



Trustees' Annual Report for the period

Period start date			Period end date		
1	March	2017	1	March	2018

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 Annabel Merrett			
3 Bill Quirke			
4 Louise Vaziri (nee Sargeant)			
5 Camilla Byk			
6			
7			
8			

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.

Podium provides training and a health and safety policy to all interns and volunteers that assist the charity.

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 authors' consent (or that of their parent/guardian if applicable) and a take-down procedure to quickly remedy any potential issues with the podcasts.

If Podium creates content for third parties, it operates under contracts to ensure all obligations are clear.

Section C

Objectives and activities

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

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.

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)

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. 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 aged between 15 and 25 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 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 always based on the personal experiences of the young people involved.

Additional details of objectives and activities (Optional information)

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

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

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

50 new journalists joined the team in 2017-2018
Podium core team consists of 4 Volunteers

Ca produces regular newsletter of opportunities within the media, this is sent to the team of volunteer journalists. (416)

Bookkeeper, LM continues to do our accounts
Organisations worked with:
Roundhouse radio
Creative Collisions
Wandsworth Council work experience scheme

Ca continued to serve as Radio Academy trustee
Speaker at Radio Festival, many Podium journalists volunteered SR and TA work experience. Produced podcast with NH from Media Trust

Appeared on Age UK radio, connecting the generations MS Radio 1 and 1Xtra collaboration on documentary Work experience given to AC
Drama mentoring with BA

Podium journalist G speaks at Podcast Festival on Podium's behalf
Pitched to BBC with KH and LM
Discussions with World Service on future content, pitched ideas 13 journalists involved in Radio 1 doc recording on mental health CB speaks at Leeds Radio event

Worked with B on running blog
Took podium team to Audio Production awards at BFI
Interviews at Maudsley hospital on young people and mental health
Worked with SO on music pitches
Connected with BS Google
Interviewed for Uni of Westminster research on young people's listening habits
Started partnership for 12 international podcasts with News Decoder involving 10 Podium journalists
Produced zero waste podcast with FM
Judged IRN awards
Worked with Brit school to produce art podcast with ID at Tower of London
Delivered training day for 100 Podium journalists and 20 industry speakers
Worked with the Pips on recruiting journalists
Worked with Neurodiversity network to produce podcast on dyslexia
Spoke at university 'meet the industry' event
Connected with JJ and students from Global Academy

Section E

Financial review

Brief statement of the charity's policy on reserves

The balance sheet consists only of reserves that represent surplus donations and 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. The policy is to have at least three months' operating expenses in reserve.

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 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)

Jane Barrett	
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Position (eg Secretary, Chair, etc)

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Podium.me

1160250

Receipts and payments accounts

CC16a

**For the period
from**

Period start date

To

Period end date

1-Apr-17

31-Mar-18

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants/Fees	- 0	-	-	7,608	3,022
Donations	- 0	-	-	-	10,000
Gift Aid HMRC	- 0	-	-	-	6,806
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
Sub total (Gross income for AR)	- 0	-	-	7,608	19,828
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	- 0	- 0	- 0	7,608	19,828
A3 Payments					
	- 0	-	-	-	
HMRC	- 0	-	-	-	877
Insurance/Compliance	- 0	-	-	1,014	1,266
Contractors	- 0	-	-	1,450	1,210
Online storage	- 0	-	-	460	442
Training/Events	- 0	-	-	1,552	303
Travel	- 0	-	-	643	225
Marketing	- 0	-	-	-	39
Software/Equipment	- 0	-	-	350	-
Sub total	- 0	-	-	5,469	4,362
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	- 0	- 0	- 0	5,469	4,362
Net of receipts/(payments)	- 0	-	-	2,139	15,466
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	- 0	-	-	22,017	6,551
Cash funds this year end	- 0	-	-	24,156	22,017

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	Closing bank balance	24,156	-	-	
		-	-	-	
		-	-	-	
	Total cash funds	24,156	-	-	
	(agree balances with receipts and payments account(s))	24156	OK	OK	
		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	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