



**Norfolk SEN  
Network**

Registered charity no. 1044353

Helping access special needs education

W: [www.norfolksennetwork.org](http://www.norfolksennetwork.org) E: [norfolksennetwork@hotmail.co.uk](mailto:norfolksennetwork@hotmail.co.uk)

Helpline: 01603-300178 9.30am to 12 noon Monday to Friday  
answerphone at all other times

# Annual Report & Accounts 2019-2020



**Thank you to Claire and Dale Brooks of the Walnut Tree Shades for their support**

Registered Address: 2A Eastern Crescent, Thorpe St Andrew, Norwich, Norfolk, NR7 0UE

## TRUSTEES REPORT

Like most charities, this has been a very difficult year with regard to funding, but one of our busiest year's yet. Since lockdown in March 2020 the charity has been inundated with requests for support from parents desperately needing someone to help them obtain the education that their child needed. Our Development Workers have been lodging Tribunals consistently over the year, together with a new way of working – Tribunals by Google meets. There has not been any consideration given for those parents who do not have adequate technology to do so. We are most grateful to AVIVA's Community Fund for helping us raise £1,000 to produce a video for parents on the procedures over the internet.

Having been chosen as the City of Ale's Charity of the Year for the second consecutive year, we were looking forward to helping promote the event again, but like all our other activities, lockdown put an end to this event. The last events we were able to hold were Christmas events in December 2019.

Its thanks to our long-term funders the Yapp Charitable Trust who doubled our grant and the Norfolk Community Foundation for their Covid 19 grants that we were able to continue to fund the salaries of our staff and look forward to additional workers joining us alongside the opening of our first office to help us cope with the increasing demand for our support.

Special thanks to Claire Brooks, our Ambassador, who continued to raise funds for us at the Walnut Tress Shades through Quiz Nights, Musical Bingo sessions and a collecting tin on the bar from when pubs opened in May until their closure again in December.

A special mention also to Kay and her team at the Duke of Wellington who also had collecting tins on their bar and gave us the contents of their wishing well.

Special thanks to Nikki and Clare for their dedication in helping families through the minefield of legislation. Nikki has now completed her Level 3 IPSEA training and Claire Level 2.

Thanks to Chris Jay and Kim Mayfield for preparing and auditing our accounts.

*Patricia Brickley*

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Patricia Brickley

Chairman

12 March 2021

## NORFOLK SEN NETWORK

Membership @ 31.10.20 :      66    supported members  
   52    free email members

Ambassador:                              Claire Brooks of the Walnut Tree Shades

Trustees:

Liam Corcoran	(Chairman)
Jane Merrett	(Vice-Chair)
Chris Jay	(Treasurer)
Toni Harrison	(Newsletter Editor)
Pat Brickley	(Fundraising)
Stewart Grant	
Annika Musgrave	
Joanne Manners	

Employees:

Nichola Corcoran	Development Worker
Claire Cumberlidge	Development Worker

Bankers:                                      Barclays plc, St. Stephens Branch, Norwich

- ❖ Norfolk SEN Network has been supporting parents of children with special educational needs throughout Norfolk since 1987. Since the changes to the law through the Children & Families Act 2014, we now also support young people themselves (16 to 25) who have special educational needs to find the right educational provision.
- ❖ Our Committee is elected in accordance with our constitution from our Membership each year at our Annual General Meeting

**Our aims:** are to help *all* parents of children with special educational needs to find the education which is right for their child and to support young people 16 to 25 to also find the right provision to meet their needs.

## Development Workers

**“Without your help I couldn’t have done it, together we got the EHC Plan”**  
- Jo W.

Our Development Workers give support and advice to parents of children with special educational needs on a wide variety of issues including:

- Checking through their draft EHC Plan to ensure it meets the child’s needs
- Attend Annual Reviews and other meetings
- Attend Mediation meetings
- Lodge Tribunal papers and represent parents at hearings
- Disability Discrimination appeals
- Exclusions and Independent Review Panel meetings
- Transport and Admission appeals
- A Spanish child through the European Convention of the Rights of the Child whose parents wanted him to start off his education at his local village school

### During the last year they have supported parents of:

- 2 under 5’s
- 26 children under 11
- 5 young people 11 to 16
- 4 adults with SEN over 25
- A total of 37 individual children of whom 5 were girls and 32 were boys

They have attended:

- 6 Annual Review meetings
- Amended 6 EHC Plans
- Helped with 3 Secondary transfers
- 24 parents looking for Special School placements for their children
- Supported 4 children who were out of school
- Supported a Spanish child through the European Convention of the Rights of the Child to obtain education in his local village school in Northern Spain

They have attended Local Authority meetings:

- Ofsted and Working Statement of Action meetings on Co-Production, EHC Plans and 18+ provision
- Covid 19 meetings with the LA and other voluntary organisations
- PEASS and Transition review meetings
- The Local Offer Forum
- SENDIASS
- NASMA
- Voluntary Sector Forum
- SEND Roadshows
- SEND Strategy

## Helpline

Is manned from 9.30am to 12 noon Monday to Friday

Answered **105** calls from parents who wanted advice on

- how to help their child when things were going wrong at school
- advice on how to obtain specialist provision or their child
- support at a meeting
- their child had been excluded
- their child was coming up to transition
- they were moving to Norfolk and had a child with SEND
- they needed help lodging their case for a tribunal hearing
- they needed support at Mediation
- where a professional wanting to help a child with SEND

We also took enquiries through our Webmail, Facebook and emails

Facebook: **1233** likes                      an increase of 10% on 2018/19

Webmail: **60** enquiries                      an increase of 45% on 2018/19

Emails: **136** new enquiries

## Tribunals

**“Thank you for all your support throughout this very difficult journey”**

- IH

➤ **Lodged** 21 + 1 DDA appeal

Of which:

- 15 were for Special School places
- 2 were for Independent placements
- 1 was for a Residential placement
- 1 was on Transport
- 2 were refusal to issue a Plan

## Training

Our thanks to the Geoffrey Watling Charity for funding our training programme, which we were unfortunately not able to carry out live but have been continuing through zoom with ACE Education as trainers.

## Awareness Raising

Twitter: **786** likes @NorfolkSENnet

## Fundraising

Like most charities we lost around 1/3<sup>rd</sup> of our income from March 2020. We weren't able to take part in our usual events over the summer or our usual Christmas Fayres, which reduced our income by a further £1,000. The last events we held were in December 2019 which raised approximately £700.



Special thanks to the Norfolk Community Foundation and our long-term funders the Yapp Charitable Trust who doubled our grant to help us maintain our staff through Covid 19.



Thanks to the Geoffrey Watling Charity for funding our training programme.



Thank you to the AVIVA Community Fund for helping us raise £1,000 to make a video for parents about how tribunals are conducted on zoom.

Thank you to Claire Brooks, our Ambassador, for continuing to fundraise for us through May to December 2020 raising £ 420 through Quiz Nights, Musical Bingo and in their collecting tin.

Special thanks also to Kay Edwards and staff at the Duke of Wellington who raised £181 in their collecting tins and emptied their wishing well raising an additional £81.

Thank you to Liam Corcoran, our Chairman who ran a virtual London Marathon raising £1,500

Thank you to 2 special little girls Esmee and Beth for raising £29 for the charity with a book sale outside their house.

A Christmas gift of £5,000 from the Paul Bassham Charitable Trust helped fund salaries in lockdown.

A trust, who wishes to remain anonymous, donated £2,000 towards the running of our Helpline.

## Future Plans

It has been our ambition to open an office from which our Administrator/Helpline Worker can work permanently.

We also need to recruit an additional Development Worker to take on some of the workload and reduce Pat's level of case work to enable her to concentrate on stabilizing funding for the charity.

We hope we will be able to get back to holding events during the 2020/21 financial year.

*Patricia Brickley*

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Patricia Brickley, Chairman

12 March 2021



**NORFOLK SEN NETWORK**  
Receipts and Payments Account  
12 months ended 31 October 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Last Year 2019 £
<b>Receipts</b>					
Subscriptions		675	0	675	430
Tribunal fees		0	550	550	150
Delegate fees		0	0	0	0
Donations	1	17,422	9,553	26,975	22,660
Fundraising and other income	2	4,005	0	4,005	1,752
Interest received		12	0	12	4
<b>Total receipts</b>		<b>22,114</b>	<b>10,103</b>	<b>32,217</b>	<b>24,996</b>

<b>Payments</b>					
Wages and payroll fees		0	9,424	9,424	6,880
Commission		975	0	975	338
Professional fees		299	300	599	303
Fundraising costs		424	0	424	535
Insurance		0	537	537	537
Subscriptions & membership		70	0	70	412
Books and leaflets		0	0	0	299
Telephone		0	1,054	1,054	1,006
Postage		50	134	184	100
Stationery & printing		1,830	536	2,366	2,102
Travel		47	688	735	1,419
Room hire, Training & food		1,227	1,140	2,367	1,584
Sundry		53	0	53	195
<b>Sub total</b>		<b>4,975</b>	<b>13,813</b>	<b>18,788</b>	<b>15,710</b>

<b>Asset and investment purchases</b>	<b>Sub total</b>	0	0	0	0
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<b>Total payments</b>	4,975	13,813	18,788	15,710
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<b>Net receipts/(payments)</b>	17,139	(3,710)	13,429	9,286
<b>Transfers between funds</b>	(8,124)	8,124	0	0
<b>Cash funds last year end</b>	9,288	951	10,239	953
<b>Cash funds this year end</b>	18,303	5,365	23,668	10,239

## NORFOLK SEN NETWORK

Notes to Receipts and Payments Account  
31st October 2020

### 1. Donations

Dave Chaplin  
Sandie Cst-Martinez  
Yapp Charitable Trust  
Paul Bassham CT  
Professor Rayner  
Norfolk Community grant  
Anonymous Trust  
Haken Torungullari  
Geoffrey Watling Charity  
Claire Jackson  
WTS collection tins  
Duke of Wellington collection tins  
City of Ales collection tins  
Aviva Crowdfunder  
Other

Unrestricted Funds £	Restricted Funds £	Total £
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478		478
15		15
3000	3000	6000
5000		5000
40		40
7980		7980
0	2000	2000
60		60
0	3500	3500
10		10
420		420
181		181
95		95
	1003	1003
143	50	193
<b>17422</b>	<b>9553</b>	<b>26975</b>

### 2. Fundraising and Other Income

Marathon  
Stalls  
City of Ales  
Duke of Wellington wishing well  
Duke of Wellington fishng day  
Other

1572		1572
175		175
1862		1862
84		84
240		240
73		73
<b>4005</b>	<b>0</b>	<b>4005</b>

# NORFOLK SEN NETWORK

Statement of Assets and Liabilities as at 31 October 2020

	Unrestricted Funds	Restricted Funds	Total
<b>Cash Funds</b>			
Bank Accounts	18,300	5,367	23,667
<b>Total cash funds</b>	<b>18,300</b>	<b>5,367</b>	<b>23,667</b>

Assets retained for the charity's own use  
At cost

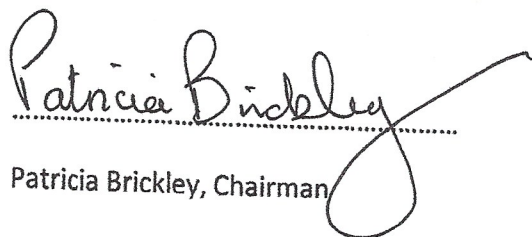
Laptop and printers	1,069	449	1,518
Website	329	0	329
Gazebo	113	631	744
<b>Total assets retained for own use</b>	<b>1,511</b>	<b>1,080</b>	<b>2,591</b>

Current Assets

Debtors	0	0	0
<b>Total debtors</b>	<b>0</b>	<b>0</b>	<b>0</b>

Liabilities

Expenses	0	0	0
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Patricia Brickley, Chairman

12 March 2021





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Norfolk SEN Network

On accounts for the year  
ended

31 October 2020

Charity no  
(if any)

1044353

Set out on pages

One to Three

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/10/2020**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Kim Mayfield*

Date:

12/03/2021

Name:

Mr Kim Mayfield

Address:

10 Hillside

Chedgrave

Norwich