

TRUSTEES ANNUAL REPORT 2013



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From 1st January to 31st December

Structure Of The Organisation

Hartlepool Special Needs Support Group is a Voluntary Organisation and consists of:-

Trustees

Lorraine Potts	-	Chair	Re-Elected January 2012
Julie Bennison	-	Secretary	Re-Elected January 2012
Melanie Dunn	-	Treasurer	Re-Elected January 2012
Julie Carter	-		Re-Elected January 2013
Jayne Robinson	-		Re-Elected January 2012
Elisa Latimer	-		Elected January 2012

Met a total of 12 times

The Trustees meet monthly to monitor and set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager/Co-ordinator to whom the Trustees have delegated the day to day running of the Group. Additional or informal meetings are also held as required. Full members meeting are held at least three times a year.

Staff

Pat Allison	-	Manager-Co-ordinator
Julie Parker	-	Administration
Hilary Ward & Trevor Roe	-	Supervisors
Bank of Staff (16)	-	Support & Care
Extra re: Summer (20)	-	Support & Care

Beneficiaries

87 Families made up of the following:

- 77 Families with 1 child who have a disability
- 5 Families with 2 children who have a disability
- 5 Affiliated members

Address

Resource Centre
109 Park Road
Hartlepool TS26 9HR

Bankers - Yorkshire Bank
118 York Road
Hartlepool
TS26 9BT

Accountants— Waltons Clark Whitehill
(North East) LLP
Maritime House
Harbour Walk, The Marina
Hartlepool
TS24 0UX

Chairs Report 2013

Having closed the door on 2013 it gives us chance to take stock of our achievements over the year. Despite the continuing economic down turn Hartlepool Special Needs Support Group have remained in a position of stability, delivering all it's usual services to members. Careful thought was given to activities, delivering more locally as well as using our own building to hold events. This has kept costs down and allowed us to continue steadily through this time of financial fragility. We have continued to receive monies from the local authority—this year has been via Hartlepool Families First, delivering services for similar beneficiaries over the summer, other out of school holidays and some clubs. Our Manager Pat ably assisted by Julie, keep everything running like a well-oiled machine. My thanks must go to them for their continued efforts to keep us in an excellent position during this daunting time. The Trustees of the group Melanie Dunn our Treasurer, Julie Bennison our Secretary, Jayne Robinson, Elisa Latimer, and Julie Carter continue to meet on a regular basis, to ensure the smooth running of the group. My appreciation goes to them for their continued support. We have a small number of staff who work within the regular groups and of course our trusty band of volunteers, all of whom have continued to do an excellent job.

We are all grateful for the tremendous support from all of the group's members.

Lorraine Potts
Chair of Trustees

History

Hartlepool Special Needs Support Group was established in 1989 and became a Registered Charity in 1990, No. 1031151, which is governed by its Constitution.

We have been providing this service for twenty four years and have a proven track record of managing large sums of money effectively. In 1999, we started operating from our own premises.

Over the years, we have become recognised as a specialist provider of services in our field and although it is difficult to quantify, it is very apparent that our young people have an enhanced quality of life, are growing in confidence and are gaining the firm foundations and experiences upon which they can build in order to enjoy future opportunities.

Aims and Objectives

The Charity shall serve families, children and young people in the Borough of Hartlepool and those attending schools in this Borough (herein called “the Area”). From birth onwards, (herein referred to as young people). Such young people who enrol as children may remain as members after the age of 18, if deemed mutually appropriate by all parties.

To alleviate the needs and advance the education of children-young people with various profound physical/learning disabilities with varying complex needs, including life limiting conditions, and to support their families-carers. An essential part of our service is to raise public awareness and change preconceptions about disability by encouraging inclusive activities through taking part in activities set in the public domain.

The Manager/Co-ordinator and her team work hard to achieve the Groups objectives by carrying out the following:

- Develop the group
- Recruit, train and support Volunteers
- Encourage participation
- Design appropriate programmes of activities both at centre and outreach and look for new opportunities
- Ensure the smooth running of the Resource Centre
- Support the children and young people under their care
- Provide support and information to parents
- Develop links with other agencies
- Maintain links with existing funding sources and research potential funders

Contingency Policy – The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the group. This policy is reviewed and monitored regularly.

Risk Management – The Trustees have put systems in place to mitigate any major risks, which affect the Charity.

The Annual Report 2013 is circulated to all our supporters. Further copies are available from the Resource Centre.

Public Benefit

The Charity Trustees consider they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

In House Training

Course

Helping Children Develop their Social Skills
And understanding

Attendees

Supervisor

Moving and Handling of Disabled Children

Supervisor

Personal Profiles, Disability Awareness,
Child Protection, Health and Safety

Manager, 2 Trustees,
26 Support Staff and volunteers

Personal profiles, Disability Awareness,
Child Protection, Health & Safety additional
Sessions.

22 Support Staff and volunteers.

Basic First Aid

10 Support Staff and Volunteers

Make A Difference Day

Dyke House Sports & Technology College

Placement—to complete Duke of Edinburgh Award

Information Sharing - Working closely with the Voluntary and Statutory Sector Speakers and Events in the community and on site

- Families Information Service- Hartlepool Borough Council
- The Manager supports beneficiaries by attending Individual Self Directed Support Meetings.
- Darlington and Hartlepool SEND (Special Educational Needs and Disability) Pathfinder—Dept. for Health and Education
- 1 Hart 1 Mind 1 Future was born through the Parent Led Group
- Families Information and Support Hub
- Latimer Hinks Solicitors Darlington -Wills
- Wilf Ward Hartlepool -Direct Payments

Hartlepool Special Needs Support Group Annual Awards

The following Volunteers have completed 50—400 hours and have earned the groups award. This is from 1st January to December 2013, restarting each year.

Beth Allison	200	Sam Gretton	70
Bobbie Allison	250	Grace Guerin	120
Jamie Allison	70	Lauren Jones	60
Zoe Brownless	70	Kath Landreth	50
Shelley Burns	60	Thomas Mallinson	60
Rachel Dobson	60	Hannah Ord	100
Alice Dunn	100	Lorraine Potts	320
Melanie Dunn	100	Shaun Potts	345
Kaitlin Gallighan	70	Kirsty Taylor	75
Nicola Gelson	120	Angela Waites	60
Matthew Gretton	50		

Congratulations to all those who have received a certificate for completing the Award.

We rely heavily on our Volunteers to assist with the provision of our services and currently have the support of a dedicated team.

We are very proud of all our volunteers including those who have done some occasional hours. The total number of hours of voluntary work completed for the year 3802 Hours. We much appreciate their contribution, “**WELL DONE**”.

Volunteers Reward System

The following events were held to reward our committed team of Volunteers:
Christmas Event –Casa Del Mar Restaurant.

Services**Out of School Activities-Trips and Parent-Carers Social Events—out in the community and in the resource centre.****TOTAL VISITS****TOTAL ATTENDING**

Live Show—X Factor Metro Arena, Newcastle	1	66
Live Show—Chinese Circus, Billingham	1	41
Live Show—Joseph, Sunderland	1	72
Live Show—The Big Reunion, Newcastle	1	44
Live Show—Dare to Dream on Ice, Newcastle	1	77
Pony World Horse riding, Crimdon Dene	1	21
Parents-Carers Pamper Day—compliments of Boots Chemist	1	12
UK Bowl Hartlepool	2	69
Cinema & Lunch, Hartlepool	5	226
Mr Twister Soft Play, Hartlepool	5	119
Social Pub Lunches	6	129
Mums & Carers Christmas Shopping Day—Meadowhall, Sheffield	1	18
Mums & Carers Christmas Lunch—Ruskins, Douglas Hotel	1	14
Christmas Party with disco, buffet, prizes and gifts—Catholic Club allows use of room free of charge.	1	84
Aladdin Pantomime, Darlington Civic Theatre	1	97
Hydrotherapy Sessions, High Tunstall School	31	82
Social Evenings—Flix Cinema	10	255
Childrens Fun Club Sessions—Easter, Whit, Summer sessions, circus workshops, lunch and Halloween Party.	4	117

Children's Fun Club x 43 sessions

The children always enjoy participating in the popular extra sessions where other members come along. Visits to the Merry Go Round which has included lunch and soft play on six occasions. Easter included goody bags, their visit to a new activity strawberry picking where the children ate more than they brought home—delicious !

Photographer took portraits of the children which Santa used on his visit to give out with gifts at the Christmas party, all were delighted and attendance continues to be high.

Youth Club x 38 sessions

Their visit to Flix, film and food for a social evening was successful. Throughout the year they have enjoyed Easter, strawberries and mince pie treats. At Christmas, the young people again were looking forward to see Santa who came along to their party bringing a sack full of presents, attendance has increased.

Get Together Club x 38 sessions

This club is for our over 18's. Their tasks have included shredding, wrapping Christmas gifts for other clubs, shopping, messages, general office duties and being busy bees preparing articles and crafts for our fund raising events. Strawberry Event—in conjunction with Class 7-Catcote Academy, planned and served home made scones with all the trimmings, these were enjoyed by all visitors. Also a cinema afternoon, both groups attending. Served members and the public delicious refreshments at their Easter and Mince Pie afternoon. Their social visits to the Café 177, Mary Lambert, Eugene's, Windmill and Grand Central for lunch have thoroughly been enjoyed.

Constellation x 36 sessions plus 19 with Friends

The young people of Constellation have had a very busy year this year, the group remain keen with excellent attendance and a healthy membership.

They have, as always enjoyed their usual Christmas party.

They still work with the younger stars although we have in the later part of the year held separate practises to better meet the needs of some of our new Friend's performers. Performing in these shows really is the highlight of the year for these young stars. They are, of course, an excellent audience to the local shows they attend. Always giving their full attention to the performers on stage and ready to give a round of applause at the end of the performance. They tried something completely new by making a short video starring and directed by themselves. Their piece came second in a competition for young movie makers.

They enjoyed being Pop stars for the day at the Red Dreams centre where they posed for a photo shoot and made a music video. As I write this report the competition bug has gotten its grip on them again, as they prepare for the North's heat of the Pulse competition. We wish them luck in their endeavours for the coming year.

Friends Fun Club 36 sessions plus 19 with Constellation

This activity remains popular with the young stars of Friends enjoying the many and varied activities that take place on a Sunday afternoon. They have worked really hard at perfecting their performances for their show in December. Some have enjoyed joining Constellation at some social events and local theatre performances which they have watched and clapped along to. Practises have been adapted to meet the needs of the less experience performers, until they gain their confidence to participate in larger group settings.

Summer Scheme

As usual, this was successfully held in High Tunstall School for 9 days, 10am to 3.30pm.

Attendance:

- 85 Children and young people—an average of 67 additional needs and 18 siblings per day
- 33 Support & Care Staff
- 20 Volunteers
- 4 Personal Assistants
- The Manager and Administration Staff

Activities on offer include:

Swimming, sport sessions, arts, crafts, computer games (Wii-Playstation), the teenage room, pottery painting, stuffing a fluffy friend, specialised bikes, tandems, bouncy castle, inflatable slide, children's entertainers, circus tricks, outside play, photography training/competition, ice creams, party games, disco and face painting. Our own helpers provided cold cookery, beauty and hair sessions.

Outings—Cinema-pizza hut, Lunch Toby Carvery, Mr twister-soft play area and extra Children's Fun Club session at resource centre.

The summer programme, as usual, was a great success with the added bonus of some new children to the service and activities which were thoroughly enjoyed.

COMMENTS RECEIVED

Parents Comments

Summer scheme is fantastic for Greg he really looks forward to it every year, keeps him from watching the television and has great outdoor activities. The staff are a blessing as there is not much out there for disabled children and it is good for parents – Greg's mum.

The summer scheme has been really enjoyable for my child he comes out happy and full of smiles at the end of the day has even asked to come more. I like the range of activities there is for my son to choose from to keep him occupied and interested, he enjoys making friends as he does find this difficult with some children and I am looking forward to using the other services that are provided after the holidays – Logan's mum.

The summer scheme provides a great opportunity for my daughter to socialise with friends in the summer holidays. There are a fabulous variety of activities on offer and the scheme also provides a great break for parents – Helen's mum.

My child has had a wonderful time at the summer scheme and gets to do lots of activities she cannot do in mainstream. This is the only scheme for our children and it is brilliant! - Emma's mum.

Thank you Pat and staff for another lovely summer scheme it is much appreciated and Sophie loves every minute of it and looks forward to coming and it is good to know she is well cared for, thanks again – Sophie's Grandma.

Helpers Comments

Loved summer scheme this year (as always). Such a great experience for me and its lovely to see how much the children and young adults enjoyed it too. I felt I gained even more knowledge and experience with the members of the scheme and at times have been more challenged but enjoyed it just as much if not more! Becky.

This is the first summer scheme I have worked on and I think the variety is great I like how each child has a staff member to let them access what they want, when they want. Caroline.

Childrens Comments

Joshua has enjoyed the bouncy castle, swimming and doing sums. He has also enjoyed playing in the sand. Enjoyed birdie song at the disco and knew all the words. Joshua.

I enjoyed the Boccia, swimming and farm bus we should have it every week. James.

I liked the bouncy castle, swimming, the bikes and disco, also playing guess who – Isabelle.

Benjamin enjoyed having the freedom to go where he wanted with support. He particularly enjoyed the bikes. Benjamin.

SUMMER SCHEME

Resource Centre

The following services have all been enjoyed at our centre and continue to be popular:

- Support, information sessions for parents, carers.
- Parent, carer, baby, toddler group - Monday and Thursday, 10 am to 12 pm.
Term time only.
- Children's Fun Club, once a week term time plus extra outings.
- Youth Club, once a week plus occasional outings.
- Get Together Club, once a week during term time.
- Drama Group, once a week plus extra sessions, events and outings.
- Friends regular sessions/events.
- Multi-sensory room weekly term time -Thursday 1-3 pm and occasionally at other times.
- Members own children's parties.
- Training and awareness sessions.
- Associated group's use.
Family Nights- Fish and Chips, Pie, Peas and Mash, BBQ, Hot Dogs, Curry, Pizza and Garlic Bread suppers all with bingo, games.
Mums and Carers Pamper Day —various therapies, buffets and a lovely relaxing time had by all.
- Fundraising Events (*see Donations-Fundraising*).
- Our own Santa's Grotto using our storeroom, beautifully decorated by a group of our Volunteers, Members. Santa, loaded down with gifts, paid a visit and music, mince pies, sherry and gifts were organised for sessions. Grotto is well used by all Resource Centre activities and regular clubs.

All activities, trips, short holiday, various clubs, use of resource centre, social and fundraising events are always well attended by members and visitors.

The Resource Centre



Grants, Trusts and Businesses

We would like to acknowledge and thank the following for financial assistance.

Lloyds TSB Foundation

Heerema Hartlepool

Waltons Clark Whitehall Accountants

Greggs

Hartlepool Families First—Extended Activities & Play Schemes—via Hartlepool Borough Council.

Donations and Fundraising

Members, friends, families and supporters who have donated or participated:

Easter, Autumn and Christmas Fayres, Gift Wrapping and Raffles

Constellation and Friends Easter and Christmas Family Shows

Bobbie Allison

Pauline Hunter –Cakes made & decorated

Millie Bage and Laura Kitchen—Bake Sale

Mr and Mrs Foster

Mrs Sylvia Sadler

Graham & Ben Jones—Big Lime Triathlon

Gerald Martin—Mason & Martin

Neighbourhoodies- via Housing Hartlepool

1 Hart 1 Mind 1 Future—Use of room, crèche & administration.

Carl Hornby & Carl Ridley—K. Home International Ltd

Paul Riordan—Huntsman Engage Safety Programme

Bramley Court -In memory of Ada Heyman

Bertie Gretton - In Lieu of flowers

Money was also raised from Webb Ivory, disco's, production of shows DVD's, use of centre.

Burgon, Jones, Carter and Guerin families - personal donations.

Many hours of voluntary work were contributed by our Members & Supporters, it is impossible to place a value on the time given, but without it, much of the work undertaken could not be achieved.

We very much appreciate all the donations and assistance from our Members, Friends & Supporters, not forgetting all the prizes.

Photographs & storage space compliments of “The Picture Gallery ”

Robert L. Allison LMPA.

Thank you to everyone

FINANCIAL REVIEW

Accounts for the year end 1 October 2013

INCOME **£ 129,461**

EXPENDITURE **£ 129,030**

BALANCE **£ 70,487**

£7,641 held for 1 Hart 1 Mind 1 Future

Full Accounts 2012/13 are available at the Resource Centre

Finally

A message from your Manager, Pat Allison:-

With the resources we have used in 2013 the group has had another successful year, we have continued to provide a wide range of services and programme of activities locally and in-house that you have all enjoyed and benefited from. Despite an increase in costs due to inflation, we have managed to subsidise the activities to ensure delivery has continued, you will find this evidenced when reading this report.

I am delighted to report some funding news—we have tapped into some short term funding 25% operational costs from Lloyds TSB Foundation for a two year period. We still access monies through local authority re: extended activities and playschemes via our partnership with Hartlepool Families First. Due to the continued success of our over 18's incorporating the groups services in their personal plans helps us maintain this provision.

I am proud to be associated with our wonderful team of staff and volunteers, who show so much dedication and care in supporting the members and myself. My thanks and appreciation must also go to our Trustees, well done everyone. I look forward to another year.

Pat Allison

Hartlepool Special Needs Support Group Resource Centre

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