



Down Syndrome Training & Support Service Ltd

Registered Charity No.1130994
Company Number 6915555



ANNUAL REPORT 1st JUNE 2013 TO

31st MAY 2014



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LOTTERY FUNDED

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ANOTHER FANTASTIC YEAR

Throughout the last financial year our charity has continued to grow supporting more families, delivering more training sessions and employing 9 staff, two of whom happen to have Down syndrome. The second year of our lease in Bingley has gone smoothly and following repairs to the roof and building we launched our youth club in February 2014. The building is still in need of further repairs before the winter months but we feel that it meets the needs of our charity very well.



FUNDING 2013 TO 2014

A total of £75272 from Big Lottery Fund,
£19244 from your donations, fees and activities,
£57917 from grants, and
£25646 from training brings our funding for the last financial year to approximately £180000. Over



LOTTERY FUNDED

the next few pages we detail this expenditure and report on how we are progressing with the training and support services we continue to offer.

YOUR FANTASTIC FUNDRAISING EFFORTS

Throughout the year people have nominated us, taken part in sponsored events, held various sales and other special events, all of which are detailed below. Well done to everybody for their hard work and commitment to raising funds for, and awareness of, our Charity and Down syndrome.

IN MEMORY OF DYLAN

In May 2013 family and friends of Claire and John Greensmith and the P.A.T. dogs joined us for our sponsored walk around Ilkley Park.

In June Asda Shipley held a bag pack plus fun day with bouncy castle, Barbecue and many other fun stalls.

A big thank you to all of our families, who took part especially Dylan's family and friends for their fundraising efforts.

A total of £1120 was raised.



WISH CLUB



Wish CLUB FUNDING

We received a number of grants to help us get the youth club up and running. They totalled a fantastic £12852.77. Funding paid for repairs to the roof and windows, equipment and salaries for two youth workers.

A big thank you to:

Bronte Rotary Club Of Bradford £800,

Screwfix, £500,

Johanne Walters, £100

CNet, £3452.77

Skipton Building Society, £2000

Lord Mayors Appeal £1000

Truemark Trust £3000

Co-operative Community Fund, £2000

FUNDING FOR FAMILY SATURDAY SESSIONS

Greggs gave us £740 to fund the family Saturday sessions for twelve months.



GOING OUT CLUB FUNDING

Greggs also gave us £600 to fund the going out club for twelve months.



FUNDING FOR DANCE

Esh Communities awarded us £1000 towards our dance lessons which are held at Nabwood Sports Centre on a Monday night by Karen Bartholomew

FUNDING FOR FAMILY SWIM SESSION

We have received £2000 from The Brelms Trust for the family swim sessions, and will also receive another £1000 in 2015.



FUNDING FOR SUMMER TRIPS 2013

Bradford & Community Trust gave us £4000 towards our summer trips. We went to Bridlington, Ponderosa, Yorkshire Wildlife Park, Harewood House, Temple Newsam and the Cinema .

FUNDING FOR EARLY DEVELOPMENT GROUP RESOURCES



ASPIRE-I

Aspire-i awarded us £750.00 towards the costs of the Early Development and Education Groups. This paid for the paper, laminating pouches and ink for the resources.

YORKSHIRE BUILDING SOCIETY VOTES

During February voting took place at the Yorkshire Building Society in Bingley, we came third and received a cheque for £200 towards our Early Development Group resource costs. Many thanks to everyone who voted for us and to the Yorkshire Building Society for their support and kindness during the voting weeks.



FUNDING FOR OFFICE COMPUTERS

We received funding from The Liz & Terry Bramall Foundation £1000 and Boshier Hinton £1275 to purchase a new desktop computer and two laptops.



FUNDING FOR IPADS

Leathersellers gave us £2000 to purchase 5 Ipads to keep in our library to loan out to families. The funding has also been enough to purchase many Apps.

FUNDING FOR NEW PARENT PACKS

We received £175.50 from Sir Jules Thorn and £175.50 from Charles & Elsie Sykes towards our New Parent Packs.

FUNDING FOR DOWN SYNDROME LEARNING SUPPORT PACKS

We received £3894 from Santander, (finished July 2013), £4000 from the Sobell Foundation and £424.50 from Sir Jules Thorn towards our Down Syndrome Learning Support packs.

WORLD DOWN SYNDROME DAY 2014 FUNDRAISERS

We held our World Down Syndrome Day Celebration at Cedar Court Hotel on Saturday 22 March, and received a fantastic £6308 towards the event from:

Aiming High £1598

Bingley St Ives £3000

Your donations £1710

SPRING RAFFLE 2014

We raised £1183 through the sale of raffle tickets, the draw took place at our Cedar Court event on 22 March 2014 and the winners were:-

First Prize—Julie Earl - Cashmere Coat, donated by Pinta Designs

Second Prize—Kieren Smith - Meal for 2 at Napoleons Casino

Third Prize—Michelle Swallow - Meal for 2 at Midland Hotel

Fourth Prize—Emma Walker - Family ticket to Eureka

Fifth Prize— Linda Davies - Portrait Vouchers, donated by Matthew Imison

Sixth Prize - Leanne Beesting - Bowling Game, Shipley Lanes.

Seventh Prize - Elaine Appleby - Meal at Healds Hall Hotel

Eighth Prize - Janet - Cannon Hall Farm family ticket

Ninth Prize - Chris Long - Hesketh Farm Park family ticket

Tenth Prize - Mahaa - Keighley Cougars Family Ticket.

TOMBOLA Our tombola raised £322.

A big thank you to everyone who donated prizes and helped to sell tickets.

The money will be used towards world Down syndrome day 2015.

FUNDING FROM SCHOOLS AND BUSINESSES HOLDING WORLD DOWN SYNDROME DAY EVENTS.

We put together a CD of resources—poster, labels for collecting buckets, list of fundraising Ideas and a Powerpoint presentation to help schools and businesses raise both funds and awareness around the 21st March. Several schools and local businesses got involved; this is an area we would like to promote and increase next year. A massive thank you to:

East Garforth Primary School, £105.05,

Old Town Primary School £380,

Jeanette Sharp £170,

Brownberrie Lane Pre School £97.75,

Mark Charnock £250,

NDulgence Café £110.45,

St Josephs Academy £225,

Lawnswood School £466.20



CHARITIES OF THE YEAR

Bingley St Ives Golf Club

The Lady Captain at Bingley St Ives Golf Club made us their charity of the year, they held various fundraising events for us including a pampering evening. They raised £3000, which went towards the World Down Syndrome Day Celebrations at Cedar Court.

Rotary Club of Bradford Brontë

The Rotary Club elected us their charity of the year. We have been along twice to their weekly breakfast at Midland Hotel to tell them about our charity.

Dave West (President Elect) did a solo sponsored walk of over 100 miles and raised £800.



Keighley Soroptimists

Keighley Soroptimists have made us their charity of the year for two years running. Early this year we were presented with a cheque for £500.

The co-operative

The Co-operative in Bingley made us their charity of the year and are currently holding a raffle at their store. They also

have books on sale and collecting buckets on each till.

RUNNING COSTS

We received funding of a total of £22,200 towards the running costs of the charity, £15,200 from Bailey Thomas, £5000 from Garfield Weston and £2000 from Sovereign Health Care.

FUNDING FOR ADDITIONAL SALARIES

We received £3824 funding from Charles & Elsie Sykes towards the salary of our Accounts Coordinator and £5000 from Lloyds Bank Foundation (following voting last September 2012) which funded our additional Early Years Practitioner until March 2014

BIG LOTTERY FUNDING FOR SALARIES AND SPEECH & LANGUAGE

The Big Lottery Fund funds salaries and speech and language group sessions. At the end of every calendar year we produce an evaluation report for the Big Lottery Fund . Our speech and language sessions and our early development group sessions are evaluated using questionnaires. Your excellent comments along with our training evaluations all contribute to this end of year report. Lottery funding is released quarterly for each calendar year and we are now in our third year of the five years of funding. Each year Big Lottery Funding is about £72000 but because this does not cover all of our running costs we have to demonstrate that the additional money is secure before they will commit to releasing the funding. In the first year we needed to raise an additional £38000, last year we had to raise £52000 and this year the amount is £72000. This is a vast amount and reflects just how much the charity is growing. We are however on target thanks to your efforts and the many successful fundraising bids we are managing to submit.

NATIONAL LOTTERY AWARDS

In February we applied for the National Lottery Awards and just before the end of our financial year we received the news that we had reached the finals with 6 other organisations in the best education category.



Voting took place June to July and we will know the result in September 2014 so this will be updated in our next progress report.

OTHER FUNDRAISING ACTIVITIES AND DONATIONS

Louise Hobley, £20.

Marilyn Adey, £10.

Tony Walton, £35.

Sinead Preece, £5.

Michelle Swallow, £150, in memory of Marion Swallow.

Paul Padmore, £271.11. Donated after he ran the Leeds Half Marathon

Sahila Falouri, £50.

Fozia Khan, £20.

Craven College, £21, donation from selling refreshments.

Poppy's Grandma, £60. She celebrated her 70th Birthday by completing the 3 peaks challenge.

Ruby Ingham, £165.75. Ruby held a fair at her house.

Rachel Carruthers, £138. Donated after running the Leeds 10k.

Wendy, Sam & Elanor, £175. From a race night at their joint birthday party.

Betty & Kathleen, £30.70. From collecting loose change.

Asda Living, £100.

Browne Hare Pub, £90.

Joanna Rowlands, £20. Donation from a Jamie Oliver evening.

Pauline Fletcher, £30.

Johanne Walters, £100 towards the Youth Club.

Chris Fisher, Donation of desks

ONLINE DONATIONS

BT—MY DONATE

We are no longer members of Justgiving which involved a monthly subscription fee. Instead we now use BT to collect donations people wish to make online. Anybody can use this service to create a fundraising page and raise funds for us. Just follow the link and create a page.

<https://mydonate.bt.com/charitiesdownsyndrometrainingsup>



Give as you Live™

GIVE AS YOU LIVE

We have an account with Give As You Live.

If you shop online they will donate a small percentage of your payment to our charity, for example, Tesco's will donate 5%. **AT NO EXTRA COST TO YOU.** Visit

www.giveasyoulive.com and select our charity.

CHARITECARDS

We are members of www.charitecards.com a website that will donate to our charity if you use it to send cards by email to your friends and family. Visit www.charitecards.com



This year all of the above services have been underused and we need to encourage our subscribers to help us generate funds via these services.

POLICIES IN PLACE

We currently have the following policies in place:

Child protection policy (Officers Wendy Rhodes and Peter Murray)

Complaints policy

Confidentiality policy

Conflict of interest policy

Day trips policy

Disciplinary policy

Equality and diversity policy

Grievance policy

Health & safety policy

Key holders policy

Maternity policy

Parent Participation Policy

Recruitment policy

Reserves policy

Safeguarding policy

Training Policy

Volunteer policy

Vulnerable adults policy

Whistleblowing policy

INSURANCE

Our public liability insurance, employers liability insurance and contents insurance is with AGEAS Insurance Limited.

OUR DIRECTORS

We currently have seven Directors on the Board of Trustees:

Julie Wood, Farzana Kauser continued as Directors following our AGM in October 2013.

Liza Stead, Johanne Walters and Neena Rani were elected onto the Board at our AGM October 2013.

Steve Robinson , Melanie Bruzesses and Alan Spalding (co-opted June 2013) stood down February 2014.

Lucy Dix and Julie McEvoy stood down April 2014.

In June 2014 we held a Special General Meeting to elect more Directors and Heather Chattell was elected a Director.

Thank you to all of our Directors for their time, commitment and support.

OUR STAFF

The number of staff we employ continues to increase; in November our Early Years Practitioner hours were increased to 15 per week, in February we employed two youth workers and recently our financial coordinators hours have increased to 15 per week.

Wendy Uttley is our full time Coordinator & Trainer. Wendy develops and delivers training, early development groups, writes the monthly newsletter, provides home visits, writes funding bids and attends meetings to promote awareness of the Charity.



Wendy Uttley

Wendy Rhodes is our Events Coordinator, 25 hours per week, term time only. Wendy arranges all of our trips, early development groups and speech and language groups and any other events we undertake during the year including fundraising events. In addition Wendy provides Support via telephone and home visits.



Wendy Rhodes

Sharon Fisher is our Reception and Bookings Coordinator, 22 hours per week, term time only. Sharon answers the telephone and administers all of the bookings and arrangements for training courses.



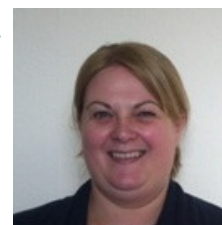
Sharon Fisher

Louise Hobley is our Information Coordinator, 10 hours per week, term time only. Louise oversees the library, learning support packs for families and attends meetings to both gather and share information.



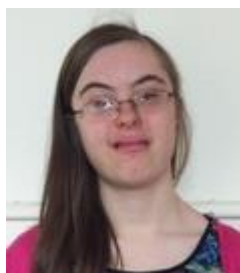
Louise Hobley

Janette Wood is our Finance Coordinator, 15 hours per week. Janette joined us June 2013 and is responsible for managing our invoices, payments and researching and submitting funding bids.



Janette Wood

Kimberley Booth is our Office Assistant, 3.5 hours per week, Tuesday mornings, term time only. Kim helps with mailshots and making resources for our groups.



Kimberley Booth

Isabel Hogan is our Early Years Practitioner, 15 hours per week. From November 2013 Izzy commenced delivering 4 of our early development groups and began to train to deliver the training course Introduction to Down Syndrome. Izzy is now able to deliver this training and over 2014 to 2015 we plan to increase the number of courses and sessions she can deliver. Izzy also helps to manage our volunteers and delivers some Saturday family sessions.



Isabel Hogan

Donna Marcroft is our lead Youth Worker, 4 hours per week. Donna runs our Youth Club on Friday evenings.

Katie Matthews

Katie Matthews is our youth worker, 4 hours per week. Katie helps to run our youth club and tuck shop on Friday evenings.

OUR VOLUNTEERS

A big thank you to everyone who has helped voluntarily with administration, summer trips, World Down Syndrome Day events, Saturday sessions, WisH Club, crèches and the early development groups:

Ashley Beaumont, Katie Matthews, Wendy Tuddenham, Karen Mayhew, Vanessa and Grace Pheasey, Chloe, Tracy and Max Isherwood, Safia Hussain, Les Burrows, Maaha Feroz, Janette Akeroyd, Rhiannon Bloor, Sophie Whitfield, Alice Roberts, Sam Whittaker, Georgia Clarke and all of our parent volunteers.

All of our staff, volunteers and Directors have a current DBS/CRB certificate and undertake basic training in safeguarding children.

FIRST AIDERS: Wendy Rhodes, Lucy Dix, Avril Dear, Wendy Uttley, Karen Mayhew, Julie Wood, Sharon Fisher, Katie Matthews, Kim Booth, Donna Marcroft and Janette Wood.

SUBSCRIBERS

Our number of family beneficiaries currently numbers 339 and we have 210 organisational beneficiaries. Subscribers are now being contacted on a rolling monthly programme over the year using ready completed forms that subscribers just need to sign and return. These keep us up to date with contact details, child's school, permission to use photos of the child, Gift Aid and the option of receiving information and our monthly newsletter by email rather than by post. Forms are still not being returned as readily as we would like despite including a stamped addressed envelope. However many are including a yearly donation/subscription to help towards running costs.

SOCIAL MEDIA

Our website and Facebook page, Down-the-wire and Twitter have all seen increased visits this year largely due to Ash Beaumont who volunteered 3 days a week from November to May to help at the Office. We currently have over 500 followers on Twitter and Facebook. We now also have a page on the Bradford Schools Online website which details the training we offer.

Facebook: <http://www.facebook.com/pages/Down-the-wire-Down-Syndrome-Training-Support/169145253144278>



https://twitter.com/down_the_wire

Our website, www.downsupportbradford.btck.co.uk contains a wealth of information about our services and is linked to Facebook and Twitter

NEWSLETTER

We continue to produce a monthly newsletter detailing our events, services, developments in the field of Down syndrome and relevant information from other services. The majority of newsletters are still posted out but contacts by email continue to increase.

TRAINING COURSES

Over the last 10 years Wendy Uttley has developed and now delivers many different training courses in the specific learning needs of children with Down syndrome. The table below details the courses delivered Sept 2013 to July 2014. This year we have delivered two new courses on the Reading Language Intervention Programme and Clicker 6. Demand for training in sexuality relationships education has also increased. This academic year we have delivered 52 training sessions and trained a total of 796 people, 150 of whom were new to working with children who have Down syndrome, which is well above our Big Lottery Fund target of 500.

| Course title | Number of times delivered in Sept 2013 to July 2014 | Number of attendees | Locations |
|---|--|---|-----------------------------|
| Introduction to Down syndrome | 11 | 242 professionals 3 parents 245 total | Bradford, Leeds, Harrogate, |
| Teaching basic number skills to children with Down syndrome using the Numicon approach sessions 1 & 2 | 6 | 145 professionals 16 parents 161 total | Bradford, Manchester, |
| Using visual resources to help develop speech, language and communication skills in children with Down syndrome | 2 | 14 professionals 11 parents 25 Total | Bradford |
| Signing and children with Down syndrome | 6 | 83 professionals 6 parents 89 total | Bradford, Leeds |
| Clicker 6 | 1 | 7 professionals 2 parents 9 total | Bradford |
| The inclusion of children with Down syndrome—expectations of behaviour | 2 | 34 professionals 6 parents 40 total | Bradford, |
| Six week behaviour management course | 1 | 2 professionals 7 parents 9 Total | Bradford |
| Sexuality relationships education course | 4 | 110 professionals 5 parents 115 Total | Bradford |

| Course title | Number of times delivered in Sept 2013 to July 2014 | Number of attendees | Locations |
|---|--|--|--------------------------------|
| Reading Language Intervention | 1 | 14 professionals 3 parents 17 total | Bradford |
| What time is it? Teaching children with Down syndrome how to tell the time. | 2 | 13 professionals 11 parents 24 total | Bradford, Birmingham |
| Toileting course | 1 | 1 professional 11 parent 12 total | Bradford |
| Assemblies | 6 | 1541 pupils | Bradford. Leeds, Harrogate. |
| Consultations | 9 | 46 professionals 5 parents 51 total | Bradford, Leeds |
| Totals | 52 | 711 professionals 83 parents 796 in total + 1541 pupils | |



A booklet is produced each term detailing the courses that we are offering. Courses are also detailed on our website and on the Bradford Schools Online (BSO) website. We are still the only charity in the region developing and delivering training courses for adults living and working with children and young people who have Down syndrome. At the end of every training session evaluation forms are completed.

Below is a collation of those responses:

| | Yes | A little | Not really |
|---|-----|----------|------------|
| My understanding of Down syndrome has increased | 83% | 13% | 4% |
| I feel more confident in my support of a child with Down syndrome | 85% | 45% | 2% |
| I feel that I can apply and act on the ideas suggested | 89% | 11% | 0% |
| I feel that I can improve my practise | 90% | 10% | 0% |
| I feel that I understand inclusion more | 80% | 12% | 8% |
| I feel empowered and inspired | 81% | 18% | 1% |
| I feel I need further training/information | 35% | 37% | 28% |

It is wonderful to know that 100% of participants feel that they can improve their practise because of our training and the majority feel they understand Down syndrome and inclusion more.

DETAILS AND EVALUATION COMMENTS FROM EACH COURSE

◆ *An introduction to Down syndrome*

This course has again been the most popular, delivered 11 times to a total of 245 people. Since November 2013 Isabel Hogan has been training to deliver a 2 hour version of this course and she is now in a position to provide this training in settings working with children ages birth to 11.

FEEDBACK ON THIS COURSE INCLUDES

- *I really enjoyed this and it will benefit not only our child with Down syndrome but all our children in preschool.*
- *The Down syndrome training was very useful. It has improved the practice. Very impressed.*
- *Excellent and interesting - just would like to see more clips of real life situations with children who have Down syndrome.*
- *I have a lot of new ideas and a better understanding after the session. Thank you*
- *Fabulous course - given me some real insight. Will definitely amend/tweak practice.*
- *Thank you a very interesting morning. I feel that I have learned so much and want to find out more! Great presentation.*
- *Very interesting and educational. Also thought provoking. Really enjoyed this course.*

◆ ***Teaching basic numeracy to children with Down syndrome and other learning difficulties using the Numicon approach. This course is covered in two sessions.***

This was the first course developed by Wendy Uttley, drawing on her experiences as a maths teacher and mother of a child with Down syndrome. This year it has been delivered 6 times to a total of 161 people. A CD of resources detailed in the course using Numicon in pdf is available and continues to be very popular.

FEEDBACK INCLUDES

- *Excellent ideas for using with children who have Down syndrome which can be used with other children. Shame it was a little rushed - time went very quickly.*
- *One of the best courses I've attended.*
- *It is going to be invaluable for me and my setting to support our children and develop them to their maximum potential.*
- *Very thought provoking—good examples shown to understand the difficulty maths presents to children.*
- *Despite not having used Numicon before I found it easy to follow and flexible. It was very helpful.*

◆ ***Using visual resources to develop the language and communication skills of children with Down syndrome***

This course has been delivered twice this year to a total of 25 people. It has not been as popular this year and we possibly need to think about renaming it as it also covers literacy skills; spelling, reading and writing in sentences. An updated CD of resources in pdf we have created over the years is available.

FEEDBACK INCLUDES

- *Really good and the resources were fantastic.*
- *Very useful information - now have loads of ideas.*
- *I really enjoyed the course delivered with enthusiasm and knowledge. I felt the afternoon session had too much info to take on board; all very useful though.*
- *A wealth of motivating information and ideas for resources. Will direct other practitioners to the training.*
- *Brilliant training, leaving with excitement and enthusiasm to start new intervention.*
- *Clicker 6 was particularly well demonstrated and explained.*

◆ ***Signing for children with Down syndrome—covered over 2 sessions***

This course has been delivered 6 times this year to a total of 89 people. A book written by Wendy Uttley and Cath Smith is available and includes all of the signs covered in the course.

FEEDBACK INCLUDES

- *A very useful course. Was good to be able to practise the signs straight away.*
- *Impressed with how much I have learnt over the two sessions.*
- *Really interactive and enjoyable.*

◆ ***The inclusion of children with Down syndrome - expectations of behaviour***

This course has been delivered twice this year to a total of 40 people.

FEEDBACK INCLUDES:

- *Useful for all children not just those with Down syndrome.*
- *Really pleased with this service, feel much more confident.*
- *Very informative come away with lots of ideas to implement.*
- *Really enjoyable and useful, reinforced and explained things I knew and gave lots of new strategies/tips.*

◆ ***Reading, Language intervention for children with Down syndrome***

This course was delivered for the first time in January over two training sessions. The programme comprises of two strands of intervention; a reading strand and a language strand developed following research by Down Syndrome Education International.

FEEDBACK INCLUDES:

- *I liked that it was delivered in 2 separate parts. I would have benefitted from longer sessions allowing to complete each form. It would be good to revisit this once I have put it into practice.*
- *The course was very interesting, very useful ideas and information about reading for Down syndrome. I feel now I have knowledge to help and support my son's learning and have a strategy to encourage reading.*

◆ ***Teaching children with Down syndrome and other learning disabilities how to tell the time.***

This workshop has been very popular this year. Delivered first in Birmingham and then in Bradford to a total of 24 people. The training involves the use of a booklet and CD of resources developed by Wendy Uttley. These resources are available to purchase.

The course is currently under review and the plan is to include money skills in the afternoon session.

FEEDBACK INCLUDES

- *Really enjoyed today. Talking to others and sharing good practice of what works/not works*
- *Very interesting, with lots of resources. Some relevant now, but nice to know how far there is to go on one subject.*
- *My son has dyscalculia but I did find the techniques useful. A similar course for money would be useful.*

◆ ***Six week behaviour management course for parents, carers and support staff of children with Down syndrome***

This course was delivered in the spring term to 7 parents and 2 professionals who wished to work with their child towards modifying specific behaviours. A crèche helped those who would otherwise have not been able to attend.

FEEDBACK INCLUDES

My child has improved enormously, I have confidence in dealing with unwanted behaviours. I am happier and more relaxed. My relationship with my child has improved. I have been practising the strategies at home which are improving my child's behaviour. My knowledge has increased and I can help and understand my child more.

◆ **LEARNING THE RULES OF PUBLIC AND PRIVATE BEHAVIOUR AND CHILDREN WITH DOWN SYNDROME Sexuality relationships education - (SRE) for children with Down syndrome and other learning disabilities.**

This course was delivered in the Autumn term over 5 weeks to 10 people- 5 parents and 5 adults. Demand for the course increases and Wendy has delivered training for Bradford Health and to third year speech & language students at Leeds Metropolitan University on the subject. She is also beginning to deliver it for other educational areas. It is a subject that some people find very uncomfortable to approach yet it is vital for our children to understand the many areas covered. Through fun activities the course helps overcome these fears. The course includes a CD of resources developed by Wendy Uttley that can be produced to help teach the subject at home or school.

FEEDBACK INCLUDES

- *Very good - would be happy to attend more. Material could easily have taken longer - so much to cover. I'd have liked another week.*
- *I have really enjoyed listening to parents, life experiences and Wendy's first hand knowledge.*
- *Disappointed that the course has finished. Shame don't have follow on sessions - to see how we are getting on.*
- *Feeling empowered and informed. Realising other parents have same issues.*
- *I enjoyed seeing how the whole SRE subject can be made into easily accessible steps to work through.*
- *Loved it all. Shown me how important these issues are to people with learning difficulties.*
- *My son (hopefully) will have more of an awareness of himself and those around him and how to interact appropriately with his peers and others.*
- *I now have greater confidence in teaching this tricky area.*

◆ **Clicker 6**

The course was delivered once this year over two sessions. It introduces Clicker 6 and demonstrates its many features which can help people with Down syndrome develop their literacy and language skills.

FEEDBACK INCLUDES:

- *Even though I feel there is so much I don't know or feel confident about I have enough information to get started and it is up to me to further explore the programme.*
- *I think it will really benefit the child I work with. She will be able to get her ideas down. It will be a great literacy tool too.*
- *The children will be able to express themselves and communicate ideas with increasing independence. It has already had a noticeable impact on the child's engagement and quality of individual work.*

◆ *Toilet training for all ages*

This was the second time we have delivered this 3 week workshop and this year it was very well received. Eleven parents and one professional attended the course and we appear to be having some fantastic results with most children making progress. A crèche was also available allowing parents to attend who otherwise would not have been able to.

FEEDBACK INCLUDES:

- *I've enjoyed bringing the subject out in the open, sharing experiences with other parents and picking up tips from other parents.*
- *I've enjoyed listening and learning from other personal experiences. Learning about how the bowel/bladder works and difficulties our children may experience.*
- *I've learnt how to take control of the situation and move forward at a manageable speed and give more independence to my child.*
- *It has been invaluable for me and my family.*
- *Not dreading it anymore and feeling very positive.*
- *I've enjoyed the group discussions and setting targets for each child*
- *I feel confident from other parents that my child will be ok and will get there.*

School assemblies, (1/2 hour)

Introduction to Down syndrome for primary schools.

Introduction to Down syndrome for secondary schools.

Both sessions cover what Down syndrome is and what it means to have Down syndrome with time for questions and answers. They are always very well received by both pupils and staff. A peer leaflet is given out at the end of assemblies and we leave a number of books featuring children with Down syndrome in school for several weeks for pupils to read. This year we have delivered 6 assemblies to a total of 1541 pupils and staff which is just above our Big Lottery Fund target of 1500.



OTHER TRAINING SESSIONS

EUREKA & SIGNING

In December 2013 Wendy was again involved in training the staff at Eureka, Halifax delivering signing training for the Christmas and winter season and their new sensory areas.

SEXUALITY RELATIONSHIPS EDUCATION AND SIGNING

From June 2013 Wendy was involved in the development and delivery of Ur Choice Plus—sexuality relationships education for children and young people with learning disabilities in the Bradford Area. So far the training has been rolled out to special schools with plans to deliver further afield in the next academic year. She also developed a one hour signing course covering the signs for public and private and relationships education training for Bradford Sexual Health Team.

The sign line drawings for Eureka and the Sexual Health Team were provided by Cath Smith of Let's Sign.

THEMED COFFEE MORNINGS

We have held two themed coffee mornings but again attendance was poor. Both were held as "follow ups" to previous training:

Toilet training coffee morning, November 2013

Reading Language Intervention Coffee morning, April 2014

Participants were encouraged to bring along any phonics resources, book grading or language resources to share. Only two people came along but we did have an interesting morning.

RESEARCH

Lucy Dix has continued to monitor the children involved in our Early Development Groups to help in her research project into how children with Down syndrome learn, in particular their memory development. During the year she extending her research project to include 9 and 10 year old participants.

Wendy Uttley is currently in the process of writing up a brief investigation into number development and young children with Down syndrome based on the results of the early intervention we are providing in our Early Development Groups. We have seen some really good results and we feel it is time to publish some of our achievements.

CONFERENCES

OUR SPEECH, LANGUAGE AND COMMUNICATION CONFERENCE

On Friday 9th May fifty delegates joined us for our conference which covered many areas of speech and language development for children and young people with Down syndrome. The day ran very smoothly and we had some fantastic feedback on our inspirational speakers: Monica Bray, Ben Bolton, Mary Hampton, Wendy Uttley and Colin Dean.

Monica started the day with an outline of how speech sounds develop linking it in detail to the various parts of the mouth and neck we use to produce sound. Linking speech sound to muscle development as well as memory development really explains why our children struggle so much to develop speech. Monica's second session was about different disorders of fluency and how children with Down syndrome can experience a range of difficulties.

Ben spoke about early speech and language development for infants with Down syndrome and about conversational skills for young adults.

Mary spoke about how understanding develops and also detailed oral motor therapy and the Talk Tools programme.

Wendy spoke about friendships, how important these are for all teenagers and the skills needed. Her second session briefly outlined the Reading Language Intervention Programme and Clicker 6.

Colin Dean spoke about the Special iApps he is developing.

Some feedback comments:

- *Fantastic facilitator, very interesting, full of knowledge, great insight into language.*
- *Very informative - good insight into communication difficulties, and reasons why! Also good insight into how important signing, visual stimulation is.*
- *Brilliant day. Speakers so knowledgeable & kept content simple but interesting. Able to apply new skills to practice - feel empowered with new found motivation. Thank you to Pamela Sunter!*
- *Fantastic session, gave me a logical insight into what could be needed within school setting and the difficulty children may encounter.*

ADDITIONAL NETWORKING AND CONSULTATIONS

HELPING TO INTERVIEW SPEECH & LANGUAGE STUDENTS

In February 2013 Katie Matthews and Louise Hopley sat on an interview panel and helped to interview prospective students who wanted to study the speech and language therapy course at Leeds Metropolitan University. Louise and Katie reported that it was an interesting, rewarding and successful day. The questions put to the students by Katie were particularly challenging and the feedback said that their presence made a "tremendous difference".

FAMILY PLACEMENTS FOR MEDICAL STUDENTS AT LEEDS UNIVERSITY

At the beginning of 2014 we were again contacted by the University of Leeds to ask if some of our families would kindly consider welcoming students into their own home to discuss what it is like caring for a child with a disability and the needs of their family. It was a great opportunity for us to inform the medics of tomorrow and help to continue to improve understanding.

OUR REPRESENTATION ON OTHER GROUPS

Wendy Uttley sits on each of the groups below and aims to attend when possible to represent our charity and offer suggestions for the improvement of services.

- **SPECIAL EDUCATIONAL NEEDS AND DISABILITY STRATEGY GROUP**
- **SEXUAL HEALTH AND UR CHOICE PLUS STEERING GROUP**
- **YOUNG LIVES BRADFORD CORE STRATEGIC GROUP - stood down April 2014.**

FILMING FOR A JAPANESE DOCUMENTARY

On Wednesday and Thursday, 9th and 10th April, after much organising, we were joined by a film crew from NHK, Japan's largest broadcasting organisation. On Wednesday Yo, the Director, and Ikuko, a researcher for the company, filmed a detailed interview session with Wendy Uttley covering everything we do at the centre our training and our views.

The following day Wendy joined the team at a local school where they filmed the inclusion and teaching of a child with Down syndrome and a training session she delivered to school staff.

The finished programme included a lot of the footage filmed here and has since been broadcast in Japan. It was part of a documentary on children with Down syndrome, featuring the situation in Japan, what is happening in the UK and an interview with the medical team in London who are researching the non-invasive prenatal testing' (NIPT)



OUR OWN PUBLICATIONS AND RESOURCES

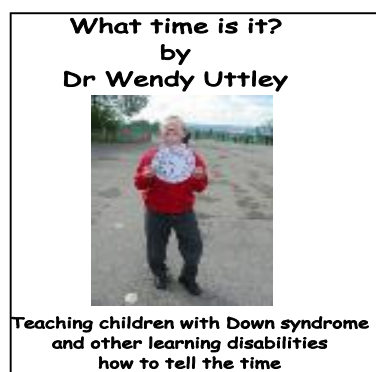
SIGNING BOOK

Our signing book "Lets Sign and Down Syndrome" written by Cath Smith and Wendy Uttley continues to sell well with hundreds of copies sold to date. The book was written to accompany our signing course.

CDS OF RESOURCES

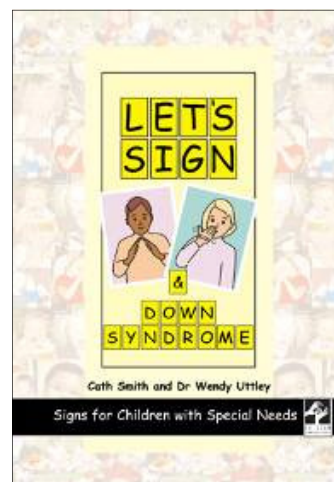
Several of our courses have a CD of resources in pdf so that you can print off ready made worksheets, books, lotto boards and many other resources.

There is one to accompany each of the following courses:



- Teaching basic number skills using the Numicon approach.
- Using visual resources to develop speech, language and communication skills.
- What time is it?
- ME - my body, my friends, my life.

They are on sale at the Centre, £5 each.



PARENTS INFORMATION BOOKLET

Our information leaflet detailing activities, support, benefits, education and health is continuously updated and available to all families and organisations. It brings together a wealth of information that we, as parents, have found to be of use over the years. Copies available free from the centre.

LIBRARY OF BOOKS AND RESOURCES

Our library contains a wealth of information and resources on many areas.

A booklet detailing the contents of the library is available.

- Education and inclusion
- Speech & language development
- Signing
- Early development
- Sexuality relationships education
- Children's books featuring children with Down syndrome
- Health and medical issues
- Maths and number skills
- Family experiences
- Literacy and reading
- Benefits

IPADS APPS AND SOFTWARE LIBRARY

Our software library contains over 50 pieces of software that are still very much applicable though we are finding they are much less used.

We have recently purchased 4 iPads and loaded them with relevant Apps. These are now available to borrow from our library on a monthly loan. Again a booklet detailing the contents of this library is available.

ONLINE INFORMATION TO INCREASE

Over 2015 we aim to publish all of the above information online on our website so that contents of the above booklets can be downloaded and used.

DOWN SYNDROME LEARNING SUPPORT PACKS

During 2013/2014 we have put together 10 Down Syndrome Learning Support packs for new families. Funded by Santander, the Sobell Foundation and Sir Jules Thorn, each pack contains relevant DSii booklets produced by DownsEd, educational DVDs, Numicon and See & Learn resources to be used at home and in school.

These packs are like a mini library, they contain a wealth of information on the specific learning needs of children with Down syndrome and how to address that need and are welcomed not only by parents and schools but also various health professionals involved with the family. They are also long term in that the information contained in them is relevant for many years, in particular the first 5 years of life.

OUR NEW PARENT PACKS

Our new parent packs continue to be in demand. Throughout the year we have put together 24 information packs which have been distributed between Bradford Royal Infirmary, Leeds General Infirmary, St. James Hospital and Airedale General Infirmary. Funded by the Sir Jules Thorn and Charles and Elise Syke Trusts these packs contain brief information about Down syndrome and the support we can provide. They are vital support for new parents. When families make contact with the group we offer, whenever possible, a home visit followed by an invitation to attend the second hour of our youngest early development group when we chat, get to know each other and do some singing and signing.

TRANSITION TO SECONDARY SCHOOL OR FURTHER EDUCATION PACKS

These folders are available for FREE from our centre:

EDUCATIONAL SUPPORT PACK FOR FURTHER EDUCATION published by the Down Syndrome Association.

SECONDARY TRANSFER GUIDANCE. A DSA file supporting the secondary transfer process for pupils with Down syndrome and other complex needs.

SPEECH & LANGUAGE GROUP SESSIONS

Our group speech & language sessions have continued to run monthly. They are currently funded by the Big Lottery Fund until December 2016.

Mary Hampton and Louise Usher have continued to deliver the sessions and in September 2013 Ben Bolton joined our team of Speech & Language Therapists. Mary delivers the younger groups and any one to one sessions for adults and new babies. She is currently planning to start a group for adults. Louise, who has been on maternity leave since Easter, delivers the sessions for primary school aged children and Ben delivers the older groups.

Throughout 2013/14 ten group sessions and three half hour one to one sessions have been delivered each month. The children and young people are grouped for age and ability from age 6 months up to mid 20s. 43 children and young people have received regular input and 10 additional children have had one to one sessions.

We evaluated the sessions in January 2014,

All parents say they feel that the independent speech and language therapists understand how children with Down Syndrome learn.

Comments about the therapists included:

Interacts and involves the group really well,.....excellent rapport with young people,.....very patient, ... enthusiastic,.... makes it fun so keeps her interested,.....a real gift with the group,great insight into each child's needs,.....excellent understanding of the learning needs of children with Down syndrome, best SALT we have had so far.



QN to parents: Have you seen any changes in yourself? 80% said yes

Comments included:

Empowered,.....more relaxed because the sessions feel more person centred, much more positive, more patient, I understand more how difficult it is for our children to make sense of what people say so I keep my words to a minimum and try to be more clear, now make home activities more structured and focused, I remember to go back and try things that sometimes we have done before but forgotten about, really getting attention before speaking, I always come away feeling inspired and reminded of where he should be and where I should be aiming, gives us more confidence in what we do, more aware of what level of speech my child is at in terms of age and development, my confidence has increased and I know what to do, better able to teach my child new words and speech patterns whereas before I struggled.

Have you noticed any changes in your child because of the sessions, 90% said yes.

Comments included:

- *My child really looks forward to the sessions - confidence growing, friendships developing.*
- *Yes, she looks forward to the session and sometimes mentions the other students at home (which is a first).*
- *His language is improving - he loves the sessions and the chance to talk.*
- *Clearer speech.*
- *Improved concentration and willingness to practise at home.*
- *Helped my son have more confidence to speak to people. School has noticed more and improved communications.*
- *Keeps us parents thinking about what we need to do on a monthly basis rather than a yearly NHS therapy basis.*
- *Small group works really well. Length of sessions just right in terms of concentration and engagement*
- *Thank you for providing these fantastic groups. We really get so much from them as a family.*
- *I think it's a vital part of her development and has helped her to join in and make new friends.*
- *Would prefer more sessions. Wish I did not have to travel 15 miles to speech and language. The sessions show what steps are next and where to go to improve speech / communication..*
- *Excellent social opportunities for young people to chat. As well as learn.*
- *It's great to see the children improve, grow and develop over the years.*



Speech & Language, Leeds and Bradford

The Leeds based support group Sunshine and Smiles now also offers several speech and language groups for children with Down syndrome. We are beginning to work together to ensure there is not a duplication of services and all families who would like a place for their child are provided. We are also planning a meeting in the Autumn term to bring together our therapists, Leeds therapists and Bradford NHS therapists to share ideas and best practise.

EARLY DEVELOPMENT GROUPS & EARLY EDUCATION GROUPS

NEW FAMILIES

In September 2013 two new infant groups, the blue and purple group were formed to cater for 10 babies aged 10 to 12 months and their parents and babies. In November Isabel Hogan's hours increased and she took over delivery of the purple and green groups. We currently deliver 8 intervention groups; four are delivered by Izzi and four by Wendy Uttley.

This year the children have again been fantastic, it is extremely rewarding to be part of their development especially when they do something for the first time at a session; saying a new word, taking a first step, climbing onto a chair, blowing their first bubble.

Six of the groups have run fortnightly catering for 30 children and two have run monthly; these are our Early Education Group Plus sessions for children aged 5 to 6 who are in full time education. Eleven children have been involved in these. Support staff are encouraged to attend these sessions so that they can take methods of best practise and resources back into school to ensure the continuation and consistency of input as the child transfers into school life. This year 35 support staff and other professionals have been involved with our group session. Leeds Portage team in particular have attended many sessions to observe as their team has expanded.

All group sessions are two hours long and focus on early communication, speech sounds, interaction, number, social, fine and gross motor skills delivered through short fun activities. They can be quite intense at times but the focus is always to ensure the child wants to and enjoys the session and parents feel confident to continue input at home.



Funding has been secured to help pay for the many resources we produce for use during the sessions and for parents to take home and Lloyds TSB funded Izzi's salary until March 2014. We have recently received funding from BBC Children in Need to cover Izzi's salary from September 2014 for 12 months.

This year due mainly to time restraints we have not produced a reports for each child but we have, on request, provided reports for statements and settings.

The sessions were evaluated in January 2014. There were so many excellent comments.

Here are but a few:

- *Consolidates the good practice he receives at school - the two compliment each other. Gives our child a sense of achievement with his peers in a different way from his school achievements and progress.*
- *Confidence growing recognition of numbers and sounds/words. Now knows colours and is starting to understand concepts necessary for learning.*
- *Started reading sentence strips e.g. "I want . . . Please", starting to word/word match, enjoying numbers - counting and recognising both Numicon and written numbers, making more individual speech sounds.*
- *She has started to imitate the mouth shapes we make when we do our letter sounds. Although she doesn't make the sound, she is trying to make the shapes. Also her finger eating has developed.*

- *We have both been educated (i.e. my son and myself) on particular tasks to aid his development. I am able to practice these at home which is then obvious when we go to the development groups how he has improved. Starting to be able to count up to 4 independently and to be able to differentiate between different speech sounds and being able to say some of these sounds. Learning, listening and behavioural skills in preparation for school.*

- *Finger pointing to words i.e. beginning or recognising the order of words, cognition, problem solving, speech and communication, mobility, socialization are all areas in which we have seen great improvement. My child is talking more and has more of an awareness of self and other children.*



- *Full support from the training and support service on any level for any matter at any time. FANTASTIC service and advice from very knowledgeable, research and evidence based professionals. My daughter's life has been greatly enhanced due to the service and support provided.*

- *I can get advice on all aspects of care for my son. I can also get to meet and observe other children with Down syndrome. He is learning in an environment dedicated to how he learns in a structured format I can easily follow at home.*

- *I don't feel depressed or negative anymore.*

- *The group 100 per cent supports me as a parent. They listen and give sound advice and understand fully. My confidence has greatly increased because I now know how to teach my son and give him the support he needs and deserves*

- *All the children in the group exceed our expectations at times, so must learn not to limit them.*

- *Support given at all levels and as my child has grown I have realised the importance and relevance of the training and support given. We are all constantly given new ideas, help and support in teaching our children in specific ways and in no way feel that we are limited in information. I feel increasingly confident that all learning strategies the group uses are developing my child and making a difference. We are seeing results in our child because at the group my child is exposed to developing skills in all areas, and I, as a parent am fully supported to take this learning to new levels.*

- *The groups are invaluable, the best input we have had as parents of a child with Down syndrome. They should be government funded as their input outstrips any other provider we have had. Really appreciate the charity being local to us. What a fortunate family we are.*

- *Great that there is an organisation such as this behind us. Help acquiring my child's statement was particularly critical. Great to know you are just a phone call away if we need anything. Have attended a couple of courses through you which have been beneficial.*

- *I am very pleased with everything and feel fortunate that this kind of specialist support is in place. I only wish there were more groups of this kind in all areas geographically. I think that if my child had not had a chance to attend these I would have felt 'at a loss'.*

- *Through no other service does my daughter get anybody who understands her needs, development potential and how to help her in all areas.*



- *We do very targeted exercises to promote memory skills and speech development. When they are young this is the best time for this input. My child is already surprising a few people by his development in some areas.*
- *Due to the sessions she is much closer to her peers development wise than she would be without the input. The skills she has learnt are valuable in knowing what behaviour is expected/acceptable within a learning type environment (i.e. school).*
- *All the things my child has learnt in the group will be built upon. Having these basic skills and knowledge in place means that those working with him can see that he has ability rather than just seeing the disability, therefore expectations are raised which gives my child a chance to be included and contribute.*
- *nowhere else does such a tailored package to meet her needs to mix with other children with Down syndrome and not to be told 'she will do it eventually'. Something is being done now!*
- *Without the group, I wouldn't know any signing and communicating with my child is imperative. The things we do in group help his motor skills, social skills and my confidence is giving my child a head start.*

I think you'll agree from the comments above that the early development groups are having an impact on the lives of the young children and their parents and we are very pleased to be providing so many children with this head start in life.



FAMILY ACTIVITIES

MONTHLY FAMILY SATURDAY SESSIONS

Our monthly Saturday sessions continue at Haworth Road Methodist Church. These sessions remain as popular and lively as ever and average 12 families per month. Often it is the first port of call for families new to the group and we feel it is a wonderful introduction to the group and the positive image we aim to promote.

During the last 12 months we have tried to focus more on activities to support parents in the small room while the children take part in lots of fun singing and signing activities in the hall. The children love the magic bag, fantastic elastic and parachute games and we always ensure we celebrate any birthdays.

Activities and visitors have included:

CEREBRA - Lynne Bowker, the new Regional Officer for our area who detailed the information and advice line for parents, their grants scheme, support with sleep problems, speech therapy vouchers, wills and trust service and holiday homes.

BORN IN BRADFORD - Ian and Ann took photos of our families and children for the project.



MEET THE SPECIAL OLYMPIANS - Fresh from the Special Olympics in Bath, Sam Murray and Reuben Reuter joined us to show off their medals.



Parents relaxing and making Christmas wreaths

Bulb planting

Craft and Christmas decoration making for parents

Noah's Ark and their animals

Valentine's craft making for parents

Decorating Easter eggs for parents and egg and spoon race for children.

Mother's Day card and gift making with bunches of daffodils for parents.

Santa and the PAT ponies at our Christmas party.



The Christmas pony joined us for our family party and carols in the church.



Proud dads at our Family Saturday session

STREET DANCING WITH KAREN

Our weekly street dancing sessions for children and young adults with Down syndrome aged 11+ continue to take place at Nabwood Sports Centre, with Karen from MESH.

Sessions average 10 young people and are currently funded by ESH and entry fees of £3.20. We encourage the dancers to pay on entry—sneaking in some money skills with a fee that needs at least 3 coins to pay.



YOUTH CLUB FOR YOUNG PEOPLE WITH DOWN SYNDROME AGED 11+

After months of repairs which included replacing windows and repairing the roof, fully redecorating, advertising for and employing two youth workers, Donna and Katie and buying loads of equipment we launched our new youth club in February 2014, calling it the Weekend is Here Club, WisH Club. The club runs EVERY FRIDAY 6 to 10pm and includes pool table, X box, TV, DVD player, football table, air hockey, chill out area with bean bags, comfy couches, dance sessions with our volunteer Rhiannon, art sessions with our volunteer Les and tuck shop. It is open to all young people with Down syndrome aged 11+ and a friend or sibling aged 11+.

Parents are welcome but are expected to stay in another room where they can socialise and enjoy refreshments; enabling the young people some parent free time. Some parents have used the opportunity to go to a local pub—enabling them to have some child free time!



On Friday it was youth club and we played Xbox. I watched man of steel with my friends. I played pool. I won!!

FREE FAMILY SWIM SESSION

Our FREE monthly family swim sessions at Bingley Pool continue to run 11am to 12pm on a Sunday. Attendance averages 5 families. The sessions have been funded by the Charles and Elise Syke Trust and Brelms Trust. In addition, during the summer break, there was a family swim every Tuesday funded by Aiming High.

Sessions are open to all family members and having the pool and changing rooms to ourselves offers the opportunity for children and parents to relax, enjoy themselves and have a good swim and splash about.



GOING OUT CLUB

Our Going Out Club, for older children with Down syndrome aged 11 to 14 and young adults aged 14+ has been running since 2008 and with the establishment of our youth club it was decided to drop the age limit back down to 9+ in a bid to encourage some new members. However recent months have seen attendance drop.

We are currently gathering feedback on the Club and plan to re launch in the Autumn term.

The aim of the evenings is for parents to stand back and leave the young people to "get on with it". Parents enjoy the opportunity to meet and chat over a drink while the young people have the opportunity to practise social skills and independence in a supported environment.

The group is also open to siblings and friends within these age groups in order to promote a more inclusive setting.

During 2013/2014 the young people have:

- Been bowling to Shipley Lanes.
- Eaten out at Pizza Hut, Bingley.
- Enjoyed disco and karaoke evenings.
- Sang with Maralyn Adey from Sing from the Heart.
- Had a craft evening with Tim Curtis.

FREE TICKETS TO SEE CIRCUS STARR

In October 2013 the circus came to Bradford and we were given a number of free tickets. Many families enjoyed an amazing night out at the Big Top at Bingley Sports and Social Club.

SUMMER TRIPS 2013

Throughout the summer of 2013 we had some fantastic weather and trips out. Families and volunteers enjoyed each others company and quality time with the children and young people. Our first trip was to Ponderosa when 12 families went along to enjoy feeding the animals, pony rides and playing in the sand. On 8th August 62 of us went to a very busy Yorkshire Wildlife Park, the weather was scorching. On 15 August 13 families went to Bridlington. We had a great time digging on the beach, splashing in the sea and screaming on the fun fair rides. Our 4th trip was to Temple Newsam on 22nd August, another scorching day. 16 families picnicked on the grass before looking round the farm and playing in the activity area.



Our last trip was on 29 August to Harewood House when 22 families enjoyed the lovely grounds and adventure park. Our summer trips 2013 were funded by Aiming High.

SUMMER FAMILY SWIM SESSIONS

In addition every Tuesday of the summer we had a family fun swim at Bingley baths followed by a picnic and play in Myrtle Park. Many families enjoyed these sessions.

FISHING DURING THE SUMMER

In August four families went to Parkwood Outdoors Ltd, based in Tong, for a relaxing afternoon fishing. The staff were very helpful and we didn't have to touch the maggots or fish if we didn't want to!



WORLD DOWN SYNDROME DAY FAMILY EVENT 2014

We had a fantastic time at Cedar Court Hotel 22nd/23rd March celebrating with our wonderful children. Over 200 people (including 90 children) joined us to party the night away. 54 families descended on the hotel and we felt like one big happy family. Many families arrived at the hotel Saturday afternoon to make the most of the swim and leisure facilities. Then at 7pm the Ceildh band kicked off the evening with the younger ones enjoying pass the parcel to live music before parents and children chose partners for a Ceildh dance. In the disco room some of the older children were busy practising their dance moves with plenty of Gangnam styles. The evening finished for the younger families with a piñata.

Everything ran smoothly and the staff at the hotel were very accommodating, especially during breakfast the following morning. We collected some lovely comments which we have placed on our webpage. Thank you to everyone; families, volunteers and staff for making the weekend so memorable. A selection of your comments are below: *"....it was something really special, I can't believe how much fun we've had. What a beautiful huge family we made. I feel so grateful and privileged to be able to access such a special event. ..."*

Many thanks to Aiming High (£1598), Bingley St Ives, (£3000), your donations (£1710) which funded the event.



Accounts 1st June 2012 to 31st May 2013

Statement of Financial Activities including summary income and expenditure account) for the year ended 31 May 2014

| | Notes | 2014 Unrestricted funds £ | 2014 Restricted funds £ | 2014 Total funds £ | 2013 Total funds £ |
|--------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income resources | | | | | |
| Grants and donations | (2) | 16,838 | 127,665 | 144,503 | 109,708 |
| Sales and fees | | 34,602 | - | 34,602 | 26,993 |
| Gift Aid | | 692 | - | 692 | 526 |
| Memberships | | 513 | - | 513 | 899 |
| Other income | | 200 | - | 200 | - |
| Bank interest | | 35 | - | 35 | 81 |
| Total incoming resources | | <u>52,880</u> | <u>127,665</u> | <u>180,545</u> | <u>138,207</u> |
| Resources expended | | | | | |
| Salaries and NIC | (4) | 10,833 | 64,205 | 75,038 | 63,895 |
| Payroll charges | | 509 | 131 | 640 | 459 |
| Staff travel and subsistence | | 25 | 23 | 48 | 18 |
| Training and conference costs | | 2,172 | 275 | 2,447 | 6,818 |
| Volunteer expenses | | 24 | - | 24 | 577 |
| Rent and rates | | 2,500 | 3,898 | 6,398 | 8,706 |
| Utilities | | 1,550 | 1,459 | 3,009 | 2,588 |
| Other premises costs | | 1,207 | 6,756 | 7,963 | 7,331 |
| Office running costs | | 2,914 | 1,034 | 3,948 | 2,024 |
| Printing and stationery | | 3,070 | 644 | 3,714 | 2,725 |
| Postage and delivery | | 1,115 | 1,972 | 3,087 | 2,314 |
| Internet and phone | | 794 | 1,693 | 2,487 | 1,964 |
| Subscriptions and licences | | - | - | - | 486 |
| Parent and family packs | | 53 | - | 53 | 287 |
| Materials and resources | | 2,978 | 7,083 | 10,061 | 5,912 |
| Events and activities | | 12,434 | 16,181 | 28,615 | 18,891 |
| Insurance | | 1,413 | - | 1,413 | 396 |
| Professional fees | | - | - | - | 1,065 |
| Independent examination | | 798 | - | 798 | 720 |
| Fundraising costs | | - | - | - | 58 |
| CRB checks | | 133 | 200 | 333 | 90 |
| Bank charges | | 4 | 13 | 17 | 36 |
| Depreciation | | - | - | - | 335 |
| Total resources expended | | <u>44,526</u> | <u>105,567</u> | <u>150,093</u> | <u>127,695</u> |
| Net movement in funds | | 8,354 | 22,098 | 30,452 | 10,512 |
| Transfer of funds | (3) | (1,298) | 1,298 | - | - |
| Fund balances brought forward | | <u>72,077</u> | <u>11,071</u> | <u>83,148</u> | <u>72,636</u> |
| Fund balances carried forward | (3) | <u>79,133</u> | <u>34,467</u> | <u>113,600</u> | <u>83,148</u> |

All incoming resources and resources expended derive from continuing activities.

Minutes from Annual General Meeting
The Down Syndrome Training and Support Service Ltd
Friday 25th October 2013

| | INFORMATION | | | | | | | | | | | | |
|--|---|----------------------------|--|------------------------|--|----------------------|------------|--------------------------|-----------------|--------------|------------|----------------|--|
| 1. Present. | Wendy Uttley, Peter Murray, Wendy Rhodes, Sam Murray, Janette Wood, Sharon Fisher, Katie Matthews, Neil Taffs, Lucy Dix, Louise Hobley, Stephen Hobley, Mel Bruzzese, Julie McEvoy, Karen Mayhew, Julie Wood, Chris Wood, Ryan Harrison, Kim Booth, Steve Robinson, Nicola Booth, Farzana Kauser | | | | | | | | | | | | |
| 2. Apologies. | Liza Stead | | | | | | | | | | | | |
| 3. Minutes from last AGM | Accepted by all present | | | | | | | | | | | | |
| 4. Presentation of reports, accounts and annual return. | <p>Everyone was welcomed with tea, coffee, or a refreshing mocktail and snacks served by Katie, Kim, Sam, Ryan, Stephen, and Chris.</p> <p>Then we were given a tour around Mind the Gap studios and behind the scenes.</p> <p>Lucy Dix introduced Wendy Uttley who showed a power point presentation of the progress report for this year. The accounts have been audited by WYCAS who commented upon how well they had been presented. Janette Wood was thanked for her excellent bookkeeping and all agreed that WYCAS should audit the accounts again next year. The power point presentation had details of reports, accounts and annual return along with details and photographs of how the charity has progressed and grown this year. Wendy mentioned that there had been a 59% increase in training and 68 schools had been involved.</p> <p>Wendy stated that full details of the accounts were available if anyone would like to see them. As there were no questions the accounts were accepted by the meeting.</p> | | | | | | | | | | | | |
| 5. Election of Directors. | <p>Alan Spalding who was co-opted on to the board in June this year has now stood down. We thank him for his time and support.</p> <p>Mel Bruzzese and Lucy Dix stood down in rotation and were re-elected.</p> <p>Liza Stead has been interviewed but unfortunately cannot attend tonight but has sent in a written request to be elected as a director. All agreed to accept her as a board member.</p> <p>Johanne Walters and Nazneen Rani have sent in applications to be directors but have yet to be interviewed and will be co-opted on later at a board meeting.</p> <p>The board of directors for the coming year is as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Steve Robinson (signatory)</td> <td></td> </tr> <tr> <td>Julie Wood (signatory)</td> <td></td> </tr> <tr> <td>Lucy Dix (signatory)</td> <td>Liza Stead</td> </tr> <tr> <td>Julie McEvoy (signatory)</td> <td>Johanne Walters</td> </tr> <tr> <td>Mel Bruzzese</td> <td>Neena Rani</td> </tr> <tr> <td>Farzana Kauser</td> <td></td> </tr> </table> <p>Lucy Dix thanked Wendy Uttley and staff for their continuing dedication to the charity and for working more than their paid hours along with a big thank you to all of our volunteers</p> | Steve Robinson (signatory) | | Julie Wood (signatory) | | Lucy Dix (signatory) | Liza Stead | Julie McEvoy (signatory) | Johanne Walters | Mel Bruzzese | Neena Rani | Farzana Kauser | |
| Steve Robinson (signatory) | | | | | | | | | | | | | |
| Julie Wood (signatory) | | | | | | | | | | | | | |
| Lucy Dix (signatory) | Liza Stead | | | | | | | | | | | | |
| Julie McEvoy (signatory) | Johanne Walters | | | | | | | | | | | | |
| Mel Bruzzese | Neena Rani | | | | | | | | | | | | |
| Farzana Kauser | | | | | | | | | | | | | |
| 6. AOB | <p>Wendy Uttley thanked all the directors for their help and to close the evening introduced 3 speakers.</p> <p>Kim Booth spoke about being involved with the Special Olympics in Bath this year and showed her bronze medal for competing in 10 pin bowling.</p> <p>Katie Matthews gave a powerpoint presentation outlining our plans for the youth club which will be located on the top floor of the Centre and run weekly on a Friday evening. We have received funding to employ two youth workers, one of whom will be a young adult with Down syndrome.</p> <p>Steve Robinson gave a powerpoint presentation looking at post 16 opportunities for children with disabilities to gain employment. We hope to address this in the coming year.</p> <p>Lucy Dix closed the evening by thanking everyone for attending.</p> | | | | | | | | | | | | |
| Next meeting | Meeting finished 8.45pm. Next board meeting Tues 29 Oct 7.45pm at the office | | | | | | | | | | | | |

Minutes for Special General Meeting Friday 13th June 2014

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| 1. Present. | Johanne Walters, Angus Smith, Wendy Uttley, Lorna Bellamy, Julie Wood, Janette Wood, Sharon Fisher, Wendy Rhodes, Louise Hobley, Garry Gibbon, Heather Chattell, Karen Mayhew, Peter Murray, Wendy Rhodes, Nicola Booth, Donna Marcroft, Katie Matthews Farzana Kauser, Liz Mclean, Rhiannon Bloor. Quorum met |
| 2. Apologies. | Rachael Fuller, Jane Edgeley, Izzy Hogan, Jane Webster, Steve Robinson, Julie Earl, Sandeep Assi, Eilish Haigh, Sheryl Ashton, Avril Dear, Jane Stubbs, Michelle Swallow, Liza Stead |
| 3. New Director | Wendy Uttley welcomed our new director Heather Chattell who was elected unanimously . Gary Gibbon and Karen Mayhew also expressed an interest in joining the board and may apply at the next Annual General Meeting. We will approach organisations who have supported our charity to see if any of their members would like to become a director. Bronte rotary club, Bingley golf club, Keighley soroptimists etc. |
| 4. Lottery news | Wendy Uttley announced that we have been short listed in the Lottery awards to the top 7 to receive the education award. Voting will take place over a month starting 25 June, and we were shortlisted out of 700 from a case study that Wendy sent in about the start of her journey with the charity. |
| 5. Bargain basement | This evening we 'launch' the opening of our bargain basement at the office. Items donated are set out in the basement for donations towards the charity. Adults only are allowed at the moment due to safety issues . Agreed to call it 'ALADDINS CAVE' 8.30 meeting completed. |

Annual General Meeting

Friday 17th October 2014, 7.30pm at
Windhill Conservative Club

39 Carr Lane, Shipley, BD18 2NQ

7.30 AGM business (members only)

- 1. Present and apologies.**
- 2. Accept minutes from our last AGM and SGM**
- 3. Presentation of reports:**
 - Accounts**
 - Annual return/progress report**
- 4. Election of Directors.**

8.00 Race night (open to all families)

Six races will take place.

