



Trustees' Annual Report for the period

Period start date		Period end date	
From	1st January 2020	To	31st December 2020

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Michelle Bolton	Trustee	Resigned 9.3.2020
2	Kelly Harris	Trustee	Resigned 9.3.2020
3	Gillian Warwick-Thompson	Chair	
4	Nicole Clarke	Trustee	Resigned 13.7.2020
5	Rachel Angus	Treasurer	
6	Andrew Luck	Trustee	Appointed 22.4.2020, Resigned 14.12.2020
7	Nicholas Dunn	Trustee	Appointed 12.10.2020
8	Abbie Hollick	Trustee	Appointed 20.11.2020
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Names and addresses of advisers (Optional information)

Type of adviser Name Address

Education Adviser Anne Gullick .

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

Michelle Bolton – Head of Operations

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 29.1.2018
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustee Board

Additional governance issues (Optional information)

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

Section C Objectives and activities

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

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

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

2020 represented the second full year of operational activity for DS Achieve having officially launched to the public on 2nd September 2018 following registration with the Charity Commission on 29th January 2018.

In order to plan and execute suitable activities which meet the charity's objectives, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit. These guidelines were discussed and used to plan four main areas of activity for 2020.:

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

- 2) **Training sessions** for parents and carers of children with Down Syndrome and professionals working with children with Down Syndrome.
- 3) Continuation of **Young Achievers**, a monthly social skills and interaction programme for primary-aged and secondary-aged children with Down Syndrome and on occasion, their siblings.
- 4) The launch of the **Empowerment Group**, a programme of activities carefully designed to give parents/carers of children with Down Syndrome the opportunity to take a break from daily life and to focus on their wellbeing.

In addition to these four main areas of activity, the Trustees responded to COVID-19 by offering a **Resources Bursary** to assist parents and carers with homeschooling.

Little Achievers

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

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

Two part time employees support the group – a manager and a support worker.

In response to COVID-19, the entire Little Achievers Programme was successfully moved to online delivery from April 2020. Some additional support was made available to parents from the therapists during the initial period of online delivery and the parents continued to access their advice each term.

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

Training sessions

2020 saw the continuation of our high quality training events beginning with expert advice from a Specialist Advisory Teacher who delivered face to face training for parents, carers and professionals on supporting children with Down Syndrome with numeracy.

Once services moved online, we hosted a variety of training sessions including courses on reading, maths and behaviour for parents, carers and professionals from an expert Specialist Advisory Teacher and two courses, delivered by speech and language specialists Symbol UK, one tailored for parents and carers, and the other for professionals.

All courses were well attended and feedback was excellent. A particular achievement was the high number(40+) of professional attendees registering for the Symbol UK training.

Young Achievers

2020 saw the continuation of the Young Achievers Programme that was launched in October 2019 for primary-aged and secondary-aged children with Down Syndrome. Young Achievers is a programme of activities which are carefully designed to give children the ability to interact, develop social skills and have fun with peers.

The first two sessions of 2020 were hosted face to face – the first focusing on cooking skills and the second focusing on being active.

In response to COVID-19, the remaining sessions of 2020 were delivered online. A range of activities were successfully delivered in this format including cooking, arts and crafts, dance and movement, and a disco.

In addition to the various activities described above we also ran an online Creative Arts Therapy Group for teenagers. This involved weekly sessions over 10 weeks in the Autumn term delivered by qualified music and drama therapists providing the youngsters with the opportunity to build social skills, explore emotional wellbeing and be creative.

Although 2020 saw limited face to face opportunities, the children enjoyed the alternative online activities and feedback for the events was positive. An assessment of the Young Achievers programme was completed at the year end with a refocus on skills based activities planned for 2021.

Empowerment Group

The Empowerment Group was launched in February 2020 and is a programme of activities carefully designed to give parents/carers the opportunity to take a break from daily life and to focus on their wellbeing.

After offering a number of 'one-off' sessions earlier in the year, DS Achieve were pleased to be able to partner with The Mindful Squad in the Autumn term to deliver a six week mindfulness course to parents and carers.

Feedback from Empowerment Group events has been positive with service users appreciating the beneficial impact on their wellbeing.

Resources Bursary

During the COVID-19 lockdown starting in March we were pleased to be able to provide a bursary arrangement for parents to obtain physical resources to help them with homeschooling their child. These were specialist teaching resources, such as See & Learn and Numicon, that the children could not access while staying at home and enabled their learning to continue. Feedback on the resources bursary was hugely positive. Parents expressed gratitude for the quality of the resources received and many reported that the bursary arrangement enabled them to feel supported during this challenging time.

Additional details of objectives and activities (Optional information)

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Trustees of DS Achieve are delighted to report a number of key achievements during 2020.

- The appointment of three new Trustees.
- The creation of and recruitment to a Head of Operations role to support the growth of the charity.
- July 2020 saw the completion of the second full academic year of Little Achievers. The Little Achievers classes are now at maximum capacity with high levels of satisfaction from the families that the classes support.
- The continuation of our high quality training events.
- Engagement with our users to shape future services. These have been used to set the strategic and operational plan for 2021.
- July 2020 saw the completion of the first full academic year of The Young Achievers programme.
- The launch of the Empowerment Group
- Provision of the Resources Bursary during lockdown and school closures
- The response to the COVID-19 pandemic which ensured that there were no operational failures. All previously planned activities were delivered successfully online, with positive feedback received from service users.
- The creation of a user database via MailChimp which enables communication of our services directly to parents/carers, professionals and supporters.

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

Section E

Financial review

Brief statement of the charity's policy on reserves

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

It is expected that both the Little Achievers and Young Achievers programme will be largely funded by grant income and the delivery of the programmes will be dependent on successful grant applications. The Trustees were able to successfully secure grant funding for these programmes in 2020. The Trustees will seek to secure grants in a timely

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

At the year end, unrestricted reserves totalled £13,342 thanks to the generosity of our donors..

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

RECEIPTS

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

Donations

DS Achieve were delighted to be the recipient of a number of generous donations during 2020. Total donations received amounted to £7,523.

Event income

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

Grants

DS Achieve successfully applied for two grants (from HCF and Groundworks in 2020). These grants were both awarded to specifically fund the Little Achievers Programme. The grants were awarded for specific periods reaching into 2021 and are all restricted funds, meaning they must be spent in accordance with each of their terms and conditions.

PAYMENTS

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

Event costs

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

Little Achievers Classes

Costs for the Little Achievers programme for the Spring, Summer and Autumn terms relate to venue hire, the teacher, visiting therapists, staff costs, salary and resources .

Young Achievers Sessions

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

Administration

All administration costs were met through unrestricted reserves and were necessary for the effective running of the charity.

Section F

Other optional information

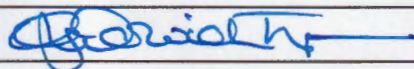
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Section G	Declaration
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

GILLIAN WARWICK-THOMPSON

Position (eg Secretary, Chair,
etc)

CHAIR

Date

19 March 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

DS Achieve

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Receipts and payments accounts

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For the period from	Period start date 1/1/2020	To	Period end date 31/12/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	5,273	2,250	-	7,523	10,070
Event Income	3,901	-	-	3,901	3,061
Grant from HCF	-	5,000	-	5,000	-
Grant from Groundworks	-	2,000	-	2,000	-
HMRC - Furlough Scheme	308	-	-	308	-
Grant from Watford Borough Council	-	-	-	-	1,200
Grant from Baily Thomas	-	-	-	-	5,000
Grant from Local Giving	-	-	-	-	500
Grant from WHSmith Community Fund	-	-	-	-	200
Sub total	9,482	9,250	-	18,732	20,031
A2 Asset and investment sales					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,482	9,250	-	18,732	20,031
A3 Payments					
Event Costs	2,558	-	-	2,558	4,080
Little Achievers Classes	-	9,520	-	9,520	10,002
Young Achievers Sessions	-	4,713	-	4,713	332
Resources Bursary	775	-	-	775	-
Website & IT Costs	740	-	-	740	1,087
Insurance	522	-	-	522	473
Subscriptions	287	-	-	287	151
Marketing	135	-	-	135	605
Sundry Expenses	71	-	-	71	109
Salaries & Staff Costs	4,369	-	-	4,369	-
Sub total	9,458	14,233	-	23,691	16,839
A4 Asset and investment purchases					
Little Achievers Equipment	-	-	-	-	1,738
DS Achieve Banners	-	-	-	-	89
Projector Screen	-	-	-	-	115
Sub total	-	-	-	-	1,942
Total payments	9,458	14,233	-	23,691	18,781
Net of receipts/(payments)	24	- 4,983	-	- 4,959	1,250
A5 Transfers between funds					
A6 Cash funds last year end	13,318	10,544	-	23,862	22,612
Cash funds this year end	13,342	5,561	-	18,903	23,862

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

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Bank Account	13,342	5,561	-
Total cash funds	13,342	5,561	-

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Facilitator in Advance - Young Achievers	-	155	-
Training Income	1,208	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

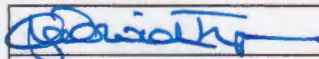
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Little Achievers Equipment	Restricted	2,160	2,160
Projector Screen	Unrestricted	115	115
Event Banners	Unrestricted	209	209
Playgroup Equipment	Unrestricted	-	-
Projector	Unrestricted	-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Visiting Therapists - Little Achievers	Restricted	938	
Intervention Teacher - Little Achievers	Restricted	825	
Facilitator Costs - Young Achievers	Restricted	170	
Facilitator Costs - The Empowerment Group	Unrestricted	684	
Facilitator Costs - Training Courses	Unrestricted	1,530	
Expenses - Little Achievers	Restricted	50	
Expenses - Administration	Unrestricted	40	

Signed by one or two trustees on

Signature



Print Name

G. WARWICK-THOMPSON

Date of approval

11/03/2021