

# The Downright Special Network

## Annual Report and Accounts

### 1<sup>st</sup> November 2018 - 31<sup>st</sup> October 2019



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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.

This year we have focused on two key strands of our five-year strategy:

- The implementation of the Down Syndrome Care Pathway working in partnership with our NHS colleagues at the Hull Clinical Commissioning Group.
- Developing our strategy to help young people achieve their full potential, holding a workshop “Building a Brighter Future – Together” and establishing a working party to understand what services and opportunities are available.

Several new families have joined 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 adults) 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 for parents and professionals, offered by our charity manager and her team.

I'm delighted to welcome two new trustees and would also like to thank our Parent Trustee Lee Mills for his contribution.

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. In particular, I would also like to acknowledge the work undertaken by our Community Fundraising Champion, Louise, who has developed this new role for the charity over the past 12 months.

A great deal of work also goes on behind the scenes within the charity by our Administrator, who runs the office and volunteers who offer support, allowing our teaching staff to focus on the children they work with.

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!

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 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		Lizann Lowson Appointed October 2019
	Gavin Beresford Appointed May 2017		Katy Stevens Appointed February 2018
	Jamie Lewis Appointed September 2019		Jenny Ross Appointed September 2018

### Our Staff

In 2019, we had six 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. Sarah Hyde joined us in April 2019 to take on the role of Charity Coordinator. Louise Smith moved into the newly created role of Community Fundraising Champion. Lauren Lawler joined us in September 2019 as Volunteer Baby Group Lead and New Parent Contact.

The team includes:

	Dr Gillian Bowlas Charity Manager		Louise Smith Community Fundraising Champion
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	Sarah Hyde Charity Coordinator		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
	Lauren Lawler Volunteer Baby Group Leader		

## Our Volunteers



**Jess Ross,**  
**Friday Group Volunteer**

In order to keep our costs as low as possible, the Charity uses many volunteers, including several 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, Erin Findlay, Paul Herrieven, Lauren Lawler, Jill Newton, Victoria Ross, Lauren Smith, Louise Smith, Roger Vine, Becky Constable, Clare Mooney, Emily Barnett, Jessica Ross and Tone Broomfield and all the volunteers who helped at our Easter egg hunt, Christmas party and fun run.

## 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 five years old. We currently have around 20 children who regularly attend Friday mornings 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 which 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 which is reviewed annually to ensure the latest teaching methods are

used. This year, we have written-up that curriculum to help to track progress and record milestones for each child. This will also help us when the time comes for the children to move up a group.

*“My children learned a lot of signing and following the ‘see and learn’ program really helps. They have had the opportunity to be around other children in a semi-structured group from a very young age, which helped them develop their social skills.” 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 do 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, an aspect which is 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 which is so often

needed. The Friday group is striking visual evidence that there is no "type" of parent who 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 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. Regular 'baby clinics', run by Sonia Camp from the Hull Health Visiting Team, have continued this year. 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, avoiding 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.

### Downright Special Education Outreach Work with Schools



Downright Special Education aims to support effective inclusion in mainstream schools. Our three part-time members of staff provide support to children in mainstream nurseries, pre-schools and schools. The increase in support to mainstream secondary schools is new this year, as more of our children choose to continue their education this way. The number of schools and nurseries receiving direct support from us is around 45, including five secondaries. 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 we support when they begin their formal education.

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

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 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.

Katie Bewell is our Specialist Teacher, mostly working with children in Key Stage 1. 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. Many Teaching Assistants (TAs) are now using it in the classroom and we are seeing our years of work on the use of colourful semantics paying off, with our children making significant progress in this area of development. There continues to be great success with phonological awareness training, using multiphonics bricks with matching boards, which really help children blend and segment ‘CVC’ words.

Dr Nicola O’Riordan is our Key Stage 2 Advisory Teacher. Nicola has been instrumental in providing outreach support to our KS2 children and supporting the children, staff and parents in the transition to secondary school. In the last year, Nicola has also further developed our INSET training offer for schools, writing and delivering a suite of new courses to suit the requests from schools.



Very importantly, we continue to offer small-group sessions at our Downright Special Friday group for school-age children and their TAs to the end of Key Stage 1. This year, we had 12 children attending these afternoon sessions in three 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 they can see a demonstration of how to practically apply the specific teaching techniques which ensure our children’s learning is maximised. They are given resources 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 into KS2. Led by our KS2 advisor Nicola O’Riordan, this group focuses on developing comprehension skills.

## 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. These events 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 eight to sixteen. This year, we held a mocktail-making party, rock climbing, a movie night and a drama workshop. Each event has been attended by between eight and 10 children, and it has been really good to see some new faces joining us.

We also held a number of events for the whole family:

- 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 Densholme Care Farm
- A swimming party
- Jeddy Bear's comedy show
- Halloween dance party



We continued to visit families new to parenting a baby with Down syndrome to offer support and information and this year welcomed four new children to our special family. Through the hospital and health visiting teams, families are usually put in contact with us 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. For a new parent, there is nothing better 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. Following training last year, we have been able to help several families with their applications for claiming Disability Living Allowance (DLA).

## Supporting Young People – Building a Brighter Future Project

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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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We have been thinking about our long term strategy and how we need to evolve to meet the needs of our young people as they leave school and transition to further education, work experience, training or employment. We formally began our 'Building a Brighter Future' project in July this year. With support from the Smile Foundation, we invited representatives from the Down Syndrome Association, local councils, the Humber LEP, DWP, local colleges, training providers and day-care providers to a workshop. This included looking at the options available to people with learning disabilities post-school, share experiences across Hull and the East Riding and start to look to the future by connecting services, building opportunities and developing a coalition, which can create collaborative positive actions to improve the employment opportunities for young people in our area.

Having gathered feedback from the workshop on the gaps in services and areas which are working well, a small working party was put together to move things forward. The next steps are to gather feedback from parents and carers on their experiences, needs and wants, and to work strategically with local councils, Learning Disability Partnership boards and other groups who are also looking at this issue. The aim is to have a clear view of the future role of Downright Special in supporting this transition by summer 2020.

## Advocacy

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*Our priorities during the year were to work collaboratively with our NHS partners to review and communicate 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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### Awareness Week



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.

For Awareness Week this year, we actively encouraged people to hold coffee mornings and bake sales, and take part in the 'Lots of Socks' campaign. This was hugely successful, with lots of people taking part and raising awareness, as well as organising some great fundraising. We also gave free talks at assemblies at several schools across the region.

We had a successful social media campaign throughout the week, along the theme of #LeaveNoOneBehind, showing videos and photographs of our children taking part in everyday activities, and showing how they are included. With each post reaching up to 2,800 people, this was a great way of raising awareness.

### Down Syndrome Care Pathway



We have continued to work with the NHS Hull Clinical Commissioning Group (CCG), other parents and professionals to review and communicate 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. This year's focus has been on making updates to the pathway as services change and gaps are identified, and, very importantly, communicating to parents and professionals that the pathway exists. We attended the 'Differently Able' conference in February with our stand,

promoting the charity and the care pathway. We also attend the East Riding GP's 'Protected Time For Learning' Event and our stand was visited by several GPs and Practice Managers. Next year, the focus will be on how we influence the uptake of the care pathway by strategically engaging at the highest levels of local NHS and commissioning bodies. We also started a project to recruit a Specialist Nurse for Down syndrome, whose role will be partly clinical and partly research, looking at evaluating the impact of the care pathway. An early success has been getting the agreement from the CEO of City Health Care Partnership (CHCP) to host the post, but there is lots of work to do in the coming year to find the funding required.

## New Parent Packs

Our new parent packs continue to be available on the maternity and neonatal wards. Midwives can give these packs out to parents knowing they are receiving 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. Following our 2018 consultation with parents, the packs have undergone an update with new versions distributed to the hospital and local health visiting teams.

## Networking

We have continued to build networks with groups nationwide, with Gillian Bowlas and Sam Findlay 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 possible to our families and running our groups as efficiently as possible.

## 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 which 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 using Numicon; Supporting Speech, Language and Communication Needs, Developing Language and Reading, Growing, Changing and Keeping Safe, Working Memory, Coordination Difficulties, Toilet Training and Promoting Positive Behaviour, with around 15 to 25 people attending each course. This year, we continued to

develop our INSET training offer and have delivered twilight training on colourful semantics, coordination difficulties, language and communication, language for thinking and behaviour.

We also delivered a seminar to St Mary's Sixth Form College Health and Social Care students and delivered a bespoke session about adults with Down syndrome for local charity and day care provider 5 Senses.

Keeping our own skills up to date continues to be vital for the charity. This year, our Chair of Trustees graduated from the Smile Foundation's Trustee Academy, while our staff attended Sensory Integration Training and autism training. Our teachers, Katie and Nicola, both completed further training from Down Syndrome Education International on the education of children with Down syndrome. Laura attended the Down Syndrome Research Forum Annual Conference to hear about the latest research in the health, development and education of people with Down syndrome. Katie completed her Level 2 Makaton course. Gillian attended training on the Mental Capacity Act. Several staff members updated their safeguarding training, with safeguarding officer Katie, completing her Threshold of Need and Level 2 safeguarding training. Louise, Sarah and Gillian also completed their first aid training.

## 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 services. Our plan in this year was to continue to have a broadly based fundraising strategy, rather than relying on one type of income. We have a fundraising strategy and set targets for grants/trusts(55%), community (40%), training (3%) regular giving (1%) and other (1%). These targets are monitored at trustee meetings. Continuing to maintain a focus on grants has reaped rewards in 2019, with successful grants received from:

BBC Children in Need	£9,834
Big Lottery Fund Awards for All	£9,342
Masonic Charitable Foundation	£5,000
Brelms Trust	£5,000
British Humane Association	£5,000
Barbara Ward Children's Foundation	£4,000
Joseph & Annie Cattle Trust	£2,500
Hull Aid in Sickness Trust	£1,500
Sir Jules Thorn	£750
Paristamen CIO	£700
Leeds Building Society Foundation	£570
Alchemy Foundation	£500
Empath UK	£300
	<hr/>
	<b>£44,996</b>

Based on her successes to date, we have once again invested £1,050 in paying for 35 hours of a bid-writer's time to help us with our grant applications and paid for a further 35 hours to cover our needs in 2019/2020.

We have continued to work hard on the community fundraising income too, aided hugely by appointing Louise Smith to the role of Community Fundraising Champion. We have had many individuals and companies who have raised funds in lots of different and exciting ways, from cake sales and sky dives 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 £6,000 during this year's week of events. This was the most we have ever raised during Awareness Week and we are very grateful to everyone who took part.



A big success for us this year was our first year as Charity Partner for Humber Bridge Half Marathon Family Fun Run, organised by the Rotary Club of Hull and the Hull and East Yorkshire (HEY) Smile Foundation. Individuals and families take part in both the half marathon and the family fun run, raising money for various causes. Records numbers took part in the fun run, including lots of our families, and £6,396 was raised for our charity. We hope to continue this success in 2020

as we enter the second year of our three-year partnership. We are looking to encourage all of our families and friends of Downright Special to take part.

This year, we were also pleased to have local café Thieving Harry's choose us as their Charity of the Year. They have helped by hosting youth club social events free of charge. South Hunsley Secondary School has also continued to raise funds for us as the chosen charity for Hercules House.

Overall, our income this year increased by 18% (from £82k to £96k), giving us confidence that we will be able fund the charity in line with our budget for 2019/2020 of £105k 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 we support for the majority of the services we offer. The only charge was a heavily subsidised rate for school staff to attend training courses, so 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 2018 and October 2019. These include:**

ABP Humber	J Marr Ltd
Armadillo Storage	John Good Shipping
Asda, Kingswood	Kate Long
Beverley Building Society	Kerry Farmery
Beverley Catholic Club	KRL
Beverley Flower Club	Louise Smith
Bilton Village Hall Baby Sale	Mr & Mrs Maggs
Boutique Milla	Mr & Mrs Pickering
Braham & Dixon	Rich Cousins
Brough WI	Roger Coates
Craig McMonies	Roger Vine
L Frazer	Rotary Club Of Hull
D3 Office Supplies	Rradar Legal
De La Pole Social Club	Sandhills Bookstall
Easington Social Club/Judy Sugden	Scientific Laboratory Supplies
Eskimo Soup	SGS Scaffolding
Gavin Beresford Consulting	Sophie Green & Mark Savage
Georgina Harrison	South Cave & Wolds Rotary Club
Gillian Bowlas	State of the Arts
Gilly & Eric Mudd	Straight Manufacturing Ltd
GKD Print	Swift Group
Goschalks	Team Rough Road
Green Hedges Day Nursery	Tesco, Hall Rd Hull
Hansford & Crocker	The One Point
Harris Lacey & Swain	The Smile Foundation
Hercules House, South Hunsley School	TKMAxx
Holiday Inn Hull Marina	Tony Broomfield
Holly's Lucky Treats	Total Warrior - Team McMonies
HSBC	Umber Creative
Hull Ladies Choir	Waitrose, Willerby
Isabel Turkington	Willerby Ltd
Irwin Mitchell	

<b>World Down Syndrome Day 'Lots of Socks', coffee morning and Awareness Week supporters:</b>	
Boynton Primary	Millie Rooks Bake Sale
Brigg Primary	Millie Rooks F&F Donations
City Healthcare Partnership CIC	Mountbatten Primary
Chiltern Primary	Nicola O'riordan
Citizens Advice	Patrington Primary
Diane Odling Bake Sale	Pearson Primary
Friends of Joey	PVP Cake Day Sharon Mills
Friends of Lexie	Rotary Club of Hull
Dorchester Primary	South Hunsley School
DRS Sock day	St Andrews Primary
ERYC Bev Depot Raffle and Bake Sale	St Marys Sixth Form
Genesis Pre-School	The Green Way Academy
Gillshill Primary	Thorpepark Academy
Hall Road Academy	Total Improvements
HMP Humber	Victory Leisure
Hornsea Nursery	West Wolds ISPHN Team
Hornsea Primary School	Wilberforce Sixth Form
Kate Long and Green Hedges Nursery Makaton Karaoke	Withernsea Primary
Kiddycare Nursery	Woodmansey Community Centre Coffee Morning
Little Acorns Nursery	Wyke Sixth Form

<b>Humber Bridge Half Marathon &amp; Fun Run Participants</b>	
Helen Rhodes	Laiton Osbourne & Family
Helen Foster	Rachel & Sam Bowlas
Dave Abbott	Jack, Grace & Sal Patrick
Tino Nielsen-Smith & Family	Jane Blades
Emily Barnett & friends	Macie -Ela Martin
Damon Bonnar & Family	Michelle Leek
Katie Bewell & Family	Friends of Angela Broekhuizen
Jennie Smith & Family	Gav Beresford & Family
Nicola O'riordan	Oscar Delaney & Kirsten
Lisa Bloomer & Family	Teesdale Family

Thanks also to everyone who:

- Set up a Facebook Fundraiser for us this year
- Set up regular giving via their Payroll or via our Virgin Money Giving page
- Gave us a one-off donation via Virgin Money Giving, Paypal, or direct to the charity
- Supported us by using <https://www.easyfundraising.org.uk> for their online shopping
- Supported us by using Amazon Smile [www.smile.amazon.co.uk](http://www.smile.amazon.co.uk) to do their Amazon shopping
- Bought us resources from our Amazon Wish List <https://tinyurl.com/werwwzi>
- Everyone else who donated or supported us in any way, big or small. We couldn't do it without you

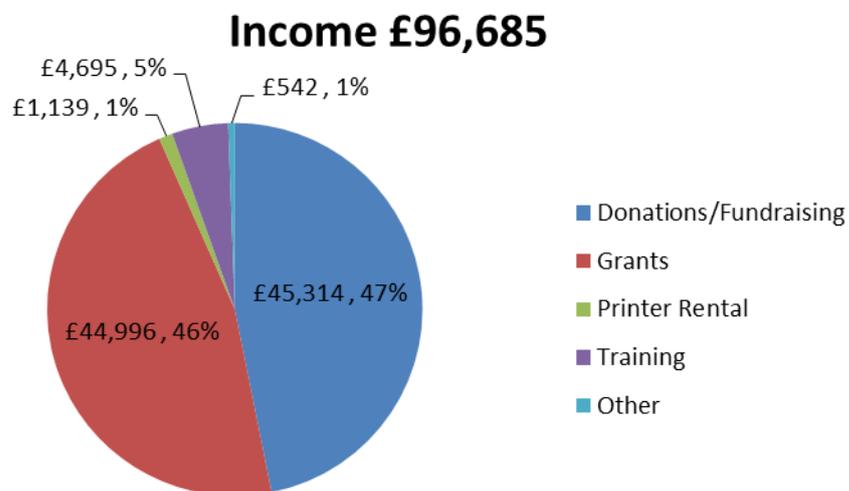
## Financial Review

### Income

Our levels of income saw an 18% increase compared to last year. This was mainly due to increases in successful grant applications (up 16%) and an increase in community fundraising (up 18%). Our income stream from training also increased 50% to £4,695.

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 this year, raising over £6,000. Our teams in the Humber Bridge Half Marathon and Family Fun Run raised over £6,000 too, including £3,000 from the Rotary Club of Hull as a result of our role as Charity Partner for the frun.

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



## Expenditure

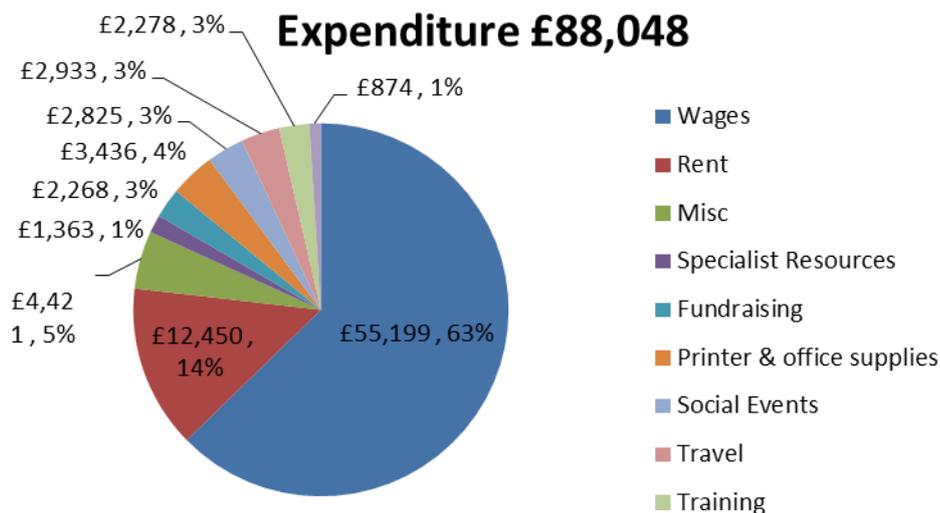
Our total costs increased by 7% this year. This was a planned increase in-line with our budget. Wages costs increased by 11%, as we recruited a new Charity Coordinator and created the role of Community Fundraiser. The increase also includes a 2% salary increase in line with national teacher's payscale increases and additional pension costs in line with the government's mandatory introduction of workplace pension schemes, and phased increase in contributions. 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.

We continue to invest in specialist resources which can be used in our education sessions or given to families and schools to support the development of the children and have been able to increase our spend in this area due to successful fundraising.

We increased the number of social events this year to ensure including events suitable for our older children and our spend in this area increased by 6%. We managed to keep our costs as low as possible due to some venues providing facilities free of charge, or at a reduced rate.

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 HEY 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 we support so 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 conclude our 'Building a Brighter Future' project, developing a clear future plan for Downright Special's role in creating/supporting opportunities for young people with Down syndrome post-16.
- 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 a communications and engagement strategy covering parent engagement and feedback, care pathway communication, website redesign and methods of communication such as newsletters.
- To continue 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, please 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

**REGISTERED CHARITY NUMBER: 1175863**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 October 2019  
for  
The Downright Special Network**

Harris Lacey and Swain  
Suite 1  
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HU13 0DZ

**The Downright Special Network**  
**Contents of the Financial Statements**  
**for the Year Ended 31 October 2019**

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## **The Downright Special Network**

### **Report of the Trustees for the Year Ended 31 October 2019**

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The trustees present their report with the financial statements of the charity for the year ended 31 October 2019. 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: children's safeguarding policy and procedures, adult safeguarding policy, health and safety policy, equal opportunities policy, reserves policy, financial checklist (from the charity commission), the governance wheel (from NCVO), 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.

Six 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.

**The Downright Special Network**  
**Report of the Trustees**  
**for the Year Ended 31 October 2019**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1175863

**Principal address**

Bodmin Road Church Office  
Padstow Close  
Hull  
HU7 4HE

**Trustees**

A Broekhuizen	
L Gray	- resigned 9.12.19
K Stevens	
G Beresford	
L Mills	- resigned 21.6.19
J A Ross	
J Lewis	- appointed 9.9.19
L Lowson	- appointed 7.10.19

**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

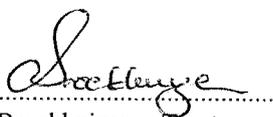
**Bank**

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 ..... *13<sup>th</sup> March 2020* ..... 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 year ended 31 October 2019.

**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').

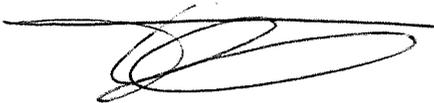
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



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

Date: 13/3/2020.....

**The Downright Special Network**  
**Statement of Financial Activities**  
**for the Year Ended 31 October 2019**

	Notes	Unrestricted fund £	Restricted funds £	Year Ended 31.10.19 Total funds £	Period 22.11.17 to 31.10.18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		16,433	1	16,434	83,517
<b>Charitable activities</b>					
Charitable		45,296	34,746	80,042	70,762
Investment income	2	209	-	209	178
<b>Total</b>		<u>61,938</u>	<u>34,747</u>	<u>96,685</u>	<u>154,457</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable		64,303	23,745	88,048	81,954
<b>NET INCOME/(EXPENDITURE)</b>		(2,365)	11,002	8,637	72,503
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		71,255	1,248	72,503	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>68,890</u></u>	<u><u>12,250</u></u>	<u><u>81,140</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 2019

	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank		68,890	12,250	81,140	72,503
<b>NET CURRENT ASSETS</b>		<u>68,890</u>	<u>12,250</u>	<u>81,140</u>	<u>72,503</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		68,890	12,250	81,140	72,503
<b>NET ASSETS</b>		<u>68,890</u>	<u>12,250</u>	<u>81,140</u>	<u>72,503</u>
<b>FUNDS</b>					
	6				
Unrestricted funds				68,890	71,255
Restricted funds				12,250	1,248
<b>TOTAL FUNDS</b>				<u>81,140</u>	<u>72,503</u>

The financial statements were approved by the Board of Trustees on 13<sup>th</sup> March 2020 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 Year Ended 31 October 2019**

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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**

	Year Ended 31.10.19	Period 22.11.17 to 31.10.18
	£	£
Deposit account interest	209	178
	<u>          </u>	<u>          </u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 October 2019 nor for the period ended 31 October 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 October 2019 nor for the period ended 31 October 2018.

The Downright Special Network

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2019

4. **STAFF COSTS**

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

	Year Ended 31.10.19	Period 22.11.17 to 31.10.18
General Staff	6	-
	<u>        </u>	<u>        </u>

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

5. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	67,482	16,035	83,517
<b>Charitable activities</b>			
Charitable	50,812	19,950	70,762
Investment income	178	-	178
<b>Total</b>	<u>118,472</u>	<u>35,985</u>	<u>154,457</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable	47,216	34,738	81,954
<b>Total</b>	<u>47,216</u>	<u>34,738</u>	<u>81,954</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>71,256</u>	<u>1,247</u>	<u>72,503</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>71,256</u>	<u>1,247</u>	<u>72,503</u>

The Downright Special Network

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2019

6. MOVEMENT IN FUNDS

	At 1.11.18 £	Net movement in funds £	At 31.10.19 £
<b>Unrestricted funds</b>			
General fund	71,255	(2,365)	68,890
<b>Restricted funds</b>			
BLF Awards for All	1,248	4,798	6,046
Brelms Trust	-	2,399	2,399
British Humane Association	-	2,480	2,480
Children In Need	-	1,228	1,228
Leeds Building Society Foundation	-	97	97
	<u>1,248</u>	<u>11,002</u>	<u>12,250</u>
<b>TOTAL FUNDS</b>	<u>72,503</u>	<u>8,637</u>	<u>81,140</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	61,938	(64,303)	(2,365)
<b>Restricted funds</b>			
BLF Awards for All	9,343	(4,545)	4,798
Brelms Trust	5,000	(2,601)	2,399
British Humane Association	5,000	(2,520)	2,480
Children In Need	9,834	(8,606)	1,228
Leeds Building Society Foundation	570	(473)	97
MCF Masonic	5,000	(5,000)	-
	<u>34,747</u>	<u>(23,745)</u>	<u>11,002</u>
<b>TOTAL FUNDS</b>	<u>96,685</u>	<u>(88,048)</u>	<u>8,637</u>

**The Downright Special Network**  
**Notes to the Financial Statements - continued**  
**for the Year Ended 31 October 2019**

**6. MOVEMENT IN FUNDS - continued**

**Comparatives for 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
<b>TOTAL FUNDS</b>	<b>72,503</b>	<b>72,503</b>

Comparative 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>

**7. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 October 2019.

**The Downright Special Network**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31 October 2019**

	Year Ended 31.10.19 £	Period 22.11.17 to 31.10.18 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	16,434	10,964
Funds transferred from Charity	-	72,553
	16,434	83,517
<b>Investment income</b>		
Deposit account interest	209	178
<b>Charitable activities</b>		
Fundraising Events	28,879	27,286
Miscellaneous income	-	38
Printer rental income	1,139	1,363
Training income	5,028	3,125
Grants	44,996	38,950
	80,042	70,762
<b>Total incoming resources</b>	96,685	154,457
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	55,199	49,808
Building rental	12,450	12,380
Insurance	668	668
Telephone	244	224
Printing and office supplies	3,436	2,705
Specialist resources	1,363	555
Social and Fundraising events	5,093	6,233
Marketing	673	1,048
Training and Education	3,153	3,464
Travel expenses	2,933	2,111
Miscellaneous expenses	980	1,099
Website and computer expenses	1,020	1,010
Ebay Shop expenses	23	122
	87,235	81,427
<b>Support costs</b>		

This page does not form part of the statutory financial statements

**The Downright Special Network**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31 October 2019**

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	Year Ended 31.10.19 £	Period 22.11.17 to 31.10.18 £
<b>Governance costs</b>		
Accountancy and legal fees	813	527
<b>Total resources expended</b>	88,048	81,954
<b>Net income</b>	<u>8,637</u>	<u>72,503</u>

This page does not form part of the statutory financial statements

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