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Chair Recruitment Pack

This pack is designed to give a prospective Chair a brief overview of the charity; our aims, objectives, ethos and achievements.

It contains;

- A letter from our Artistic Director Nina Lemon.
- Our board charter.
- Our Memorandum of Articles.
- The Role of Chair of the Board of Trustees
- Our latest published accounts.

For more information visit
www.peerproductions.co.uk



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Dear Prospective Chair,

On behalf of our board, our staff and our young people, I'd like to thank you for your interest in Peer Productions. We are looking for a special person to guide the charity as we continue to reach more young people and change more young lives. We are the only organisation of our kind that specialises in delivering high-quality theatre productions performed by specially trained young actors/peer educators. Peer Productions' gift is varied and interesting and there is so much of which we are proud. We are proud of our talented young artists and the free, nurturing training we offer that enables many of them to go on to top drama schools or to forge successful careers in the arts. We are proud of the artistic quality of the theatre we create, the impact that our plays and workshops have on young people and the incredible feedback we receive.

It is an exciting time to be joining Peer Productions. This last year has brought significant growth and development. We moved from our long-term home in Woking to become an associate, resident company at South Hill Park Arts Centre in Bracknell. We have diversified our artistic output to include a large-scale podcast project telling the stories of women campaigners whose narratives have pushed to the margins of history, which is funded by Heritage Lottery Fund and Arts Council England. We have secured funding from Children in Need, amongst others, to expand our empowering participatory programme for learning disabled young women, Generation Girls. We have also received our first international commission and are in the process of developing a sex education play for urban India.

Our Chair needs to be able to advocate for the organisation to external stakeholders, funders and patrons. The ideal candidate will appreciate that Peer Productions is an organisation that needs to remain fluid to react to both the changing needs of vulnerable young people and also to respond to new opportunities as they arise. They will have a strong understanding of risk management and organisation development. They will be joining a strong board but with room for development. We have a varied skillset that includes finance, law, building, HR, charity governance, education and the arts and we plan to recruit additional trustees with skills that are currently under-represented. Since the appointment of Managing Director Ed Simpson eighteen months ago, the organisation has undergone significant development laying the groundwork to enable us to move from being a successful small-scale, local charity towards becoming a middle-scale charity with an emerging national profile and international reach.

We hope that you will consider applying to join us in this pivotal role. If you would like an informal chat with one of our trustees, please let us know and we will arrange for one of us to give you a call.

Best wishes,

A handwritten signature in blue ink that reads "Nina Lemon".

Nina Lemon (Artistic Director)

Peer Productions - A Company Limited by Guarantee
Registered office: 11 Ashwindham Court, St Johns, Woking, GU21 8AW
Registered in England and Wales
Registered Company Number: 05898510
A Registered Charity in England and Wales - Charity Number 1151156

Peer Productions

Board of Trustees Charter

(Unanimously agreed by all Board Members)

Objectives of the Board:

- Advisory - to assist the Artistic Director and Managing Director in delivering the mission of Peer Productions by being, as a group, a supportive sounding board for their ideas and plans; and individually, by advising based on our specialist experience as required.
- Supervisory - to be responsible for ensuring that the right plans are in place and the right activity being undertaken by the Artistic Director and Managing Director (and therefore by the people working for them) to deliver effectively the mission of Peer Productions; and that the work is being carried out with good Governance and sound financial management.

Board Meeting Process:

- We will continue to have a full Board Meeting every other month. Once some of the key pieces are in place for the long term development of Peer Productions, we will review whether we could get away with every 3 months.
- We will only include on the Agenda key topics where the Board needs to make a decision or the Staff or Board feel it is important that a Staff decision is backed by the Board. This should be kept to 3 or 4 key topics. The views of the whole Board on which Agenda topics to include would be checked by the Chair ahead of the meeting. We should end up with clear decisions/indicated actions on these topics and who will do what by when.
- Topics purely for info should be shared as a report via email ahead of the meeting and should not be on the Agenda. Any issues arising could be raised under Any Other Business. These reports should always include the updated timelines on key projects, the Financial Reports and a Fundraising Report. A good example of an info only topic would be the choice of plays for the year. This is a Staff responsibility, but should be shared with the Board for info. It should only be discussed at the Meeting if Board members have any issues.
- The Managing Director will be invited to attend Board Meetings, though not as a Trustee.
- The Managing Director/Artistic Director will each forward a report to all the Trustees a week ahead of the meeting. This will cover their activities since the last meeting on key projects and those of their reports (e.g. the Managing Director Report will cover key activities by the Sales Manager, Fundraiser, who will not attend the Board Meeting). All Board Members will have read these reports ahead of the meeting, so in the meeting, the Managing Director/Artistic Director will not go through the whole report again, but may pick up on a couple of areas where they would like the views of the Board, plus answer any questions Board Members may have on the report.
- We will have a short session towards the end of each Board Meeting, where the Managing Director/Artistic Director/Administrator will leave us for around 10 minutes. There will be one simple Agenda item for this session: "Any issues on the Managing Director/Artistic Directors plans/actions that have not been raised in the wider meeting". The Managing Director/Artistic Director/Administrator will then rejoin the meeting and the Chair will communicate the outcome. This may simply be a confirmation that everything was covered in the full meeting.
- As before, the Administrator will do the minutes and share a draft with the Chair as soon as possible after the meeting, with a view to issuing the minutes to the full board very quickly. Of course, any Board member should speak up when they receive it, if it is inaccurate or something is missed.
- We will really try and have full attendance at Board meetings. We should try and be flexible if someone finds nearer the time that they can't make the pre-arranged date.
- To help those who work in London we will start with something to eat at 7pm and start the meeting at 7.30. We will try and be finished by 9.30.

Process between Board Meetings:

- We will do our utmost to deliver work promised at the previous meeting.
- We will give as early a warning as possible if the meeting date becomes a problem for any of us.

- We will all read all the reports sent out ahead of the meeting and think whether we have questions/ issues. Questions can be done by email ahead of the meeting, with everyone seeing the answers. Issues can be discussed as AOB at the Meeting
- We have an “open door” approach for the Managing Director and/or Artistic Director to contact us for advice on our areas of speciality. For the most part, this can be done via email and/or phone, but if necessary we should try and meet with them at a mutually acceptable time.
- We will constantly look for opportunities to help Peer Productions become even more successful and share them when they come up. We will take every chance to tell our family/friends/work colleagues of the wonderful work that Peer Productions is doing. It would be great if there could be a “Brag Sheet” kept updated of Peer Productions successes that we could all tap into (facts and quotes).

M. Philippson; 26th July 2016



Chair of the Board of Trustees

- Location:** Peer Productions is based at South Hill Park Arts Centre, Ringmead, Bracknell, Berkshire, RG12 7PA, although Board Meetings currently take place in Guildford
- Time commitment:** 4 Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, and may also represent the charity at various events and meetings with key stakeholders
- Reporting to:** Board of Trustees (Executive Committee).
- Remuneration:** The role of Chair is not accompanied by any financial remuneration
- Term:** The Chair will serve an initial three-year term

Role Description

Main Tasks

- To ensure Peer Productions has an effective Board of Trustees, who can give leadership on strategic direction, support for the Staff and be responsible for the good governance of the Charity. This encompasses having the right people with the right knowledge, skills, motivation and training
- To be both Partner and Line Manager to the Managing Director to give him the oversight, support and development to deliver on the agreed strategies with excellence
- To chair the Board Meetings and make them productive and time efficient
- With the Managing Director, to take a leadership role in promoting the organisation, representing the organisation effectively to external stakeholders

The Board:

- To ensure there is a clear understanding of the areas of expertise needing to be covered by the Board and to plan to fill any gaps
- To harness this expertise to deliver a clear, aligned vision for the Charity
- To ensure all Board Members are clear on what is expected of them and are delivering on this in terms of meeting attendance and contributions to the Charity's development; to recognise and celebrate these contributions
- To ensure effective succession planning
- To review on a regular basis the Board's work processes and refine where necessary
- To create sub-groups within the Board to work on specific topics
- To do all the above in close co-operation with the Managing Director

Board Meetings:

- Work with the Managing Director to develop appropriate and relevant agendas for meetings, ensuring all matters requiring Board review are discussed.

- To chair meetings of the Board, ensuring that it functions efficiently and effectively and carries out its duties
- To monitor the implementation of decisions taken at meetings
- To ensure that, where necessary, votes of the Board are conducted properly and that decisions are formally minuted

Development of the Charity:

- To ensure that the Board sets strategy and policy objectives in consultation with the Managing Director.
- To review and agree the Managing Director's long-term plan to deliver on the objectives, whilst ensuring the financial security of the Charity
- To ensure that appropriate resources (personnel, financial, material) are secured with which to achieve agreed goals.
- To monitor the progress of the organisation in the light of its objectives

Person Specification

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well

Experience and Skills

- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of chairing meetings and events
- Experience of line managing/people development

A successful DBS check is also an essential requirement to the role.

www.peerproductions.co.uk

THE COMPANIES ACT 1985 as amended by THE COMPANIES ACT 1989

COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

- of -

PEER PRODUCTIONS

1. The name of the Company (hereinafter called "the Company") is Peer Productions.
2. The registered office of the Company shall be situated in England and Wales.
3. The objects for which the Company is established are:

To advance education for the public benefit by the promotion of the arts, in particular but not exclusively the art of drama.

4. And the Company shall have the following powers exercisable in furtherance of its said objects but not further or otherwise namely:

(a) to present, promote, organise, provide, manage and produce dramas, dance, operas, films, broadcasts, concerts, musical pieces, entertainments, exhibitions, tutorials, seminars, courses and workshops, whether on any premises of the Company or elsewhere.

(b) to procure to be written, printed, published and issued gratuitously or otherwise such papers, books, pamphlets or other documents as shall further the above objects.

(c) to open and maintain a bank account or bank accounts in the name of the Company.

(d) to employ staff and/or agents, and to make provisions for the proper remuneration of any such person including power to make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows, widowers and other dependents.

(e) to purchase, acquire and obtain interests in the copyrights of or the right to show any opera, play, mime, comedy, drama, dance, film, stage piece or musical composition.

(f) to enter into agreement with authors, actors, dancers, singers, composers, musicians, producers and script writers.

(g) subject to such consents as may be required by law to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary for the promotion of its objects and to construct, maintain and alter any buildings or erections necessary for the work of the Company.

(h) subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Company as may be thought necessary for the promotion of its objects.

(i) to undertake and execute any charitable trusts which may lawfully be undertaken by the Company and may be necessary for its objects.

(j) subject to such consents as may be required by law to borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit

(k) to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

(l) to establish and support or aid in the establishment and support of any charitable Companies or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Company or calculated to further its objects.

(m) to do all such other lawful things as shall further any or all of the above objects.

PROVIDED THAT:

(1) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with

or invest the same in such a manner as allowed by law, having regard to such trusts.

(2) The objects of the Company shall not extend to the regulation of relations between employers and workers or organisations of employers and organisations of workers.

(3) In case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law.

5. The income and property of the Company, whencesoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Company

PROVIDED THAT nothing herein shall prevent the payment, in good faith by the Company:

(A) of reasonable and proper remuneration to any member, officer or servant of the Company for any services rendered to the Company.

(B) of interest on money lent by any member of the company or of its Board of Directors or Governing Body at a rate per annum not exceeding 2% less than the base lending rate of a clearing bank to be selected by the Board of Directors or Governing Body; or 3% whichever is the greater;

(C) of reasonable and proper rent for premises demised or let by any member of the Company or of its Board of Directors or Governing Body;

(D) of fees, remuneration or other benefit in money or money's worth to a company of which a member of its Board of Directors or Governing Body may be a member holding not more than one hundredth part of the capital of such company;

6. No additions, alterations, or amendments shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force, unless the same shall have been previously submitted to a General Meeting and passed by Special Resolution.

7. The liability of the members is limited.

8. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the Company contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

9. If upon winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Company, and shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof such institution or institutions to be determined by the members of the Company at or before the time of dissolution.

THE COMPANIES ACT 1985 as amended by THE COMPANIES ACT 1989

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

of

PEER PRODUCTIONS

GENERAL

1. In these Articles the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:

WORDS

MEANINGS

The Act
amended by the

The Companies Act 1985 as

Companies Act 1989.

The Company
Company.

The abovenamed

The Board of Directors
Management for the time being of

The Council of

the Company

The Office
the Company

The registered office of

The Seal

The common seal of the Company

The United Kingdom
Northern Ireland

Great Britain and

Month

Calendar Month

In Writing
lithographed or partly one and

Written, printed or

partly another, and other modes of representing

or reproducing words in a visible form.

And the words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender; and Words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these Articles become binding on the Company shall, if not inconsistent with the subject or context, bear the same meanings in these Articles.

2. The number of members with which the Company proposes to be registered is 10 but the Board of Directors may from time to time register an increase in members.

3. The Board of Directors shall have the right for good and sufficient reason to terminate the membership of any member PROVIDED ALWAYS that the member concerned shall have a right to be heard before a final decision is made.

4. The provisions of section 352 of the Act shall be observed by the Company, and every member of the Company shall either sign a written consent to become a member or sign the register of members on becoming a member.

5. The Company is established for the purposes expressed in the Memorandum of Association.

6. The subscribers to the Memorandum of Association and such other persons as the Company shall admit to membership in accordance with such regulations as the Board of Directors shall make from time to time shall be members of the Company.

GENERAL MEETINGS

7. The Company shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Company and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Company holds its first Annual General Meeting within eighteen months after its

incorporation it need not hold it in the year of its incorporation or in the following year.

8. All Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

9. The Board of Directors may whenever they think fit convene a General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by section 368 of the Act.

10. Twentyone days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and fourteen days' notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these Articles or under the Act entitled to receive such notices from the Company; but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.

11. The accidental omission to give notice of a meeting to, or the nonreceipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceedings at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

12. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Board of Directors and of the Auditors, the election of members of the Board of Directors in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the Auditors.

13. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided 1/3 or 4 (whichever is the greater number) of the members shall be a quorum.

14. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Board of Directors may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

15. The Chair (if any) of the Board of Directors shall preside as Chair at every General Meeting, but if there be no such Chair, or if at any meeting he or she shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall choose some member of the Board of Directors, or if no such member be present, or if all the members of the Board of Directors present decline to take the chair, they shall choose some member of the Company who shall be present to preside.

16. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

17. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chair or by at least three members having the right to vote at the meeting or a member or members representing not less than onetenth of the total voting rights of all the members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chair of the meeting that resolution has been carried, or carried unanimously or carried by a particular majority, or lost, or not carried by a particular majority, and an entry to that

effect in the minute book of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

18. Subject to the provisions of Article 19, if a poll be demanded in the manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chair of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

19. No poll shall be demanded on the election of a Chair of a meeting, or on any question of adjournment.

20. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.

21. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

22. Subject as hereinafter provided, every member shall have one vote.

23. Save as herein expressly provided, no member other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Company in respect of his or her membership, shall be entitled to vote on any question at any General Meeting.

BOARD OF DIRECTORS

24. The number of the members of the Board of Directors shall never be less than 2 and, until otherwise determined by a General Meeting, shall not be more than 7.

25. The Board of Directors may from time to time and at any time appoint any member of the Company as a member of the Board of Directors, either to fill a casual vacancy or by way of addition to the Board of Directors, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his or her office only until the next

Annual General Meeting, but he or she shall then be eligible for reelection.

26. No person who is not a member of the Company shall in any circumstances be eligible to hold office as a member of the Board of Directors.

POWERS OF THE BOARD OF DIRECTORS

27. The business of the Company shall be managed by the Board of Directors who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Company as they think fit, and may exercise all such powers of the Company, and do on behalf of the Company all such acts as may be exercised and done by the Company, and as are not by statute or by these Articles required to be exercised or done by the Company in General Meeting, subject nevertheless to any regulations of these Articles, to the provisions of the statutes for the time being in force and affecting the Company, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Company in General Meeting, but no regulation made by the Company in General Meeting shall invalidate any prior act of the Board of Directors which would have been valid if such regulation had not been made.

28. The members for the time being of the Board of Directors may act notwithstanding any vacancy in their body; provided always that in case the members of the Board of Directors shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these Articles, it shall be lawful for them to act as the Board of Directors for the purpose of admitting persons to membership of the Company, filling up vacancies on their body, or of summoning a General Meeting, but not for any other purpose.

SECRETARY

29. The Secretary shall be appointed by the Board of Directors for such time, at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them. The provisions of section 283 of the Act shall apply and be observed. The Board of Directors may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting .

THE SEAL

30. The seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the Board of Directors and in the presence of at least one member of the Board of Directors and of the Secretary, and the said member and Secretary shall sign every instrument to which the seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Company such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

DISQUALIFICATION OF MEMBERS OF THE BOARD OF DIRECTORS

31. The office of a member of the Board of Directors shall be vacated:

- (A) If a receiving order is made against him or her or he or she makes any arrangement or composition with his or her creditors.
- (B) If he or she becomes of unsound mind.
- (C) If he or she ceases to be a member of the Company.
- (D) If by notice in writing to the Company he or she resigns his or her office.
- (E) If he or she ceases to hold office by reason of any order made under the Company Directors Disqualification Act 1986.
- (F) If he or she is removed from office by a resolution duly passed pursuant to section 303 of the Act.
- (G) If he or she fails without reasonable excuse to attend three consecutive meetings of the Board of Directors.

ROTATION OF MEMBERS OF THE BOARD OF DIRECTORS

32. At the first Annual General Meeting and at the Annual General Meeting to be held in every subsequent year, one third of the members of the Board of Directors for the time being, or if their number is not a multiple of three then the number nearest to one third, shall retire from office.

33. The members of the Board of Directors to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected among them by lot. The length of time a member has been in office shall be computed from his or her last election or appointment. A retiring member of the Board of Directors shall be eligible for reelection.

34. The Company may, at the meeting at which a member of the Board of Directors retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for reelection, be deemed to have been reelected, unless at such meeting it is expressly resolved not to fill such vacated office, or unless a resolution for the reelection of such a member shall have been put to the meeting and lost.

35. No person not being a member of the Board of Directors retiring at the meeting shall, unless recommended by the Board of Directors for election, be eligible for election to membership of the Board of Directors at any General Meeting, unless within the prescribed time before the day appointed for the meeting there shall have been given to the Secretary notice in writing, by some member duly qualified to be present and vote at the meeting for which such notice is given, of his or her intention to propose such person to be proposed and of his or her willingness to be elected. The prescribed time above mentioned shall be such that, between the date when the notice is served, or deemed to be served, and the day appointed for the meeting there shall be not less than four nor more than twentyeight intervening days.

36. The Company may from time to time in General Meeting increase the number of members of the Board of Directors, and determine in what rotation such increased number shall go out of office, and may make the appointments necessary for effecting any such increase.

37. In addition and without prejudice to the provisions of section 303 of the Act, the Company may by Extraordinary Resolution remove any member of the Board of Directors before the expiration of his or her period of office and may by an Ordinary Resolution appoint another qualified member in his or her stead; but any person so appointed shall retain his or her office so long only as the member in whose place he or she is appointed would have held the same if he or she had not been removed.

PROCEEDINGS OF THE BOARD OF DIRECTORS

38. The Board of Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit provided that they meet at least 4 times a year, and determine the quorum necessary for the transaction of business, provided that the quorum for meetings of the Board of Directors shall never be less than 1/3 or 2 (whichever is the greater number) of the members of the Board of Directors. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chair shall have a second or casting vote.

39. A member of the Board of Directors may, and on the request of a member of the Board of Directors the Secretary shall, at any time, summon a meeting of the Board of Directors by notice served upon the several members of the Board of Directors. A member of the Board of Directors who is absent from the United Kingdom shall not be entitled to notice of a meeting.

40. The Board of Directors shall from time to time elect a Chair who shall be entitled to preside at all meetings of the Board of Directors at which he or she shall be present, and may determine for what period he or she is to hold office, but if no such Chair be elected, or if at any meeting the Chair be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Board of Directors present shall choose one of their number to be Chair of the meeting.

41. A meeting of the Board of Directors at which a quorum is present shall be competent to exercise all the regulations of the Company for the time being vested in the Board of Directors generally.

42. The Board of Directors may delegate any of their powers to committees consisting of such member or members of the Board of Directors or others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Board of Directors. The meetings and proceedings of any such committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board of Directors so far as applicable and so far as the same shall not be superseded by regulations made by the Board of Directors. Any such committees shall report to the Board of Directors on any decisions taken as soon as possible. No such committee

shall incur expenditure on behalf of the Company except in accordance with a budget which has been approved by the Board of Directors.

43. All acts bona fide done by any meeting of the Board of Directors or by any committee of the Board of Directors, or by any person acting as a member of the Board of Directors, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance of office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Board of Directors.

44. The Board of Directors shall cause proper minutes to be made of all appointments of officers made by the Board of Directors and of the proceedings of all meetings of the Company and of the Board of Directors and of committees of the Board of Directors, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chair of such meeting, or by the Chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

45. A resolution in writing signed by all members for the time being of the Board of Directors or of any committee of the Board of Directors who are entitled to receive notice of a meeting of the Board of Directors or of such committee shall be as valid and effectual as if it had been passed at a duly convened and constituted meeting of the Board of Directors or such committee (as the case may be).

ACCOUNTS

46. The Board of Directors shall cause proper books of account to be kept with respect to:

(A) all sums of money received and expended by the Company and the matters in respect of which such receipts and expenditure take place;

(B) all sales and purchases of goods by the Company; and

(C) the assets and liabilities of the Company

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and

fair view of the state of the affairs of the Company and to explain its transactions.

47. The books of account shall be kept at the registered office or at such other place or places as the Board of Directors shall think fit, and shall always be open to the inspection of the members of the Board of Directors.

48. The Board of Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions and/or regulations the accounts and books of the Company or any of them shall be open to the inspection of members not being members of the Board of Directors, and no member (not being a member of the Board of Directors) shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorised by the Board of Directors or by the Company in General Meeting.

49. At the Annual General Meeting in every year the Board of Directors shall lay before the Company a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Company) made up to a date not more than ten months before such meeting, together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper reports of the Board of Directors and the Auditors (where applicable), and copies of such account, balance sheet and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed as attached thereto or to accompany the same shall not less than twentyone clear days before the date of the meeting, subject nevertheless to the provisions of section 240 of the Act, be sent to the Auditors (where applicable) and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and be read before the meeting as required by the Act.

50. Accounts shall be prepared in accordance with the provisions of the Companies Act at the time of force. If the turnover of the Company is within the statutory requirements for having a formal Audit the following provisions shall apply:

a) Once at least in every year the accounts of the Company shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

b) Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act, the members of the Board of Directors being treated as the Directors mentioned in the relevant sections.

NOTICES

51. A notice may be served by the Company upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his or her registered address as appearing in the register of members.

52. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Company an address within the United Kingdom at which notices may be served upon him or her shall be entitled to have notices served upon him or her at such address, but, save as aforesaid and as provided by the Act, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Company.

53. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

DISSOLUTION

54. Clause 9 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

INDEMNITY

55. Subject to the provisions of the Act but without prejudice to any indemnity to which a member of the Board of Directors may otherwise be entitled, every member of the Board of Directors or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgement is given in his or her favour or in which he or she is acquitted or in

connection with any application on which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

Registered Charity Number: 1151156

Registered Company Number: 05898510
(England & Wales)

PEER PRODUCTIONS

Report of the Trustees
and
Financial Statements

for the year ended
31st August 2017

PEER PRODUCTIONS

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PEER PRODUCTIONS

Report of the Trustees
for the year ended 31st August 2017

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2017. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Finance Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Peer Productions

Company Registration number: 05898510 (England and Wales)

Charity Registration number: 1151156

Date of Charity Incorporation: 8th March 2013
Date of Company Incorporation: 7th August 2006

Registered Office and Operational Address: 11 Ashwindham Court
St John's
Woking
GU21 8AW

Trustees: Jo Atkinson – appointed 24/08/2017
Heidi Colbon – Chair resigned 30/11/2016
Matthew Cuzner
Karen Hall – appointed 30/11/16
Stephen Hallam – resigned 24/08/2017
Tim Hargrave
Nina Lemon
Michael Philippson – Chair
Laura Sercombe

Company Secretary:

Bankers: Barclays Bank plc
Town Gate House
Church Street East
Woking
Surrey
GU21 6AE

Independent Examiner: Yvette How MAAT (MIP)
That's How Accountancy & Bookkeeping
6 Frailey Close
Maybury
Woking
GU22 8EB

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

Chair's Report

2016/17 was an exciting year for Peer Productions, both for the young actors we trained and the young audiences for whom they performed.

Out of the 14 young actors we recruited, 8 went on to a Drama School with a further 3 directly gaining paid work in the industry. The combination of rigorous training and direct experience of touring plays made them very desirable to the industry.

In return for their training, these young actors toured 3 plays around schools in Surrey, Hampshire and Berkshire reaching over 15 thousand young pupils over the year. The topics chosen (with input from our School partners) covered important issues affecting many young people's lives, but which are very hard to teach in a classroom setting. Specifically, we covered the following topics: Self Harm, Gender Identity, Healthy Relationships, Sexual Assault and Rape, Trans and Homophobia, STIs, Porn Addiction, Illegal Drugs. Feedback from the schools was very positive, with considerable verbatim testimonials of how the plays changed the views of the young people on these difficult topics. Each play was supported by a Teachers' Pack and/or Training to help them follow-up after the performances.

In addition, there have been several exciting new steps taken to ensure a successful future for Peer Productions. Here are the highlights:

- We moved to a new base at South Hill Park Theatre in August 2017. We have been made very welcome. Being based at a Theatre will enrich the experience of our young actors and make our offering more attractive to new applicants.
- We introduced an amazing new play to our repertoire called "Losing It", which deals with the sort of Sex and Relationships concerns that young people have, that are rarely addressed. Written and directed by our Artistic Director, Nina Lemon, it has been an outstanding success with both Teachers and Pupils.
- We introduced the following projects to specific target groups of young people, to run alongside the touring plays: Woking High School Drama Project, "Our Girl" (Workshops on Forced Marriage), "Generation Girls" (Workshops using Drama for Empowerment targeted at girls with learning difficulties), Sex and Relationships Workshops in selected schools
- We have started work on a project to deliver teaching through Drama on Sex and Relationships to young people in India. This is much needed and very true to our mission. It will be our first experience of working outside the UK; very challenging, but also rewarding creatively and in its impact to change many lives for the better. The Project is well resourced thanks to a generous donation from an individual philanthropist, for which we are most grateful.
- We have a new 3-year plan in place which aims to significantly increase the number of young people we reach, while ensuring the Charity has a sound financial footing. This has been an immense piece of work by our Managing Director, Ed Simpson, working closely with the Board of Trustees and marks the end of a very successful first year in place for Ed.

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

Chair's Report cont'd

This year we welcomed 2 very valuable new Trustees: Karen Hall and Jo Atkinson. Karen has been working as a teacher of drama and theatre studies in secondary education for almost twenty years. She is Lead Practitioner for Drama and a member of the Senior Leadership Team in a Surrey secondary school. Karen is also a Teaching Fellow at the University of Sussex, where she runs the PGCE drama course in which she trains drama teachers to work with young people in a range of schools across Sussex, Surrey and Hampshire. Jo Atkinson has over 20 years of specialist employment law experience as a practicing solicitor, and practical hands-on HR experience gained as the Head of HR & Legal for an HR consultancy. She is a member of the Chartered Institute of Personnel and Development (CIPD) and the Employment Lawyers Association. We also said goodbye this year to Trustee Stephen Hallam, who gave us much valuable Legal advice, especially on our move of base, for which we are most grateful.

In delivering the strong 2016/17 results, we are indebted to my fellow Trustees, our Staff, our School Partners and those outside bodies and organisations that have supported us financially.



Mike Philippson
Chair, Peer Productions

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

A summary of the objects of the Charity as set out in its governing document

The Charity's objects and its principal activities as set out in its memorandum and articles of association continue to be:

Our mission

To use theatre to transform young people's lives.

Our aims

1. To create thought provoking, lively, engaging and relevant work to inspire young audiences.
2. To enable young people to develop as the artists and citizens of the future.
3. To be recognised as the leading organisation in the combination of peer education and theatre.

What We Do

1. We offer a free actor development programme for young people to train as actors and peer educators. We empower them to deliver high quality arts projects in the community and forge a career in the arts industry. 90% of our graduates move their Drama careers on to Higher Education/related work within 12 months of completing their Peer Production training.

2. We create and tour original educational plays to schools and youth settings which tackle the issues that matter most to young people. To date, these have included eating disorders, homophobia, alcohol misuse, drugs misuse, sex and relationships, and mental health issues. We have excellent relationships with a large number of schools, with many booking our work every year as an integral part of their programme. Feedback includes "I did want to be a teenage mum but watching this play has made me think differently." - Year 10 student.

3. We deliver drama outreach projects for disadvantaged young people, using creativity as a tool to enable them to achieve their full potential and make positive life choices. Groups we have worked with include young carers, young parents, learning disabled young people, adults with mental health issues, and homeless young people.

Details of significant activities in 2016/17 that contributed to the achievement of our stated objectives

A one year training programme for 14 young people aged 18 to 23. The Charity delivered the Level 4 Creative Practitioner Diploma, awarded by Rock School London. To accredit the training programme, we were supported by a subcontract with JACE Training. This intensive programme provided training in peer education, acting, child protection, devising and playwriting skills to enable the volunteers to deliver projects for the Charity as well as enabling them to move on to drama school, university or work as appropriate. 14 of the originally recruited 15 actors completed the programme. Out of the 14 young actors who completed the course, 8 went on to a Drama/Film School with a further 3 directly gaining paid work in the industry.

Three educational plays were toured to secondary schools on the topics of mental health and self-harm, drugs and sex and relationships (all written by Nina Lemon).

This year we retired our highly successful teenage pregnancy production in favour of a new play, 'Losing It' which better reflects the needs of today's teenagers and this work was very well received. The work was researched working in partnership with six local secondary schools and also forms the first text as part of a practice based PhD at Kingston University, supported by the charity, where our Artistic Director is completing her studies investigating how plays can change the way teenagers think and behave.

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

These productions were performed in schools and colleges across the South East, predominantly in Surrey, Hampshire and in Berkshire. A total of 76 performances were delivered to an audience of over 15,000 young people.

In addition to touring the schools, the following Outreach activities were undertaken:

Bespoke Schools Gender Workshops

Generation Girls

Our Girl Campaign with workshops in schools, INSET and online teaching resources.

Sex education workshops in schools as research for Losing It.

The contribution of volunteers

Starting the year the Charity had a governing Board with 7 trustees, (6 of whom were volunteers). The year finished year with the same composition.

Fundraising activities

In the period covered by these accounts, the Charity raised 72% of income through grants, donations and charitable activities, with the rest being self-generated through sales of performances and Outreach contracts.

The current approach has proved sufficient to cover the Charity's costs. However, a freelance Fundraiser has been employed to help achieve growth in funding to allow us to start building Reserves for the future.

Significant changes and development plan for the future

Our Plan for 2017/18 looks to increase the reach of our services, both in terms of training more young actors and impacting more young people especially via increased Outreach.

To do this, we will look to recruit enough young actors to split the cohort in 2, with one touring a play while the other works on Outreach projects, swapping roles the following Term.

We also aim to make the most of our strengthened Board, having added new Trustees with experience in (a) Finance and (b) Charity Management (including Fundraising Experience).

We plan to introduce a new play written by Nina Lemon dealing serious social issues around sexual exploitation and relationships faced by Young People today.

We will increase our efforts through Service Level Agreements from various income streams to cover declining funds in schools to pay for performances.

Structure, Governance and Management

Nature of the governing document and constitution of the Charity

The Charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association. The directors of the company are also trustees of the Charity. Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the memorandum and articles of association. There are no restrictions in the governing documents on the operation of the Charity or on its investment powers, other than those imposed by general charity law.

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

The methods adopted for the recruitment and appointment of new Trustees

Trustees and staff are constantly considering the other skills and expertise that may be required to best support the development of the Charity. The Board seeks new trustees through personal contacts and other agencies. Subject to satisfactory interview, and accepting the responsibilities as defined in the Charity Commission guidelines on the responsibilities of charity trustees the new member will be co-opted onto the Board.

The policies and procedures adopted for the induction and training of Trustees

The new trustee is invited to visit the Charity at its operational base, South Hill Park Arts Centre, and interviewed by staff and trustees prior to being invited to join the Board. The new trustee is also invited to a Board meeting and expected to read the Charity Commission guidelines and memorandum and articles of association.

The organisation structure of the Charity and how decisions are made

The Board of Trustees meet approximately at 2 monthly intervals, to monitor and facilitate the work of the Charity, approve actions and plan for the development of the work. Trustees have the power to call extra meetings in response to any specific concerns.

The major risks to which the Charity is exposed and reviews and systems to mitigate risks

Sales-generated income is falling due to tightened Schools Budgets. To date, we are covering this by gaining an increase in Grant-funded performances for schools. However, continuous efforts are need to maintain this support.

The Charity is pleased to have secured a new operational base at South Hill Park Arts Centre which is an improvement from the untenable Woking Youth Arts Centre. However, this marks the start of a new partnership and as such the lease is currently only for one year so still represents a significant risk.

Financial Review

Policies on reserves

Peer Productions became a charity in March 2013. The trustees plan to review the reserves policy with a view to establishing reserves that cover at least 3 months core costs.

Transactions and Financial position

Total incoming resources of £141,212 for the year (£143,596 – 2016) represented a decrease of 1.7% over the previous year. The unrestricted income of £95,300 is applied in continuing the Charity's direct work in promoting and furthering its objectives. During the year the Charity's expenditure was £152,959 (£124,859 – 2016), representing an increase of 22.5%. The restricted income of the Charity is available only for the specific purposes as determined by the sponsors.

Share capital

The company is limited by guarantee and therefore has no share capital.

PEER PRODUCTIONS
Report of the Trustees
for the year ended 31st August 2017

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relations to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

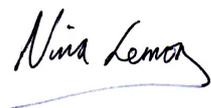
These financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees and signed on their behalf:



Trustee Mike Philippson

Date: 23/5/2018



Trustee Nina Lemon

Date: 23/5/2018

PEER PRODUCTIONS

Independent Examiner's Report to the Trustees on the Financial Statements for the year ended 31st August 2017

I report on the accounts of the company for the year ended 31st August 2017, which are set out on pages 9 to 21.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000; however the trustees elected that the financial statements be subject to an independent examination. I am qualified to undertake the examination by being a qualified member and member in practice of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011; and
- c) to state whether particular matters have come to my attention.

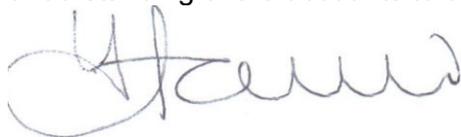
Basis of Independent Examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- a) which give me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Yvette How MAAT (MIP)

That's How Accountancy & Bookkeeping, 6 Frailey Close, Maybury, Woking, GU22 8EB

Date: 23rd May 2018

PEER PRODUCTIONS

Statement of Financial Activities
for the year ended 31st August 2017

		Unrestrict ed Funds	Restrict ed Funds	Total Funds	Total Funds
	Notes	2017	2017	2017	2016
		£	£	£	£
Incoming from:					
Donation	2	52,474	48,912	101,386	103,558
Charitable activities	3	39,826	-	39,826	40,008
Other		-	-	-	-
Total		95,300	45,912	141,212	143,596
<hr/>					
Expenditure on:					
Raising funds	4	11,784	-	11,784	12,684
Charitable activities	5	84,363	56,812	141,175	112,175
Total		96,147	56,812	152,959	124,859
<hr/>					
Net income/(expenditure)		(847)	(10,900)	(11,747)	18,737
Transfers between funds		-	-	-	-
<hr/>					
Net movement in funds		(847)	(10,900)	(11,747)	18,737
Total funds brought forward		6,810	22,500	29,310	10,573
<hr/>					
Total funds carried forward		5,963	11,600	17,563	29,310
<hr/>					

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from the continuing activities.
The notes on pages 11 to 21 form part of the financial statements

PEER PRODUCTIONSBalance Sheet
As at 31st August 2017

	Notes	2017 £	2016 £
Current Assets			
Debtors	12	8,367	6,252
Cash at bank and in hand		10,781	42,983
		<hr/> 19,148	<hr/> 49,235
Creditors			
Amounts falling due within one year	13	(1,585)	(19,925)
		<hr/>	<hr/>
Net Current Assets		<hr/> 17,563	<hr/> 29,310
Total Assets less Current Liabilities		17,563	29,310
Funds:			
Unrestricted		5,963	6,810
Restricted		11,600	22,500
		<hr/>	<hr/>
Total Funds	17	17,563	29,310

The directors are satisfied that for the financial year ended 31st August 2017 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 7.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015)

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:



Mike Philippson
Trustee
Dated: 23/5/2018

The notes on pages 11 to 21 form part of the financial statements

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

1. ACCOUNTING POLICIES

Basis of Preparation of Accounts

The financial statements of the Charity, which is a public benefit entity, have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (effective 1st January 2015) (the SORP), Financial Reporting Standard 102 (FRS102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Fund accounting

Restricted Funds are those received for undertaking an activity specified by the donor when making the gift. The Charity makes an administrative charge for the operation of some restricted funds, which is included in the cost of raising funds. The amounts for administration are also shown as restricted fund expenditure.

General Funds are unrestricted funds given freely to the Charity that can be applied at the discretion of the Trustees in accordance with the objectives of the Charity.

Designated Funds are funds set aside by the Trustees out of the unrestricted funds for specific purposes. The Trustees can un-designate such funds at their discretion.

Income

All income including donations is included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

All grants and contractual payments are included on a receivable basis. Contractual income is recognised as performance obligations are satisfied. Grant income with performance related conditions received in advance of delivering specified services, or income with a time restriction placed on it by the donor, is deferred until the donor stipulated criteria are met. Income is also deferred if it is probable it could become refundable or if it is received in advance for a future accounting period.

No amount has been included for services donated by volunteers. Where out of pocket travel and other expenses have been reimbursed to volunteers, these costs are included in the accounts.

Expenditure

Expenditure is recognised on an accruals basis and allocated to the appropriate heading in the accounts.

Charitable activities expenditure enables Peer Productions to meet its aims and objectives for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Expenditure on raising funds includes the direct costs of fundraising activities and freelance fundraiser fees.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the Charity and include independent examination fee and costs linked to the strategic management of the Charity.

Support costs are those costs which enable raising funds and charitable activities to be undertaken. These costs include finance, human resources, premises, IT, legal and governance costs.

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

Tangible Fixed Assets

Tangible assets under £1,500 are written off to expenditure in the year of purchase. No assets over this amount were purchased during the year.

Debtors

Debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities under Part 1 Schedule 6 Finance Act 2010.

Pension costs

Since 1st May 2017 The Charity has incurred costs in relation to the defined contribution scheme, operated by NEST, which are included in staff pension costs. The contributions are in line with current legislation; 1% Employer's and 1% Employee's. Costs recognised are equivalent to the contributions in the period on an accruals basis and any unsettled amounts are included in other creditors.

Deferred grants

Grants which relate to a specific time period are recognised evenly over the relevant years.

Transfer between funds

Trustees have the authority to transfer monies out of the general funds into the restricted funds when required. With the fund holder's permission, the Trustees have the authority to make transfers from one restricted fund to another.

PEER PRODUCTIONS
Notes to the Financial Statements
for the year ended 31st August 2017

2. Donations

	Unrestricted Funds £	Restricted Fund £	Total 2017 £	Total 2016 £
29 th May 1961 Charitable Trust	1,800	-	1,800	-
Everyclick - Give as You Live	15	-	15	122
Georgina Sinclair	-	-	-	12
Local Giving.com	810	-	810	211
Not Games	-	-	-	5,000
Ticket Source	-	-	-	343
Various one-off donations	-	-	-	275
	2,625	-	2,625	5,963

All of the £5,963 received in 2016 was unrestricted funds

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

Grants

	Unrestricted Funds £	Restricted Fund £	Total 2017 £	Total 2016 £
Ambition Giving	-	-	-	1,000
Arbonne Charitable Foundation	-	9,650	9,650	18,435
Big Lottery – Awards for all	-	-	-	9,978
Chapman Charitable Foundation	-	-	-	2,000
Community Foundation Surrey	-	3,000	3,000	5,000
Community Matters Partnership	-	5,850	5,850	1,950
Ernest Cook Trust	-	-	-	1,500
Heathrow Community Fund	-	20,812	20,812	-
High Sherriff Youth Awards	-	1,600	1,600	-
Jancett Childcare & JACE Training	29,849	-	29,849	17,182
Mercer's Trust	10,000	-	10,000	-
Our Girl – The Sharan Project	-	-	-	7,000
Surrey County Council	5,000	-	5,000	-
Surrey Education Trust	-	-	-	25,000
Surrey Police	5,000	-	5,000	-
Tender Education & Arts	-	-	-	1,830
Thames Valley Housing	-	2,000	2,000	-
The Royal Borough of Windsor & Maidenhead (Corporate Services)	-	-	-	650
The Sharan Project	-	3,000	3,000	-
Thomas Flack Foundation via Mole Valley District Council	-	3,000	3,000	-
Woking Borough Council	-	-	-	6,100
	49,849	48,912	98,761	97,625

Of the £97,625 received in 2016, £21,012 was unrestricted and £76,613 was restricted funds

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

3. Other income

	Unrestricted Funds £	Restricted Fund £	Total 2017 £	Total 2016 £
Theatre fees & shows	26,354	-	26,354	32,927
Outreach work	13,472	-	13,472	7,081
	39,826	-	39,826	40,008

4. Cost of raising funds

	Direct Costs £	Support Costs £	Total 2017 £	Total 2016 £
Staff Costs	4,309	-	4,309	4,961
Freelance costs	6,507	-	6,507	6,701
Printing & Publicity	968	-	968	1,022
	11,784	-	11,784	12,684

5. Expenditure on charitable activities

	Direct Costs £	Support Costs £	Total 2017 £	Total 2016 £
Peer Production core services	41,279	28,166	69,445	55,812
Outreach work/shows	32,684	4,500	37,184	29,247
Theatre shows	30,396	4,150	34,546	27,115
	104,359	36,816	141,175	112,175

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

6. Analysis of direct costs

	Raising Funds	Charitable Activities	Total 2017	Total 2016
	£	£	£	£
Staff costs	4,309	78,003	82,312	60,565
Consultancy fees	6,507	5,492	11,999	11,875
Recruitment	-	64	64	279
Artistic consumables	-	2,896	2,896	1,420
Non capitalised equipment	-	7,350	7,350	2,801
Advertising	968	-	968	2,307
Staff training	-	3,339	3,339	271
Student training	-	1,289	1,289	237
Staff travel	-	262	262	3,297
Volunteer travel	-	1,742	1,742	249
Van fuel	-	951	951	2,300
Moderation fees	-	700	700	-
Subscriptions	-	2,250	2,250	-
Postage	-	-	-	607
Stationery	-	21	21	-
	11,784	104,359	116,143	86,208

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

7. Analysis of support costs

	Raising Funds	Charitable Activities	Total 2017	Total 2016
	£	£	£	£
Staff costs	-	15,078	15,078	16,821
Staff travel	-	1,519	1,519	-
Staff welfare	-	319	319	147
Volunteer travel	-	175	175	1
Rent & rates	-	7,065	7,065	11,669
Moving/relocation costs	-	30	30	-
Insurance	-	4,360	4,360	3,910
Accountancy	-	635	635	524
Subscriptions	-	388	388	661
IT	-	697	697	55
Web design/hosting	-	751	751	610
Meeting expenses	-	215	215	205
Non capitalised equipment	-	313	313	451
Postage	-	145	145	107
Telephone	-	207	207	415
Stationery	-	299	299	254
Printing	-	267	267	137
Board expenses	-	126	126	102
Governance costs (see note 9)	-	1,500	1,500	1,561
Van maintenance	-	535	535	542
Van fuel	-	-	-	479
Car/van hire	-	2,192	2,192	-
	-	36,816	36,816	38,651

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Notes to the Financial Statements
for the year ended 31st August 2017

8. Governance costs

	Unrestricted Funds £	Restricted Fund £	Total 2017 £	Total 2016 £
Independent examiners fee	1,500	-	1,500	1,500
Legal & professional fees	-	-	-	61
Trustee expenses	-	-	-	-
	1,500	-	1,500	1,561

9. Net income/(expenditure)

Net income/(expenditure) is stated for the year after charging:

	2017 £	2016 £
Independent examiners fee	1,500	1,500

10. Trustees' remuneration and benefits

The trustees neither received nor waived any emoluments during the year (2016: £Nil)

Trustees' Expenses

No trustees were reimbursed during the year 2016/17. (£Nil 2015/16).

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

11. Staff Costs

	2017	2016
	£	£
Wages & Salaries	89,739	71,830
Employers National Insurance Costs	7,194	5,557
Staff Pension Costs	457	-
	<u>97,390</u>	<u>77,387</u>

There was no employee whose emoluments as defined for taxation purposes amounted to over £60,000 in either year.

Since 1st May 2017 The Charity has incurred costs in relation to the defined contribution scheme, operated by NEST, which are included in staff pension costs. The contributions are in line with current legislation; 1% Employer's and 1% Employee's.

One employee is also a volunteer trustees on the Board.

The average number of employees (part-time and full-time) during the year was as follows:

	2017	2016
	No.	No.
Direct charitable activities	2.75	2.75
Raising funds	0.2	0.2
Management & administration	1.25	1.25
	<u>4.2</u>	<u>4.2</u>

12. Debtors

	2017	2016
	£	£
Trade Debtors	8,367	2,930
Prepayments & accrued income	-	3,332
	<u>8,367</u>	<u>6,262</u>

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

13. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Trade creditors	86	322
Accruals and deferred income	1,500	18,901
Social Security costs	-	702
	1,586	19,925

13. Analysis of Net Assets between Funds

	Unrestrict ed Funds	Designate d Funds	Restrict ed Funds	Total Funds 2017
	£	£	£	£
Current Assets	7,548	-	11,600	19,148
Current Liabilities	(1,585)	-	-	(1,585)
	5,963	-	11,600	17,563

15. Related party transactions

There were no related party transactions during the year or the previous year.

16. Capital commitments

There were no capital commitments at the year-end or the previous year end.

PEER PRODUCTIONS

Notes to the Financial Statements
for the year ended 31st August 2017

17. Movement in Funds

	Balance 1/9/2016 £	Incoming Resources £	Outgoing Resources £	Balance 31/8/2017 £
Unrestricted – General Fund	6,810	95,300	(96,147)	5,963
Restricted:				
Arbonne Charitable Foundation	10,000	9,650	(10,000)	9,650
Big Lottery – Awards for all	5,500	-	(5,500)	-
Community Foundation Surrey	-	3,000	(3,000)	-
Community Matters Partnership	-	5,850	(3,900)	1,950
Heathrow Community Fund	-	20,812	(20,812)	-
High Sheriff Youth Awards	-	1,600	(1,600)	-
Our Girl – The Sharan Project	7,000	-	(7,000)	-
Thames Valley Housing	-	2,000	(2,000)	-
Thomas Flack Foundation via Mole Valley District Council	-	3,000	(3,000)	-
Total Restricted	22,500	45,912	(56,812)	11,600
Total Funds	29,310	141,212	(152,959)	17,563