



Trustees' Report, 1st January 2017 – 31st December 2017

1. Reference and Administration Details

Oundle School Mencap Holiday (hereafter OSMH) was accepted as a Company limited by guarantee and not having a share capital (# 5393382) and as a Charity (# 1108908) in 2005 and as a group affiliated to the Royal Mencap Society.

OSMH is registered at the address provided below.

At its Annual General Meeting on 21st January 2017 the following were elected by the meeting as OSMH officers:-

Chair – Eddie Dove

Holiday Leader / Registered Manager – Kate Taylor

Secretary – Anna Clish

Responsible Individual – Robin Banerjee

Treasurer – Ed Barker

Oundle School representative – Robin Banerjee

External Trustee – Jo Floto

Independent Trustee – Michael Gustafson

Invited Parent Rep (2014-17) – Mel Symonds

Elected SH Rep (2017-19) – Andrew Blythman

2. Structure, Governance and Management

OSMH is a Charity governed by a constitution and registered as a Company limited by guarantee. Trustees are appointed by a vote of members at the AGM.

OSMH is affiliated to the Royal Mencap Society, an arrangement which provides support in the sphere of professional guidance and assessment and expert insurance advice. We greatly value all guidance given to us by the Royal Mencap Society, the Charity Commission and Companies House, and we are actively dedicated to compliance with all their recommendations as well as requirements as a means of attaining and keeping best practice in operating standards. In particular, we plan our activities with careful consideration of the Charities Commission guidance on public benefit (Charities Act 2011, section 17)

In addition, OSMH is run in co-operation with Oundle School, Oundle, Northants and (since 2014) St John's School, Leatherhead. The holiday week benefits from each school's support in the provision of accommodation and facilities for the week. Furthermore, the majority of first time volunteers for the holidays for children are recruited from among school pupils.

OSMH also works closely with the Northamptonshire Girl Guides who generously provide equipment and expertise to our camping holiday for young adults, Mencap Outdoors.



3. Objectives and Activities

The objectives of OSMH are

- the relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependants and carers, and to prevent learning disabilities for the public benefit; and
- to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life.

NB: "learning disability" means any developmental disability of the mind and any associated condition howsoever caused and whether mild, moderate or severe.

The activities carried out in pursuit of these objectives are

- recruitment of young people to take part in a week-long residential holiday for children and young people with learning disabilities
- the organisation and running of the holiday week for 40 children and young people with learning disabilities

and since 2012:

- recruitment of young people to take part in a long-weekend camping holiday for young adults with learning disabilities
- the organization and running of the camping holiday for 24 adults with learning disabilities

and consequently

- provision of new experiences to children and young people with learning disabilities
- a period of respite for parents, caregivers and siblings of these children and young people
- a new and beneficial experience, learning about disability and charity, for approximately 70 young volunteers

4. Achievements and Performance: OSMH Mencap Outdoors, 30th June–4th July and 6th July–10th July 2017

For the first-time camp was run over two consecutive weekends in July, with 15 campers on the first weekend and 16 on the second.

Both camps welcomed new campers, including leavers from the Oundle and St Johns week, as well as campers who had made contact either through the website, or who had heard of the holiday from friends.

Both camps also added new staff to their team, some current and past volunteers from the Oundle and St Johns weeks and others who were friends or colleagues of current volunteers.

All new staff completed applications, employment history and references were taken.

Each weekend had its own separate feel but both did similar activities, and feedback from campers is that they continue to enjoy the opportunities and challenges the activities present. This year with some campers, for the first time we undertook a more significant ramble and made visits to Livden New Build. Campers enjoy taking part in jobs at camp and the talent show became a significant feature of the first weekend, with campers planning, managing and organising this.

Splitting into two smaller camps, retained the smaller family feel, where everyone is camping together.



Feedback from staff and campers and trustee visits will be used to inform planning for next year's camp.

The camp was visited by trustee Robin Banerjee. Robin reported back: *"This was the first time the holiday had run on two separate 'weekends' back to back and although there were some tired faces, the feeling of achievement was palpable."*

5. Achievements and Performance: OSMH Summer Holiday, 29th July – 5th August 2017

This was another successful holiday for 41 children and young people.

This year saw our second inspection by Ofsted.

The inspector Elaine Cray, spent two full days with us, taking part in activities with the Holiday Makers, sharing meals with helpers and children, talking with volunteers, and looking at paper based evidence. The holiday was judged to be outstanding, in three areas inspected: the overall experiences of children and young people, how well children and young people are helped and protected, the impact and effectiveness of leaders and managers. The report states "The residential holiday scheme provides highly effective services that consistently exceed the standards of good. The actions of the residential holiday scheme contribute to significantly improved outcomes for children and young people." The report recommended that in future years we verify references for external applications for volunteers.

The week was packed with outings and activities, old favourites returned too, such as Twin Lakes and Hunstanton. Holiday makers again enjoyed taking part in workshops run by local artists where they made tee-shirts and ukulele.

In-house the Hollywood theme provided a basis for activities such as dancing, music, arts and crafts and dressing up. Holiday-makers were able to take part in swimming sessions in the school pool or trips to the local café. Holiday-makers completed individual diaries and memory boxes, in which were included photographs of the day's activities.

A sickness/diarrhoea bug was responded to efficiently by the school and through careful adherence to the medical policy, it managed to only effect a small number of children and volunteers.

All helpers received training, according to their role. Senior Helpers and Group Leaders attended MAPA training. New helpers had an induction session, and all attend the Saturday morning training session. A helper hand book was distributed, to go alongside the best practice booklet and safe guarding information sheet.

Feedback received after the holiday has been very positive, with parents reporting how much their child had enjoyed the holiday.

Trustee, Michael Gustafson visited the holiday. Michael reported back *"The holiday encourages young helpers to take significant ownership and responsibility within a structured, safe environment."* Feedback from visits will be included into the planning of future holidays.

6. Achievements and Performance: St John's Community Holiday, 19th – 26nd August 2017

Another wonderful holiday week attended by 20 holiday makers, 2 of whom were new.

The day at the seaside was particularly memorable, with time being spent playing on the beach and



flying kites given priority over the funfair. Some youngsters chose to go crab fishing and though the week many opportunities were provided for holiday makers to make choices and select alternative activities. The week was also enhanced by a local theatre company running workshops and helping the holiday makers to generate their own show.

The holiday is increasingly run and led by the senior team, with the Registered manager having an overview, but mainly currently attending in the capacity of child expert.

The holiday continues to try and source its own child expert and is planning on registering with Ofsted this year.

All this year's group leaders were volunteers from St John who had been helpers for 3 years. This was a great team and they worked well together.

Fire procedures were put into place as dust triggered fire alarms at 2.15am. The building was quickly and efficiently evacuated, but staff reported areas which could be improved upon. Policies and procedures will be reviewed and changes put in place for all holidays in 2018.

Trustee, Ed Barker visited SJSCH in 2017. Ed reported *"The Team is flexible and dynamic and works tirelessly to ensure the execution of a fun and safe holiday for all service users."*

7. Achievements and Performance: planned expansions

Trustees are supporting another new start-up holiday called 'Highreach' based at Highfields School.

8. Achievements and Performance: other Activities

Ongoing MAPA training for GI and SH, means continue successful management of behaviour. Induction training is benefiting all new helpers, and feedback allows areas of concern to be identified and addressed. The staff team have undertaken training as needed, safe guarding, prevent, first aid, MIDAS, fire training, Food hygiene etc.

9. Financial Review

The charity's finances remain robust and suitable for the organisation. At 31st December 2017, controlled balances, after taking debtors and creditors into account, amounted to £59,621.52. This is a little over £5,000 higher than the equivalent figure in 2016 and, indeed, is the highest year-end balance in the charity's history.

Notably, the charity's annual expenses are also at their highest ever level, being approximately £58,000 gross across the charity, Oundle Holiday and Mencap Outdoors in 2017. Consequently, charity reserves only just account for one year of charity expenses. Of the reserves, approximately £23,000 relates to Marcus Money. This money is controlled solely by OSMH, albeit it is anticipated that this money will be spent in the memory of Marcus within the purpose of the charity.

Marcus-related donations partially cannibalised some "normal course" giving, albeit the reason for the underlying decrease was OSMH's decision to be entirely reactionary following a large giving year in 2016. OSMH generally receives approximately £3,500 annually from regular donors (monthly givers) and approximately £7,000 from semi-regular donors (where something is typically received from the donor each year).

On the costs side, OMH has seen material reductions in the amount that Oundle School charges for use of its facilities and these costs are now very reasonable. Conversely, administration has been a significant area of expense growth over recent years, given the charity's growth, enhanced sophistication / reporting, and the introduction of Ofsted. The Camping Holidays made a "loss" of (£4,765), which is reasonable when one considers the equivalent for the Oundle Holiday.

10. Other notes: staff training

The holiday leader successfully renewed her qualification as MAPA trainer in 2017. This once again



enabled some members of the senior team (OSMH, SJSCH and Camping Team) to renew their blue cards (modules 1 – 10) and for new senior helpers and group leaders to gain the qualification. Those who attended have reported it was extremely valuable, and enabled them to manage and to avoid potentially aggressive or challenging situations to arising in the first place. The increased experience of the senior team, has allowed individual holiday makers who present with more challenging behaviours to be supported.

Other members of the senior team renewed or completed training in food handling, first aid, and safe guarding. All staff and volunteers attend training before the start of the holiday to cover, daily structures, safe guarding, health and safety, moving and handling. They also receive a volunteer handbook. Group leaders attend an additional training weekend, and receive a handbook.

An additional training session was provided to new 6th form volunteers in Oundle, with a focus on communication and personal care. Feedback from the volunteers who attended was that it was valuable and insightful lead in to their experience.

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

Signed on behalf of the charity's trustees

Signature

Full name: Anna Clish

Position: Trustee

Date: 26.10.2018