



Report

# Canterbury UPP Education Trust

## Annual Report & Accounts

Prepared for Funders, Members & Partners

By the Board

December 2014



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## 2. Forward from the board

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Last year I spoke of “change” and how in Christchurch change has become a way of life for us all. It appears that the theme of change is going to be a reliable companion of the Trust and with that, a constant refresh and evolving set of opportunities to embrace and not shy away from.

The introduction of “Step UPP” for younger members has been a great success for 2014 and is moving towards youth workers taking a greater role and enabling these youngsters to move towards independent social activities.

With this new group now part of the services the Trust provides, the Trust is poised to take on the next challenge of expansion to Dunedin in 2015. Currently we are recruiting youth workers and confirming the location and member numbers. The advantages to our Canterbury members will be an even larger pool of friends to call upon!

One of the Trust’s real ambitions is to see our members plan and action social events with little apprehension but with passion; our splinter groups are achieving just that. Seniors are regularly dining together and putting thought into planning these events from menus, location and transport options. This group are revelling in their success and enjoying every second of their new gained independence and the responsibilities that brings.

Parents will be able to reflect on the progress their member is making and how they are continuing to stretch their boundaries to a more independent life.

This year we faced the sad news that Lisa Sinclair tendered her resignation effective from the 1<sup>st</sup> November.

Lisa has been a real driving force for nearly all of the new changes the Trust has sought to introduce; we could not have achieved so much without her. It might seem that the supply of these passionate young people could come to an end, but I’m always heartened to find that is not the case.

The Trust Board has decided that the role of the Youth Coordinator needs to transition to a full time role and from February 2015 the change will be made. The role will take on overall responsibility for operational tasks to include securing funding and financial control as well as coordinator for all the activities across the expanded regions.

I’m pleased to advise that Emma Tutty will assume the role of Youth Coordinator from Lisa and will transition to the full time role in 2015.

Lisa’s will have a change in role to take up a position on the Board which will no doubt be called upon to support Emma.

The introduction of the Money Skills Programme provided our members with new practical skills in an area many find a challenging concept. It also introduced the Trust to the opportunities of exploring new educational mediums for trial and experimentation in a very controlled environment for the benefit of all members.

A close alliance with the University of Canterbury and its Health Science faculty has been achieved and the Trust looks forward to exploring the endless possibilities of introducing new educational techniques through pilot schemes and hopefully evolution into common place programmes.

Special thanks to those organisations that share in our passion and vision to support the now over 90 members on their journey to achieve social connections and lead socially independent lives.

Greg Rozen – Chairman.



### 3. The Board

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The Board has resolved this year to rename the Trust from the Canterbury UPP Education to Trust to the New Zealand UPP Education Trust. The reason for the adjusted name is to clarify that the Trust will expand beyond Canterbury.

Each region will annotated with that region, i.e. New Zealand UPP Education Trust (Canterbury). For members there is no change and the everyday conventions will remain as UPP Club, regardless of the region.

The make-up of the Trust's board has traditionally been drawn from member's parents and this formula has worked for many years. As the Trust's services have expanded there is a clear need to separate out operational management from a governance role.

Whilst parents are often the best advocates for our members, the board now recognises that it does need professional external support to assist with the delivery of our programmes.

With this in mind, the Board invited and has had accepted a new member, Alison Schroeder. Alison Schroeder is a New Zealand registered Speech & Language Therapist and Primary School Teacher who has written a number of social skills and language resources (including The Friendship Formula, Socially Speaking and Time to Talk books and games) which are published in the United Kingdom and used throughout the world.

The Board is looking to expand the great work the University of Canterbury are providing by way of their Masters students and Alison will assist with the direction in this area.

We will also welcome Lisa Sinclair to the Board who will no doubt continue to provide guidance and direction to the newly appointed Youth Coordinator.

Lisa's passion for enabling our members achieve new skills and unlock potential is somewhat infectious and the Board is thrilled to have retained Lisa's skills.

In the coming year the board has a strong desire to appoint one more Board member, whether from a member parent or from outside our community, especially with skills in the Information Technology space. We call upon all parents and friends of the Trust to point out such an individual.

All of our board members hold unpaid roles and dedicate a considerable amount of their own time to provide direction and support to the Trust's activities.

The board meets six times annually and special meetings as required, although thankfully these have not been required. Our meetings are attended by the board and the Youth Co-ordinator and open to all youth workers. Parents & members wishing to attend can make contact with Lucy for details.

#### Board Members & Roles

**Greg Rozen** - Areas of Responsibility, Processes, Governance & Direction

Greg is a technical director at Beca Ltd and is the business market leader for its programme management business in the South Island. Greg has been the chair for two years.

**Jenny Moore** - Areas of Responsibility, Transition to independent living, Work Placements, Membership Seminars

Jenny Moore is a landscape architect with the Christchurch City Council and is one of the founders of the Trust. Jenny has been a member of the board since its inception.



**Bridget Rees** - Areas of Responsibility, Treasurer, Financial Control, Funding Applications

Bridget has been the financial secretary since 2009 and has lead all funding applications and the allocation of these funds.

**Ann Kofoed** – Areas of Responsibility, Junior Group, Fund Raising Opportunities.

Ann joined the Board at the beginning of 2014 to transition Step UPP from the CDSA to the Trust's governance.

**Alison Schroder** - Areas of Responsibility, Education & Skills Programmes & Opportunities

Alison has over 19 years' experience of working with children who have language and communication difficulties (in New Zealand, England and Hong Kong) and has specialised in the area of social communication. Alison is the founder of "Socially Speaking" here in Christchurch and runs a successful consultancy service.

**Lisa Sinclair** – Areas of Responsibility, Liaison with our Youth Coordinator, new training opportunities.

Lisa is a Intern Child and Family Psychologist and is a new addition to the board, transitioning from the coordinator role to a board member in 2015.



## 4. Programmes Delivered

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### 4.1 Facebook

The board have been keen to explore new and relevant ways for the membership to connect socially. A large sector of the teenage population does this via various social media and Facebook seemed a logical option.

Lisa and her team prepared a very comprehensive workshop, firstly for parents and then for members. Whilst it is appreciated this social medium might not be easily accessible to all members, the workshops did highlight that for some this is both a valid and completely appropriate forum. Parents learnt a great deal about the security and protection facilities built into Facebook that will not only help members but other siblings as well.

### 4.2 Cooking Class

One of the key drivers for the Trust is enabling the membership to manage their own lives and selecting what food to eat and how to prepare it is key. The message has been on healthy choices and the consequences of not making the right choices.

The cooking class proved very popular and is a definite future occurrence; the spin off has been a number of successful pot luck dinners.

### 4.3 Fitness Class

A trip to the gym might seem a normal event, but for members gaining access to these facilities has required some support. We are keen to encourage trips to a gym not only as a social outing but with the added health benefits.

We have also incorporated fun fitness sessions into the weekly events to keep our members focused on the need to keep active. These type of events will continue into our scheduled events and activities.

### 4.4 Transport Options / The Great Race

Members and parents will have noticed that the Trust is supporting the mobility programmes put in place via Environment Canterbury. By making an application for supported taxi vouchers, we aim to encourage greater independence for our members. These vouchers entitle members to significantly reduced fares and will free both parents time, but reinforce self-reliance.

These programmes are available to all members and we encourage parents and support workers to take full advantage of them.

Supporting greater transport skills is also one of the Trusts aims, so a programme to enable members to “way find” to various events is a great supported life skill. We will be using these programmes throughout the coming year in both juniors and seniors to familiarise members with planning transport and the practical skills they need.

### 4.5 Splinter Groups

In recent years the Trust has reviewed the service delivery of the weekly events and whilst these are valuable for the collective group, they do not help challenge members with the basics of coordinating and managing



simple social events. This review has led to the implementation of splinter groups into our program.

The specific aim of these groups is to better reflect what their peers do; small groups going out for typical social interactions. These smaller groups require members to interact socially as hiding in the crowd is less of an option. Youth workers support each group to ensure they remain on track and facilitate when things get tricky.

The great advantage of these events is that they take place on the alternate week of the main group event, so there is effectively something or members each week to attend.

The types of activities are just what you might expect of their peers, meeting at a pub/bar/café, shopping or a trip to the rugby. We have been heartened by the support shown to members attending public events – breaking down the barriers for our members.

We are set to continue and expand this service into 2015.

## 2.6 Camp

The annual UPP Club camp was held at living springs in 2014. This was a great success and provided a perfect opportunity for members to gain greater independence and try some new and challenging activities. The facilities and activities provided at living springs were well received by the members and this looks set to be the location of the 2015 camp also.

## 2.7 Weekend Trips

Weekend trips away to Hanmer Springs continue to be a great success. Eight members were selected for each trip and they were supported to arrange transport, menus and activities. Our youth workers skilfully supported each group to manage their events and we are impressed by

way these members rose to the challenge and grew from their experience.

Utilising public transport and readily available accommodation hire, we are hopeful that members will feel empowered to coordinate their own event in the future – wouldn't that be fantastic!

The Trust will continue to fund the youth workers' wages and their costs for such events into the future and will commit to two such events annually. The aim is to ensure each senior member has the opportunity to experience one of these great weekends away over their time with us.

## 2.8 Holiday programs

2014 saw the inclusion of a two day programme for each of the school term holidays. These programmes included day trips to Akaroa, the zoo, swimming and movies and games at our base location. These programs were a great success and will be continued in 2015.

## 2.9 Step UPP

2014 saw the Trust will assume management and governance of the former Canterbury Down Syndrome Association (CDSA) Step Up! group.

This is a junior UPP Club for 8 -13 year olds and has brought around twenty new members to our membership. Our inclusion of this new group has greatly assist transitions between the age groups and ensured the benefits of our programmes are available to a wider age group.



## 5. Services proposed

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### 5.1 Money Skills Programme

To help our members better manage the basics of social events, the Trust is embarking on an additional funding application so that we can deliver a money skills programme for all members.

Currently other agencies do have learning and teaching resources available that come from either Australia or the United Kingdom, none of which use our currency or reflect our own situations. Our objective is to create a learning programme that will fill this gap.

The programme will focus on situational use of money, identifying notes and coins and the skills needed to carry out transactions facing our members in their daily lives.

We envisage two stages to the programme, one aimed at our junior members and one focusing on the seniors and their needs as they transition to independent living.

Opening a bank account, managing cash transactions using eftpos and other financial cards are all skills our members need assistance with and the programme will aim to address this.

Video modelling will also be used to aid learning in which members are videoed making a transition in a real life situation. This will enable our members to play back the lessons as and when they need to familiarise themselves with the correct procedure.

We hope that the learning materials we have prepared will be available to the wider group. To ensure good governance in the delivery of this programme we have called upon the assistance from the University of Canterbury's School of Health Sciences.

Two thesis students from the University are currently using their thesis to aid us with the development of this program.

Currently the board is preparing the funding application and securing consultant support for the delivery – we will keep you posted.

### 5.2 Fitness program

There has been a need recognised to get our members more active and to have more health centred initiatives incorporated in our programs. Therefore we also intend to incorporate a fitness program in 2015. This will help assist and educate our members to live a more active and healthy lifestyle.

### 5.3 Review by Consultant

This year the board resolved to seek external assistance with the content and format of the weekly events. Given the Trusts focus on improving social interaction via an educational competent, the board appointed Alison Schroder (from Socially Speaking), to attend a number of sessions and record her findings.

From Alison's observations and recommendations contained in her report, Lisa has been able to include a number of key learning games in our programmes. Alison will continue to provide an overview and assist the board and Emma in the selection and delivery of these educational programmes. .

### 5.4 Step UPP

For 2015 the Trust will be reviewing the services provided in this area and exploring the potential to extend this group to commence from age 5. This will close the gap from the early child hood support to school age ensuring a smooth transition between the two.



## 6. Financial report

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UPP Club currently has around 90 members and continues to grow and has expanded the services greatly from its inception. The membership fees for 2014 accounted for less than 8% of our operating expenditure.

We have set fund raising events which involve our members, such as the sausage sizzle outside Bunnings. This not only raises the Trust's profile and that of our members, but also allows our membership to interact with the community with positive outcomes. It is not the board's intentions to have members spend their time with us raising funds, but it is good for our members to understand the need to take a part in supporting the Trust's objectives and enhances their skills to plan, organise and interact with the wider community.

The Trust is always interested in hearing of great fund raising initiatives – so if any members or parents have a great idea, we would love to hear from you.

The Trust is therefore solely reliant on funding grants to provide the bulk of our financial means so that we can deliver our services.

Our financial year runs from the 1<sup>st</sup> July to the 31<sup>st</sup> of June annually: please find attached a set of our latest accounts.

Our annual expenditure is currently running at around \$75,000 and for 2015 we are projecting an operating cost over \$100,000.

The largest expenditure is that of wages for the Youth Co-ordinator and youth workers. For 2015 the Youth Coordinator's role will transition from 20 hours to a 40 hour per week position. Therefore there is a need to secure additional funding in the region of \$17,000 to cover the increased costs.

The need to secure these additional funds is offset by the many advantages a full time resource brings to Trust by way of managing all operational matters, including seeking funding. Together with the expansion into Dunedin our finances will need greater support and the Board will need to secure additional funding which could also come from central Government.

You can see however that failure to secure funding in any given period will directly impact on the Trusts ability to continue to provide our services for any prolonged period. We remain optimistic that the Trust Board can secure the funding to deliver the planned programmes whilst we apply sound and rigorous accounting practices to our financial planning.

It does become complex showing the operational cash flows as the Trust must apply in one year for funding for the following year. To ensure the Trust has sufficient operating capital, the board did resolve in 2013 to place a cash reserve of \$40,000.00 into a dedicated account in the event of any funding application not being successful.

We must respectfully acknowledge and be thankful for the on-going support provided by our current funding agencies, Community Organisation Grants Scheme (COGS), New Zealand Lotteries, and the Canterbury Community Trust.

Annually the Trust posts these financial accounts on the Charity Commissions website for public knowledge as is required by the Commission. Please find attached our annual financial report for 2014.

