

Trustees

Annual Report 2020/2021



HARTLEPOOL SPECIAL NEEDS
support group

supporting local families since 1989

Trustees Report 2020/2021

From 1st October 2020 to 30th September 2021

Structure Of The Organisation

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

Trustees

| | | | |
|-----------------|---|-----------|-------------------------------|
| Jayne Shepherd | - | Chair | Re-Elected February 2021-2024 |
| Julie Carter | - | Secretary | Re-Elected February 2019-2022 |
| Karen Taylor | - | Treasurer | Elected February 2021-2024 |
| Marlene Barnard | - | | Elected February 2021-2024 |
| Ami Carroll | - | | Elected February 2021-2024 |
| Jamie Allison | - | | Co-opted November 2021-2024 |

Recruitment of Trustees

Members can nominate trustees or themselves for positions, also trustees can appoint co-opted trustees.

Met via Zoom or Resource Centre a total of 11 times

Working Group met 6 times

The Trustees meet monthly to monitor, set targets and discuss a range of issues relating to the efficient running of the group, including operational and financial reports from the Manager 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 and Volunteers

| | | |
|------------------|---|----------------|
| Pat Allison | - | Manager |
| Office Staff | - | Administration |
| Bank of Staff 17 | - | Support & Care |
| Volunteers 15 | - | Various Roles |

Beneficiaries

- 84 Children and Young Adults who have a disability plus their Parent's, carers and siblings.
- 4 Affiliated Families

Address

Resource Centre
109 Park Road
Hartlepool
TS26 9HR

Chartered Accountants

WaltonsClarkWhitehall Ltd
Maritime House
Harbour Walk,
The Marina
Hartlepool, TS24 0UX

Bankers

Virgin Money
118 York Road
Hartlepool
TS26 9BT

Chairs Report 2021

2021 has been another difficult year for most but as things have slowly got back to 'normal' Hartlepool Special Needs Support Group has been able to provide the necessary support to ensure the wellbeing and development of its members.

I would like to thank Pat, who has done a great job co-ordinating the reintroduction of all the regular clubs, meetings and activities, both in the centre and out in the community, including a very different but successful Summer Scheme. In the office, Michelle has continued to support the efficient running of the group and as always, the dedication of all staff and volunteers has been invaluable. Thanks must also go to the Core Fundraising Group who have continued to raise essential funds for the benefit of the group's future.

I am optimistic that in 2022, Hartlepool Special Needs Support Group can continue to provide a wide range of opportunities for and have a positive impact on all of its children and young adults.

Jayne Shepherd—Chair of Trustees

This Annual Report is circulated to all supporters, further copies are available from the Resource Centre.

History

Hartlepool Special Needs Support Group was established in 1989, a voluntary organisation formed under a constitution adopted July 1990 and amended November 1993, November 1999, June 2003 and January 2005, **Registered Charity No. 1031151**

We have been providing this service for thirty two 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. 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 relieve the needs and advance the education of children and young people with various profound physical or learning disabilities with varying complex needs, including life limiting conditions, and to support their families and 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 and her team work hard to achieve the Group’s objectives by carrying out the following:

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

Contingency Policy

The Trustees agreed to continue this policy of keeping a contingency fund equal to six months running costs of the Charity. 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.

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.

Resource Centre and Out in the Wider Community

Throughout 2021 services continued to be enjoyed at the Resource Centre, although at a reduced capacity. We also re-introduced activities out-in-the-community from the Summer.

- Carer Support and Information sessions for parents and carers
- Children's Fun Club
- Babies/Toddlers/Parent & Carer Group
- Friends Fun Club
- Get-Together Club
- Youth Club
- Drama Club "Constellation"
- Multi-sensory Sessions
- Parent/Carers Coffee-Morning
- Half-Term Film Night
- Christmas PJ's Movie Night
- Use of centre for Private Bubbles
- Training and awareness sessions
- Fundraising events (*see Donations—fundraising*)

Our Resource Centre



Children's Fun Club

The club is held every Monday evening during term-time with a busy schedule of activities enjoyed by children aged 3-12 years. Activities include arts, crafts, themed parties, multisensory sessions, energetic and table top games. The children were excited to participate in extra sessions which included lunch, and looked forward to their Christmas party with a visit from Santa. Attendance slowly increased throughout the year.



Baby/Toddler/Parent Club

This group was introduced in May 2021 and is proving to be successful with regular attendance, held on Tuesday mornings 10.00 am to 12.00 pm. The children enjoy accessing the multi-sensory room and play area, supported by a member of staff. This also gives parents, grandparents and carers an opportunity to meet in a relaxed environment with time for refreshments.,



Get-Together Club

This club is held every Wednesday during term time for over 18's, who always enjoy completing various tasks including shopping, delivering messages and general office duties. The members help to organise and deliver various fundraising events including fayres, raffles etc, also preparing of gifts for other regular club members. Lunch deliveries were always a special treat and replaced out-in-the-community social outings.



Youth Club

The club was held every Wednesday evening during term-time and occasionally during school/college holidays. The club is aimed for aged 12 years plus, or when agreed it is appropriate for the needs of a young person. The young people have been delighted to continue throughout the year to meet up and socialise with their friends. A new exciting programme of activities was introduced by the Supervisor with advice and input from the members themselves.



Friends Fun Club

The Friends Fun Club resumed in September with a new day and time, Tuesdays 5.30 pm-7.30 pm for children aged 3–13 years.. The Stars were really enthusiastic to return and thoroughly enjoyed singing, dancing, miming and especially excited to wear the theme customs. This was towards a recording of Stars performing and showcasing their talents to be part of the production of the Constellation and Friends “Christmas Premier Evening”. All children had a great time at their Christmas party with the visit from Santa and a personalised gift.



Constellation

Constellation are a group of young people aged 13+ who really enjoy performing. Sessions are held on a Thursday 6-8pm during term-time. Stars returned in Spring full of excitement and enthusiasm to meet up with friends and start to collate suggestions on the way forward for future performances due to current situation. Stars worked hard during the sessions to produce a recorded performance showcasing their talents to be shown at Constellation and Friends “Christmas Premier Evening” for their families to view. The year was finished with a party and a feast of pizza delivery with a flying visit from Santa and gifts for all stars.



HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP – SUMMER SCHEME 2021

After a long period of uncertainty and many discussions within the Group we were delighted to go ahead and successfully deliver a Summer Programme safely. This was held at High Tunstall School Block D, although with many changes from previous times all members adapted extremely well and enjoyed a varied programme of activities. The hydrotherapy pool as usual, was very popular. A range of activities were planned for 3 separate areas, each with their own supplies and time-tables. The specialized bikes/tandems, farm bus, ice-cream van and fire engine visits were as usual a big hit. Along with entertainers including Bubble Man, Circus Tricks and new this year Animal Arc with spiders, snakes etc. The introduction of a Tuck Shop ran by members certainly went down well with all— including the helpers! We finished the scheme with our first visit, in a long time, to a local venue to watch a pantomime performance of Snow White and the Seven Dwarfs — with lots of audience participation, lots of fun and laughter had by all.

Quotes from Parents/Carers:

*When I received the email asking if **Darcy** wanted to attend I mentioned it to her (she jumped up and down with excitement). She has attended all weeks doing various activities, each day she comes home with a smile on her face. Thank you all, you are doing a fabulous job.*

*Thank you to everyone at the summer scheme for all your hard work **Alfie** absolutely loves it, especially being out and about with Bobbie and being his wing man, it gives me a little bit of time to myself. Thank you Pat and all your amazing staff.*

*This was **Ciaran's** first summer attending and I can assure you it will certainly not be the last! We are already looking forward to next year. He had a great time plenty to keep him busy and even though he missed his second week due to chicken pox you were able to accommodate him for an extra session the week after and he managed to get in the pool every morning, amazing!*

*We were so happy that **Greg** could access the summer scheme although it was a little different this year he seemed to really enjoy it and the videos on Facebook were amazing as you seen all the members really enjoying the bubbles, farm animals and other activities. It was a little bit of normality in this crazy world at this present time.. To Pat, all your staff and volunteers we thank you from the bottom of our hearts it means the world to us for Greg to be happy and content xx*

The Groups programme of activities out in the community, were re-introduced during the Summer.

The following were enjoyed in the beginning of the year by all who attended:-

- ◆ Summer Panto, Hartlepool Borough Hall
- ◆ Jump 360—Trampoline Park
- ◆ Larry’s Bowling Seaton Carew
- ◆ Cinema Visit and Pizza Hut
- ◆ Social Afternoon, The Windmill
- ◆ Christmas Panto, Darlington Hippodrome



HSNSG

Information Sharing

We continue to work closely with the voluntary and statutory sector by inviting speakers to our base and also visiting events in the community.

Work Placements

A number of Young adults continue to attend carrying out various tasks including general office duties, checking and purchase of supplies, Preparing and setting-up other clubs, contributing to the running of the Charity whilst enabling them to build on their own skills and confidence.

We were happy to welcome back our first external placement since the start of the pandemic still following government guidelines to help Students gain relevant experience at our Summer Scheme to complete her course:- *University of Sunderland: Post Compulsory Education Training Programme (SEND pathway)*

Training

Course

Basic First Aid

Attendees

1 Tutors and Manager
8 Support staff and volunteers

In-House Training

Summer Scheme Introduction

1 Tutor and Manager
8 Support Staff and Volunteers

Multi-Sensory/Hall Equipment
Briefing

1 Tutor
9 Support Staff and Volunteers

Volunteers

Although 2021 was a very unusual year our dedicated team of volunteers continued to work closely to support all members in various ways.

This enabled members to stay in touch with others and helped them participate with on-line contact and activities. All come together to use their personal skills, knowledge and experience of the children and young adults to keep their spirits up, encouraging their engagement to help prevent isolation and loneliness.

New strategies were put in place to welcome members slowly back into the Resource Centre supported by our staff and volunteers. Continually building on this throughout the year and adapting to changes accordingly.

When we finally embarked on services out in the community volunteers were readily available and were keen to support the Group and all members.

We heavily rely on our dedicated team of volunteers to assist with the provision of our services and are very proud of them all, we much appreciate their contribution.

Well Done

Grants, Trusts and Businesses

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

BASF

Co Durham Community Fund—Darlington Building Society

Hartlepool Families First—Extended Activities and Play Schemes

Teesside Philanthropic—(The Teesside Charity)

Donations and Fundraising

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

Luke and Cameron

The Foster Family (Greg's Grandparents)

Mrs Carne via Michelle Hall

Pauline Hunter - Masks plus Cakes made & decorated

Use of Centre and Equipment

Slee and Hunter Families

Events

Café & Tuck Shop,

Autumn Fayre

Mince Pie afternoon and Christmas Raffle

Many hours of voluntary work were contributed by our Members and 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.

Darlington Building

Society were delighted to meet some of our members enjoying the specialised bikes and tandems at the Summer Scheme.



Core Fundraising Group:

This is a group of dedicated volunteers with their key aims to organise events and come up with ideas to increase funds and also general awareness of Hartlepool Special Needs Support Group.

Events held in 2021 were:

- ◆ Great North Run
- ◆ Christmas Jumper Day

2021 was another unique year but we still managed to get great support from the local community. With 25 entrants in total joining us in the Great North Run helping to raise in excess of £8,000. A huge “Thank You” to all involved, in a once in a life-time course change., “The most difficult year yet”, said one runner.

Our Christmas Jumper Event was again a huge success. We hope to build on these events in 2022.



Jamie Allison, Grace Brock, Sam Gretton, Thomas Mallison, Shaun Potts.

FINANCIAL REVIEW - Accounts for the year end 1 October 2021

Full Accounts 2020/21 are available at the Resource Centre

| | |
|--------------------|-----------------|
| INCOME | £93,588 |
| EXPENDITURE | £71,472 |
| BALANCE | £146,713 |

Finally - A message from your Manager, Pat Allison:-

2021 was certainly a challenge starting with a temporary lockdown.

We had to adapt quickly to the new way of life in and out of the Resource Centre. Resuming the clubs quickly and as safely as possible, whilst keeping activities fun for all our members to enjoy.

I recognised and understood some of our staff and volunteers were themselves anxious and apprehensive due to the effect of the present times. I was impressed how they did not allow this to have an effect on their ability in supporting all our members to enable them to participate in a social environment safely. I would like to take this opportunity to say I am super proud of our dedicated team of support staff and volunteers who due to their commitment have allowed the Group to continue delivering services successfully throughout the year.

I felt our big achievement of 2021 was the opportunity to deliver a Summer Scheme after so much disappointment in 2020 of missing out. Planning and preparing was not easy, every step of the way had to be adapted to try and help keep everyone safe. It was certainly worthwhile when seeing members and their families so relaxed and excited to meet up with others when participating.

It has been a great pleasure to re-invent the Baby/Toddler Group and I am delighted this has proven to be successful, with a good attendance bringing together families to enjoy the facilities at the Resource Centre.

I would like to say a big thank you to Michelle for all her support and help in keeping the office running smoothly. Also to Abbie-Leigh for continuing her work placement with lots of enthusiasm.

Again I am overwhelmed with the support and generous donations from families particularly in these present times., these are always appreciated and helps the group raise much needed funds. I would also like to thank all our children and young adults, parents and carers for their support.

Well done everyone



Hartlepool Special Needs Support Group

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**Children's Fun Club joining in
Christmas Jumper Day**

supporting local families since 1989