



Trustees' Annual Report for the period

Period start date			Period end date		
From	1st	January	2019	To	31st
					December
					2019

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Michelle Bolton	Trustee	
2	Kelly Harris	Trustee	
3	Gillian Warwick-Thompson	Chair	
4	Nicole Clarke	Trustee	Appointed 26.03.2019
5	Rachel Angus	Treasurer	Appointed 18.10.2019
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Education Adviser	Anne Gullick	

Name of chief executive or names of senior staff members (Optional information)

Michelle Bolton – Manager of Little Achievers

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg, trust deed, constitution)

Constitution dated 29.1.2018

How the charity is constituted
(eg, trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg, appointed by, elected by)

Appointed by existing Trustee Board

Additional governance issues (Optional information)

The Trustees have considered the risk appetite of the charity. They have adopted a zero-risk tolerance to legal and regulatory risk. Their appetite for risk can be characterised as low reflecting the nature of the charitable organisation and their responsibilities to service users. The Trustees maintain and regularly review their risk register and take actions to reduce or eliminate risk where possible.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the CIO is the relief of children with Down Syndrome or other additional needs, particularly by providing appropriate support to their parents or guardians, so that such children may achieve their full potential.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

2019 represented the first full year of operational activity for DS Achieve having officially launched to the public on 2nd September 2018 following registration with the Charity Commission on 29th January 2018.

In order to plan and execute suitable activities which meet the charity's objectives, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit. These guidelines were discussed and used to plan three main areas of activity for 2019:

- 1) Continuation of the pre-school teaching class for children with Down Syndrome aged five years or under, called **Little Achievers**

- 2) **Training sessions** for parents and guardians of children with Down Syndrome and professionals working with children with Down Syndrome
- 3) The launch of **Young Achievers**, a monthly social skills and interaction programme for primary-aged children.

Little Achievers

Little Achievers is a weekly teaching class during term time for children, aged five years and under, with Down Syndrome. It focuses on early skills in the areas of literacy, numeracy, fine motor skills, physical development and communication. The teacher is a highly professional individual who has extensive experience in teaching and working with children and young people with Down Syndrome. Progress is monitored by the class teacher and reported at the end of the term.

The teaching class is accompanied by a wraparound 'Stay and Play' session which includes a number of focused developmental and fun play activities, as well as sing and sign sessions. Visiting professionals also join the Stay and Play at regular intervals to offer advice to parents.

From the Autumn term, DS Achieve were delighted to appoint two part time employees to support the group – a manager and a support worker.

Feedback from parents has been extremely positive with praise focusing on the highly organised nature of the class, the approachability of the staff and volunteers and the access to professionals that would otherwise prove difficult for families.

Training sessions

2019 saw the continuation of our high quality training events beginning with expert advice from a Specialist Advisory Teacher who delivered training on 'Supporting Children with Down Syndrome in an Educational Setting' and then on 'Encouraging Positive Behaviour and Social Interaction'.

Later in the year we held sessions on SEND law, delivered by IPSEA and Sensory Processing, led by an Occupational Therapist.

These courses were well attended and feedback was excellent.

Young Achievers

We were delighted to launch Young Achievers in October 2019 for primary-aged children with Down Syndrome. Young Achievers is a monthly programme of activities which are carefully designed to give children the ability to interact, develop social skills and have fun with peers.

Two sessions were run during 2019 – the first focusing on arts and crafts and the second focusing on being active.

Although the Young Achievers programme is in its infancy, feedback from the children and parents has been extremely positive.

Additional details of objectives and activities (Optional information)

The Trustees give their time voluntarily to run the charity and to support the delivery of services. In addition, the Trustees gratefully accepted voluntary support from the Board Secretary and other support from volunteers to help with the delivery of services described above.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Trustees of DS Achieve are delighted to report a number of key achievements during 2019.

- The appointment of two new Trustees.
- The employment of two part time members of staff to support Little Achievers.
- July 2019 saw the completion of the first full academic year of Little Achievers. The Little Achievers classes are now at maximum capacity with high levels of satisfaction from the families that the classes support.
- The continuation of our high quality training events.
- Engagement with our users to shape future services. These have been used to set the strategic and operational plan for 2020.
- The launch of Young Achievers in October 2019.

The Trustees of DS Achieve are extremely pleased with the achievements of the second year and the feedback from service users about the positive impact of services the charity has delivered.

Section E

Financial review

Brief statement of the charity's policy on reserves

DS Achieve aims to hold sufficient unrestricted reserves to ensure that any training courses committed to, alongside any administrative costs of the charity can be met for the following six months at any point in time.

It is expected that both the Little Achievers and Young Achievers programme will be largely funded by grant income and the delivery of the programmes will be dependent on successful grant applications. The Trustees were able to successfully secure grant funding for these programmes in 2019. Trustees will seek to secure grants in a timely

manner to mitigate the risk of Little Achievers and Young Achievers not having sufficient funds to operate on a forward looking basis.

At the year end, unrestricted reserves totalled £13,318 thanks to the generosity of our donors..

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

RECEIPTS

Income has been received via three channels: donations, event income and grants.

Donations

DS Achieve were delighted to be the recipient of a number of generous donations during 2019. Total donations received amounted to £10,070.

Event income

Income was received from attendees to both the Little Achievers classes, Young Achievers sessions and training events. All events were subsidised by DS Achieve either through unrestricted reserves or specific grant awards.

Grants

DS Achieve successfully applied for four grants (from Watford Borough Council, The Baily Thomas Charitable Fund, Local Giving and The WHSmith Community Fund) in 2019. The grant from Watford Borough Council was used to specifically fund two training events. The other three grants were all awarded to specifically fund the Young Achievers Programme. The grants were awarded for specific future periods reaching into 2020 and are all restricted funds, meaning they must be spent in accordance with each of their terms and conditions.

In addition, part of a grant awarded during 2018 was used to subsidise the Sensory Processing training event.

PAYMENTS

The majority of the expenditure of the charity fell into four areas:

Event costs

These costs relate to four training events that were delivered over five days, and include trainer costs and expenses, refreshments, printing and venue hire.

Little Achievers Classes

Costs for the Little Achievers programme for the Spring, Summer and Autumn terms relate to venue hire, the teacher, visiting therapists, staff costs and salary, resources and assets including a sensory suitcase of equipment.

Young Achievers Sessions

Costs were incurred for venue hire, the activity provider and refreshments.

Administration

£49 of insurance costs relate to contents cover for Little Achievers equipment. This payment was met through restricted reserves. All other administration costs were met through unrestricted reserves and were necessary for the effective running of the charity.

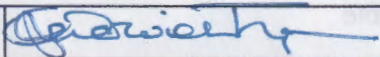

Section F

Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	GILLIAN WARWICK-THOMPSON	NICOLE CLARKE
Position (eg Secretary, Chair, etc)	CHAIR OF TRUSTEES	TRUSTEE
Date	9/3/2020	09/03/2020.



CHARITY COMMISSION
FOR ENGLAND AND WALES

DSAchieve	1176873
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Receipts and payments accounts

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For the period from	Period start date 01/01/2019	To	Period end date 31/12/2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	10,070	-	-	10,070	6,658
Event Income	3,061	-	-	3,061	1,262
Grant from Watford Borough Council	-	1,200	-	1,200	-
Grant from Baily Thomas	-	5,000	-	5,000	-
Grant from Local Giving	-	500	-	500	-
Grant from WHSmith Community Fund	-	200	-	200	-
Grant from AVIVA	-	-	-	-	5,000
Grant from Big Lottery Fund	-	-	-	-	10,000
Grant from HCF	-	-	-	-	5,000
Sub total	13,131	6,900	-	20,031	27,920
A2 Asset and investment sales					
Sub total	-	-	-	-	-
Total receipts	13,131	6,900	-	20,031	27,920
A3 Payments					
Event Costs	2,569	1,511	-	4,080	1,697
Little Achievers Classes	-	10,002	-	10,002	2,302
Young Achievers Sessions	-	332	-	332	-
Website	1,087	-	-	1,087	440
Insurance	424	49	-	473	187
Subscriptions	151	-	-	151	65
Marketing	605	-	-	605	75
Sundry Expenses	109	-	-	109	-
Sub total	4,945	11,894	-	16,839	4,766
A4 Asset and investment purchases					
Little Achievers Equipment	-	1,738	-	1,738	422
DS Achieve Banners	89	-	-	89	120
Projector Screen	115	-	-	115	-
Sub total	204	1,738	-	1,942	542
Total payments	5,149	13,632	-	18,781	5,308
Net of receipts/(payments)	7,982	- 6,732	-	1,250	22,612
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,336	17,276	-	22,612	-
Cash funds this year end	13,318	10,544	-	23,862	22,612

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	13,318	10,544	-
	Total cash funds	13,318	10,544	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Hall Hire in Advance - Little Achievers	-	536	-
	2018 Gift Aid repayment claim	686	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Little Achievers Equipment	Restricted	2,160	2,160
	Projector Screen	Unrestricted	115	115
	Event Banners	Unrestricted	209	209
	Playgroup Equipment	Unrestricted	-	-
	Projector	Unrestricted	-	-

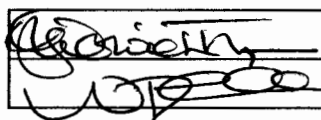
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Visiting Therapists/professionals to Little Achievers	Restricted	300	
	Venue Hire - Young Achievers	Restricted	40	
	Intervention Teacher - Young Achievers	Restricted	75	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



G. WARWICK-THOMPSON
NICOLE CLARKE

9/3/2020
9/3/2020