

Charity registration number 1161413

**ASHDON JAZZ ACADEMY  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

Ashdon Jazz Academy  
Old Library, 14-16 Knights Hill  
West Norwood SE27 0HY  
Office: 07949875605 Website: [www.ashdonjazzacademy.org](http://www.ashdonjazzacademy.org)  
Registered Charity No. 1161413

# Ashdon Jazz Academy



## Annual Impact & Accounts Report 2018

### Contact Details

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Charity Number: 1161413

### MISSION STATEMENT

"Our mission is to work in partnership with vulnerable and disengaged young ladies aged 11-21 and provide a dedicated emotional well-being service which in turn supports positive mental health from the boroughs of Lambeth, Lewisham, Merton and Croydon."

### AIMS

The charity aims to provide vulnerable young women aged 11-21 years with the insight, confidence and resilience to overcome the negative impact of feelings of isolation, peer pressure, bullying, family breakdown, stress and anxiety, the risk of or involvement in criminality and gangs and those who may be at risk of school exclusion.

The charity provides young women with the opportunity to build up a trusted and mutual relationship with a trained mentor for up to 12 months.

By working in partnership with youth clubs, schools, children's social care and other statutory and voluntary organisations, the charity is able to target young females who may benefit from being referred or may wish to self-refer directly for mentoring or to attend one of the events.

### CURRENT POSITION

Ashdon Jazz Academy has been running for over 3 years and has supported more than 150 female teenagers through the charity's mentoring project and events (i.e. public workshops, drop in sessions, focus groups and female summits). The constitution was adopted on 23rd April 2016 and amended 19th December 2018 (to include services for young women up to 21 years).

This year, we have introduced a Peer on Peer Mentoring Scheme for young ladies aged 18-21 years to be mentors to young women of their own age. These mentors shadow older mentors as well as develop their leadership and coaching skills.

The Ashdon Jazz Academy mentors are trained using the XL-Mentoring Project (XLP) is a nationally accredited scheme. Mentors are appointed through rigorous recruitment (including interview by the CEO and two Trustees), DBS, reference and vetting procedures and completing specialist training. Mentors are required to undergo further training each year, regular supervision (every 6 weeks) and attend mentor network meetings. Mentors are required to follow the charity's Safeguarding Policy and Procedures, Code of Conduct and Working Alone Procedure. Mentors understand their role is not to be a parent, counsellor, rescuer, social worker or other authority figure. An Ashdon Jazz Academy mentor's fundamental role is to be a befriender.

As at March 2019, 20 women work as volunteer mentors. All have had references confirmed, been interviewed by two trustees and separately by the CEO and have an up to date Enhanced DBS before starting. All are trained using XLP training guide. All mentors complete accredited level one safeguarding training. Mentors also receive training throughout the year and undertake monthly supervision with coordinator.

We have developed girls as Ambassadors. These are either previous mentees or girls who have attend our events who are recognised as being positive role models and want to give something back to their community. They represent our charity at public events and may even become a peer mentor to other girls. We work to build up their life, leadership skills and team building skills, entrepreneurial talents and social responsibilities. In 2017, the increased involvement and recognition from Merton Council led to one of our Ambassadors being selected to shadow the Mayor of Merton in 2018. This involved attending some official engagements with the Mayor and representing Ashdon Jazz Academy on those occasions.

## **OVERVIEW OF LAST YEAR**

### ***Mentoring Project***

Ensuring that vulnerable female teenagers have trusted and reliable adult to talk, continues to be a fundamental service for the charity this year. Having trained two cohorts of mentoring volunteers over the year, there was a need to ensure all young ladies who had been identified were matched with a suitable mentor. Supervision consultations and weekly summaries demonstrate that the mentees are progressively working through their difficulties assisted by their mentor. Quarterly evaluation summaries are being completed by mentees to help evidence the impact of mentoring. There were 20 mentoring relationships that have taken place during the year across the boroughs: Lambeth (5), Croydon (5), Merton (6) and Lewisham (4).

In summary:

- 20 girls received mentoring last year.



- 9 girls completed the mentoring programme successfully
- There were 11 girls still receiving mentoring at the end of the year (all regularly complete quarterly reviews and report on self-confidence and esteem levels)
- 90 % of girls undertaking the mentoring programme reported that they had low self -confidence and self-esteem at the start of the programme
- 10 % of girls undertaking the mentoring programme were supported for academic and aspirations purposes. They reported they had medium to high levels of self confidence
- Out of the 9 girls who successfully completed the mentoring programme, 89% reported an increase in self-confidence and self-esteem as a result of the project

This year there was an increase in the number of external visits as well as workshops focussed around mental health and emotional wellbeing. One residential weekend was held at Hind Leap Warren. We held several outings:

- What Next Career Day
- Theatre
- Manhood Academy
- Creams
- Shades of Beauty Exhibition
- Margate

We held 13 workshop sessions covering different topics:

- Knife crime
- Healthy relationships
- Soap making
- Colour therapy
- Black history
- Singing
- Movie night
- Retail training
- Creative hair
- Eyelash makeover

### ***Girls' Night – Ambassadors***

The ambassadors expressed the need to meet more regularly and informal feedback from parents endorsed this. As a result, regular weekly sessions are now being held for young ladies aged 13- 18..

Following evaluation from the session's ambassadors reported that they enjoyed the workshops provided on the girl's night and also learning new skills such as eyelashes application, soap making and colour therapy. There is a planned schedule for the girls' night sessions.

### ***Activity and Impact Data***

Referrals are mainly made by youth leaders, parents and by self-referral for mentoring and to attend any of the girls' events.

In 2018-19, 31 girls' events were held (6 workshops/drop in sessions, 6 focus groups and 5 girls' summits). 137 girls attended these events (57 at workshops/drop in sessions, 23 at focus groups and 67 at girls' summits):

<b>Girls attending Events</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
• Workshops & Drop-In Sessions	15	37	55	57
• Focus Groups	12	8	0	23
• Summits	0	27	63	67
<b>Totals</b>	<b>27</b>	<b>62</b>	<b>118</b>	<b>137</b>

In the last year, 20 girls were referred for mentoring and all were successfully matched with a mentor. 9 girls completed the mentoring programme in 2018-19. At any one time there were 9 girls on the waiting list for mentoring.

We have seen a steady rise in the number of girls attending our Ambassador Events. As a result of this prestigious programme, the charity received funding to complete and manage a social action project over the year. The girls successfully completed the first team building stage of the programme and are currently working on their second programme action.

<b>Ambassador Events</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Number of girls engaged as Ambassadors during year	0	16	22	24
Number of Ambassador events	0	3	7	16

We continue to see a positive impact as reported by the girls using an evaluation questionnaire following attending one of our events and at the end of the mentoring programme:

<b>Evaluation</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Percentage of girls with increased self-confidence/esteem at end of an event	38%	66%	88%	85%
Percentage of girls with increased self-confidence/esteem at end of mentoring	[1]	100%	86%	89%
Percentage of girls meeting personal targets at end of mentoring	[1]	100%	100%	100%

[1] Not recorded as no girls had completed the mentoring programme in 2015-16.



See Appendix 1 for quotes from girls, parents and mentors (from our questionnaires, feedback forms and surveys).

### ***Our capacity and capability***

The charity has been able to start from scratch and develop as a mainly volunteer based organisation through grants, fundraising and donations. These have all helped the charity to grow and be maintained over the last 3 years for which we are grateful. To enable us to develop and reach more young women, we will be more ambitious in our funding strategy over the coming years.

There are 20 active trained mentors (as at March 2019) from a baseline of 10 at the end of 2015-16. All mentors have a current Disclosure & Barring Scheme check and have attended safeguarding training in the last 2 years. The percentage of vetted and trained mentors receiving regular supervision once a month is 80% (same as in 2017-18).

The charity is managed by Patricia Hewitt (CEO) who is the founder and mentoring coordinator.

There is a Board of 4 Trustees who meet bi-monthly to make decisions, review policies and conduct financial reviews. All Trustees have a current Disclosure & Barring Scheme check and have attended safeguarding training in the last 2 years. Our trustees have had nearly 100% attendance at trustees' meeting over the 2 years.

#### ***Trustees (as at December 2018)***

Miss Sabrina John      Mrs Linda Neal      Kevin Howell      Michelle Nicholas

Ms Pauline Thomas

### ***Working in partnership with other organisations***

The charity is now a member of London Youth and are working towards the Bronze Award. AJA have also been asked to join the city leaders programme which 7 girls are now involved in.

The charity now part of the Norwood Consortium and will continue to work in partnership with four other organisations.

Recently the charity has been notified of the support from Lambeth Made having commenced work in Lambeth. Lambeth Made have agreed to support the Wednesday Girls' Night sessions.

There have been a number of other organisations AJA have worked with throughout the year:

Jimmy Dixon

MVSC

Pollards Hill Youth Centre

Periodical Diary

Destiny 7

Portico Gallery

Shades of Beauty

Rathbone Society

All 4 Youth

Youth Motives

Fayre and Square

FEAST

Norwood Community Group

### Financial Summary

- There is a marked increase in the funding applications that have been generated into the charity in comparison to previous years.
- We significantly improved our generated income from last previous year. Previously our work was solely funded by the income generated through our fundraising activities and regular donors.
- There was an increase in the number of young ladies who received 1:1 mentoring this year
- There was an overall increase in engagement due to the targeted workshops that were delivered. More regular opportunity for charity engagement ensured that young ladies were able to access the service throughout the week which led to greater awareness to what was actually needed by client base.
- Charity expenditure has increased as a result of the projects and activities that took place this year in comparison to previous year

The Trustees declare that they have approved the trustees report above

Signature: 

Full Name: Sabrina John

Position: Chair Person

Date: 27/07/2019

Signature: 

Full name: Kevin Howell

Position: Treasurer

Date: 27/7/19

**ASHDON JAZZ ACADEMY**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF ASHDON JAZZ ACADEMY**

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I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2018 which are set out on pages 8 to 11.

**Responsibilities and basis of report**

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiners statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



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Michael Rowe FCCA

Flat 9

1 Ashby mews

London SW2 5EQ

Date:

28/7/2019



**ASHDON JAZZ ACADEMY  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	Note:	Unrestricted Funds	Restricted Funds	2,018 Total	2017 Total
<b><u>Incoming Resources</u></b>					
Incoming resources from generated funds	2	0	16,500	16,500	0
Incoming resources from charitable activities	3	0	5,143	5,143	2,500
Other Income	4	5,063	0	5,063	2,259
Total incoming resources		<u>5,063</u>	<u>21,643</u>	<u>26,706</u>	<u>4,759</u>
<b><u>Resources Expended</u></b>					
Charitable activities					
Mentoring	5	0	11,134	11,134	3,883
Projects	6	0	2,367	2,367	2,809
Support costs	7	1,604	2,307	3,911	1,734
Others		0	0	0	
Total Resources Expended		<u>1,604</u>	<u>15,808</u>	<u>17,412</u>	<u>8,426</u>
Net expenditure for the year/ Net movement in funds		3,459	5,835	9,294	-3,667
Fund balance at 1 October		<u>7,231</u>	<u>0</u>	<u>7,231</u>	<u>10,898</u>
Fund balances at 30 September		<u>10,690</u>	<u>5,835</u>	<u>16,525</u>	<u>7,231</u>

**ASHDON JAZZ ACADEMY  
BALANCE SHEET  
AS AT 30 SEPTEMBER 2018**

	Notes	2018	2017
<b>CURRENT ASSETS</b>			
Debtors		£0	£1,300
Cash at bank and in hand		<u>£17,750</u>	<u>£6,374</u>
		<b>£17,750</b>	<b>£7,674</b>
<b>CREDITORS: due within one year</b>		<b>£1,225</b>	<b>£443</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>£16,525</b></u>	<u><b>£7,231</b></u>
<b>INCOME FUNDS</b>			
<b>UNRESTRICTED FUNDS</b>			
General purpose fund		£10,690	£7,231
<b>RESTRICTED FUNDS</b>			
Funding		£5,835	£0
		<u><b>£16,525</b></u>	<u><b>£7,231</b></u>


The accounts were approved by the Trustees on 27/7/2019

Signed on their behalf by:

  
Signature

Sabrina John  
Full name

Chair Person  
Position

  
Signature

Kevin Howell  
Full name

Treasurer  
Position

**ASHDON JAZZ ACADEMY**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**1 ACCOUNTING POLICIES**

**1.1 Basis of preparation**

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the statement of recommended practice, "Accounting and Reporting by Charities" in accordance with the Financial Reporting Standard issued in July 2014 and the provisions of the Charities Act 2011

**1.2 Incoming Resources**

Incoming resources are recognised in the statement of financial activities when entitlement has passed and the amounts are certain and measurable.

**1.3 Allocation of costs**

Direct activity cost are those costs which contribute directly to an activity and are allocated to the relevant activity. Support cost are those cost that are necessary to deliver an activity but in themselves do not deliver an activity, include cost incurred to meet statutory and constitutional requirements.

**1.4 Funds**

Restricted funds represent income received that is subject to donor restrictions on use. General funds are available for furthering the cause of the organisation.

**2 GRANT AND SIMILAR FUNDING**

	<b>2018</b>	<b>2017</b>
National Lottery	<b>£10,000</b>	
BBC Children in Need	<b>£5,500</b>	
Britton Scholarship fund	<b>£1,000</b>	
	<b>£16,500</b>	<b>£0</b>

**3 CHARITABLE ACTIVITIES**

	<b>2018</b>	<b>2017</b>
Jimmy Dixon Project	<b>£500</b>	
MVSC Project	<b>£850</b>	
Jessica Mathers	<b>£1,200</b>	£1,200
Clarions futures Project	-	£500
MOAT Housing project	<b>2,593</b>	£800
	<b>£5,143</b>	<b>£2,500</b>

**4 OTHER INCOME**

	<b>2018</b>	<b>2017</b>
Fundraising	<b>£2,960</b>	£511
Donations	<b>£2,103</b>	£1,748
	<b>£5,063</b>	<b>£2,259</b>

**5 Mentoring**

	<b>2018</b>	<b>2017</b>
Facilitation cost	<b>£6,600</b>	£2,548
Advertising & Promotion	<b>£166</b>	£145
Resources & Expenses	<b>£893</b>	£0
Administrative cost	<b>£2,000</b>	£0
Workshop expenses	<b>£1,475</b>	£1,190
	<b>£11,134</b>	<b>£3,883</b>

**6 Projects**

	<b>2018</b>	<b>2017</b>
Ambassador expenses	<b>£493</b>	£1,733
Venue Hire	<b>£925</b>	£360
Gala Event	<b>£557</b>	£350
Resources & Expenses	<b>£392</b>	£366
	<b>£2,367</b>	<b>£2,809</b>



**ASHDON JAZZ ACADEMY**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2018**

<b>7 Support costs</b>	<b>2018</b>	<b>2017</b>
Rent for office	<b>£1,420</b>	£455
Accounting software	<b>£102</b>	£4
Office supplies & Stationary	<b>£488</b>	£290
Subscriptions	<b>£200</b>	£0
Insurance	<b>£737</b>	£330
Postage & Printing	<b>£146</b>	£266
Charity vehicle cost	<b>£300</b>	£0
Travel Expenses	<b>£389</b>	£263
Phone cost	<b>£129</b>	£126
	<b>£3,911</b>	<b>£1,734</b>

<b>8 Employees</b>	<b>2018</b>	<b>2017</b>
The average number of employees and volunteers during the year was:		
Staff	<b>0</b>	0
Volunteers and Mentors	<b>21</b>	11
	<b>21</b>	<b>11</b>

**Employment cost**

Wages and salaries	<b>£0</b>	£0
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<b>9 Debtors</b>	<b>2018</b>	<b>2017</b>
Other debtors	<b>£0</b>	£1,300
	<b>£0</b>	<b>£1,300</b>

**10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2018</b>	<b>2017</b>
Other creditors	<b>£1,225</b>	£443
	<b>£1,225</b>	<b>£443</b>

**11 TRUSTEES**

None of the trustees (or any persons connected with them) received any remuneration or reimbursement of expenses during the year.