



...building a brighter future for  
children with Down Syndrome

# The Downright Special Network

## Annual Report and Accounts

### 1<sup>st</sup> November 2017 - 31<sup>st</sup> October 2018



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Registered with



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## Foreword from the Chair



Over the past 12 months the charity has continued to grow in a number of ways under the excellent management and leadership of the Charity Manager, Gillian Bowlas, including establishing regular youth club events, publication of a regular Friends of Downright Special newsletter and development of a community fundraising strategy.

A significant achievement this year was the launch of the Down Syndrome Care Pathway on the 21<sup>st</sup> March 2018. This was developed with parents, working in partnership with our NHS colleagues at the Hull Clinical Commissioning Group.

We have had several new families join us this year, bringing their little ones to our Friday play and education sessions and it has been great to see our sessions so busy with all the children (and grown-ups) having lots of fun, sharing experiences and making new friends.

The excellent calibre of our staff continues to ensure our children get the best start to their education from day one allowing us to offer direct support to nursery and pre-school settings and to extend the outreach support to mainstream and special schools attended by children with Down syndrome. This year has also seen additional training sessions being offered by our specialist staff for parents and professionals. A great deal of work also goes on behind the scenes within the charity by our administrator who runs the office and the volunteers who offer support, allowing our teaching staff to focus on the children they work with.

2018 saw the retirement of our Specialist Teacher Heather Clark, who has been involved with Downright Special for the last 6 years. On behalf of the trustees I would like to take this opportunity to thank Heather for her commitment and expertise over this time.

Over the past 12 months the Trustees continued to develop the 2025 strategic vision and fundraising strategy to ensure Downright Special can continue to respond to the needs of children and their families. We appointed a replacement parent trustee and a non-parent trustee following the resignation of two of our trustees. We also chose to transfer the charity's status as a Trust to a Charitable Incorporated Organisation following a review of its governance structures. This resulted in a change of charity number.

As always fundraising forms a large part of what we do and we are extremely grateful to the huge number of individuals and organisations who supported us this year. Lastly many thanks to everyone in the Downright Special Family who made it all possible - children, parents, grandparents, staff, volunteers, supporters and professionals from other agencies –all of whom believe in building a brighter future for children with Down syndrome. We couldn't do it without you!

A handwritten signature in black ink that reads "Angela Broekhuizen".

Angela Broekhuizen

Chair of Trustees

## Background

The Downright Special Network was established in June 2007 to:

- Provide and operate such support, materials and events so that both parents/carers and professionals in health and education may be assisted in helping children with Down syndrome to achieve the best possible outcomes throughout their education, social, physical and emotional development.
- Produce antenatal support and information to prospective parents and emotional and practical support to new parents.
- Strive to build a brighter future for children with Down syndrome in our area.

The work undertaken by staff as a result of the fundraising and donations received allows us to focus on our enduring priorities of:

- Education
- Support
- Advocacy
- Training

## Meet the Team

### Our Trustees

We currently have six trustees on the board.

	Angela Broekhuizen (Chair) Appointed June 16		Lee Mills Appointed December 2017
	Gavin Beresford Appointed May 2017		Katy Wood Appointed February 2018
	Lucy Gray Appointed July 2017		Jenny Ross Appointed September 2018

### Our Staff

In 2018 we had five part-time members of staff to ensure the smooth running of the charity and deliver our Friday education sessions, outreach work in schools and training courses for parents and professionals. Our Friday teaching team also includes a sessional worker and two volunteer group leaders who deliver the education sessions to our three youngest groups. In July this year, Heather Clark, our Specialist Teacher retired. Following an open recruitment process Katie Bewell was appointed to replace Heather. Katie is a former primary school teacher and is also a trained portage worker. She had volunteered for the charity for a year before her appointment and has been a great addition to the team. Heather continues to part of the charity on a voluntary basis supporting Katie with planning, helping deliver our training programme and coordinating our Friday sessions.

The team are:

	Dr Gillian Bowlas Charity Manager		Louise Smith Administrator
	Heather Clark Specialist Teacher (KS1) (retired July 2018)		Katie Bewell Specialist Teacher (KS1)
	Laura Nichols Early Years Advisor		Dr Nicola O'Riordan Advisory Teacher (KS2)
	Sam Findlay Baby group sessional worker		Jill Newton Volunteer toddler group leader
	Danielle Jackson Volunteer baby group leader		

## Our Volunteers



In order to keep our costs as low as possible, the Charity uses many volunteers, including many parents, and we owe a huge debt of gratitude to each and every one of them. These volunteers assist with running Friday sessions, organising social events, supporting new parent visits, managing our website and IT systems, running our E-bay shop and bookstall and managing the accounts. Many thanks to: Heather Clark, Jill Lambert, Louise Smith, Neil Findlay, Sam Findlay, Paul Herrieven, Danielle Jackson, Jill Newton, Victoria Ross, Lauren Smith, Louise Smith, Roger Vine, Kay Anderson, Emily Barnett, Jessica Lee and Erin Findlay.

## Review of our Activities of the Year

### Education

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*OUR PRIORITY TO SUPPORT THE EDUCATION OF OUR CHILDREN WAS TO ENSURE OUR STAFF CONTINUE TO KEEP THEIR SKILLS UP TO DATE WITH THE LATEST TEACHING METHODS*

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#### Downright Special Early Development Groups

Our Downright Special early development groups run on a Friday during term-time and continue to be a great success for children from birth to approximately 5 years old. We currently have around 21 children who regularly attend Fridays and this year we delivered 37 sessions. Fundraising donations mean that this session is free to attend. Small early development groups are held by our specialist staff who lead activities to develop the children's speech, language and communication skills, literacy, numeracy, reading and writing skills. The children also learn about playing, sharing and turn taking – all the basic skills that help towards achieving successful inclusion. Our sessions incorporate signing, 'See and Learn', Jolly Phonics, Colourful Semantics and Numicon and represent the best and most up to date interventions for our children, all tailored to the specific learning profile for Down syndrome. We have established a tried and tested curriculum of activities that is reviewed annually to ensure the latest teaching methods are used.



“Our son has totally benefitted from being part of Downright Special from an educational perspective, learnt socialising skills and has made lots of life-long friends and most of all enjoys his time there and has lots of fun.” Parent



Our baby group continues to be incorporated into Friday mornings with our youngest children enjoying a range of sensory activities and learning some of the early skills such as taking turns and making early speech sounds in a relaxed and fun environment. It is also a chance for parents to see a demonstration of some the activities they can be doing at home to support their child's development and for parents to learn

some of the most useful sign language to help with their baby's communication skills.

Also, crucially important, Downright Special Fridays offer parents and carers the opportunity to chat over coffee, share their experiences and offer peer-to-peer support whilst the children play in a safe environment. However good a statutory agency may be, there are some things that only another parent will understand and be able to offer the mutual support so often needed. The Friday group is striking visual evidence that there is no "type" of parent that will have a child with Down syndrome and it has been refreshing to see an ever-increasing random diversity of ages and cultures in the group. New dads can also be reassured that it certainly isn't a "mother and baby" group as we have several fathers attending regularly.



We also have regular visits from the local NHS Speech and Language Therapy service, with therapists Julie Robinson and Helen Hanson working with us to set joint targets and offer support. NHS Physiotherapists Gillian Hills and Julia Brady visit us on a half-termly basis to offer parents support and advice regarding the motor development of the children. Continuing this year has been regular 'baby clinics' run by Sonia Camp from the Hull Health Visiting Team. These monthly clinics are popular with parents as it means they can get their babies weighed and ask for health advice whilst at Downright Special and avoid having to go to regular baby clinics.

This has been a very welcome addition to the provision offered by our Friday sessions and we would like to offer our thanks to Julie, Helen, Gillian, Julia and Sonia for all their support and advice during the year.

**"The visits from the speech and language therapist have enabled me and the professional to discuss and observe my child in an informal setting. The advice given targets the specific needs of my child and other children in the same boat." Parent**

#### **Downright Special Education Outreach Work with Schools**



Downright Special Education aims to support effective inclusion in mainstream schools. Our 3 part-time members of staff providing support to children in mainstream nurseries, pre-schools and schools up to the end of primary school. The number of schools and nurseries receiving direct support from us is around 45. Our specialist teachers have visited schools to assess children and advise teaching staff, provided training for schools on the learning profile of children with Down syndrome, assisted with formulating effective Individual Education Plans (IEPs), written reports for the Education

and Health Care Plan (EHCP) process and attended annual reviews and transition meetings. We also continue to provide Education Resource Packs for each child that we support when they begin their formal education.

“They [Downright Special] have worked closely with the one to one support and were able to be the expert we could rely on. Advice and regular contact have been invaluable in supporting our child.”

“My young person would have not made the fantastic progress if I had not had training from Downright Special.”

Laura Nichols is our Early Years Advisor and in addition to leading a Friday morning early intervention group, Laura’s remit is to provide support and advice on inclusion of a child with Down syndrome in mainstream nursery or pre-school settings. She ensures that our children get the best start to their education before they even reach statutory school age. Laura had 20 children on her caseload and provided support to 16 different settings this year.

Heather Clark was our Specialist Teacher until July and mostly worked with children in Key Stage 1. Heather’s leading work on the use of colourful semantics for comprehension and speech fluency and incorporating its use in specialist Apps such as Clicker has continued to be a success this year. With Heather’s support and guidance many teaching assistants have begun to use it in the classroom and we are now seeing ours years of work on the use of colourful semantics paying off with our children making significant progress in this area of development. Heather has also had great success with phonological awareness training, using multiphonics bricks with matching boards really helping children blend and segment ‘CVC’ words.



Very importantly, we continue to offer small-group sessions at our Downright Special Friday group for school-age children and their Teaching Assistants (TAs) to the end of Key stage 1. This year we had 8 children attending these afternoon sessions in 2 different teaching groups. These structured lessons cover the core elements of the curriculum including reading, writing, literacy, numeracy and speech and language development. Having the TAs attend means that they can see a demonstration of how to apply practically the specific teaching techniques that ensure our children’s learning is maximised. They are given resources that

they can take away for use in the classroom and have plenty of opportunity to ask for advice on any issues they may be facing in the classroom or to get guidance on next steps. It is also useful for them to meet other TAs to share experiences and learn from each other. We also continued a monthly group for children who have recently moved in KS2. Led by our KS2 advisor Nicola O’Riordan, this group focuses on developing comprehension skills.

“Due to the teacher being shown learning style of children with Down syndrome, able to plan and resource lessons to allow child to access the curriculum better. Child has become so confident and engaged in learning thanks to the support given to both teaching staff, support staff and child.”

## Support to Families

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*Our priorities during the year were to offer additional support to families and to further develop our social event opportunities for older children*

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A number of events were held to ensure our families were able to get together, share experiences, pass on tips, support each other and celebrate their children's achievements are just as important as our formal activities. Keeping in touch with our older children was a priority this year and, based on the successes last year we arranged a series of social events exclusively for our children aged 8-16. This year we have had a mocktail-making party, cupcake decorating, bowling, rock climbing, a movie night and a dance party. Each event has been attended by 8-10 children and it has been really good to see some new faces joining us at these events.

We also had a number of whole-family, all-age events:

- A Christmas Party at the Holiday Inn Hull Marina
- Soft play events
- An Easter Egg hunt
- A visit to Circus Starr
- A summer trip to William's Den Adventure Play Centre
- Gravity Trampoline Park.



We continued to visit families new to parenting a baby with Down syndrome to offer support and information and this year welcomed 2 new children to our special family. Through the hospital and health visiting teams families are put in contact with us usually within a week of the birth. We set straight to work not as lone "advisors" but instead using the extensive network we have built up to put the new parents in touch with others. As our database has grown to over 110 local families we can now go so far as to match new parents to those of similar ages, situations and with babies suffering from similar medical conditions. There is nothing better for a new parent than speaking to somebody who knows exactly what they are going through and can give them a glimpse of easier times a couple of years down the road, and there is nothing that our families with older children like better than reaching out to give new parents support, reassurance, advice and hope for the future. Fantastically, our families are working together for mutual benefit, which was always our ambition.

We have supported several families this year with advice on filling in benefit forms, in providing reports and advice for Education and Health Care Plans and with support in choosing schools and nurseries. This year Louise has attended training on completing Disability Living Allowance (DLA) forms and has been able to help several families with their applications.

## Supporting Young People

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*Our priorities during the year were to explore opportunities with further education partners and local employers to support young adults with Down syndrome*

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Towards the end of this year we began to look at how the charity might support people with Down syndrome after school age. We met with the DSA Workfit Officer and the HR manager of Rradar legal to look at the possibility of Rradar employing or offering a work placement for some with Down syndrome. Rradar are very keen to do this and as a first step attended the Yorkshire and Humber Workfit Conference in October 2018, along with our Charity Manager. We have also begun looking at local sixth form provision and other college / daycare providers to understand what services already exist and where there are any gaps that Downright Special could help to fill. This work will continue in 2019.

## Advocacy

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*Our priorities during the year were to work collaboratively with our NHS partners to develop the Down syndrome care pathway, to actively participate in Down Syndrome Awareness Week and to raise the profile of the charity.*

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Part of our mission is to act as a voice for the children and parents we support. We aim to change perceptions and raise awareness of what it really means to have Down syndrome.

This year for Awareness Week we actively encouraged people to hold coffee mornings and bake sales and to take part in the 'Lots of Socks' campaign. This was hugely successful with lots of people taking part, raising awareness as well as doing some great fundraising.

We have continued to work with the Hull NHS Clinical Commissioning Group (Hull CCG) to develop a Care Pathway

for people with Down Syndrome to improve health outcomes and give parents and healthcare professionals clear guidance on what should be happening, when and who should be doing it. We have taken part in a number of consultations and were excited to be part of the official launch of the pathway on 21<sup>st</sup> March, World Down Syndrome Day. The event was very well-attended by families and by professionals working with children with Down syndrome in health and education. The launch was covered by local television, radio and newspapers further highlighting the pathway, raising awareness of Down syndrome and raising the profile of the charity.

Our new parent packs continue to be available on the maternity and neonatal wards. Midwives can give these packs out to parents knowing that they are getting up to date information on parenting a child with Down syndrome. A version of these packs is also available for those with an antenatal diagnosis. In July we held a consultation event with parents to look at how to improve our new parent packs. Although attendance was poorer than we had hoped we did get some fantastic feedback which will be used in the redesign of the pack.

We continued to try to find ways to engage with parents and families and one success was recruiting a parent representative, Lee Mills to the board to trustees. Lee has been doing an excellent job of getting feedback from families and sharing this with the trustees. We also sent out a survey to parents and education professionals.

We have continued to build networks with groups nationwide, with Gillian Bowlas attending a national meeting of parent support groups organised by Ups of Downs in Warwickshire. These groups aim to make a difference by sharing support, services, knowledge and expertise, making sure we are delivering the best service we can to our families and running our groups as efficiently as possible. Gillian gave a talk on the Care Pathway work that has been done locally, encouraging other groups to try to do the same in their area. We have also been actively promoting the new 'Positive About Down Syndrome' website set up by the Warwickshire group to support new parents. We have put up posters in the hospital, stickers are added into new parents notes at hospital and we include postcards in our hospital information packs.

We were delighted to have the team from rradar legal make a video about what we do that we shared on our website and through social media. It has been a great way of raising awareness of the charity and the difference we make. You can view it here: <https://vimeo.com/243831404>

## Training

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*Our priority during the year has been to increase our training offer for parents, schools and health professionals*

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One of our aims is to promote the awareness of Down syndrome and support successful inclusion. One of the ways we do this is providing training that is accessible to schools, parents and professionals working with our children. We minimise how much we charge for these courses to ensure no child is disadvantaged.

We have had a successful year delivering a comprehensive programme of training to parents and professionals. Training included: Introduction to working with children with Down Syndrome; Maths, Time and Money using Numicon; Supporting Speech,

Language and Communication Needs, Toilet Training, Behaviour, Education Health and Care Plans and Motor Skill development with around 25 people attending each course. This year we further developed our INSET training offer and we have delivered twilight training on colourful semantics, coordination difficulties and behaviour. We also delivered an assembly to South Hunsley Secondary School covering what it means to have Down syndrome and how to include someone with Down syndrome.

We continued to organise a termly forum for Teaching Assistants supporting a child in KS2. This informal session aims to give KS2 teaching assistants an opportunity to ask advice from our Specialist Teacher on the inclusion of a child with Down syndrome and how to differentiate the curriculum, create a network for Teaching Assistants to share their knowledge with each other, provide an opportunity for TA's to share examples of resources, tools and apps they have found useful and ensure we continue to share best practice teaching techniques throughout the primary school years. Topics covered included using social stories and transition.

Keeping our own skills up to date is continues to be vital for the charity. This year two of our Trustees underwent trustee training on Good Governance for Trustees. Louise Smith underwent training on General Data Protection Regulations (GDPR) and Disability Living Allowance (DLA). Charity Manager, Gillian Bowlas undertook training on Writing a Fundraising Strategy and Demonstrating Social Impact. In addition she was accepted onto the Clore Social Leadership Masterclass course alongside several local charity leaders, completing a series of workshops covering a diverse range of subjects from brand management to coaching skills and entrepreneurship. Our teachers, Katie and Nicola both completed training from Down Syndrome Education International on the education of children with Down syndrome.

## Fundraising

The work of Downright Special is only made possible by the generosity and efforts of many people who have supported us by awarding us a grant, raising funds or donating goods and service. Our plan in this year was to develop a more broadly based fundraising strategy rather than relying so much on community fundraising. We developed a fundraising strategy and set targets for Grants/Trusts(60%), Community (34%), Regular Giving (1%) and Other (2%). These targets are monitored at monthly trustees meetings. This increased focus on grants has reaped rewards in 2018 with successful grants awarded from:

Tudor Trust	£10,000
Awards for All	£9,950
Joseph and Annie Cattle Trust	£2,500
George A Moore Foundation	£1,000
Hull and East Riding Charitable Trust	£1,000
Liz and Terry Bramall Foundation	£5,000
Sir James Reckitt Trust	£2,000
Garfield Weston Foundation	£7,500
<b>Grand Total</b>	<b>£38,950</b>

Again this year we have invested £1000 in paying for 35 hours of a bid-writer's time to help us with our grant applications based on her successes so far.

We have continued to work hard on the community fundraising income too. We have had many individuals and



companies who have raised funds in lots of different and exciting ways from cake sales and golf days to charity concerts and music nights. This year we again encouraged businesses, community groups and individuals to hold coffee mornings for us and also encouraged schools to take part in our 'Lots of Socks' campaign on World Down Syndrome Day. We raised over £1600 during this week of events. This was less than the previous year and we are looking of ways to improve it next time.

We also signed up to Skydive GB and had 4 brave individuals jump out of a plane, raising over £2000 for the charity.

A big success for us this year was encouraging individuals and families take part in the Humber Bridge Half-marathon and fun run. This raised over £5000. We hope to continue this success in 2019 as we have been chosen as the charity partner for the 2019 fun run and we are looking to encourage all of our families and friends of Downright Special to take part.

In this year we are also pleased to have law firm Rradar Legal choose us as their charity of the year. Not only are they fundraising for us (for example taking part in Trekfest 2018) but they are also offering some of their services free of charge. South Hunsley Secondary School has continued to raise funds for us as the chosen charity for Hercules House and De La Pole Social club also chose us as their Charity of the Year.

Overall our income this year increased by 7% (from £76k to £82k), giving us confidence that we will be able fund the charity in line with our budget for 18/19 of £90k if we continue to implement our fundraising strategy in the way we have this year.

It is important to highlight we receive no statutory funding, and do not currently charge our parents or the schools and early years settings that we support for the majority of the services that we offer. The only charge was a heavily subsidised rate for school staff to attend training courses so that we could recover some of the costs of renting training rooms and providing refreshments.

Every penny goes towards building a brighter future for children with Down syndrome and making a huge difference to their lives today. Our heartfelt thanks go to those who supported us by raising funds or providing goods and services between November 2017 and October 2018. These included:

The Tudor Trust	Rradar Legal
Sargent Electrical Services	HEY Smile Foundation
Phillips 66	Sandhills Garden Centre
MRC Property Services	LEAPs
South Hunsley Secondary School	Beverley Catholic Club
Cottingham Townswomen's Guild	Salon 57
Morrisons Foundation	Humber Landlords Association
Lambwath Pub	Victory Leisure Homes
Katy Wood	Umber Creative
Braham and Dixon	Gosschalks Solicitors
Hull Auction Services	Heron Foods
Dope Burger	Toni's Deli
Easington Village Hall	Kerry Farmery & Woodmansey Village Hall
Rotary Club of Hull	Gareth Wilkinson
Westlands Angling Centre	GKD Print
The One Point	Thorpepark Academy
De la Pole Social Club	Caroline Bonnar
Friends & family of Samuel Mudd	The Brain Jar
Greasy Fingers Barber Shop	Holiday Inn Hull Marina
HMRC, Hull	Tesco, Hall Road Hull
Kardomah 94	Team Rough Road
Damien Clancy	Wee Woolly Wonderfals
Colin Cooper	Adam Pearson
Harris, Lacey & Swain	Isabel Turkington
Gravity Trampoline Park	Hull 2018 Charity Easter Egg Motorcycle Run
World Down Syndrome Day 'Lots of Socks' & Coffee Morning Campaign Supporters: Kiddycare Day Nursery, Dorchester Primary; Brigg Primary; Thorpepark Primary, St Thomas More Primary, St Andrews primary, South Hunsley Secondary School, Genesis Pre-school, Victory Leisure Homes, Molly & Jean Tea Room, rradar Legal, Patrington Primary, East Hull Family Practice and City Healthcare Partnership (Hull), HMP Humber	
Our Humber Bridge Half Marathon and Fun Run Participants: Josh, Littlefield, Kaj Jensen, Mark Hennessy, Sally Patrick, Jason Newton, Chris Bowlas, Roy Shepherdson, Elizabeth Lee, Rachel McCubbin, Keith McCubbin, Christopher Edwards, Louise Smith, Tino Nielsen-Smith, Nadine Smith, Jack Patrick, Sam Bowlas, Sam Findlay, Anya Findlay, Jennie Smith, Megan Smith, Nicola O'Riordan, Thomas Mills, Sharon Mills	

Our skydivers: Michael Shubrook, Ben Parry, Claire Cassidy and Laura Frazer

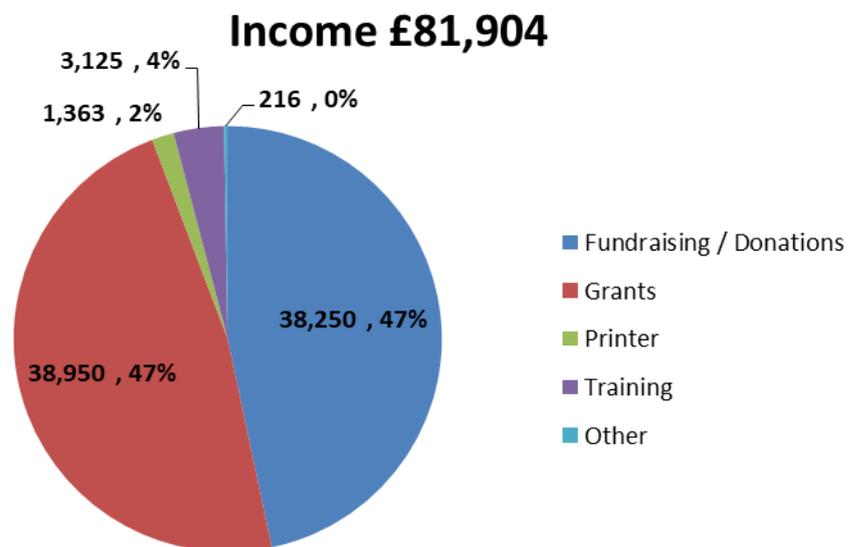
And thank you to anyone who gave an individual or anonymous donation. We really appreciate your support!

## Financial Review

### Income

Our levels of income saw a 7% increase compared to last year. This was mainly due to increases in successful grant applications (up 10%) and an increase in community fundraising (up 6%). We continue to fundraise ourselves with our bookstall at Sandhills Garden Centre, our eBay shop and income from sharing the use of our printer. Our 'Coffee Morning' and Lots of Socks' campaigns for World Down Syndrome Day also generated income although less than in previous years. Our first ever Skydive challenge raised around £2000 and our teams in the Humber Bridge Half-Marathon and fun run raised over £5000. Our income stream from training was similar to 2017 and in-line with our plan.

Fundraising from individuals taking part in sponsored events continues to play a vital role in securing sufficient income to run the charity.



## Expenditure

Our total costs this year were similar to our costs in 2017.

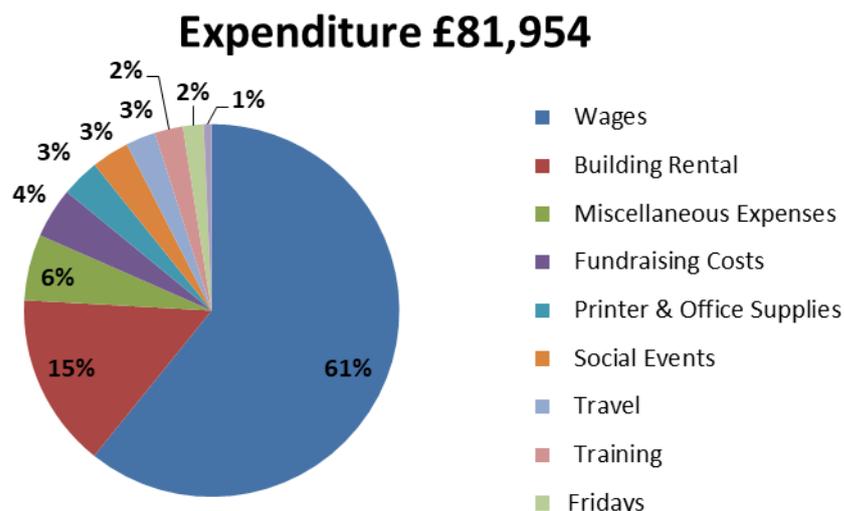
We continue to invest in specialist resources that can be used in our education sessions or given to families and schools to support the development of the children but have reduced spend in this area by optimising the amount of free resources we included in our resource boxes for schools and nurseries and by recovering boxes from schools that no longer support one of our children.

We increased the number of social events this year to ensure we also had events suitable for our older children and saw an increase in building rental costs. Our salary costs increased too due to planned overlap for training between our new KS1 teacher starting and the retirement of our other teacher ensuring a smooth transition. Salary costs continue to be our biggest expenditure as we invest in specialist teachers who work directly with our children and young people ensuring they can achieve the best educational outcomes possible.

These increases were offset by decreases in fundraising and marketing costs. We also reduced the costs of providing our training by using our own staff to deliver training wherever possible rather than 'buying-in' external trainers.

We keep our costs as low as possible through gifts in kind from local businesses such as reduced accountancy costs from Harris Lacey and Swain (including free use of Quickbooks accountancy software), free employment law advice from Gosschalks solicitors, advice and support from Rradar Legal, website hosting / telephony support from The One Point, free meeting rooms from the Holiday Inn Hull Marina and many more.

We are hugely thankful for the incredible efforts from our team of volunteers and The Smile Foundation who have enabled us to continue to be so cost effective.



A full summary of the accounts is appended to this Trustees' report.

## Looking to the future

Our plans for the next 10 years continue to be centred on expanding our range of services in line with the increasing age range of the children that we support so that we can continue to support their evolving needs and help them reach their potential. Our goal is to be able to support children through their secondary school years and beyond to further education and employment. Some of our plans are:

- To increase our training offer for parents, schools and health professionals
- To ensure our staff continue to keep their skills up to date with the latest teaching methods
- To work collaboratively with our NHS partners to review and communicate the Down Syndrome Care Pathway
- To explore opportunities with further education partners and local employers to support young adults with Down Syndrome to the age of 25 years
- To find long term sustainable funding for our specialist staff and our building costs
- To increase the community fundraising opportunities with the assistance of volunteers
- To develop parent engagement strategies
- To further develop our social event opportunities for older children
- To continue lobbying on the regional and national stage

We actively encourage as many people as possible to get involved in whatever way they can. If you would like to do something 'Downright Special' then just contact [office@downrightspecial.co.uk](mailto:office@downrightspecial.co.uk).

## Declaration

The trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's trustees



Angela Broekhuizen (Trustee)

## Appendix: Unaudited Financial Statements

**Report of the Trustees and  
Unaudited Financial Statements for the Period 22 November 2017 to 31 October 2018  
for  
The Downright Special Network (Charitable Incorporated Organisation)**

Harris Lacey and Swain  
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HU13 0DZ

**The Downright Special Network**  
**Contents of the Financial Statements**  
**for the Period 22 November 2017 to 31 October 2018**

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**The Downright Special Network**  
**Report of the Trustees**  
**for the Period 22 November 2017 to 31 October 2018**

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The trustees present their report with the financial statements of the charity for the period 22 November 2017 to 31 October 2018. The trustees have adopted the provisions of 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 Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Public benefit**

The charity trustees have complied with their duty to have regard to public benefit published by the Commission in exercising their power of duties.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

For a full review of the Charity's reporting year including its objectives and aims and plans for the future please see the Charity report to which these accounts are attached.

## **FINANCIAL REVIEW**

### **Reserves policy**

The charity's policy is to hold nine months of running costs in reserves. The reserves policy is reviewed annually and is available on request.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document as a Charitable Incorporated Organisation (foundation model). The objects of the charity and the day to day running of the charity were unchanged when the conversion to a CIO took place.

### **Recruitment and appointment of new trustees**

Trustees are appointed by existing trustees.

### **Organisational structure**

For a full explanation of the organisational structure see the Charity's report.

Day to day responsibility has been delegated by the trustees to the Charity Manager Gillian Bowlas.

### **Policies and Procedures**

The following policies and procedures were written or reviewed and updated: safeguarding policy and procedures, reserves policy, financial checklist (from the charity commission), risk register, strategy, fundraising strategy, complaints procedure, GDPR policy, Static Collection Tins policy.

### **Induction and training of new trustees**

Trustees are required to familiarise themselves with the charity's governing document, safeguarding policy and employee handbook. The handbook covers a range of policies applicable to trustees or employees including confidentiality, data protection, health and safety, expenses and use of charity telephones and IT. All trustees were issued with Charity Commission's 'The Essential Trustee'. New trustees are also given the latest annual report and statement of accounts.

Nine Trustee meetings were held during this reporting period and all meetings were quorate. Minutes are available for all meetings on request.

### **Related parties**

The Charity is affiliated to the Down's Syndrome Association, a national organisation.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1175863

**The Downright Special Network**  
**Report of the Trustees**  
**for the Period 22 November 2017 to 31 October 2018**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Principal address**

Bodmin Road Church Office  
Padstow Close  
Hull  
HU7 4HE

**Trustees**

A Broekhuizen	- appointed 22.11.17
L Gray	- appointed 22.11.17
K Wood	- appointed 5.2.18
G Beresford	- appointed 22.11.17
L Mills	- appointed 4.12.17
J A Ross	- appointed 10.9.18
V Winterton	- appointed 22.11.17
	- resigned 12.6.18
K Delaney	- appointed 22.11.17
	- resigned 18.6.18

Angela Broekhuizen was appointed Chairman of the original charity in January 2017 and remains as Chairman of the CIO for a term of three years from that date.

**Independent examiner**

Harris Lacey and Swain  
Suite 1  
The Riverside Building  
Hessle  
East Yorkshire  
HU13 0DZ

**Solicitors**

Gosschalks  
Queens Gardens  
Dock Street  
Hull  
East Yorkshire  
HU1 3DZ

**Bank**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**COMMENCEMENT OF ACTIVITIES**

The Downright Special Charity (registration number 1128178) converted to a Charitable Incorporated Organisation on 22 November 2017 and all the funds were transferred from the charity to the CIO.

Approved by order of the board of trustees on 11 February 2019 and signed on its behalf by:

A Broekhuizen - Trustee

**Independent Examiner's Report to the Trustees of  
The Downright Special Network**

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**Independent examiner's report to the trustees of The Downright Special Network**

I report to the charity trustees on my examination of the accounts of the The Downright Special Network (the Trust) for the period ended 22 November 2017 to 31 October 2018.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Richard D Lacey  
ICAEW(England and Wales)  
Harris Lacey and Swain  
Suite 1  
The Riverside Building  
Hessle  
East Yorkshire  
HU13 0DZ

Date: 21 February 2019

## The Downright Special Network

### Statement of Financial Activities for the Period 22 November 2017 to 31 October 2018

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		Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes			
Funds transferred from Charity		56,518	16,035	72,553
Donations and legacies		10,964	-	10,964
<b>Charitable activities</b>				
Charitable		50,812	19,950	70,762
Investment income	2	<u>178</u>	<u>-</u>	<u>178</u>
<b>Total</b>		118,472	35,985	154,457
<b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Charitable		<u>47,216</u>	<u>34,738</u>	<u>81,954</u>
<b>NET INCOME</b>		<u>71,256</u>	<u>1,247</u>	<u>72,503</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>71,256</u></u>	<u><u>1,247</u></u>	<u><u>72,503</u></u>

The notes form part of these financial statements

## The Downright Special Network

### Balance Sheet At 31 October 2018

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	Notes	Unrestricted fund £	Restricted funds £	Total funds £
<b>CURRENT ASSETS</b>				
Cash at bank		<u>71,255</u>	<u>1,248</u>	<u>72,503</u>
<b>NET CURRENT ASSETS</b>		<u>71,255</u>	<u>1,248</u>	<u>72,503</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>71,255</u>	<u>1,248</u>	<u>72,503</u>
<b>NET ASSETS</b>		<u>71,255</u>	<u>1,248</u>	<u>72,503</u>
<b>FUNDS</b>	5			
Unrestricted funds				71,255
Restricted funds				<u>1,248</u>
<b>TOTAL FUNDS</b>				<u>72,503</u>

The financial statements were approved by the Board of Trustees on 11 February 2019 and were signed on its behalf by:

A Broekhuizen -Trustee

The notes form part of these financial statements

**The Downright Special Network**  
**Notes to the Financial Statements**  
**for the Period 22 November 2017 to 31 October 2018**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. INVESTMENT INCOME**

Deposit account interest	£ <u>178</u>
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**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 October 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 31 October 2018.

**4. STAFF COSTS**

The average monthly number of employees during the period was as follows:

5

No employees received emoluments in excess of £60,000.

**The Downright Special Network**

**Notes to the Financial Statements - continued  
for the Period 22 November 2017 to 31 October 2018**

**5. MOVEMENT IN FUNDS**

	Net movement in funds £	At 31.10.18 £
<b>Unrestricted funds</b>		
General fund	71,255	71,255
<b>Restricted funds</b>		
BLF Awards for All	1,248	1,248
	72,503	72,503
<b>TOTAL FUNDS</b>	<b>72,503</b>	<b>72,503</b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	118,472	(47,217)	71,255
<b>Restricted funds</b>			
Tudor Trust	12,367	(12,367)	-
Help for Health	838	(838)	-
Persimmon	511	(511)	-
Arco	696	(696)	-
Comic Relief	840	(840)	-
Morrisons	7,784	(7,784)	-
Hull Aid in Sickness	1,000	(1,000)	-
TK Maxx	2,000	(2,000)	-
BLF Awards for All	9,949	(8,701)	1,248
	35,985	(34,737)	1,248
<b>TOTAL FUNDS</b>	<b>154,457</b>	<b>(81,954)</b>	<b>72,503</b>

**6. RELATED PARTY DISCLOSURES**

There were no related party transactions for the period ended 31 October 2018.

**The Downright Special Network**  
**Detailed Statement of Financial Activities**  
**for the Period 22 November 2017 to 31 October 2018**

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**INCOME AND ENDOWMENTS**

**Donations and legacies**

Donations	10,964
Funds transferred from Charity	<u>72,553</u>

83,517

**Investment income**

Deposit account interest	178
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**Charitable activities**

Fundraising Events	27,286
Miscellaneous income	38
Printer rental income	1,363
Training income	3,125
Grants	<u>38,950</u>

70,762

**Total incoming resources**

154,457

**EXPENDITURE**

**Charitable activities**

Wages	49,808
Building rental	12,380
Insurance	668
Telephone	224
Printing and office supplies	2,705
Specialist resources	555
Social and Fundraising events	6,233
Marketing	1,048
Training and Education	3,464
Travel expenses	2,111
Miscellaneous expenses	1,099
Website and computer expenses	1,010
Ebay Shop expenses	<u>122</u>

81,427

**Support costs**

**Governance costs**

Accountancy and legal fees	<u>527</u>
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**Total resources expended**

81,954

**Net income**

72,503

This page does not form part of the statutory financial statements

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This page does not form part of the statutory financial statements

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