

STANDING



in the GAP

Helping children 0-11 manage BIG emotions

Standing in the Gap

Trustees Annual Report 2019-2020

Financial Statements for the Year ended 30 September 2020

Receipts and Payments Accounts

Charity No. 1174627

Contents

Trustees Annual report for the year to 30 September 2020	2
Aims and purposes.....	2
Taking new steps forward.....	3
Progress.....	5
Activities this year:.....	8
Managing Anxiety	8
Preparing for Secondary School.....	9
Understanding your four year old and getting them ready for School	11
.....	12
Increase in uptake of our talks.....	13
Impact of moving to online workshops	13
Digital resources.....	14
Focus Group	16
Financial Review.....	17
Fundraising Quiz.....	18
Volunteers.....	19
Structure and Governance.....	19

Trustees Annual report for the year to 30 September 2020

Aims and purposes

Standing in the Gap is an early intervention mental health charity helping children aged 0-11 years manage BIG emotions, such as fear, anxiety, anger and grief.

We are a Bloxham based charity helping families in Banbury and the surrounding villages. With the breakdown of the nuclear family, parents don't have relatives close by. There is a decrease in support available to families through the loss of children's centres and Early Intervention services, and the waiting time for Child and Adolescent Mental health services is longer than ever at almost one year. Families are crying out for our support. One mum told us "If my child breaks their leg I know what to do; if there is a problem with their mind, I don't know what to do or where to turn"

Our vision: That every child is emotionally healthy and able to flourish.

Our mission: To build emotional well-being in children by providing tools and support to children, families and professionals.

Our aims:

- Teaching children, parents and professionals about normal development and behaviour through written material, digital resources and workshops, and enabling them to identify when and how to seek help.
- Running evidence-based facilitated workshops for parents and children to help them understand and manage big emotions such as fear, anxiety, anger and grief and key transitions such as starting or changing school.
- Explaining the science behind emotions using our cartoon mental and physical elves.
- Providing targeted provision for those in areas of higher deprivation and need.
- Widen our research through the development of high quality online digital resources on emotional health and wellbeing in preschool and primary aged children.
- Evaluate the outcomes and effectiveness of the tools and interventions we provide, continually aiming to build upon and improve the effectiveness of our services.

Taking new steps forward

In October 2019 we held our first ever Trustee away day and spent a consolidated amount of time looking at where we were as a charity, where we wanted to go and how we aimed to get there. Out of this we created our first Plan on a page (Strategic Plan 2019-2020 see overleaf.)

In October 2020 we reviewed the Strategic Plan 2019-2020 to see how we had progressed and also what we wanted to aim for in the following financial year.

SITG Strategic Plan 2019-2021

Our Vision: That every child is emotionally healthy and able to flourish

Our Mission: To improve the emotional wellbeing of children by providing tools and support to children, parents and professionals

Through this plan we aim to provide high quality information and support to children, parents and professionals to improve the emotional wellbeing of children across Banbury and the surrounding area. At the same time we aim to develop the organisation, ensuring we build & maintain fit for purpose governance & management systems which comply with regulatory & operational requirements, and are financially sound, in order that we can increase the range and reach of the services we offer in the future.

Delivering our mission:

Build on the successful workshops which have been delivered in the last 2 years:

Continue to deliver workshops on anxiety and transition to and from primary school.

Develop and deliver further workshops face-to-face (Anger)

Develop web-based resources.

Explore training up additional facilitators to increase ability to deliver workshops

Governance and Organisational Development:

Develop governance and management systems which comply with regulatory and operational requirements:

Financial policies and procedures

Policies and procedures around employment and volunteers

GDPR compliant systems

Fundraising procedures which meet the requirements of the fundraising code

Finances:

Attract and maintain financial support from individuals, businesses, organisations and churches.

Plan to develop relationships with new and existing donors

Determine plans and processes for income generation from workshops/on line resources

Take a proactive and planned approach to applying for local and national funders

Partnerships to foster:

Local statutory and charitable agencies involved in work with children and mental health (inc. schools)

Local churches and organisations such as Rotary who may be a source of volunteers or funding.

Individuals who may provide financial support.

Grant making bodies.

Resources

People and Talent: Build and develop volunteer resource. Develop trustee team, including recruitment of new trustees. Establish structures for employing staff

Communications and Engagement: Develop communications strategy to raise awareness of charity and develop relationships with supporters. (Including: Design contemporary logo. Develop user-friendly website. Develop social media strategy.)

Progress

In reviewing how things have progressed in relation to the 2019/20 plan the following were achieved:

Section	Achieved or added to 20/21
Delivering Our Mission	
Continue to deliver anxiety and transition workshops	This was achieved (see activity section) We have also acquired specific grant funding for the Anxiety talks for 20/21 from Sanctuary housing
Develop further workshops- Anger	Not achieved Grant applications were sent out in March 2020, however, everything was delayed and adjusted due to Covid19 Add to plan for 20/21
Develop web based resources	This was achieved (see activity section)
Explore training up additional facilitators	This was placed on hold as all talks were moved online, so only 1 facilitator was required. However we do now use a volunteer to co-host and offer admin support during the online sessions. Review as part of 20/21
Governance and Organisational Development	
Develop policies & procedures which comply with regulatory & operational requirements	The following policies were written and ratified by the Trustees with the aim of providing a good framework. <ul style="list-style-type: none"> • Complaints policy and procedure • Conflict of interest Policy • Data Protection and GDPR Policy • Equality and Diversity Policy • Finance Policy and Procedures • Harassment and Bullying Policy • Safeguarding Policy • Social Media Policy • Trustee Policy & Procedures • Whistle Blowing Policy
Policies & Procedures around employment and volunteers	See above Volunteer policy on hold due to Covid19- move to 20/21 See 20/21 plan for further objectives.
GDPR Compliant Systems	Completed Policy agreed and implemented Data Controller identified.
Fundraising procedures which meet the requirements of the fundraising code	Robust financial policies have been implemented, however we have not had chance to apply to meet the fundraising code in 2019/20 due to Covid needs taking priority. This has been deferred to the 20/21 plan.

Finances	
Attract and maintain financial support from individuals, businesses, organisations and churches.	<p><u>Individuals</u> We have increased regular giving from 1 Standing order to 4 Standing orders a month We have received £1592 in one off donations from clients and supporters</p> <p><u>Businesses</u> In Dec 2019 we were one of the charities chosen by Waitrose in Banbury to support, We received £354 Due to Covid we felt unable to approach local business for support during such an economically difficult period. This is deferred to the 20/21 plan.</p> <p><u>Organisations and Churches</u> We have made good links with local schools as well as those further afield (Rural Warwickshire group of schools) We were the charity of choice in March for Bloxham Baptist church We are the local charity that St Francis church, Banbury support.</p>
Plan to develop relationships with new and existing donors	We have increased donors by a small number We have designed a new campaign Cuppa for Kids to increase regular donors but haven't had chance to fully utilise it in 2019/20.
Plans & Processes for income generation from workshops/ resources	<p>We have updated and published our three main resource packs:</p> <ul style="list-style-type: none"> • Understanding your 4 year old, • Preparing for Secondary school • Managing the Wobbles and Wobbles of Anxiety resources. <p>All now have ISBN numbers and are available via our shop and on amazon. During Covid we moved all our resources online and these can now be purchased via our online shop: www.sitgap.org/shop</p>
Take a proactive and planned approach to applying for local and national funding	Achieved through working with Esther Rolls and utilising Central Funding database and networks for fundraising./ grant availability info. We have a proposal outline for new projects and clear budgets and objectives for each project.
Partnerships to foster	
Partnerships to foster Local statutory and charitable agencies	Sam has liaised with Respond and Place2Be, agreed to collaborate and work together/ share info We do regular mailings out to schools and GP's

	<p>who signpost families to our talks.</p> <p>We got supporting letters for our Don't forget the kids project from a Health Visitor and the Children and Families Pastor at Bloxham Baptist.</p>
Local churches and rotary	<p>Achieved: Sam carried out talks at local churches and at The Rotary in Banbury.</p> <p>Using Banbury Churches together network to share info to all churches in the area.</p>
Grant making bodies	<p>We have successfully received grants/ donations from:</p> <ul style="list-style-type: none"> • Banbury Rotary in Oct 2019, £323 to support our work • Waitrose Community Support Fund in Jan 2020: £354 towards our work • Audrey Wilde Fund in Jan 2020 from Banbury Baptist Church we received £489.97 to purchase a new laptop. • Online Covid 19 support fund in May 2020 via Just giving and we received: £770.14 in total • Banbury Charities in April/ May 2020 we were awarded: £1039.34 which was for 6 months zoom and all the video equipment to record all the talks. • National Lottery grant in June 2020: £8860 for digital resources. Need to be completed by end of Jan 2021. • June 2020 we had our first ever Online Quiz and raised £550 • In August 2020 we received £266 from mask sales which a volunteer had made and gave us a percentage.
Resources	
People and talent	
Build and Develop volunteer resource	<p>We were able to provide volunteer experience for two Duke of Edinburgh students while maintaining adequate covid safety.</p> <p>We also utilised volunteers in the areas of HR advice, contract discussions, fundraising support, press releases and admin/ resource pack making support.</p> <p>We have managed to set up an online focus group comprising of a range of 35 different people (see activities) who will review our written and digital material prior to releasing it to make sure it makes sense and is user friendly.</p>

Develop the trustee team	We have since Oct 2019 seen Claire Hookey, Isobel and Peter Watson step down as they finish their 3 year terms. Karen Beddall stood down as treasurer in March 2020 due to work pressures Stephen Pargeter stepped up as Chair of trustees and we were joined by Bobbie Brown, Hazel Scarr and Michael Rafferty as trustees. We are in the process of increasing the trustee board further.
Establish structures to employ staff	We are now set up with PAYE through HMRC and are working on setting up a workplace pension scheme. The Clinical Director position will be out for advert with a zero hours contract.
Communication and Engagement	
Design contemporary logo	Steve Pargeter led the team in developing and updating the Standing in the Gap logo to provide us with more effective branding across the charity. We also improved our paper resources designing and printing new banners as well as leaflets explaining the charity.
Develop a user friendly website	Sam initially worked with a volunteer to update the website, but the volunteer then got a new job and was unable to assist. Sam's web skills have improved this year!!
Develop a social media strategy	We now have a social media policy, clear guidelines and are utilising facebook, Instagram and twitter accounts. Our mailing list via mailchimp has increased to over 450 recipients.

Activities this year:

We had managed to increase the community venues we were able to provide these in, including: a rural venue (Bloxham Baptist Chapel, Bloxham) a town centre venue at The Haven, Calthorpe Street, Banbury, two centres in areas of higher deprivation: The Hill Community Centre, Bretch Hill, and The Community Room, St Francis Church, Ruscote, Banbury.

From March 2020 following government recommendations we moved all our talks online. Tickets were still available via Eventbrite but the sessions were run via zoom.

Managing Anxiety

We continued to run the ever popular evidence-based workshop for children and parents called "Managing the Wobbles and Wobbles of Anxiety".

Numbers attending: just under 200 families came through our anxiety talk

From the previous year we saw a three fold increase in families attending our anxiety workshop
On evaluation 80% rated the talk as excellent and 20% good.

100% of parents said they would recommend the talk to another parent.

When asked why would they recommend it parents told us:

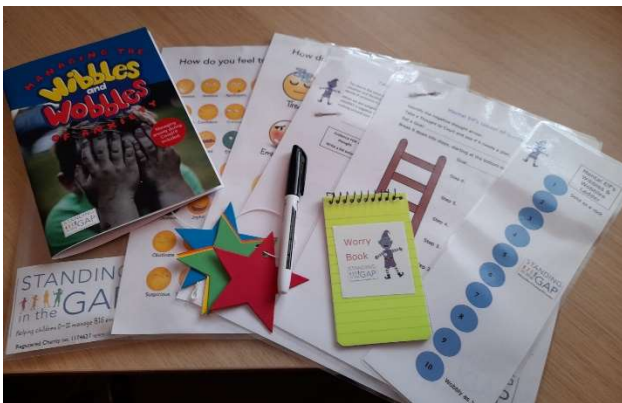
I wish I had support like this with my older son, it would have made a difference.

Really good advice on reinforcing behaviours and what parents do that doesn't help

It includes techniques you don't think of yourself

It makes a very difficult situation feel manageable

We revised and improved our workbooks and resource packs to support the anxiety sessions



These were available from our online shop: www.sitgap.org/shop

Preparing for Secondary School

We also continued to offer our ever popular “Preparing your Child for Secondary School” talks, this time via zoom. We partnered with The Warriner Secondary school who recommended the session to all new year 7 families. We had a record breaking attendance at that session with 86 logins totally over 200 children and parents.

We also ran 3 further sessions which were also popular. Being online led to an increased impact and we had families from a total of 235 families attend. (over 50% increase from previous year)

100% of parents said they would recommend the talk to another Year 6 parent.

On evaluation the zoom talk 53% rated the talk as excellent and 42% good and 5% (1 family) as Ok.

Mr Knowles- year 7 head, transition lead for Warriner school told us: " I would urge all year 6 students and parents to attend this session, as it really is a brilliant success, year upon year."

Comments we received back from parents were:

Very detailed, practical advice, positively presented.

The virtual Zoom format was actually really good in enabling us to discuss points immediately as they were presented. -If we had sat quietly through live face to face presentation, we may not have had the same level of discussion afterwards as points may have been forgotten / overlooked in the volume of information

Really useful not just for transition but for children's mental health in general.

Comments we received back from students included:

It was helpful and reassuring

I now have less questions

I liked the idea of using the stars and hearts, the talk was funny too.

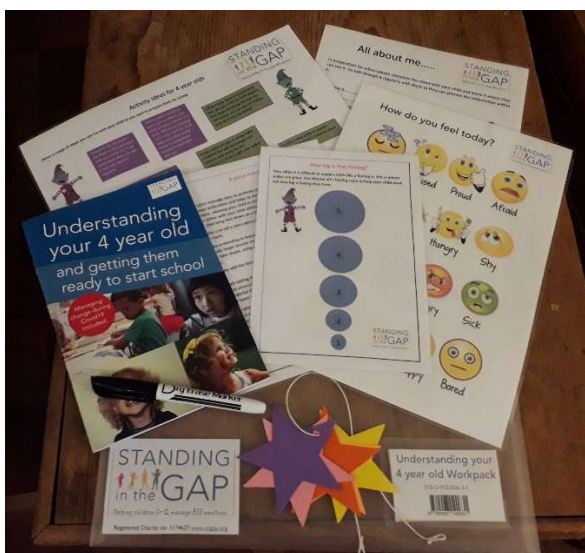
You don't need to worry about changes, because its new for everyone

We did update and add ISBN numbers to the Preparing for Secondary School pack



Understanding your four year old and getting them ready for School

This session as updated and improved with an exciting new resource pack being produced to support the interventions with families



We ran a specific closed session for Brackley Preschool and had 13 families attend

In total 38 families came through our Understanding your 4 year old talks in 2020, this was a 40% increase from the previous year.


When asked how they rated the talk 90% said they would rate it as Excellent, 10% as good.

100% would recommend the talk to another parent


When parents were asked why they would recommend it they told us:

Really informative talk, a fun approach which felt relatable


Good information about child development and emotions



Good reminder of
what we say and
how it affects the
children



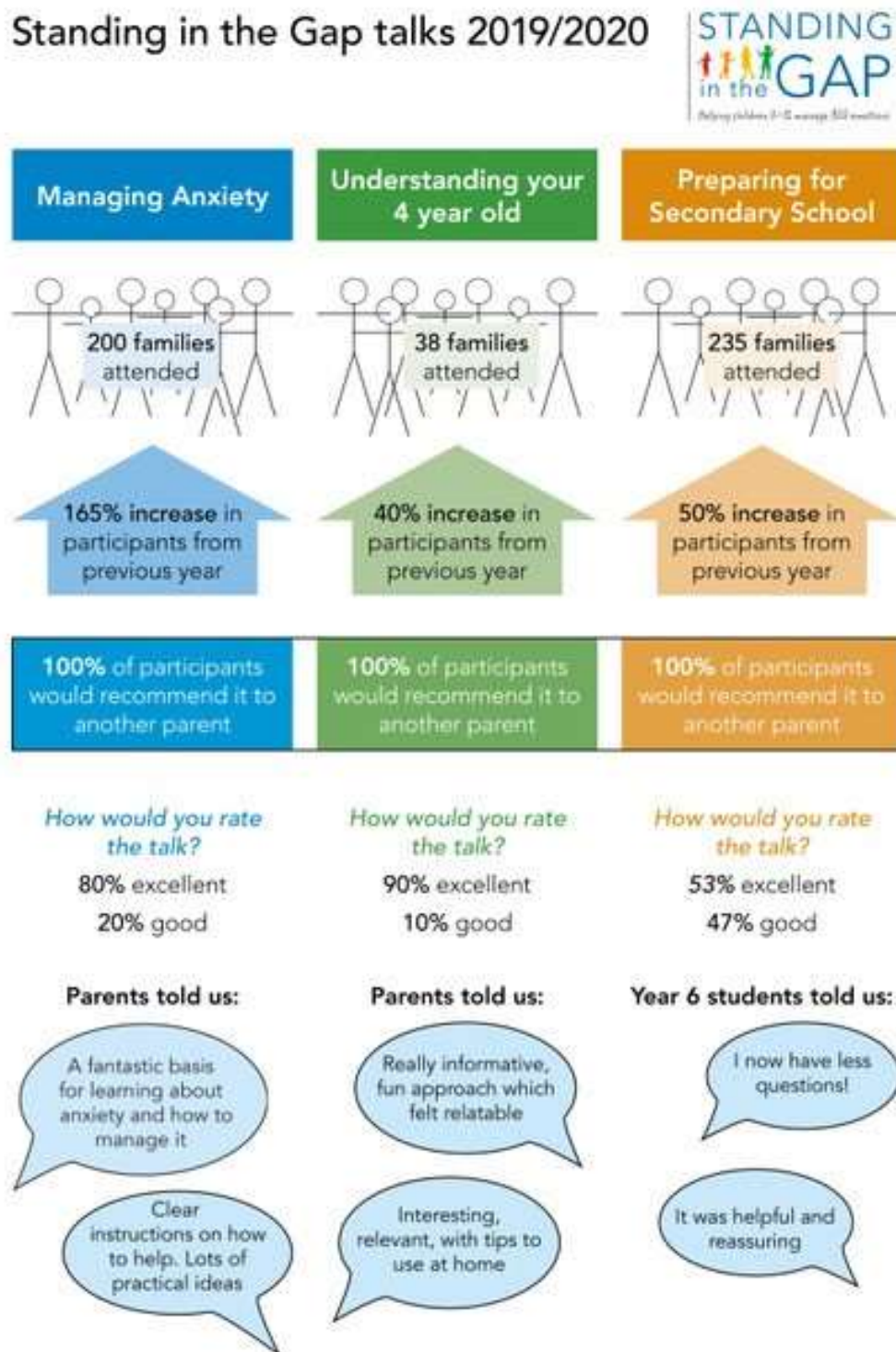
Great tips and
advice for all
children



Thought provoking
and useful as we
move into this
next stage

Increase in uptake of our talks

Child mental health issues are becoming more pertinent and as our reputation has grown we have seen an increase in the number of families joining us for our talks and workshops:



Impact of moving to online workshops

Since moving to online sessions for the talks the red dots below show where families live who have attended our sessions. We have also had families from the USA and Canada

Fig 1: Impact map showing where participants from talks live up to Sept 2020



Digital resources

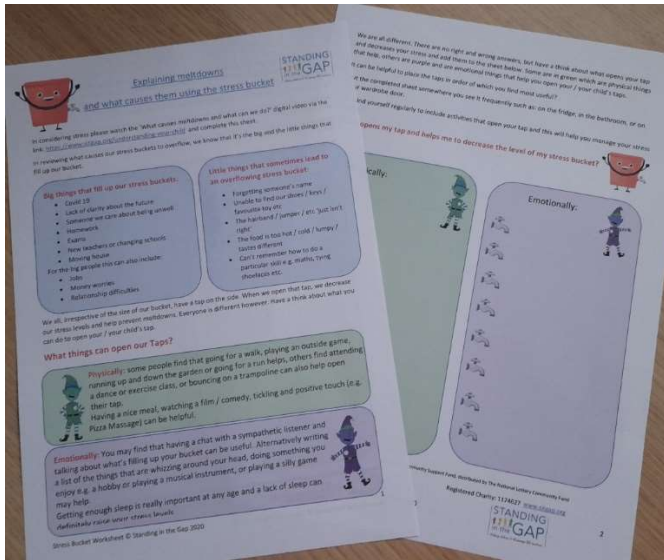
In June 2020 we won a digital grant from the National Lottery for £8660, to make digital resources to support child mental health. The grant period run's until Jan 2021.

By the end of Sept 2020 we had completed:

- A new section on the website called Understanding your child which contains many of the digital resources we made.
- We also increased our Resource links on the website to improve signposting and useful resources for families.
- A temperament video and accompanying worksheet looking at the 9 temperament traits and supporting families to understand how their children see the world.
- A Managing Change video and supporting worksheet
- A Managing stress video and accompanying worksheet
- A raising self esteem video and accompanying worksheet
- We digitalised the
 - Understanding your 4 year old talk
 - Preparing for Secondary School talk.

Work scheduled for the remaining grant period includes a “What’s normal” series looking at emotional and physical development for children aged between 2 and 11 years and also considering what can help their development.

Pictures below show a range of worksheets currently available for parents to download:



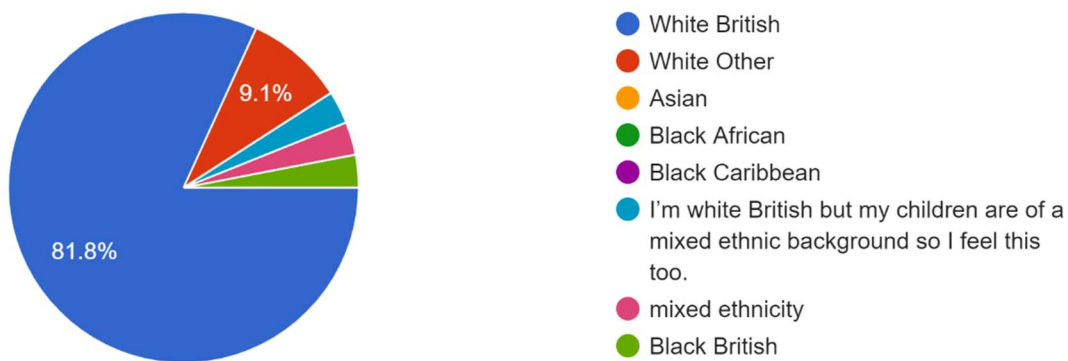
Focus Group

In order to help us review and assess what information we were providing to families, we contacted our mailing list and asked if any of them were willing to join an online focus group, giving us feedback for our videos and worksheets. This was really successful and in total 35 people joined the group. Their demographics can be seen below, indicating a good range of ages, ethnic groups and roles in which they interacted with children. While the majority were female we did have 2 men sign up, which was great.

When we asked in what capacity they supported children the responses included: parents, carers, teachers, support workers, health care professionals, preschool workers and teaching assistants.

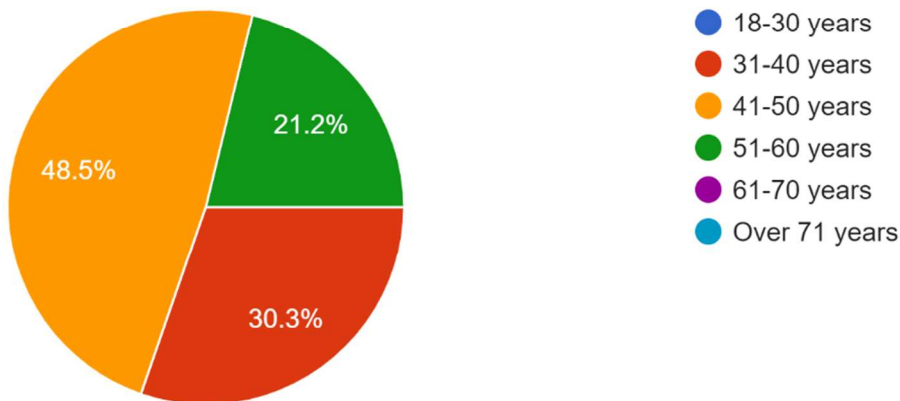
What ethnic group would you say you were from:

33 responses



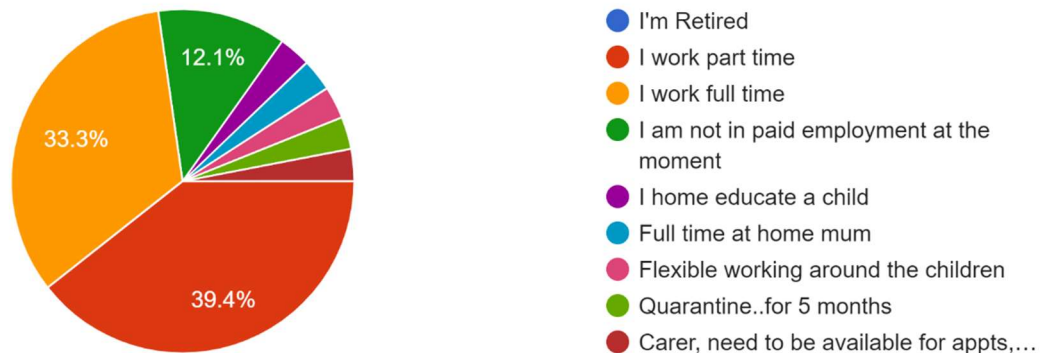
What age bracket are you in?

33 responses



How would you describe what you do during the week?

33 responses

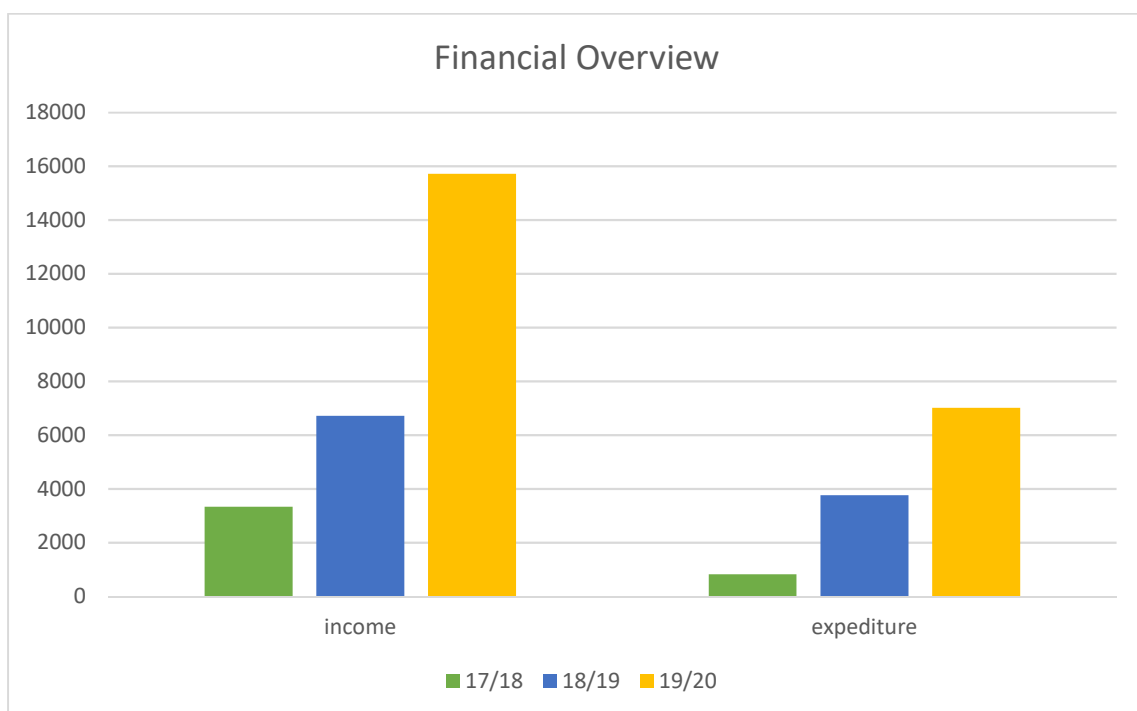


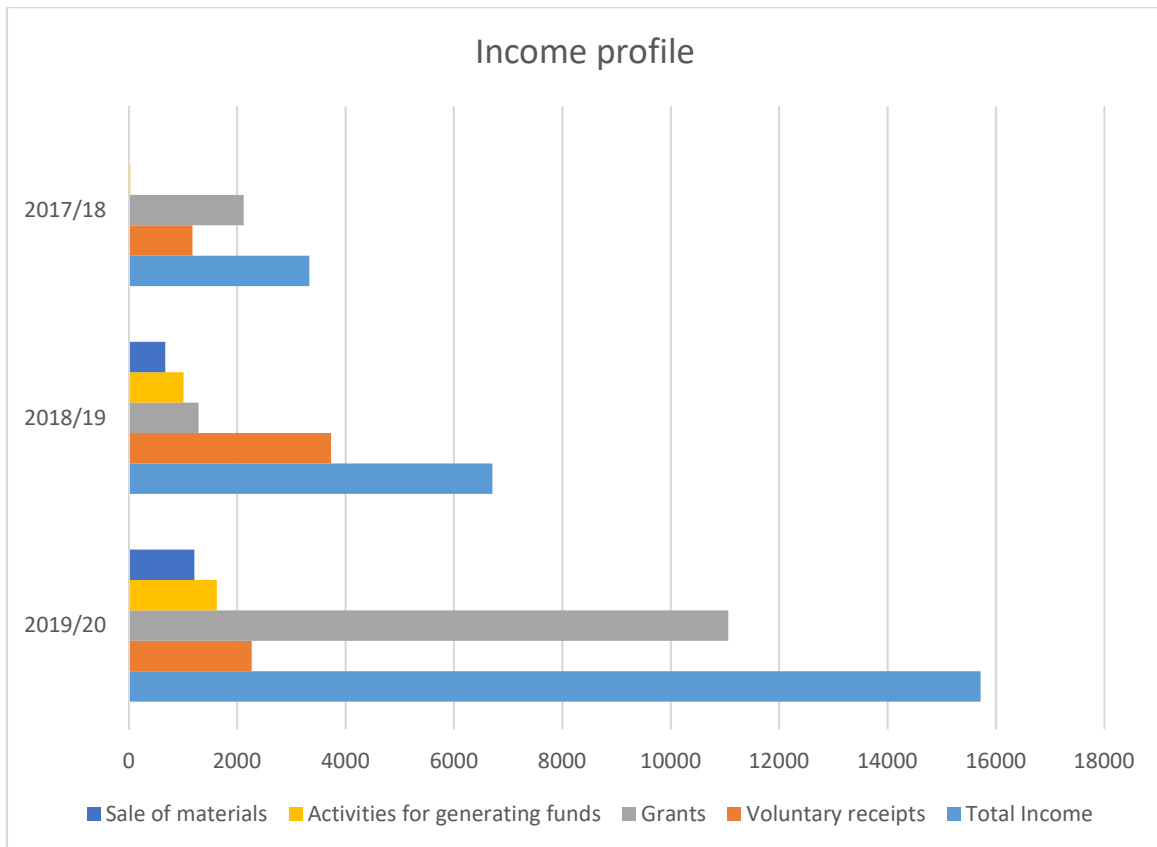
They were very helpful in responding to the films and worksheets we produced and their interactions enabled us to make the materials we provided as effective as possible.

Financial Review

The total funds received this year were £15,718, a significant increase on the £6,713 received in the previous year. Restricted income included £11,066 of grants given by National Lottery funding, Audrey Wilde Fund and Banbury Charities for digital resources and equipment.

In growing Standing in the Gap the aim was always to make a firm framework for growth with good policies and procedures and to increase income and expenditure. As the income profile and financial overview graphs below illustrate the income and expenditure has grown year on year.





Generous donations from individuals and support for adjustments due to covid 19 have enabled Standing in the Gap to deliver a range of talks. Fundraising income also increased in the year, this included income from our fundraising quiz and the uptake in usage of ‘Give as you live’ schemes and smile amazon, which give donations when participants shop online. Sales of materials rose significantly this year as we had published and sold online the resource packs supporting the Managing anxiety and transition talks.

The net result for the year was an excess of receipts over payments of £8698. The cash balance carried forward at 30 September was £13,293 of which £7605 was from restricted grants on allocated projects

Fundraising Quiz

As our fundraising options were somewhat curtailed by the government regulations in relation to Covid 19. We decided to be inventive and held an online fundraising quiz. Michael Rafferty designed and ran the quiz, which was great fun. Sam and Steve made a short video explaining what Standing in the Gap do which was shown during the interval.



We raised £550 in total from the evening as well as raising the profile around Standing in the Gap.

Volunteers

We would like to thank all of the volunteers who have supported the development of the work of Standing in the Gap this year, we couldn't do it without you.

Structure and Governance

The Trustees Policy and Procedure was approved giving a clear framework for recruiting, interviewing and supporting trustees.

The Trustees in place during the year are listed below:-

Mr Steve Pargeter (Chair)

Dr Claire Hookey (stepped down at end of trustee term April 2020)

Mr Peter Watson (stepped down at end of trustee term April 2020)

Mrs Isabel Watson (stepped down at end of trustee term April 2020)

Bobbie Brown (appointed Feb 2020)

Michael Rafferty (appointed April 2020)

Rev Hazel Scarr (appointed Feb 2020)

Mrs Karen Beddall, Chartered Accountant (resigned March 2020)

The Clinical Director is Sam Game MSc CAMH, BSc (Hons) RGN, BSc (Hons) SCPHN, RHV. NMC PIN: 93J1758E

We had our Second Trustee away day in Oct 2020 to determine the next strategic priorities for the charity. See overleaf for our "Strategic Plan on a Page 20/21".

Report approved by the Trustees on 15/12/2020 and signed on their behalf by Hazel Scarr (Chairperson).

Standing in the Gap: Strategic Plan 2020-2021

Our Mission: To build emotional well being in children by providing tools and support to children, families and professionals

In entering our fourth year as a charity we want to build on the firm foundations of good governance and management systems and take the next step in supporting children and families: Offering personalised one-to-one professional support for children and families, and employing staff to deliver this.



Registered Charity: 1174627 www.sitgap.org

Governance & Organisational Development

- Increase the trustee body with further trustees to support strategy
- To become registered with the Institute of Fundraising
- Continue to develop and update policies and procedures as required.
- To ensure a firm framework is in place to proceed with employment contracts
- Set up PAYE and workplace Pensions to ensure all regulatory employment requirements are met.
- Continue to get expert advice as required e.g Project Contracts, HR concerns and fundraising advice.
- Continue to strive for high standards within the website and social media platforms.

Delivering our mission:

- Prioritise the Don't forget the Kids project and obtaining funding to deliver 600 121 support sessions for children/parents each year.
- Continue to run the very popular monthly anxiety workshops as well as the transition workshops.
- Obtain funding to develop a series of digital and paper resources around managing grief and discussing death with children.
- To improve the resources and training offered to professionals in relation to child mental health concerns.
- Obtain funding to run monthly workshops on 'Managing Anger' and 'Helping your child to sleep well' both gaps in child mental health provision locally.

Finances:

- Ensure we continue to have a mixed economy for fundraising & to continue with selling the resource packs.
- Increase regular givers to improve sustainability.
- Improve business links & encourage businesses to support us
- Encourage churches to support/partner with us.

Fundraising:

- Deliver a range of fundraising events in line with government regulations on Covid.
- Develop and promote the Cuppa for Kids campaign.
- Consider setting up a framework to receive legacy payments
- Improve awareness of smile.amazon.co.uk, Give as you live and recycle4charity options.

Partnerships to foster:

- Improve opportunities for volunteers and continue to utilise the focus group.
- Local Grant making bodies for ongoing support e.g. church partnerships, Waitrose, Rotary etc.
- Network effectively with Respond and Place2Be as the child mental health providers in the area.
- Build good communication networks with local primary schools, nurseries, GPs, Health Visitors and School Nurses.
- Individuals who may provide financial support.
- Grant making bodies.