



**The Dame Vera Lynn Trust  
for Children with Cerebral Palsy**

**Financial Statements  
for year ended March 31<sup>st</sup> 2011**

**Registered Charity No. 1089657  
Company Registration Number. 4230409**

**President: Dame Vera Lynn, DBE LLD M.Mus**

**Address:** Trust Office, Ingfield Manor School, Five  
Oaks, Billingshurst, West Sussex, RH14 9AX

**Website:** [www.dvltrust.org.uk](http://www.dvltrust.org.uk)

## Contents

02	Company Information
03	Foreword by the Chairman
04-06	Trustees' Annual Report
06	Statement of Trustees' Responsibilities
07-08	Independent Auditor's Report to the Trustees
08	Statement of Financial Activities
09	Balance Sheet
10-12	Notes to the Financial Statements

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## Company Information

**President:** Dame Vera Lynn DBE LLD M.Mus

**Vice Presidents:**

David Jacobs CBE  
Sir Tim Rice  
Sir Cliff Richard  
Hayley Westenra

**Patrons:**

John Bowis OBE MEP  
General the Lord Guthrie of Craigiebank GCB LVO OBE  
John Ebdon DL  
Daniel Hannan MEP  
The Right Reverend John W Hind, Bishop of Chichester  
Richard Leon  
Christopher Martin Jenkins MBE  
Francis Maude MP  
Chief Rabbi Lord Sacks

**Ambassadors:**

Le'arna Ashleigh (Swingtime Sweethearts)  
Mickie Driver  
Avril Gaynor  
Annie Riley (Swingtime Sweethearts)

**Trustees:**

Tom Jones, Chairman  
Don Newport, Treasurer  
Tim Wright, Secretary  
John Aiton (from 26/01/2011)  
Kevin Driver (from 26/01/2011)  
Peter Gray  
Andy Heath  
Alastair Hitchman  
Virginia Lewis-Jones  
Bob Mayston (until 14/03/2011)  
David Quirk (until 27/09/2010)  
Simon Saunders (from 26/01/2011)  
Peter Sutton

**Chief Executive:**

Steven Lane

**Heads of Early Years:**

Sarah Ffoulkes Roberts (W Sussex)  
Alison Stonham (Suffolk)

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**Solicitors and Registered Office:**

Penningtons  
da Vinci House  
Basing View  
Basingstoke  
Hants  
RG21 4EQ

**Auditors:**

Holding & Company  
Birchwood House,  
Shaws Lane  
Southwater  
Horsham  
West Sussex,  
RH13 9BX

**Bankers:**

National Westminster Bank Plc  
57 High Street,  
Billingshurst  
West Sussex  
RH14 9FJ

## Foreword by the Chairman

This year has seen a number of changes and it is hard to believe that we are celebrating the tenth anniversary of the Dame Vera Lynn Trust which was marked in style with a fund raising Anniversary Ball at the Lancaster London Hotel on the 2 April 2011.

It is with great regret that we say farewell to one of our founder members who has retired from the board. David Quirk was instrumental in insisting that the School for Parents would not close down in 2001 and for one very good reason, his lovely daughter Hayley, now a wonderful independent young woman, was a pupil of the School for Parents and later attended Ingfield Manor School. I know that Dave always viewed the early intervention of the very special service provided by our School for Parents as an important part of Hayley's life. Under Dave's chairmanship during those first five years The Dame Vera Lynn Trust grew from strength to strength, and today the service provided by the Trust is accessed by nearly eighty five families who continue to see how important the service is for the children and parents.

In September 2010 the Trust took on the responsibility for the Suffolk School for Parents in Ipswich. The re-launch was attended by Dame Vera Lynn, Hayley Westenra, members of the Board of Trustees, and parents and children who attend the school. We warmly welcome this addition to our School for Parents service along with Alison Stonham as Head of Early Years and our two new Suffolk based Trustees John Aiton and Kevin Driver. We also welcome Simon Saunders who has recently joined the Board of Trustees.

In last year's report I mentioned that we had formed an Ambassadors Club made up of supporters from the world of entertainment. They continue to support a variety of fund raising events and I am pleased to welcome in this capacity yet another long time supporter of the Trust for many years, Mr Mickie Driver.

Notwithstanding these hard economic times the office team led by our Chief Executive, Steven Lane, has faced the daunting task of raising the £600K now required annually with determination and enthusiasm. Our funds stood at £420,000 at the end of this financial year, representing nearly nine months reserves. With commitments already pledged for the coming year I am confident that we shall continue to deliver the funding required to run our service.

A 5-Year Business Development Plan for 2011 -2016 has now been completed. This essential management tool will guide the Trust and its schools to a positive future over the next five years and enable us to safeguard and strengthen this valuable service we provide for parents and their children with cerebral palsy and other motor learning difficulties. Additionally, the Trust has been engaged in talks with Scope to provide a Collaboration Agreement which will come into effect in September 2011 to replace the original Service Level Agreement first drawn up in 2001. The new agreement will give greater clarity to the roles of both the Dame Vera Lynn Trust and Scope with regard to the service provided at The Dame Vera Lynn Trust School for Parents at Ingfield Manor.

I have indicated that I shall be stepping down after this year's AGM, and my final report as Chairman of the Trust would not be complete without paying tribute to the dedicated staff at both our Schools for Parents; Sarah Ffoulkes Roberts and her team at Ingfield and Alison Stonham and her team at Ipswich have earned the respect and gratitude of so many parents and children from all over the country. They truly have made a difference to the young lives who are entrusted to their care. On behalf of the Board of Trustees I thank all of you.

**Tom Jones**  
Chairman

# Trustees Annual Report

## Structure, Governance and Management, Constitution, Objectives and Policies

This report has been prepared under the provisions applicable to small companies.

The Trust is a Registered Charity, number 1089657. It is a Company, number 4230409, limited by guarantee. The Trust is governed by its Memorandum and Articles of Association. The Trustees who served during the period were as listed on the information page. The principal activity of the company, as formally recorded by the Charity Commission, is to provide education and other relevant related services to children with cerebral palsy and associated disabilities, and their parents and carers.

### Organisational Structure

The directors of the company, who are also charity trustees for the purposes of charity law, form the Board of Trustees and administer the Trust. Two of the Trustees serve as Treasurer and Company Secretary respectively. The Board meets approximately 8 times during each period of 12 months (more frequently if the need arises) and appoints one of the Trustees as Chairman. The day to day activities of the Trust's teams at West Sussex and Suffolk are overseen by the Chief Executive who, in turn, reports to the Trustees.

### Appointment of Trustees

The minimum number of Trustees is three; there is no maximum. The Trustees have diverse professional backgrounds and some are also parents of children who have used the service. Four of those currently serving were appointed in 2001, when the Trust was founded. Trustees are appointed to serve for a term of three years. Tom Jones, Virginia Lewis-Jones, Don Newport, Alastair Hitchman and Peter Gray are due to retire at the 2011 AGM and are eligible for reappointment if willing to serve for a further term.

No person is appointed to serve as a Trustee unless recommended by the existing Trustees.

### Trustee Induction and Training

New Trustees are introduced to the Board and briefed as necessary in all aspects of the Trust's objectives and policies. Trustees are encouraged to seek training, as appropriate, also to observe and follow the requirements and guidelines set down by the Charity Commission. Trustees are CRB checked on their appointment and then at re appointment after 3 years.

### Risk Management

The Trustees have identified the major risks to which the Trust is exposed and which might impact on the Trust's ability to achieve its objectives. To mitigate those risks, policies and procedures have been established and they are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. The Trustees have established an ongoing process for identifying, evaluating and managing the Trust's key risks. In particular there are procedures for:

- Providing the capacity to meet the demand for services.
- Ensuring that the School for Parents service meets required standards.
- Avoiding actions that could damage the organisation's reputation.
- Recruiting and retaining sufficient levels of skilled staff.
- Providing adequate ICT systems, ensuring the protection and security of confidential information.
- The overall management and development of systems and personnel.
- Ensuring the provision of adequate levels of governance and operational control through its Trustees and Senior Management.
- Financial reporting within a comprehensive planning and accounting framework, and monitoring of other risks which are identified and reported to the Trustees.
- Obtaining sufficient funding to provide for the needs of the School for Parents service.

The Trustees will continue on a regular basis to monitor the risks and the effectiveness of the system of control that has been put in place by the Trust.

## **Aims, Objectives and Activities**

Since its creation in 2001 and up until 2010, the Trust's main objective was to preserve the stability and fund the development of the Dame Vera Lynn Trust School for Parents (SfP) at Ingfield, West Sussex. Following an approach from the Suffolk School for Parents for financial assistance, the two charities agreed to merge in October 2010 and the Trustees' new objective is to create a foundation that will cover the costs of the commitment at the two schools; also to reach a level of financial capacity that will enable them to consider the needs of other families additional to those at West Sussex and Suffolk.

At our Schools for Parents we continue to work in partnership with families to educate the young child with motor learning difficulties, new ways of delivering our service will be examined and explored including, for example, an outreach service or after school clubs.

Negotiations have been ongoing with Scope to agree a new Collaboration Agreement for the provision of essential services to the SfP at West Sussex and this will be finalised in September 2011.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Trust should undertake.

## **Achievements and Performance**

The two Schools for Parents ended the financial year with a combined total of 82 families registered. A restructure of SfP staff at West Sussex enabled us to increase our capacity where for the second half of the year the number of families registered rose above 60. This year has also seen a record numbers of families being supported by the Trust through the statutory assessment of Special Educational Needs process.

In November 2010 we held a Parent Focus Group resulting in a number of initiatives that we have included in our five year development plan, initiatives that we will be able to adopt at both our schools.

Since merging with the Suffolk School for Parents in October the number of families registered there has increased from 9 to 17, and a review of the staffing structure has enabled us to increase our capacity to manage this demand. January saw the pilot of a joint group for children with Hemiplegia at the Children's Community Physiotherapy Dept in Ipswich. Everyone involved was delighted with the results and have indicated that they would be keen for the group to be repeated.

## **Financial Review**

To provide for the objectives of the Trust required annual expenditure of £589,706 in 2010/2011; income during the period exceeded expenditure by £79,435 enabling the Trust to replenish reserves by this amount. Two significant legacies contributed to the achievements of the fundraising team who were successful in raising funds in an extremely difficult marketplace. The appointment of a new fundraiser in Suffolk and a renewed focus on legacy and appeals will go some way to securing new income in the year ahead.

£15,000 statutory funding was received for the introduction of an outreach service in Suffolk.

## **Reserves Policy**

The Trust is a self-funding organisation which relies on the income generated by its own fundraising activities and the interest arising from the deposited funds that are set aside to meet the financial commitments explained in this report. The Trustees' target is to aim to have sufficient funds to meet the Trust's full financial commitments over a period of at least one full year held in reserve. All such funds are held in approved current and deposit accounts, including those managed by the Charities Aid Foundation, and positions are monitored closely to ensure that there is no unduly high exposure to any one financial institution.

