff update their training regularly as required by Ofsted and EYPS, and this year we have joined the nursery milk scheme – 'Cool Milk' giving all who attend our crèche free milk at snack time each day.



Parent's feedback:

- *Very helpful staff working with my baby's needs.*
- *My baby is very happy, and I am also happy with the crèche staff.*
- *The crèche are very kind and friendly*



### Stay & Play Sessions

Our Stay and Play provision has gone from strength to strength and numbers have risen from 20 children to 35 children attending with their parents, carers and childminders on a regular weekly basis.



Feedback:

- *A really good service, child friendly, welcoming staff, variety of activities. Really enjoy it.*
- *We love St Johns Stay & Play the best of all, it's been so important for this new dad to feel welcome and supported here. We love the toys, the staff, the singing and the food. Thank you! Cieran and Eimear.*

## Half terms & St John's Summer School

Half term family activities remain well attended with themed parties when there is something to celebrate, for example Valentine's Day or Halloween. The families love these occasions and would like us to do more.

Summer School is always a big hit with our community, this year was no exception with some fabulous activities to both entertain and challenge the young people that come to us.

Ice skating, wall climbing, canoeing, team building 'high ropes' course at Challenge for Change, kick boxing, DJ and Dance workshops and a plethora of other activities.

61 local children attended the two weeks.



Feedback from the young people themselves

- *I really enjoyed ice skating because I learned to go backwards it was fun.*
- *I really enjoyed it (the art workshop) and I think we should do it all again every day!*
- *I enjoyed making new friends.*

Our thanks to GMP's Giving Back scheme and the High Sheriff of Manchester for giving funding towards our Summer School activities this year. It means we can offer the people of Old Trafford a positive experience for their children at an affordable cost.

## **The Staff Team**



**Left to Right: Tariq Tawil, Emma Wilton, Sabikun Ahmed, Elaine Eland, Lizzie Quinn, Diane Browne, Christine Aspinall, David Esdaile, Rose Thompson.**



**With**  
**Funders, Partners & Associates**  
**2018**

St John's Church, St John's Sunshine  
Manchester Diocese

Workers Education Association, Trafford College Manchester Adult Ed Services

Love Old Trafford, Benefacto, Ash Dance

Trafford Housing Trust, TUF C,

VCAT, G Camp, Grip Adventure

Old Trafford Partnership

Garfield Weston Trust

BIG Lottery Reaching Communities

National Citizenship Scheme

Fareshare & Tesco Food Cloud

