



Cambridge SCA

Student Community Action

Annual Report

1st April 2021 – 31st March 2022

&

Statement of Accounts

1st Jan 2021 - 31st Dec 2021

Registered Charity Number

263361

SCA's Purpose and Values

Our Purpose

Cambridge SCA exists to encourage the involvement of students in voluntary community work, providing essential services to disadvantaged groups within the community and giving students a valuable learning experience.

Our Values

- The equal rights of all individuals
- Belief in the value of practical activities that help to counter disadvantage within the community
- Cultural diversity and the two-way exchange of ideas between individuals from different cultures and socio-economic backgrounds.

Our Organisational Objectives

- Provide equal opportunities for all students to become involved in the organisation's activities
- Provide a variety of volunteering opportunities to students by running a variety of projects
- Provide opportunities for students to become involved in the management of SCA and its projects
- Allow client group opportunities to guide the organisation towards providing the services that they require
- Work in partnership with other organisations

Contents

SCA's Purpose and Values.....	2
Our Purpose	2
Our Values.....	2
Our Organisational Objectives	2
Management Structure.....	3
Executive Committee	3
Steering Group 2021/22	3
Office Staff	3
Steering Group Annual Report.....	4
Trustees' Report.....	5
Manager's Report	6
Projects Report	7
1-to-1 projects.....	7
Christmas present appeal	7
WAY youth club.....	7
Bounce	8
Future projects.....	8
Junior Treasurer's Report.....	9
Thanks	10

Management Structure

The Student Community Action Executive Committee consists of Steering Group members, elected annually from students at the University of Cambridge and Anglia Ruskin University, and Senior Members who are appointed for 3 years. Election to the Steering Group takes place at our Annual General Meeting in March each year.

Executive Committee

Comprising of senior members co-opted for 3 years and student trustees elected annually.

Anthony Wheeler	Chair from May 2020, Exec member from Jan 2018
Paul Taylor	Senior Treasurer, Exec member from 2002 – 2022
Jo Haywood	Chair of Employment Sub Group, Trustee from 2003 – 2022
Dwight Patten	Trustee from March 2018 – 2021 (Renewed until 2024)
Patricia Burkitt	Trustee from March 2018 – 2021 (Renewed until 2024)
Martha Evans	Trustee from January 2021 – January 2022
Alex De Lusignan	Trustee From January 2021
Sally Liang	Trustee from January 2021

Steering Group 2021/22

Hannah Quek	President
Colver Ne	Vice President / Secretary
Ren An Ooi	Junior Treasurer
Yammi Yip	Publicity
Vanessa Wong	Projects Officer
Zakariyya Ali	Recruitment Officer
Joanna Bell	Events Officer

Office Staff

Caroline Ward	Manager (since 2009), 37 hours a week
Kerensa Gaunt	Volunteers and Projects Officer (From July 2021), 18 Hours a week

Steering Group Annual Report

We've had yet another crazy year at SCA! Emerging slightly from pandemic times this year, I am so happy to report that we've had some sense of normalcy restored, with in-person events and volunteering returning with a vengeance.



At the very beginning of Michaelmas term, we kicked off with CamSU's two-day Fresher's Fair, where we raised awareness for the charity and recruited a huge number of new freshers! Since then (October 2021), we have slowly moved back to face-to-face activities, with our many new volunteers being matched with exciting projects. For instance, one of our flagship programmes, BOUNCE! is now back in full swing, with Olivia, our projects leader heading it and organising amazingly fun activities. In addition, she organised a trip to museums around Cambridge which was really enjoyed by the children.

I would like to express my heartfelt thanks to this year's outgoing steering group for coming on this journey with me. Yammi has been a wonderful Publicity Officer, filling both our Facebook page and website with beautiful, yet informative graphics. She is directly responsible for the many volunteers who have found us through these two avenues, and we would not have the robust volunteering contingent we have today without her. Vanessa too has been essential in our efforts to roll out our Projects in person once more! Zak has been our direct point of contact between the office, committee and our college reps, an important part of our information dissemination system, connecting and bringing together our web of volunteers.

As our Junior Treasurer (for the second year running I might add!), Ren An has played an integral role in keeping our accounts in order. He has also chaired the Finance Sub-committee, introducing and facilitating discussion regarding our various finance related decisions. Joanna, our events officer has also been so important in bringing our volunteers together. Organising a social, she brought SCA together with other Cambridge societies such as the Cambridge Southeast Asian Society, bringing together like-minded individuals for a fun meal and fundraiser for Children's Education in the Mekong. Finally, I would like to thank Colver, our Vice-President, who has been such an immense blessing. He has taken all the minutes for our various Finance sub-group, Employment sub-group, and Executive meetings, and has meticulously sent out all the information needed for those meetings to happen. From preparing the agendas and sending out zoom links, he has been so important in keeping the Steering Group and Executive Committee running. His attention to detail is world class.

On behalf of all our volunteers and the outgoing committee, I would last like to thank Caroline, Rensa, Anthony and all the Trustees for their support. Each term, they make time for our various meetings despite their busy schedules, and their guidance has been invaluable. Caroline in particular has worked so hard this year to secure funding for SCA (among a gazillion of other things), and we are so grateful to her for all her efforts. Rensa too has been such an amazing addition to the team as our Volunteer and Project's Officer. Their combined efforts have left and will continue to leave such a huge impact on SCA, for many years to come.

With that, I wish the new committee an amazing term. I can't wait to see where they take SCA! My hope is that volunteering and serving the Cambridge community will become the norm for students all around 😊.

Hannah Quek, President 2021 - 2022

Trustees' Report

As we continue to deal with the impact of Covid-19, we are extremely proud that Cambridge Student Community Action continues to be an effective charity serving the needs of our local community.

We continue to be a well-respected organisation within the student and wider community, even being recognised with a Mayor's Volunteer for Cambridge Award for our work supporting the most vulnerable during the pandemic.

We are always incredibly fortunate to draw on the skills and enthusiasm of our dedicated volunteers, student steering group and employees – they are such a credit to themselves and SCA, going above and beyond to support our beneficiaries. The trustees would like to highlight the great work of the SCA Manager, Caroline Ward, who as ever has been invaluable in running the organisation.



Since our last report, we have recruited a new Volunteers and Projects Officer and we warmly welcome on board Rensa Gaunt who joined us last summer. They are already making a great impact within SCA and we look forward to seeing their future contributions.

We have also recently made the role of SCA Manager full time to reflect the increased demands of the role outside of the Cambridge term. This decision will enable the charity to continue to best serve our volunteers and beneficiaries.

At the heart of the charity's governance is our commitment to young people. We have been very lucky to work with Hannah, Colver and Ren An who have served as full trustees of the charity alongside their roles on the steering group. The impact they have on SCA should not be understated, particularly in a challenging year like 2021-22. The board thanks them specifically and the entire steering group for their efforts and support.

There have also been changes to the board of trustees. We welcomed on board Sally Liang and Alex De Lusignan and value their insights and input enormously, while we said goodbye to Martha Evans who stepped down earlier this year. We plan to recruit several new trustees in the coming months.

Writing this report is bittersweet as after eight years' involvement with SCA I have decided to step down as Chair and as a trustee. I would like to take this moment to thank all past and current staff, trustees, volunteers and steering group members who have made my time here so wonderful. Our charity provides such an important service and makes such a difference in Cambridge - that is down to the people involved in the organisation.

Last but not least, a huge thank you to our funders and other partners who enable us to do our work. We are extremely grateful for their support.

As we continue to navigate a post-Covid world, we still stand ready to support the Cambridge community to the best of our ability.

Anthony Wheeler, Chair of Trustees 2020 - 2022

Manager's Report

It's safe to say my hopes of everything going back to normal didn't quite turn out that way in 2021. Although face to face projects did commence where safe to do so, there were lots of additional Covid rules and regulations to get our heads round, which was particularly challenging as they appeared to change on a weekly basis at some points!



It is once again testament to SCA and our fantastic Exec and Steering Group that we were able to navigate the tricky road out of Covid, providing as much support to the community whilst keeping staff, volunteers and most importantly our clients' safe.

For the first part of the year, I was still the only staff member as we waited for things to settle down before we replaced Helen who had left in September 2020 to take up her studies to become a teacher. Although a little stressful at times, it was a privilege to build a relationship with our Anxiety Slayers clients, and support them by finding student volunteers who would check in on them on a weekly basis virtually and provide them with practical support in terms of food parcels and care packages where necessary. As much as I enjoyed the additional client based work, it was a relief and a pleasure to welcome our newly recruited Volunteers and Project's Officer, Rensa Gaunt when she joined us in August 2021.

Rensa wasted no time in getting stuck into developing a new database for us which was one of our strategic aims for the year. After researching what was on offer in the marketplace, Rensa got approval from the Exec to develop the database with Salesforce. Although still in the trial phase, I am confident the new database is going to be a much more efficient and a more environmentally friendly way of storing our data as we strive towards a paperless office. This is particularly important at the moment as we are going to be moving offices in a few months and may have to be more agile in our working practices. A few years ago I would never have believed that SCA could operate so well without a permanent office but it has been enlightening to adapt processes and procedures to make signing volunteer up and running the projects so much easier and more convenient for all concerned.

Financially, SCA has remained very resilient throughout the pandemic. Because we were able to continue to work and support our clients, we were able to access additional Covid specific grants and our existing supporters such as BBC Children In Need and City Council were very good at allowing us to be flexible with how we achieved the targets we had been set. The DBS service has continued to grow and is a significant aspect to our financial stability. We had a financial knock back at the start of the year when BBC Children in Need turned down our new application for three years funding. Their feedback was incredibly helpful though and so with some tightening of our safeguarding procedures, I feel very confident that we will have a stronger application when we reapply in the Autumn. After a three year break from requesting funding, we will be seeking funding from the University Society Syndicate this year and hope they will be able to help us fill the funding gap in 2022 to ensure our services are not affected. We are also investigating some new avenues of funding which, if successful, may help us expand our services to young people and in particular, projects to help their mental health.

As I look to the rest of 2022, one of the greatest challenges is going to be how to fill the shoes of our outgoing Chair of Trustees, Anthony Wheeler. Since he joined SCA as a volunteer in 2016, his drive, enthusiasm, talent and calm personality has helped SCA become more professional and efficient. Personally, I have found Anthony's support to be invaluable and I am going to miss him greatly. True to form, he is not leaving us in the lurch but is continuing to support us to find a replacement to ensure he leaves a legacy of a robust Executive Committee.

Caroline Ward, SCA Manager, 2009 – 2022

Projects Report

I joined SCA in August 2021, working part time as the Volunteers and Projects Officer. Over the past year we have had a lot of success extending our in-person volunteering and moving our office and records online where we can. Our new data management system, Salesforce, means it is easier than ever to connect volunteers and clients with what they need, whether we are working together in person or virtually. Despite running less projects this year, we have still managed to recruit over 200 volunteers who have supported our one to one projects, groups projects, the running of SCA or being essential support for external organisations. We are currently assisting over 50 clients on our internal projects, with over 120 individuals having been supported this year and more to be matched when possible.



1-to-1 projects

We kept around 25 clients from our Anxiety Slayers project during lockdown and have been accepting new referrals since autumn 2021. Our main 1-to-1 project is Big Sibs (children), and we also have clients and volunteers under Taskforce (adults), Homework Help and English as an Additional Language. Our 1-to-1 volunteers do an amazing job, visiting their allocated person for around an hour a week, and we have had brilliant feedback from individuals and families.

A limiting factor at the moment is the number of male Little Sibs who require a male Big Sib, as we currently have few male volunteer sign ups. We also usually have referrals from the suburbs of Cambridge, which students can find it difficult to travel to.

Christmas present appeal



Images: SCA desk with some of the Christmas presents we received and distributed

SCA had its present drive in December, aiming to get a present to all our clients, and the siblings of our child clients if possible. Along with our volunteers, we delivered approximately 50 presents from around 12 gift-givers, meaning that most of our gift-givers gave a large number of presents each and the donation spreadsheet filled up very quickly. This is a testament to the sense of community that SCA brings, and the dedication of our student committee in publicising this opportunity so enthusiastically. Well done all!

WAY youth club

We have been providing volunteers for Waterbeach and Landbeach Action for Youth, which is just a short journey outside of Cambridge. The youth club runs twice a week during the evening, and gives young people in the area the chance to take part in many different activities. We are especially grateful for the hard work of Caroline, other WAY staff and our volunteers in facilitating this project.



Image: volunteers and children prepare food in WAY kitchen

Bounce



Images: Rensa and 2 volunteers helping at the soft play centre visit, Bounce attendees in a group watching the Animal Experience visit, 3 children with a reptile from the Animal Experience

A major success from this year has been Bounce, our Saturday kids club. We have around 20 children who attend and around 20 volunteers who help either regularly or occasionally. We are especially grateful to our project leaders, Olivia Taylor and Lewis Francis for running a full year of successful sessions in a new venue with so many new and sometimes challenging participants. Session themes have been as varied as parties, soft play centre visits, bouncy castles, Halloween, Disney and dinosaurs, science experiments, visits from a magician and a dozen of exotic animals! Feedback has been exceptional, and our volunteers do an amazing job of managing whatever the session throws at them.



Images: Children at the zoological museum visit, volunteers Lewis and Olivia with a child and sheep
Bounce project leader Olivia Taylor has, as always, gone above and beyond in organising extra activities for Big Sib and Bounce clients and volunteers such as the recent museum visit. This helps to strengthen bonds not only between occasional and regular volunteers, but also between our clients, their families and their support networks. We are grateful also to our volunteers who cannot commit to a weekly project but who help out on one-off visits like this.

Future projects

As we emerge from the pandemic, we are looking at how to resume some of our pre-pandemic projects and/or incubate new projects. I look forward to working with the incoming SCA steering group committee to plan our project strategy for the coming academic year!

Kerensa Gaunt, Volunteers and Projects Officer 2021 - 2022

Junior Treasurer's Report



2021-2022 saw the resumption of face to face volunteering as we recovered from the pandemic. We are glad that our secure finances have enabled us to serve the Cambridge community effectively. This is credit to the work of the finance sub-committee and SCA team.

The trust grants we received this year totalled to £22,260. This was a decrease from the previous year given that we had received several short-term Covid-related grants last year including the Cambridgeshire Covid Recovery Fund which were discontinued this year. However, we were grateful to continue to receive the final year of a 3 year grant from the BBC Children in Need funding (£14,031) and the City Council grant (£6,000), which are very important to us in running projects that we have resumed including Big Sibs Project, Bounce and Taskforce.

Although we did not seek funding from Society's Syndicate this year, due to having the Covid specific grants, this pot of funding will be critical to us in the coming years to strengthen our financial stability.

The total amount earned from DBS checks this year increased to £26,753. This increase can be attributed to the increase of DBS checks required for physical volunteering and work in the Community and Voluntary sector which had declined during the first lockdown at the beginning of the Pandemic.

As with previous years, we sent letters to colleges and chapels to request for donations. We have received a total of £4,338. Donations from colleges and chapels has been and remains an important source of funding for the work we do. Therefore, we are very appreciative of the generosity of the college and chapels for their continued support of SCA. This year, we had hoped to resume fundraising formals that we had done prior to the pandemic. Unfortunately, we were not able to do so due to continuing restrictions on mass booking of college formals. However, we hope the next Steering Group would be in a better position to organise a fundraiser.

Our expenditure this year increased by 14% to £52,365. This increase was due to multiple factors. Firstly, we welcomed a new Volunteers and Projects Officer, Rensa, this year and project costs increased due to resuming a number of our projects. Despite the increase in expenditure, we fortunately maintain a healthy surplus this year, mainly due to the fact we are still not renting an office full time.

A breakdown in SCA's income is summarised as below:

- Trust grants: £22,260 (31% of income) + £16,585 carried forward from 2020-2021
- DBS checks: £26,753 (37% of income)
- General donations (Friends of SCA, BSMEG donations, other donations): £1,102 (2% of income)
- Colleges and chapels donations: £4,338 (6% of income)
- Investment income: £1,244 (2% of income)

The good financial position we have this year is a testament to the immense efforts of everyone involved in SCA, particularly Caroline who was instrumental in our trust grant applications and tirelessly worked to provide DBS checks.

Ooi Ren An, Junior Treasurer 2021 - 2022

Thanks

Our thanks go to the many organisations and individuals who support us financially and in many other ways, making it possible for us to help vulnerable people living in the Cambridge Community. We would especially like to thank the following for their generous help and support:

Our Funders

BBC Children in Need
Cambridge City Council
Cambridge Community Foundation
The University of Cambridge Colleges and Chapels
Birketts Staff Team Cambridge
Community Reach Fund

Our Partners and Supporters

Cambridge SU, the Estate Management Team
Tesco Fare Share Scheme
Cambridge Women's Aid
Cambridge University Centre
Gates Scholars
The Kite Trust
CCVS

Thanks also go to the many individual friends of SCA

And of course –

Our AMAZING Volunteers!!!

Student Community Action

17 Mill Lane,

Cambridge

CB2 1RX

01223 350 365

mail@cambridgesca.org.uk

www.cambridgesca.org.uk