

## Staff Report: Claudette Graham Interchange Co-ordinator

As ever it was another busy year for Interchange. Our 21 students (2015-16) embarked upon their research projects throughout semester two with gusto. The drop in sessions provided were well used which provided them with support about their VCO and background information about the area in which they were working.

A former Interchange student began work as a volunteer and then as a paid worker for part of the summer period. He was very active in leading the briefing sessions for VCOs. He was also instrumental in the preparation of the Interchange annual Project Booklet.

I arranged a small graduation celebration in the Interchange office for our students and their family members. It was well attended and my way of saying goodbye and good luck to the 21 students on their graduation day in July 2016.



We had 56 project proposals from 36 VCOs (of which 19 VCOs were new to Interchange) in the project booklet for 2016-2017.

I have continued to support the Interchange Trustees in particular with the Away Planning Day, meeting potential new trustees and organising events.

I welcomed 24 new students in September and began a partnership with 22 VCOs to include the Anthony Walker Foundation, Happy Times Activities, Mary Seacole House and Tomorrows Women Wirral. We also began first time partnerships with 10 VCOs to include RASA (Rape and Sexual Abuse), Health First Team, Footsteps and Action on Addiction.

As we approached the end of 2016 our cohort of students settled in with their research/work projects and Link Workers.



**Interchange**  
**Annual General Meeting**  
**Tuesday 26th September 2017 at 5.30pm**  
The Interchange Office, Room G37  
Eleanor Rathbone Building, UoL

### Agenda:

- Welcome
- Apologies
- Minutes of Last AGM (12<sup>th</sup> September 2016)
- Matters Arising
- Chair's Report (including Secretary and Co-ordinator Reports)
- Treasurer's Report and Presentation of Audited Financial Statement
- Nominations and Elections of Officers to the Executive Committee
- Date of next AGM
- Close

### Chair's report: Louise Hardwick

*With thanks*

The student and community activities would not have been possible without the continued support of all the trustees:

- Secretary – Dr Lindsey Metcalf
- Treasurer – Howard Hunt
- Community representatives: Mike Hogan, Marie Weldon, and Ben Carpenter. Ben resigned 06/2016
- Academic staff – Professor David Whyte, Dr Andrew Kirton
- Alumni – Laura Donovan and Tony Breen (new trustee). Laura Donovan resigned 09/2016

### Interchange Coordinator - Claudette Graham

Claudette has continued to seek out VCOs across Merseyside and Greater Manchester that work with BME and other VCO organisations that reflect our diverse local community. This has led to these VCOs having useful project reports that will hopefully be of benefit to them, their beneficiaries and local communities. Additionally our students have had amazing learning opportunities collaborating with these innovative services by taking their research skills into the community.

And, finally, thanks must go to all the VCOs and students that have collaborated over 2016.

### Undergraduates

For SOCI303 in 2015/16 the teaching team expanded to include Paul Jones, Di Frost, Andrew Kirton, Jude Robinson, as well as Louise Hardwick and David Whyte.

Student Name	Partner VCO	Student Name	Partner VCO
Elizabeth Andrews	Traceformations Now	Mollie Hughes	WHISC
Maria Assi,	MRANG	Lydia John	Sahir House
Frances Bishop	Apex Trust	Amy Miles,	Alder Hey Children's Charity
Tasmin Bold	Autism Initiative	Adam Nichols	Magenta Care
Sophe Bruce	Apex Trust	Lucy O'Callaghan	Wheel Meet Again
Lucy Cashman	Age Concern (Poppy Centre)	Fiona Roach	Dare-to-Care
Nicholas Cunningham	Brook Liverpool	Emily Siburn	Nugent Care
Ellie Davies	Knowsley CAB	Lily Tong	Legal Advice Guidance
Rebecca Dykes	Alder Hey Children's Charity	Eleanor Wainwright	Tuition 4 You Homework Club
Hannah Fowler	WHISK	Emma Hooton	Caritas Care
Christina Gavin	Nugent Care		

The **David Hall Memorial Prize** for best Interchange project was won by Emily Silburn.

For SOCI303 in 2016/17 the teaching team saw the return of Di Frost and Jude Robinson and we welcomed new Academic Supervisors Lynn Hancock and Kirsteen Parton, as well as Louise Hardwick and Professor David Whyte.

Student Name	Partner VCO	Student Name	Partner VCO
Lee Bailey	Tomorrows Women Wirral	Emma Calder	Happy Times Project
Alan Barrow	Anthony Walker Foundation	Lauren Cox	Sahir House
Jessica Bartlett	Riverside Housing Group	Sian Davidson	South Liverpool Domestic Abuse Service
Abigail Brown	Apex Trust Ltd	Imogen Dugdale	Woodvale & Ainsdale Association
Josie Singleton	Mary Seacole House	Amy Gargan	Career Connect Ltd
Michelle Hurst	Liverpool Community Advice Project	Thomas Hilbig	Anthony Walker Foundation
Sabrina Jones	Action on Addiction	Ella Nicklin- Beasley	Symphony Housing Group
Ryan Kitto	Vauxhall Community & Law Centre	Abigail O'Loughlin	RASA Rape & Sexual Assault Project
Zoe Lau	Health First Team	Megan Rhoden	Ferries Family Group
Daniel Lee-Williams	National Youth Advocacy Service	Catherine Trafford	Footsteps Project
Rachel Ley	Liverpool Citizen Advice Partnership	Esme Walker	Healthwatch Wirral
James Walter	Greenbank Project		

### Secretary's Report: Lindsey Metcalf

Interchange is a small charity, and relies on the volunteers on its management committee to provide support to the Coordinator by representing the organisation externally and helping to plan our special events as well as their role in maintaining effective governance of the charity.

In 2016 we were pleased to welcome Tony Breen to the committee. Tony is a former volunteer and former Interchange student, having completed a project with Liverpool Homeless FC.

The committee are immensely proud of our students and enjoy hearing positive feedback about the contribution their work makes to local voluntary and community groups in Merseyside.

Thanks to a successful bid to the Economic and Social Research Council, we were able to run our 3<sup>rd</sup> Festival of Social Science event at Blackburne House during November 2016. This brought together a number of local voluntary organisations with experience of hosting Interchange projects. Although the discussions revealed the extremely challenging financial and policy context in which our voluntary sector partners are working, there was evidence of some of the ways in which Interchange projects can make a tangible difference to organisations and their service users.



### Treasurer's Report: Howard Hunt

In the year ending December 31<sup>st</sup> 2016 we have seen very little movement in the accounts other than the replenishment of petty cash for ongoing expenses from our current account. This has resulted in a small negative cash flow on this account. There has been no movement in our deposit account which consequently has gained a small amount of interest.

Overall, our assets have decreased by approximately 3% in 2016. This is in line with previous years' movements.

From 2017 onwards, we have included salaries and facilities payments from the University in the annual accounts. At the moment, this has a neutral impact on the accounts. However, this will be essential if we have separate income streams from outside the University or if we need to produce accounts when bidding for external funding. In the fourth quarter 2017 we will include the ESSRC grant (and the relevant expenditure) for the Festival of Social Sciences event to be held in November.

In 2015, we appointed Mr John Hannah, from Elmwood Accounting as our independent examiner. We have continued this arrangement for the 2016 accounts and it is proposed that we continue with this arrangement for 2017.

Interchange Receipts and Payments accounts for the year ended 31st December 2016			
	Unrestricted Funds £	Totals 2016 £	Totals 2015 £
<b>Receipts</b>			
Bank Interest	0	0	2
Miscellaneous	400	400	0
Grants	475	475	293
<b>Total Receipts</b>	<b>875</b>	<b>875</b>	<b>295</b>
<b>Payments</b>			
Printing, postage & stationery	273	273	3
Refreshments	78	78	71
Miscellaneous	450	450	0
Events and training	276	276	332
Travel costs	51	51	2
Independent	50	50	50
Examiners fee			
<b>Total Payments</b>	<b>1,178</b>	<b>1,178</b>	<b>458</b>
<b>Net Surplus/(Deficit) for the year</b>	<b>(303)</b>	<b>(303)</b>	<b>(163)</b>
Cash funds brought forward	6,222	6,385	6,385
Cash funds carried forward	5,919	6,082	6,222
<b>Statement of assets and liabilities as at 31st December 2016</b>			

	2016 £	2015 £
<b>Cash Funds</b>		
Bank current account	679	977
Bank deposit account	5,209	5,209
Petty cash balance	31	86
<b>Total cash funds</b>	<b>5,919</b>	<b>6,272</b>
<b>Liabilities</b>		
Accruals accountancy fee	50	50
<b>Net Assets</b>	<b>5,869</b>	<b>6,222</b>
Approved on Trustee		