



Trustees' Annual Report for the period

	Period start date				Period end date		
	1	March	2020		1	March	2021
From				To			

Section A Reference and administration details

Charity name

podium.me

Other names charity is known by

Registered charity number (if any)

1160250

Charity's principal address

46 Devereux Road

London

Postcode

SW11 6JS

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Jane Barrett			
2 Camilla Byk			
3 Bill Quirke			
4 Louise Sargeant			
5 Jonathan Paterson		Joined the trustees on 5 June 2021	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation model constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by consensus of the existing trustees acting in the best interest of the Charity and with due consideration of any skill sets owned by potential trustees that would benefit the Charity.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

<p>Podium provides training and a health and safety policy to all interns and volunteers that assist the charity.</p> <p>Podium produces podcasts that contain rights belonging to a number of different people, including younger people. To address the issues of using the voices of young people, Podium operates a consent policy to ensure that no content is placed online without the original author's consent (or that of their parent guardian if applicable) and a take-down procedure to quickly remedy any potential issues with the podcasts. The copyright for the final podcast is retained by Podium.me</p> <p>If Podium creates content for third parties, it operates under contracts to ensure all obligations are clear.</p>
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Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

<p>To act as a resource for young people by providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.</p>
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[Podium.me](http://podium.me) provides mentoring and training opportunities to a wide range of young people across the UK. We provide young people with a voice via a platform that allows them to share views, personal experience and expertise, and Podium provides the opportunity, training and platform for young people to contribute to media and find jobs and further their careers in the media. Podium has a no-selection no-rejection policy therefore providing maximum benefit to the public.

Young people who are interested in any aspect of journalism, feature production, news, drama, music, or podcast production can apply to do an unpaid internship with podium.me.

Internships are arranged with schools and universities as well as individuals.

Freelance producers where necessary are paid for project work.

An internship can be done either at the Pod, (headquarters in Devereux Road London) or remotely by communicating online.

Internships generally last from one week to one month, and occasionally longer if forming part of a university course requirement.

Regular workshops take place with visiting speakers to give training on production skills and drama writing skills. These take place either independently or at the invitation of Universities or schools.

Regular training days and workshops help to create a community eg. 'Writing for audio drama' group which draws together new writers to create monologues and audio dramas which can be produced with the support of podium.me. The stories told are often based on the personal experiences of the young people involved.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

Podium is well known for its high-quality training days which bring together industry professionals and young people in an atmosphere of collaboration and useful networking for all.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Organisations worked with:

AREF Audio and Radio Economic Fund
ACF Audio Content Fund
Spear - getting young people into employment
News Decoder creating a new season of podcasts
WIR Women in Radio Event production team
Yvonne Thompson
Charlotte Festival USA
School in Brussels
City University MA students
AudioTrain

Careers fairs attended

Rugby school media event
Creative Futures Fair Global Academy
Young Audio Awards
Tuning In conference

Work Experience placements:

V and O Jennings
Podcast created about life on a Yorkshire farm
GC work experience - from Eko magazine
Faizah
Mickey W
Jewel B Internship University of Sussex

Achievements:

In response to the disruption caused by the pandemic, Podium.me switched its activities overnight from in-person events to online.
Audio drama training sessions delivered online over 6 weeks to the London group and other international participants
Networking gatherings on Zoom
Contributed advice to Audio hardship fund during the pandemic
helped plan Women in Radio event
Judged Arias and APA's Audio Production Awards
Mentored many Podium alumni and helped them network into jobs in the industry.

Section E

Financial review

Brief statement of the charity's policy on reserves

The balance sheet consists only of reserves that represent surplus income received. The trustees confirm that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Details of any funds materially in deficit

There are no funds held as custodian trustee

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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**Position (eg Secretary,
Chair, etc)**

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Podium.me	No (if any) 1160250
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Receipts and payments accounts

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For the period from	Period start date 1-Apr-20	To	Period end date 31-Mar-21
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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					
Fees	-	-	-	150	300
Donation	-	-	-	25	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	-	175	300
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	175	300
A3 Payments					
Insurance/compliance	-	-	-	851	1,111
Contractor cost	-	-	-	750	1,773
Online storage	-	-	-	329	258

Training/Events	-	-	-	255	101
Travel	-	-	-	-	27
Marketing	-	-	-	-	259
21C Fox Workshops	-	-	-	-	1,175
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	2,185	4,704

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	

Total payments	-	-	-	2,185	4,704
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Net of receipts/(payments)	-	-	-	- 2,010	- 4,404
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	33,277	37,681
Cash funds this year end	-	-	-	31,267	33,277

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		31,267	-	-
		-	-	-
		-	-	-
	Total cash funds	31,267	-	-
	(agree balances with receipts and payments account(s))			

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

		-	-
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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