

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01st	APR	2017	To	31st	MAR	2018

Reference and administration details

Charity name	CHILDREN IN THE HIGHLANDS INFORMATION POINT PLUS (Chip+)
Other names charity is known by	CHIP+ or Chipplus
Registered charity number	SC024835
Charity's principal address	Birnie Child Development Centre Raigmore Hospital Inverness Postcode IV2 3UJ

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Duncan Finlayson	Chair		
2	Ann Darlington	Vice Chair		
3	Andrew Stevenson	Secretary		
4	Marion MacNeil			
5	Gillian Newman			
6	Emma Knox		Appointed 25/04/18	
7	Jennifer Maylin		Appointed 19/09/18	
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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Margaret Wynton	Resigned 18/07/18
Rebecca Huxtable-Smith	Did not stand for re-election at AGM 19/09/18
Karen Ross	Did not stand for re-election at AGM 19/09/18

Structure, governance and management

Type of governing document

Children in the Highlands Information Point Plus (CHIP+) is a Scottish Charitable Incorporated Organisation (SCIO) governed by its constitution. The organisation consists of the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself, and the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.

Trustee recruitment and appointment

At each AGM, the members may elect any member (unless he/she is debarred from membership) to be a charity trustee. The Board may at any time appoint any member (unless he/she is debarred from membership) to be a charity trustee. At each AGM, all of the charity trustees elected/appointed retire from office – but are eligible for re-election. The maximum number of charity trustees is 12; the minimum number of charity trustees is 5.

Objectives and activities

Charitable purposes

The charity's purposes are to advance the education and wellbeing of children, their parents, families and carers of children and young people up to the age of 25 with additional support needs and those working with them.

Summary of the main activities in relation to these objects

The activities of the organisation may include, but are not limited to: the provision of information, support and advice to children and young people with additional support needs, their families, and those working with them; the promotion of awareness of parent-carers' information needs amongst professional staff, and the collection and dissemination of information on all matters affecting children and young people with additional support needs and the exchange of such information with other voluntary and statutory bodies.

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Achievements and performance

Summary of the main achievements of the charity during the financial period

- Team of 2 Information and Support Officers and 1 Admin and Information Officer responded to **1,341 enquires** from parent-carers and professionals relating to children and young people with additional support needs. We continue to see an increase in the complexity of enquires and the resulting support and follow up work required.
- Attended **81 meetings with parent-carers** where we have provided face-to-face information and support.
- Represented CHIP+ at **17 local and national groups** including HCF, Dyslexia Scotland and Down's Syndrome Scotland.
- Co-hosted **22 parent-carer information sessions/new parent coffee mornings** at the Pines in partnership with the National Autistic Society.
- Facilitated **14 CHIP+ inductions** to help equip new staff working with children and young people with additional support needs.
- Represented CHIP+ at **34 events** run by partner organisations supporting families and professionals.
- Attended **26 school meetings** with parent-carers across Highland to support them to achieve the best outcomes for their child(ren).
- Represented CHIP+ on key local **Improvement Groups**, the Keeping Children Safe Reference Group and the Children's Services Forum.
- Staff have attended **training** to support their development including child protection, GDPR and Carers' Act.
- Continued to develop our **social media** presence and promote our **website** as a key resource for families in Highland.
- Produced a **quarterly Bulletin** including news on legislation, consultation, events and services.
- Continued to provide a range of **information packs** including Guide to Additional Support for Learning legislation.

Financial review

Brief statement of the charity's policy on reserves

We need reserves of unrestricted funds in order to cover the administration and support costs without which the charity could not function. The Trustees policy is to try and maintain reserves at a level of 12 weeks' expenditure to meet ongoing expenses plus redundancy. As of 31/03/18 the reserves fund total was £28,340.

Details of any deficit

The 2017-18 accounts record a deficit of £9,449. This is predominantly explained by a change in how we present our accounts (from accrued accounts to receipt and payment accounts) following our conversion to a SCIO on 06/03/18. We received a grant from NHS Highland in 2016-17 but most of the activity, and therefore expenditure, took place at the beginning of 2017-18.

Donated facilities and services (if any)

CHIP+ operates out of an office in the Birnie Child Development Centre, Inverness provided by NHS Highland and an office in the Pines, Inverness provided by Highland Council.

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Other optional information

CHIP+ converted from a Company Limited by Guarantee to a Scottish Charitable Incorporated Organisation (SCIO) on 6 March 2018.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Duncan Finlayson	
Position (e.g. Chair)	Chair	
Date	19/11/18	