

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC021937

RECEIPTS AND PAYMENT ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

**Bell Ingram LLP
Durn
Isla Road
PERTH PH2 7HF**

17 November 2020

The Duke of Edinburgh's Award Perth & Kinross Association

Scottish Charity Number - SC021937

Trustees' Annual Report

For the Year Ended 31 March 2020

Principal Address

The Award Office
Kincarrathie House Drive
Perth
PH2 7HX

Email

office@pkdofe.com

Website

www.pkdofe.com

Current Trustees

Alistair Mair MBE, DL (Honorary President)
Alison Grassick (Honorary Vice-President)
Robin Illsley (Chairperson, Reappointed November 2017 for 3 years)
Dave Sherman (Vice-Chairperson, Reappointed November 2017 for 3 years)
David Sands (Treasurer, Reappointed November 2017 for 3 years)
Kerry Ramsay (Secretary, Reappointed November 2017 for 3 years)
Robert Ellis (Committee Member)
Evelyn Menzies (Committee Member)
Gillian Whytock (Committee Member)
Gavin Lindsay (Committee Member)

Recruitment and Appointment of Trustees

Membership elects an Executive Committee

Charitable Purpose

To advance the mental, physical and spiritual welfare of young people between the ages of 14 – 25 years old by promoting the scheme of Awards known as the Duke of Edinburgh's Award.

and in particular (but without prejudice to the generality of this object):

- i) to assist young people to participate in the scheme;
- ii) to establish a group of users to co-ordinate the delivery of the Scheme at local level;
- iii) to promote the Scheme locally, by recruiting adults, helping to establish Open Award Centres and use the media;
- iv) to pool resources of leadership, equipment and facilities;
- v) to help participants who have started the Scheme under one Operating Authority to link up with other agency to complete the Award;
- vi) to help independent participants not attached to particular Award Units;
- vii) to arrange Award Presentations in consultation with the Operating Authority;
- viii) to train new Leaders and volunteers;
- ix) to maintain contact with Award Holders;
- x) to monitor standards to ensure a degree of uniformity;
- xi) to share good practice to improve standards.

Trustees Remuneration and Expenses

There were no Trustees remunerated during this year.

Reserves

There were no reserves held. Designated funds are detailed under Closing Bank Balance and are likely to be spent in the coming year.

Chairperson's Introduction

I am delighted to present our Annual Impact Report for 2019 - 2020.

This is a year that has demonstrated the fantastic work undertaken by the participants, volunteers, and employees of the Association. A year in which we have supported ever increasing numbers of young people to take up the challenge and experience the amazing sense of achievement and wellbeing generated by working towards a Duke of Edinburgh's Award.

It has been a year where we were forced to adapt our ways of working because of the restrictions of COVID-19, and in doing so, helped and encouraged young people to remarkable feats, for which they should be very proud.

Out of adversity has come opportunity, and we believe that we have demonstrated resilience, adaptability, and a commitment that has left us well placed to expand our work in the years ahead.

Our outcomes are particularly focused on helping young people who face significant barriers in their lives. We want to help these young people feel achievement; to believe in themselves; and to have real ambitions, dreams, and expectations for the future. We hope that our Annual Impact Report demonstrates the positive outcomes of our work.

I would like to thank our funders, supporters, partners, volunteers, and employees for all that they do. Without them we could not continue our life-changing work, and to our young people - you are all brilliant.

Together we are making a difference.

- Robin Illsley, Chairperson

Achievements & Performance

Improving Confidence & Self Worth

Our mission is to encourage, motivate, and support young people who face barriers to their personal progression and who have the most to gain from the experience. By their very nature, these young people are “hard to reach” and do not have the confidence or ambition to get, or stay, involved.

All young people have talents, but for some, for reasons beyond their control, their abilities lie dormant, undiscovered, or they have not reached their potential. For a few, they have lost belief in the way ahead and in themselves.

By talking and listening on a one-to-one basis, we are better able to understand and support young people, building strong and trusted relationships.

The activities that we offer to improve confidence and build self-worth include archery, golf, skating, emergency first aid, green woodworking, willow weaving and fencing, gardening, outdoor cookery, wreath making, navigation, arts and crafts, meditation, and relaxation exercises.

Relationships between young people, our employees, and volunteers are central to our work. By offering regular one-to-one sessions with young people and employees, or volunteers, we can build valuable and productive relationships.

The non-judgemental, encouraging, and supportive nature of these relationships are highly valued by the young people.

“It has changed my son’s life forever. He has ASD and didn’t look toward the future, but now knows he wants a career working outdoors, specifically green woodworking. My son’s confidence has improved so much over the past year, his attitude changed completely about school, for the better. He started taking classes seriously and looks forward to Mondays.”

Each young person comes to us with their own individual, and sometimes quite complex, needs. Some are being regularly excluded from school, many have a chronic lack of self-confidence, and few of them believe they could get involved and succeed in a Duke of Edinburgh’s Award.

Every young person who has come to us, joined with us, and has taken up the challenge has grown so much.

- Attendance from school groups, excluding genuine illness or exclusion, continues to be 100%.
- We have seen an enormous increase in confidence displayed by all those who had been referred for anxiety and/or lack of self-confidence.
- Young people with acute social, behavioural, and family issues all felt a sense of security, trust, nurture, and inclusion, helping them to recognise their behaviours and be a valued part of our team of young people and adults.
- Participants have genuine positive relationships with the adults supporting the programme and feel valued and respected.
- Young people have a growing sense of achievement.
- All involved have an awareness of good mental health and now possess tools to help positively manage anxiety and stress.
- Through the Megginch Castle Estate and the Starfish Way, young people experience a unique environment, very different from school. Staff and parents have expressed the view that it has been a positive life changing experience for the young people.

Supporting Achievement & Closing the Gap

We want all young people to be resilient, have ambition, believe in themselves, be safe, and to have positive relationships. We want them to be empowered and to be able to move on to work, education, or training. Based at Megginch Castle Estate in Errol, we are in the second year of our Starfish Way project and are working with 50 young people facing barriers to participation.

Starfish Way provides stimulating and educational activities, with a high staff to participant ratio, ensuring that each young person gets the support needed to maximise their experience.

Our programme of activities, training, and skills development is aimed at improving the life chances and positive destinations of young people facing barriers to their progress and future due to significant support needs.

"Starfish Way has changed my life completely!"

Case Study

'Courtney' started her DofE experience at the Bronze level through the Starfish Way programme. She began as a very shy and quiet girl who soon developed into a very capable and strong member of the group.

Courtney went into her Silver award confident and strong, willing to learn more life-skills, and to become fitter physically. She held her own as the only girl in a group of boys earning their admiration and awe when she was the first of that group to complete all 14 expedition modules and all six navigation modules on the Distance Learning Hub, in record time.

Courtney's commitment to herself and achieving her Silver award have been an inspiration to the staff and her mother in particular.

"I just want to let you know Courtney has been so helpful to me during the lockdown. I was working, and during this time Courtney helped by doing my ironing, hoovering, and putting washing on, even hanging it out to dry. She also helped prepare tea if I was running late and her dad was working, there is nothing Courtney won't do, she loves getting her hands dirty!!

She is now back at school but still helps with the daily tasks and has been taking our dogs out every night for a walk on top of her schoolwork! I'm super proud of my daughter and how much of a hard and committed worker she is."
(Courtney's Mother)

Securing Positive Destinations

We have consistently helped the young people we support to grow in confidence by introducing them to different opportunities related to the skills and qualities that employers look for, giving them experiences that they can add to applications and talk about at interviews.

Parents, carers, and school staff continue to report the fantastic progress they see in the young people attending our programmes. Parents/carers are regularly over-joyed at their children's achievements and are reassured that their children have a more certain future.

We are very proud of all the young people we have worked with but would like to mention two in particular. Firstly 'Cameron', who has gone onto college but wishes to come back as a volunteer for us in the future and mentor other young people.

And 'Rory', a young man that struggled with aspects of school, and, in his words,

"Being in the classroom is torture, being outside, working with my hands, that's me."

Rory participated in the Starfish Way programme in his final year, completed his Bronze DofE Award, used his stonemasonry skills to help repair part of the walled garden, and has now left school and gone on to work on a farm.

"The team at Starfish Way had the group striving for progress, not perfection. The celebration of their achievements, however small, was an incredibly powerful boost to their confidence and motivation for these pupils."

Relationships between young people, employees, and volunteers are at the core of the nurturing approaches that we take. Alongside the many group activities experienced by the young people, we regularly offer each individual one-to-one time with a trusted adult. The non-judgemental, encouraging, and supportive nature of these relationships are highly valued by the young people.

These one-to-one sessions allow us to discuss interests, ambitions, career pathways, and strategies for moving forward.

Looking ahead, we plan to consolidate and introduce more vocational opportunities including green woodworking, gardening, stonemasonry, woodwork, and marketing of our garden produce. In addition, we plan to help young people use their experiences within CVs and to prepare them for interviews through evaluation of their experiences.

"I wish more young folk who lack confidence or feel the pressure of teenage life could get the opportunity to experience the Starfish Way. It makes such a difference. The amazing things we have witnessed as the young people feel safe to be themselves ... and then get the chance to achieve and believe in themselves and others."

Supporting Leaders and Volunteers throughout Perth & Kinross

Over the year, we have recruited 18 volunteers for Starfish Way, the ASN Open group, Letham group, and Young Carers groups. Volunteers have assisted with driving, gardening, tuition, green woodworking, Distance Learning Hub writing, and much more.

A celebration event was held at Megginch Castle to recognise the achievements of young people and volunteers at the end of our first year of Starfish Way, helping us to ensure that our volunteers are recognised and thanked for their hard work and ongoing contributions.

During 2019/2020, we have offered support and encouragement to over 250 volunteers throughout Perth & Kinross. Subsidies are available to help with relevant training and a range of expedition equipment is available for loan. Additionally, a minibus and trailer are available.

Our BOMA is a motorised, off-road, wheelchair available to organisations throughout Perth & Kinross. For participants who use wheelchairs, or have mobility issues, during their expedition, they can use the BOMA to assist the travel aspect of the expedition.

Our support has allowed volunteers and leaders to provide over 62,500 hours of service to their communities - the contribution of participants' and volunteers' hours equates to over £660,000.

Volunteers are the backbone of the Duke of Edinburgh Award, without them, groups could not continue. We will seek to actively recruit volunteers and ensure that their training needs are met. We have been working closely with other organisations, gaining advice and guidance on recruiting and retaining volunteers.

"The people at Starfish have encouraged my daughter to do things out of her comfort zone and try things she would normally say no to."

Case Study

When she first came to Megginch, 'Danielle' was angry and had very little focus. Continuing her negative pattern of disruptive and disrespectful behaviour towards employees, volunteers, and others in the group, she wouldn't engage in group activities.

Working with Danielle on a one-to-one basis, and then in groups of two, we focused her attention and brought a sense of calm to her normally highly agitated state. With gentle persistence, allowing her space to express herself in a non-aggressive manner, the walls gradually came down and trusted relationships were formed with employees and volunteers.

During one-to-one Walks and Talks, Danielle slowly started to open up about the anxieties she experienced and the difficulties she has at home and in school.

Danielle found her focus and was, consistently, one of the first to be waiting eagerly to start the day's activities, throwing herself fully into each task with concentration and a fierce desire to do well.

"The golden thread that is running through Starfish Way is nurture."

Strengthening Partnerships & Promoting Our Services

We very much appreciate the trifold help given to us by the Gannochy Trust – as advisors, funders, and with support received from the exceptional grounds staff offering advice and practical work with our young people.

We have strong working relationship with Perth & Kinross Council, having regular planning meetings, jointly working around staff development and the support of volunteers.

Our extremely positive relationship continues with the owner and family of Megginch Castle Estate. Working with the Drummond-Herdman family allowed us to continue to expand activities, enabling us to plan for long term development of the Starfish Way.

In developing new partners, we have extended our engagement and are now working with Perth Grammar and Blairgowrie High School.

In response to lockdown and the temporary cessation of group work, we developed our Distance Learning Hub, an online resource to allow young people, with our support, to continue their Awards during lockdown. We quickly realised the wider potential of this resource and have opened it up to schools and youth groups throughout Scotland.

Our website was redeveloped and launched in early 2020 by a dedicated volunteer and has proven to be a huge success, helping to promote our work and provide online services. It has enabled us to quickly adapt to the COVID-19 pandemic, providing resources, support, and news during the period of lockdown and social distancing.

Our Twitter and Facebook accounts are regularly updated, allowing us to reach a wider and more targeted audience, sharing our regular news, updates, and training.

While attending the Scottish Leaders Conference, our staff took part in workshops including – How to tell the DofE Story, Engaging Young People, Expedition Training, and Promoting your Story with Video Creation and Editing.

“I see the Starfish Way like a glowing silver thread of hope for some children who find the world dark and difficult. When I describe the Starfish Way Initiative to visitors, they also are touched by this silver thread of hope. In this world you cannot help everyone nor change everything, but you can do something which will help someone.”

Looking to the Future

- Expand our infrastructure at Megginch Estate to include a covered multipurpose activity area, an Outdoor Teaching Space with a fire pit, a space for archery and green woodworking in the orchard, a pétanque/bowls rink, composting containers, cold frames, and more, enabling us to offer many additional activities to young people.
- Focus on enlisting further volunteers across our programmes, recognising that we cannot continue our vital work without their assistance.
- Reach out to an increasing number of youth groups, schools, and organisations throughout Perth & Kinross.
- Expand the number of young people with additional support needs that we support by identifying the areas where these young people are most often located.

- Promote our newly developed Distance Learning Hub to wider local and national communities.
- Develop our digital presence and marketing through analytics and targeted campaigns.

- Expand our valuable and productive partnerships, particularly seeking additional unrestricted funding.
- Develop effective transport solutions for our volunteers and young people.
- Continue to create and implement strategies to support young people and volunteers within the context of the COVID-19 pandemic.

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PERTH & KINROSS ASSOCIATION**

**Independent Examiner's Report to the Trustees of The Duke of Edinburgh's
Award, Perth & Kinross Association**

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 11 & 12.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met,
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Gordon D. Thoms
Gordon D. Thoms

Professional Qualification: Chartered Accountant

Address: Bell Ingram LLP, Durn, Isla Road, Perth, PH2 7HF.

Date: 18 / 11 / 2020

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

	<u>2020</u>	<u>2019</u>
<u>Income</u>		
Donations (note 1)	£27,715	£24,075
Grants (note 2)	82,959	31,054
Receipts from fundraising activities	25	1,021
Bank Interest Received	0	1
Gross receipts from other charitable activities	<u>2,537</u>	<u>4,301</u>
	<u>£113,236</u>	<u>£60,452</u>
<u>Expenditure</u>		
Expenses for fundraising activities	£-	£-
Payments relating directly to charitable activities:		
Wages	£41,058	£46,712
Rent	3,600	3,600
Insurance	2,089	2,085
Fuel & Transport Expenses	1,415	1,498
Heat & Light	928	1,187
Postage, Telephone, & Stationery	1,911	1,588
Equipment Repairs & Renewals	1,263	703
Professional Fees	1,800	1,980
Miscellaneous Expenses	1,553	2,211
Training Expenses (net)	1,043	2,392
Starfish Way Expenditure	3,027	6,780
Other Expedition Expenditure	<u>2,915</u>	<u>2,132</u>
	<u>£62,602</u>	<u>£72,868</u>
Purchase of fixed assets	<u>1,917</u>	<u>1,899</u>
	<u>£64,519</u>	<u>£74,767</u>
<u>Net Surplus/(deficit) for Year</u>	<u><u>£48,716</u></u>	<u><u>(£14,315)</u></u>

STATEMENT OF BALANCES

Opening Bank Balance	£10,123	£24,471
Opening Cash Balance	<u>117</u>	<u>85</u>
	<u>£10,240</u>	<u>£24,556</u>
Surplus/(Deficit) for year	48,716	(14,315)
	<u><u>£58,956</u></u>	<u><u>£10,241</u></u>
Represented by:-		
Closing Bank Balance (See Notes to the Accounts)	£58,924	£10,124
Closing Cash Balance	<u>32</u>	<u>117</u>
	<u><u>£58,956</u></u>	<u><u>£10,241</u></u>
Assets other than cash on hand and at bank (estimated value)	<u><u>£11,560</u></u>	<u><u>£11,560</u></u>
Estimated liabilities	<u><u>£-</u></u>	<u><u>£-</u></u>

Approved by the trustees

.....
R Illsley, Chairman

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

**YEAR ENDED 31 MARCH 2020
NOTES TO THE ACCOUNTS**

	<u>2020</u>	<u>2019</u>
1		
<u>Donations</u>		
The Gannochy Trust (Core Funding)	£20,000	£20,000
Forteviot Charitable Trust	1,100	1,100
Mr Alastair Mair M.B.E.	500	500
Tesco Groundworks	825	2,475
Garfield West Foundation	5,000	0
Gift Aid	125	0
Teas/Coffee Donations	165	0
	<u>£27,715</u>	<u>£24,075</u>

In addition to the above, the Gannochy Trust provides office facilities to the Association at a subsidised rate of of £3,600 per annum as opposed to the market rate of £7,500 per annum.

2		
<u>Grants</u>		
The Gannochy Trust (Special Funding)	£12,500	£10,000
Perth & Kinross Funding 2018/19	11,577	0
Perth & Kinross Funding 2019/20	11,577	0
Rotary Club- Funding	1,200	0
The Diamond Fund (The Award Scheme)	5,000	5,200
PKAVS salary-Bronze Leader	3,925	0
Lottery Fund	29,980	0
Perth Grammar School -Starfish Way	7,200	0
Robertson Trust	0	7,000
The Diamond Fund (ASN Young Carers Post)	0	6,000
PKC Positive Destinations Training Grant	0	2,854
	<u>£82,959</u>	<u>£31,054</u>

3 **Closing Bank/Cash Balance**

The closing bank/cash balance of £58,955.73 relates to the under-noted funds specifically allocated for anticipated future expenditure:-

Office Administration	£10,000	£10,241
ASN/Starfish	30,000	0
DL Hub	18,956	0
Total	<u>£58,956</u>	<u>£10,241</u>

4 **Transactions between the charity and any charity trustee**
There were no such transactions carried out during the financial year.