



providing support
for children with
down syndrome
and their families

www.psds.info

registered charity number 1123079

PSDS Annual Report and Accounts Registered Charity Number 1123079

Financial Year: 1 January 2018 to 31 December 2018

Trustees:

Mrs V Brackett (Chair)
Mrs S Corbett (Secretary)
Mr P Brackett (Treasurer)
Mr T Hodgson (resigned 1 July 2018)
Dr J Fitzgerald
Mrs H Shiers

Bankers:

Santander plc
NatWest

Independent Review:

David R Ralph
Independent Examiner
HMR&C MLR 12338775

Correspondence address:

The Vikings
Farley Common
Westerham
Kent TN16 1UB

Introduction

2018 was another exciting year for PSDS. We constantly evolve and develop our strategy to meet the needs of our member families. The demand for our services highlights the absence of local authority funding to support children with Down syndrome and given the importance (and success) of early intervention our support remains crucial.

We have a well-established strategy in relation to the first two stages of our four stage life journey. The babies and early years are supported by our digbies pre-school and our children in primary school at KS1 and 2 are supported by our school support service, teacher training and also a first step into outside activities such as drama with their peers who also have Down syndrome. In 2018 we built upon the foundations set in 2017 for the third life stage, namely KS3, teenage and impending adulthood. The focus of our strategy in this area is to encourage independence, integration into our communities and developing friendships and outside interests.

High 5 - our activity group for children aged 10 and over - continued with great engagement from the membership. 5 Club, our youth communication group also continued to thrive and we saw new members join who wish to access these services. For the first time therefore, PSDS is welcoming older members rather than just the newborns and babies.

Our membership continued to grow and went beyond 80 for the first time. The catchment area for the charity continues to expand reaching from South London down to the South coast, out towards Dorking and Kent in the East. People appear happy to travel to access our services.

The increased membership and growing services means of course the need for further funding and in 2018 our funding requirement rose to approximately £75,000. Membership fees continue to contribute just under 20% of that funding number and the charity also runs its own events to add to the funds. We remain reliant however on funders and the support of local trusts, Rotaries, Roundtables and businesses. We are grateful to all of our supporters.

We are also grateful to our member families. 2018 again saw a high proportion of our families and friends engaging in various fund raising activities for PSDS. Without that level of commitment and support, we would not be able to offer the services we do.

Our charitable objectives remain to support children and young people with Down syndrome and their families. Our aim being to ensure that the children and young people receive the very best of input from an early age with that support continuing at each stage of their life and development. Our experience has been that with this early intervention, our children do very well and whilst all reach different goals at different times each success is celebrated. Our professional team that work with the charity are vital in ensuring this ongoing support. We have a growing speech and language team, an occupational therapy team, educational experts, an educational psychologist adviser, a teacher who specialises in supporting children with Down syndrome, drama teachers as well as a number of volunteers who help us to achieve our goals. We are grateful to them all.

We continue to seek to enforce messages with the medical profession about the way in which the news of a diagnosis of Down syndrome is communicated to the parents. Our aim is to ensure that the correct information is provided. This year we have continued to be engaged as a charity with our local hospitals.

Our services include:

- A pre-school offering incorporating a number of specialist services including OT, SALT, play therapy, music therapy and teaching;
- A specialist advisory service for mainstream schools supporting children with Down syndrome;
- After school clubs for the children;
- Support services such as OT and SALT where state provision is considered to be inadequate;
- Training for professionals and for our parents;
- Fun days out;
- Resources and libraries;
- Monthly support meetings;
- High 5 social group for children aged 10 to 15
- 5 Club – a communication group focused on improving speech and language skills
- Coffee mornings for new parents

All of those services support our charitable objectives set out in our constitution dated 2 February 2008.

We are proud of what we have achieved and continue to achieve and have high hopes for the future.

Vicky Brackett
Chair

Governance

The trustees execute their duties within the terms of the charity's governing constitution ('Constitution'), adopted under association. The Constitution was approved on 2nd February 2008.

Appointment of trustees

The process for selecting trustees is detailed in section 17 of the Constitution, which has been reproduced below:

- (1) *The Charity in general meeting shall elect the Officers and the other Trustees.*
- (2) *The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as officers.*
- (3) *Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.*
- (4) *No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:*
 - (a) *is signed by a member entitled to vote at the meeting;*
 - (b) *states the member's intention to propose the appointment of a person as a Trustee or as an officer;*
 - (c) *is signed by the person who is to be proposed to show his or her willingness to be appointed.*
- (5)
 - (a) *The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.*
 - (b) *The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.*

The trustees delegate the implementation of certain activities to sub committees and advisers to those sub committees.

The objects of PSDS

The Charity's objects (the Objects) as detailed in the Constitution are to provide support for children with Down Syndrome and their families. In particular, to help young people living in East Surrey and the surrounding area by providing support, advice and assistance and organising structured programmes for physical, educational and emotional development in order to:

- a. *advance in life and help young children by developing their skills, capacities and capabilities to enable them to participate in society as independent individuals*

- b. advance education
- c. provide leisure time activity for young people who have a need because they were born with Down Syndrome with a view to improving the life of these people
- d. provide a support network for the young people and their families

The Trustees are aware of the Charity Commission Guidance on Public Benefit, and that the above list being available for all people with Downs Syndrome meets that guidance.

Our Services

Digbies

Our pre-school development group continues to thrive. In 2018 we took the decision to expand it to three groups per week due to high demand. Our Monday group looks after children from 1-2 years; our Thursday group looks after children from 2-3 and the Friday group looks after the pre-schoolers.

We currently have 25 children attending digbies. Digbies is one of our most expensive services, with the cost due to the number of professionals we involved in the support of the children because we are committed as a charity to early intervention.

The digbies team now comprises 15 members of staff, 3 of whom are volunteers. The staff works very hard not only in the sessions but working with the trustees to plan sessions, work out numbers, children's targets and supporting parents generally.

Thank you to the staff for all that they do.

5Club

Launched in January 2018 for young people who have Down syndrome and are attending secondary school. 5Club takes place fortnightly on a Monday evening (5pm - 6.15pm) and membership of the club grew to 13 during the year.

The club is led by a qualified and highly experienced Speech and Language Therapist who has extensive knowledge of working with young people who have Down syndrome. In the second half of the year, 5Club was joined by a Speech and Language Therapy Assistant and a volunteer (teenager who doesn't have Down syndrome). This ratio of support works well with the number of young people attending 5Club.

In addition to working on speech clarity and language skills, 5Club is a forum where our young people who have Down syndrome can build confidence and develop important social skills including identity, socialising, friendships and relationships. Key communication skills such as listening, turn taking, negotiation, compromise and assertion are also core elements of 5Club.

After running 5Club successfully as a pilot scheme Jan - July 2018, we applied for and received a grant from The Wisley Foundation to fund 5Club for September 2018 - July 2019.

The cost of running 5Club is approximately £4,500 per year.

High5

This is a monthly youth club for children and young people who have Down syndrome and are aged 10 upwards.

In 2018, membership of High5 grew to 18 young people with an age range of 10 - 15 years.

High5 meets monthly, usually the last Sunday, to participate in a variety of activities where friendships and key social skills can be developed in a fun, stimulating environment.

High5 activities in 2018 included: art workshops, pizza making, multi-sports, boogie bounce mini trampoline session, photography workshop, football skills, rock band, circus skills, golf games and a Christmas meal out.

We have seen our young people really flourish and enjoy the High5 activities - with new friendships forming and confidence really growing. Feedback from the young people and their parents has been very positive and suggestions from participants for High5 activities are welcomed and encouraged.

High5 is currently run by a parent volunteer and supported by other parents as needed. Our aim is to move this to an arrangement where all parents drop off and leave their young person with High5 supervisors in the future.

The costs of the sessions vary depending on the activity (from £5 - £15 per session) and are funded by parents.

Drama

Our weekly after-school drama club continued to thrive in 2018, with two groups running on a Wednesday afternoon during term time.

Children with Down syndrome are invited to join the drama club when they reach Year 1 in school. During 2018 the number of new starters meant restructuring the groups, so there are now 6 children in the younger group and 13 in the older group.

The two groups are run by Vicky, our fabulous dance and drama teacher, and assisted by a teenager volunteer, Felicity. Owing to the growth in numbers, and the size of the older group in particular, we also recruited a drama assistant who joined the groups in September 2018.

Each term parents are treated to a drama performance or showcase of what their young person has been working on during their weekly sessions. A performance of Hairspray, featuring all drama attendees from both groups, was a particular highlight at the end of the December term.

School Support

School Support service

We continued to provide our School Support service in 2018 with 37 schools across Surrey and Sussex that could potentially benefit from the scheme. In Surrey Schools we continued to fund advice and support directly into each school to the value of £500 per child. This support was again delivered by our Advisory Support Teacher, Anne Bouet. We do not currently offer this

service into Sussex as Sussex schools can access support via the Local Authority. This is always subject to change and review.

In addition to funding Anne Bouet's expertise into Surrey schools, both Sussex and Surrey schools are invited to Network Training events and half day training events. The networks continue to be valuable as school staff can come together and celebrate success, iron out any issues and share best practise. We ran three after schools networks in 2018 in February, May and October covering Homework, Numbers and Differentiation. In January we ran a half day training event on Transition and in July we delivered two full training days aimed at new school staff. The new staff training is invaluable as quite often schools we not have taught a child with Down syndrome before so we offer back to basics training on learning profile. This is immensely helpful not only to new school starters but also for those staff who have not taught our children as they move up a school year. We offered a further half days training in November on Developing Independence.

All schools do not access the scheme - we ask parents promoting the scheme to schools but email all schools with details and invites to events.

We would like to once again thank Anne Bouet for her dedication and passion in supporting schools and thus helping our children with Down syndrome in mainstream education.

Drama

Our weekly after-school drama club (term-time) continued to flourish in 2018, with 6 children in the younger group and 8 children in the older group. A special performance or watching week was enjoyed by parents at the end of each term and for the first time all the children attending the Drama club performed together in December in their production of Annie.

Thank you to our drama teacher Victoria.

Family Support

Our Saturday morning meetings continued in 2018. We have had a number of new families come along to get a feel for the charity; understand what we are about and often meet for the first time other children with Down syndrome. Many have commented on the supportive and inclusive environment.

We continued with our new mums and babies coffee mornings and these remain successful.

Fun and Outings

Our Fishers Farm Day and Christmas party were once again firm fixtures in the PSDS diary. Both are attended by nearly all members and embody what our charity is about – families, coping with different circumstances coming together to have some fun, share experiences and feel supported.

PSDS Finances and policy on reserves

Over the course of the year, we had a number of fund-raising events and incredible fund raising by our members and their families. As a charity we also continue to maintain our relationships with the local Rotaries and Roundtables. We raise our money in a number of different ways and are grateful to each and every one of our supporters.

The opening and closing balances for the accounts over the course of the year were £116,846 and £144,365 respectively, showing a net change of £27,519, the difference between the income and expenditure shown below being the £5,000 loan repayment for the year.

The key items to highlight for the year are:

Income (£)

Donations	57,782
Fundraising (including GiftAid)	23,768
Membership fees	14,331
Education fees	1,650
Bank interest	<u>35</u>
	97,566

Expenditure (£)

Governance	3,565
Cost of fund-raising	2,267
Cost of services provided	67,895
Cost of events	<u>1,319</u>
	75,047

As a charity we remain well funded with a surplus in the bank account. It should be noted that in 2013/14 the charity loaned £25,000 to Lloyd Hall to help fund its rebuild. That loan is repayable over 5 years in £5000 instalments. That investment remains a valuable one; not only because it forges strong links with the community but because it also enabled us to negotiated up front rent arrangements fixed at a very low cost for the next 5 years. It is the trustees' reserve policy to maintain a bank balance at least equivalent to one full year's operating expenses as a reserve.

The detailed finances for the year are on page 12 of this report (The numbers are a required part of the Annual Report & Accounts).

Looking Forward

Very positively we continue to receive enquiries from potential members. From a financial point of view that means increasing costs because our services are so bespoke and offered on a per child basis. Added to that we are actively considering additional activities for our children as they get older and enter secondary education. The charity is expanding and growing and constantly adapting to our families' needs. That requires investment, support and strong fund raising.

Notwithstanding the increasing costs and in the light of the reserves held the Trustees consider that they are in a strong position going forward and the charity can be considered a going concern.

The trustees are committed to a strategy of continuing to help our children throughout their lives. The increasing membership; the increasing complexity of the offering and the ambition to do even more has led to the decision to create our own centre of excellence. A purpose built accommodation which can not only provide the right environment for pre-school children, learning and training but also will be a centre where our young adults can meet to learn life skills; to socialise and to become important members of the community – inviting our communities in to experience the richness of life our children and young adults can offer.

It is our vision to create that centre of excellence focused upon ensuring that children and young people with Down syndrome achieve their full potential.

THANK YOU FOR YOUR SUPPORT.

Trustees Responsibility in Relation to the Financial Statements

Charity Law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Acts 1993 and 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 10th June 2019 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Peter Brackett', with a long horizontal flourish extending to the right.

Peter Brackett, Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

PSDS

**On accounts for the year
ended**

31st December 2018

**Charity no
(if any)**

1123079

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 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 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

D R Ralph

Date:

12th June 2019

Name:

David R Ralph

**Relevant professional
qualification(s) or body :**

FCIE

Address:

50 Southwood Road, Rusthall, TUNBRIDGE WELLS, Kent. TN4 8SP



CHARITY COMMISSION FOR ENGLAND AND WALES

1123079

CC16a

from

01/01/2018

To

31/12/2018

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	57,782	-	-	57,782	27,615
General fundraising	2,624	-	-	2,624	2,466
Easyfundraising	712	-	-	712	838
Just Giving and Gift Aid	20,355	-	-	20,355	10,933
Giving.com	77	-	-	77	106
Membership fees	14,331	-	-	14,331	12,600
Education fees	1,650	-	-	1,650	2,348
Miscellaneous	-	-	-	-	-
Loan repayment	5,000	-	-	5,000	5,000
Bank interest	35	-	-	35	-
	-	-	-	-	-
Sub total (Gross income for AR)	102,566	-	-	102,566	61,798
A2 Asset and investment sales, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,566	-	-	102,566	61,798
A3 Payments					
Administration	3,331	-	-	3,331	1,901
Entertainment - Christmas party	88	-	-	88	833
Fundraising - Fun Day	1,595	-	-	1,595	848
Fishers Farm Day Out	1,269	-	-	1,269	1,235
Halls	541	-	-	541	-
Fund Raising Quiz Night	672	-	-	672	678
Food and drink	247	-	-	247	290
Hall hire	1,731	-	-	1,731	969
Speech and Language therapy	20,136	-	-	20,136	18,435
Occupational therapy	21,955	-	-	21,955	23,387
Teaching assistants	2,344	-	-	2,344	1,819
Teaching specialists	6,356	-	-	6,356	4,193
Specialist School Support	9,485	-	-	9,485	5,833
Drama tuition	4,065	-	-	4,065	4,050
Just Giving fees	234	-	-	234	428
Training	1,036	-	-	1,036	2,149
	-	-	-	-	-
Sub total	75,647	-	-	75,647	67,948
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	75,647	-	-	75,647	67,948
Net of receipts/(payments)	27,519	-	-	27,519	5,250
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year and	121,845	-	-	121,845	127,095
Cash funds this year end	149,364	-	-	149,364	121,845

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	Current Account	104,326	-	-
	Deposit Account	40,038	-	-
	Loyd Hall Loan Account	5,000	-	-
	Total cash funds	149,364	-	-

(agree balances with receipts and payments account(s))

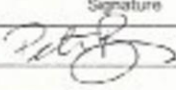
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	PETER BRACNETT	10/6/19