

**SNAPS Annual General Meeting re April 2016 – March 2017**

**Saturday 11 November 2017**

**Penny Field School, Tongue Lane, Meanwood, North Leeds**

**Present**

**Parents/Carers:** 15 parents and carers, and children

**Staff**: Tracy Stephenson, Dean Sanderson, Emma Vickers, Sam Lambert, Alex Firth, Emmie Johnson, Helen Wells, Lucy Owen

**Trustees:** Chris Eatwell, Anne Gait, Malcolm Hall, Jean Maston, Nicky McVennon, Becky Wilson

1. **Welcome and apologies**

Chris welcomed everyone and gave apologies from Ross McWilliams, Rebecca Pearey and Howard Pickles.

1. **Minutes from last meeting**

The minutes from the last AGM were reviewed by persons present and accepted as accurate by Jean Maston, seconded by Malcolm Hall.

1. **Report and accounts for the year ending 31st March 2017**

Prior to the meeting attendees were given access to a pack with the following papers, which was also posted on the SNAPS website;

* Notice of the AGM being held today, including the Agenda
* A copy of the minutes of the AGM held 18 March 2017
* Nomination paper for nominations to board of trustees
* Report and financial statement for the year end 31st March 2017
* In addition, a summary of the key financial data from the Accounts is available

**4. Appointment of Independent Examiners**

Chris informed the attendees that the SNAPS accounts had been audited by WYCAS (West Yorkshire Charity Accountancy Service). SNAPS has appointed WYCAS over the last couple of years and we had found the service and support beneficial. Anne Gait proposed that SNAPS appoint WYCAS as auditors for the year ending 31st March 2018. This was seconded by Jean Maston.

1. **Review of the year by the Chair**

Good morning. My name is Chris Eatwell and I’m the Chair of the Board of Trustees for SNAPS. I’d like to tell something about what’s been going on with SNAPS over the last year, and bring you up to date with our current activities.

**Achievements and performance**

The last year has continued to be a period of significant change for SNAPS in terms of the consolidation and development of the organisation and its work. SNAPS has always managed to meet its core objectives – what has happened over the last 2 years is that the Board and staff have stabilised the organisation, and building on those firm foundations, developed and expanded SNAPS to provide more support for more families. I’d like to mention 4 specific areas – our operations, our finances, our Trustees, and the future of SNAPS.

**Firstly, our operations** – we have continued to grow and implement changes in how SNAPS operates over the last year. We have increased the number of days on which we operate each term from 5 at our low point in 2014, to the maximum available number of Saturdays in each term since Autumn 2016, with the exception of the half term holidays, when Penny Field closes.

Overall this means an increase from 100 20 minute therapeutic sessions to 400 in a term, quadruple the provision from 2 years ago, which is great news for families.

We are now operating at the maximum level possible at our site in North West Leeds (Penny Field School) and cannot expand any further on this site. Our operational model is working well and continues to evolve to meet changing circumstances.

Our new website is continuing to work well, and we’ve added a social media presence, using Facebook and Twitter to communicate more regularly with our increasing number of families and other interested parties.

Key to these changes has been the operations and management team we have working with us, and the appointment of a Project Manager - the team of staff, physiotherapists, instructors and volunteers work tirelessly to deliver our services – we can’t thank you enough for all your hard work.

We also lost our Project Manager, Lucy Owen, temporarily on maternity leave but have been very fortunate to recruit an experienced replacement in Tracy Stephenson. In addition, we have just recruited our first Finance Manager, Alex Firth, and our first Community Fundraising Manager, Helen Wells, to work alongside Sam Lambert, who looks after our Grant and Trust Fundraising. So welcome to Tracy, Alex and Helen.

**Secondly, our finances**– I am pleased to be able to report that our finances have continued to improve. In summary, our reserves are well covered and we have additional funds to support our continued expansion and development.

SNAPS is an independent charity, not an agency of social services or Leeds City Council, and we take no financing from local or national government in any form. In the current economic climate, and with cuts to government grants so prevalent, our independence has been seen by our funders as a strength.

The Board’s intention has been to make SNAPS financially sustainable and we believe that we are making good progress towards that objective. Working with highly competent Fundraising and Finance Managers helps us towards these ends.

SNAPS has a good story to tell and we’ve shown that we can competently manage the steady growth required to build a successful organisation and expand the provision of service to the families of Leeds.

**Thirdly, the Board of Trustees** - We are lucky in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees, to help set strategy and provide oversight of our work, and I would like to acknowledge their hard work and contribution in the last year in helping to deal with the issues facing the charity, and continue our successful journey.

I am particularly pleased that over the year we have continued to recruit hard pressed Parent Trustees on the Board as they bring an invaluable view from the ‘front line’ of caring for a child with additional needs. Many thanks to all of our Trustees for their contributions.

The Board has also recently agreed to incorporate, a process which reflects the recent growth of SNAPS, and is a sign of our maturing as an organisation. This means that SNAPS will henceforth be known as a Charitable Incorporated Organisation or CIO.

**And lastly, the future of SNAPS –**The Board has agreed a new ambitious 18 month Business Plan running from October 2017 to March 2019. I want to share some exciting elements from the Plan:

**Firstly,** we have opened at a second site in Belle Isle in South Leeds. Broomfield is the Southern Special Inclusive Learning Centre, or SILC for Leeds, as Penny Field is the North Western SILC. We recruited a new team, led by Emma Vickers, and started Saturday sessions after Easter 2017, and increased from 5 Saturdays in the first term, to 7 in the current term, to a planned 11 in the January 2018 term. This will mean that overall SNAPS is providing 500 therapeutic sessions in each school term.

**Secondly,** we ran 2 Information and Discussion groups in June for parents to meet up, hear experts talk about some relevant topics, and to network with other families, which is a new venture.

**Thirdly,** we are founder members of a new organisation called Leeds Children’s Additional Needs Network or Leeds CANN, which is a new venture, bringing together 26 children’s charities across the Greater Leeds area with the aim of creating a more effective information and resource sharing market place supporting families. There is a website to access through which you can see what is on offer from each of the network members.

**Fourthly,** SNAPS ran 2 very successful day-time family activity sessions during the Summer Holidays, where previously we have shut down operations because the School has been closed. And we will be running more in the holiday periods in 2018.

**And lastly,** we have offered financial support for a campaign to help families fight back against the recent communication from Leeds City Council to inform parents of 16 – 18 year olds with disabilities that they would only be funding 3 days of school rather than 5 from September, which has forced LCC to rethink and postpone any action.

The good news in this review is down to the hard work and determination of the team and the family that is SNAPS.

We are open to hearing additional new ideas and suggestions from parents and carers, although we clearly cannot provide everything that our families might want. But please come forward and talk to any of the Trustees here today with any questions, ideas or comments you may have.

In particular we want to welcome more parents and carers to see what we do as a Board. Even if you decide not to become a Trustee, please come to a Board Meeting so that you try the experience.

Thank you for your continued support during the year.

1. **Election of the new Board of Trustees**

There are 4 Officers’ positions and up to a further 8 additional Trustees can be elected. The following nominations have been received to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Proposed** | **Seconded** |
| Chair | Chris Eatwell | Anne Gait | Jean Maston |
| Vice Chair | Anne Gait | Chris Eatwell | Jean Maston |
| Vice Chair | Malcolm Hall | Chris Eatwell | Anne Gait |
| Treasurer | Howard Pickles | Chris Eatwell | Anne Gait |
| Secretary |  |  |  |
| Trustee | Jean Maston | Chris Eatwell | Anne Gait |
| Trustee | Ross McWilliams | Chris Eatwell | Anne Gait |
| Trustee | Nicola McVennon | Chris Eatwell | Anne Gait |
| Trustee | RebeccaPearey | Chris Eatwell | Anne Gait |
| Trustee | Becky Wilson | Chris Eatwell | Anne Gait |

Before the Meeting there had been no further applications to be a Trustee. However, there are 3 vacancies, and at the Meeting 3 individuals confirmed that they would be willing to stand as Trustees – Lora Bedford, Simon Featherstone and Deborah Hingerton.

The current Trustees are all willing to stand again, and have been proposed and seconded, as shown. The 3 new applicants are proposed by Chris Eatwell and seconded by Anne Gait. They were thanked for being willing to stand.

1. **Any Other Business**

Three points were raised under AOB.

The Summer activities had been both successful and very popular with parents, and it was requested that these should be repeated and extended to other break periods next year. It was confirmed that this was already an action point in the new Business Plan, and that there would be 5 or 6 such activities in 2018.

It was confirmed that as one of the Broomfield staff is a trainer in delivering Makaton, the Board has arranged for several taster sessions to be run in December / January for parents, carers and staff.

There was a request for a Parents’ Forum to be set up to ensure that the voice of the parents was being heard. The request was accepted, and it was pointed out that there were already a number of communications routes available for parents to express their views at any time (through the Managers, to Trustees attending Saturday sessions, directly to the Chair or any Trustee via email, through the SNAPS website, Facebook and Twitter accounts).

1. **Close of Meeting**

Chris thanked everyone for attending. This was another very good turnout of parents and other supporters.

**Date of next meeting of the Board of Trustees -**Wednesday 15 November 2017, Irwin Mitchell, 2nd floor, 2 Wellington Place, Leeds, LS1 4BZ.