



**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 2020-2021



**Norwich CAMRA Beer Festival 25 – 30 October 2021**

Registered address:

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

Office address:

Catton Therapy, 62 Catton Chase, Old Catton, Norwich, Norfolk, NR6 7AS

## TRUSTEES REPORT 2020-21

This has been yet another exceptionally busy year as we came to terms of continuing to operate throughout the pandemic. We moved into shared office space in Catton Chase, Old Catton at the start of November 2020 to provide our new Administrator/Helpline Worker with a safe place to work from and our members a safe place to visit. This has proved very successful. Our thanks to Katy for giving us this opportunity and to the Norfolk Community Foundation and the Alderman Norman Charitable Trust for funding the rent of our office for the first year. Thanks to Danielle, our Administrator/Helpline Worker for organizing and running the office. We are now selling books from outside the office which is raising a steady income.

Our Development Workers have been working at capacity throughout the year as tribunals became more complex and the SEND Tribunal Office expected more from them. Special thanks to Nikki and Claire for their dedication to obtaining the provision and placement for so many children. A large proportion of our funding was spent on supporting parents through Tribunals.

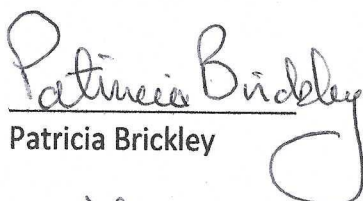
We were able to hold our first event in over a year in September. It was good to be back meeting families and raising much needed funds. We were the Coop's Charity of the year for 2020/21, which gave us added publicity and raised £1,300 for the charity. We were also able to hold a soft toy tombola in their Sprowston Road store. As we came to the end of this financial year being chosen as CAMRA's Charity of the Year for the Norwich Beer Festival was a much added bonus and raised £8,050 for us, enabling us to balance the books. We invested in promotional flags, pull up banners and a new gazebo for events.

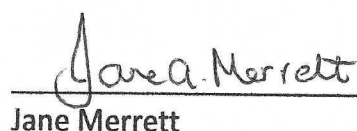
Our most grateful thanks to our long term funders the Yapp Charitable Trust, the Paul Bassham Charitable Trust and the Norfolk Community Foundation for continuing to help us financially.

Special thanks to our Ambassador Claire Brooks, landlady of the Walnut Tree Shades who continued to raise funds for us through Quiz Nights and collecting tins, for promoting the work of the charity and for letting us use the Walnut Tree Shades to hold Coffee Mornings throughout the summer months.

Our expenditure exceeded our funds raised by 20% this year and it's thanks to the Norwich Beer Festival at the end of this financial year that we were able to break even. Additional funds will have to be raised in the coming year to enable us to continue to operate at the same level. Thank you to our wonderful team of enthusiastic volunteers.

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

  
Patricia Brickley

  
Jane Merrett

Joint Chairs

18th March 2022



## NORFOLK SEN NETWORK

Membership @ 31.10.21 :      87    supported members  
   57    free email members

Ambassador:                              Claire Brooks of the Walnut Tree Shades

Trustees:

Pat Brickley	(Joint Chair)
Jane Merrett	(Joint Chair)
Chris Jay	(Treasurer)
Toni Harrison	
Annika Musgrave	
Joanne Manners	
Jonathan Rackham	(Co-opted Dec 20)
Liam Corcoran	(resigned Nov 20)

Employees:

Nichola Corcoran	Development Worker
Claire Cumberlidge	Development Worker
Danielle Cann	Administrator/Helpline

Bankers:                                      Barclay's 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.

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## Development Workers

“We are forever grateful for the help we have received from Norfolk SEN Network. We would not have been able to find our way through all the complicated process of applying for a specialist setting for our son, then the appeal to the Tribunal. You took on the burden of the paperwork. Thank you NSENN for being our light and guide during this difficult journey to a successful outcome. We would not have done it without you.”

- Marta & Lukasz Dorszewski



**Nikki Corcoran**  
Development Worker



**Claire Cumberlidge**  
Development Worker

The complexity of cases is forever increasing, many parents come to us when they are at “crisis point”, needing immediate input, which causes us considerable work as we try to resolve issues.

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

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- Disability Discrimination appeals
- Exclusions and Independent Review Panel meetings
- Transport and Admission appeals
- Ombudsman and other complaints

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

- 4 under 5's
- 37 children under 11
- 25 young people 11 to 16
- 4 young people 16 to 25
- 2 adults with SEN over 25
- A total of 72 individual children/young people  
of which 22 were girls and 50 were boys

**➤ An increase of 50% supported on last year**

- Diagnosis: 35 ASD/Autism
  - 5 ADHD
  - 5 Dyslexic
  - 4 Dyspraxia
  - 4 Anxiety
  - 3 Down Syndrome
  - 2 PTSD
  - 2 Mixed Neurodevelopment disorder
  - 2 Hearing Difficulties
  - 2 SEMH
  - 1 Williams syndrome
  - 1 Cerebral Palsy

- Ethnicity: 56 White British
  - 4 White Polish
  - 2 Eastern European
  - 2 African
  - 1 Russian

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Our Development Workers have attended:

- 6 Annual Review meetings
- 3 FSP meeting
- 2 Given support in applying for an EHC Plan
- 3 Amended 6 EHC Plans
- 3 Helped with Secondary transfers
- 21 parents looking for Special School placements for their children
- 3 Supported children who were out of school
- 2 issues with Transport
- 6 other meetings with schools
- 1 Disability Discrimination Appeal
- 1 Bullying
- 3 Exclusions
- 1 Obtained compensation for a parent through a complaint

They have attended Local Authority meetings:

- 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
- SEN Ops
- Home to School Transport
- Norfolk Accessibility Strategy

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## Helpline

Is staffed from 9 am to 12 noon Monday to Friday with answerphone at other times.



**Danielle Cann, Administrator/Helpine Worker**

Answered 72 calls from parents on 32 different subjects wanting advice on:

- how to help their child when things were going wrong at school
- advice on how to obtain specialist provision for 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
- were a professional wanting to help a child with SEND
- moving to Norfolk needing help finding a school
- needing help with Draft Plan
- needing help applying for an EHC plan
- enquiring about having an EHCP in a mainstream school
- information on how NSENN could help a parent in a school
- needing support at an Annual Review
- EOTAS
- School refusal
- Transport

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- Behavioral issue
- Bullying
- Legal Aid
- Back classing
- Assault by a teacher
- Making a complaint
- Short Breaks
- School Nurse
- Part-time timetables
- Familiar Adult
- EHCP helpline number
- Sleep disorder
- 16+ provision
- Administration calls

Thank you to the anonymous trust who donated £2,000 towards the running of our Helpline.

We also took enquiries through our Webmail, Facebook and emails

Facebook:      1378 likes    1,458 followers      an increase of 8% on 2019/20

Twitter:          718 followers                      @NorfolkSENnet

## Tribunals

**“Thank you from the bottom of our hearts, you have done more for us than we could have imagined in obtaining the right educational placements for our boys.”**

**- Jenny & Phil Stafford**

**Lodged** 21 + 1 DDA appeal

### Of which:

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

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## Training

Our training programme was put on hold as we were unfortunately not able to carry out live training and although we tried training by zoom with ACE Education our trainers, take up was not well supported as parents felt they were “all zoomed out” and simply didn’t have the time to participate due to helping their children with their school work. We will be restarting ‘live’ training this coming spring.

Our thanks to the Geoffrey Watling Charity and Ashtons Legal for funding our training programme.

Four staff and trustees took part in IPSEA’s national Conference in March 21 bringing them up to date with Tribunal procedures and law changes.

Danielle our Helpline Worker did a days Level 1 training in September and earlier in the year a Social Media course.

Both Nikki and Claire completed their Level 3 IPSEA training.

Staff and trustees completed Safeguarding training and First Aid courses. Trustees also attended Norfolk Community Foundations information session on “being a trustee.”

## Awareness Raising

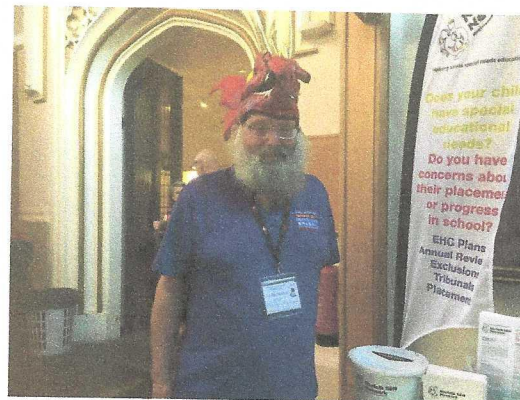
We have invested in new promotional flags, pull up banners and a new gazebo to use at events. Bought promotional pens and trolley keyrings.

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**NORWICH CAMRA BEER FESTIVAL 25 to 30 OCTOBER 2021**  
**raised £8,051 for our charity**



**Customers in The Halls**



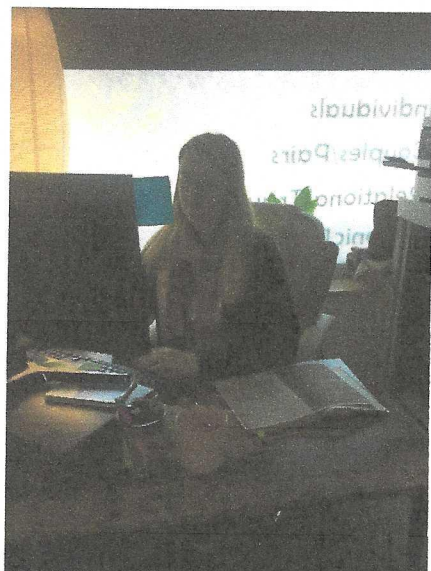
**Ron the Hat Man**





## Our Office

Catton Therapy, 62 Catton Chase, Old Catton, NR6 7AS



The charity moved into its first shared office space during lockdown in November 2020 thanks to funding from the Norfolk Community Foundation and more recently the Alderman Norman Charitable Foundation. This has enabled us to keep our Administrator safe and provide a base where our members and members of the public can drop things off. We now have a bookcase outside the office from which we sell books, providing a steady income for the charity.

## Newsletter



We have produced a bi-monthly newsletter informing members and non-members of national and local information, including events we are holding.

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## Coffee Mornings

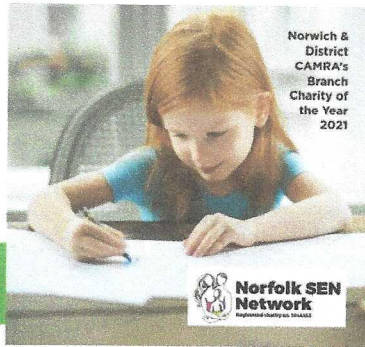
### Do you have a child with special educational needs?

Are you concerned about your child's progress in school or is their placement meeting their needs?

*Come and have a coffee and chat with our team*



10am-12noon Wednesdays  
30<sup>th</sup> June / 14<sup>th</sup> July  
The Walnut Tree Shades  
Old Post Office Court NR2 1NG



Norwich & District  
CAMRA's  
Branch  
Charity of  
the Year  
2021

**Norfolk SEN Network**  
Incorporated Charity No. 1045455



Thanks to our Ambassador, Claire Brooks, who opened the Walnut Tree Shades on Wednesday mornings to enable us to hold Coffee Mornings to meet parents who were experiencing difficulties with their child's education and enable us to meet them in safe surroundings. We gave every parent who visited us a "goody bag" of useful literature, a face mask, hand sanitizer and biscuits.

Thanks to Norfolk Community Foundation's Little Acorns Community Fund for funding these events and the Coop for supplying the biscuits.

In November we joined Twinkles SEN Activity Days to give advice on education to their parents.

## Fundraising

Special thanks to the Norfolk Community Foundation and our long-term funders the Yapp Charitable Trust, Paul Bassham Charitable Trust, the Alan Boswell Group for their financial support.

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## Sarah Hull's Race to the Stones Ultra Marathon raised £1,709.75



**The finish line!**



**Thank you Oscar, Leo and Olive for helping at our fundraising events**

## Coop Charity of the Year November 20 to October 2021



### It's what we do

Our most grateful thanks to the Coop for choosing us as one of their Charities of the Year, displaying our information on the shop screens and pairing us up with the Cooperative Funeral Service on Thunder Lane which displayed our information and the Coop Store on Sprowston Road where we held a Soft Toy Tombola in September 2021 raising £85. They also donated biscuits for our Coffee Mornings. Members of the Coop donated £1,300 to our charity over the year supporting parents to obtain the right educational provision for their children.

### Race to the Stones



Sarah Hull, the Auntie of one of the children we secured a place in a Special School for, ran in an Ultra Marathon over two days raising £1,709.75 for the charity. Sarah said:

**"My nephew is autistic and has additional complex special needs. Norfolk SEN Network helped my sister to get him the education he deserves and into the school that is right for him. I needed to give something back so I needed to take on a challenge that was going to push me so I could raise as much money as possible for them as a thank you."**

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**Coop Charity of the Year 2020-21 raising over £1,300 for our charity**

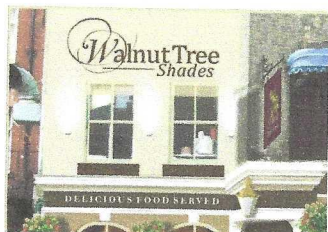


**They gave us biscuits for our Coffee Mornings too!**





## Walnut Tree Shades



Thank you to Claire Brooks, our Ambassador, for continuing to fundraise for us throughout 2020/21. They raised £ 400 through Quiz Nights, Musical Bingo and in their collecting tin.

## Duke of Wellington



Special thanks also to Kay Edwards and staff at the Duke of Wellington who raised £ 3,713.65 from 2019-21 for our charity.

## Archant Cash for Charities



Thank you to those who helped collect EDP/EEN tokens through Cash for Charities. We received £74 towards the purchase of our new gazebo.

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## **Give as you Earn**

Special thanks to Ian for making a monthly donation to our charity through Payroll Giving.

## **In Memory Giving**

We are now registered with In Memory Giving. Thanks to donations made in memory of Kerri-Marie Brickley we were able to fund two new pull-up banners.

## **Broadland Heart Lottery**



Our charity is registered with the Broadland Heart Lottery which anyone can buy tickets for and support our charity. This year it raised **£223** towards the support of parents in tribunal status.

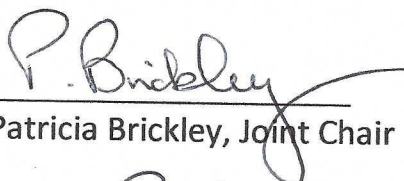
## **Special Thanks**

To those parents who have made donations in appreciation of the support we have given them.

## **Future Plans**

Now that we have established the need for an office base, it is our ambition to raise sufficient funds to take on larger premises which we can use for training and a meeting place for our Development Workers to safely meet parents.

We also need to stabilize our fundraising to balance our income and expenditure over the coming year.

  
Patricia Brickley, Joint Chair

18th March 2022

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# NORFOLK SEN NETWORK

Receipts and Payments Account  
12 months ended 31 October 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Last Year 2020 £
<b>Receipts</b>					
Subscriptions		860	0	860	675
Tribunal fees		0	885	885	550
Delegate fees		0	0	0	0
Donations	1	3,106	21,655	24,761	26,975
Fundraising and other income	2	3,300	0	3,300	4,005
Interest received		2	0	2	12
<b>Total receipts</b>		<b>7,268</b>	<b>22,540</b>	<b>29,808</b>	<b>32,217</b>

## Payments

Wages and payroll fees		0	19,380	19,380	9,424
Commission		1,009	0	1,009	975
Professional fees		1,232	665	1,897	599
Fundraising costs		1,672	0	1,672	424
Insurance		0	537	537	537
Subscriptions & membership		268	0	268	70
Books and leaflets		27	0	27	0
Telephone		0	1,283	1,283	1,054
Postage		128	18	146	184
Stationery & printing		2,176	407	2,583	2,366
Travel		381	138	519	735
Office rent		0	3,475	3,475	0
Training & food		227	2,597	2,824	2,367
Sundry		258	0	258	53
<b>Sub total</b>		<b>7,378</b>	<b>28,500</b>	<b>35,878</b>	<b>18,788</b>

## Asset and investment purchases

Printers		199	208	407	0
Mobile phone		109		109	0
Gazebo		260		260	
Flags		599		599	0
<b>Sub total</b>		<b>1,167</b>	<b>208</b>	<b>1,375</b>	<b>0</b>

<b>Total payments</b>	<b>8,545</b>	<b>28,708</b>	<b>37,253</b>	<b>18,788</b>
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<b>Net receipts/(payments)</b>	<b>(1,277)</b>	<b>(6,168)</b>	<b>(7,445)</b>	<b>13,429</b>
<b>Transfers between funds</b>	<b>(2,719)</b>	<b>2,719</b>	<b>0</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>18,303</b>	<b>5,365</b>	<b>23,668</b>	<b>10239</b>
<b>Cash funds this year end</b>	<b>14,307</b>	<b>1,916</b>	<b>16,223</b>	<b>23,668</b>



## NORFOLK SEN NETWORK

Notes to Receipts and Payments Account  
31st October 2021

	Unrestricted Funds £	Restricted Funds £	Total £
<b>1. Donations</b>			
Helen Jeffries	30		30
Virgin Money Giving	533		533
Alderman Norman C Trust-office rent		2331	2331
The Yapp Charitable Trust		3000	3000
Paul Bassham Charitable Trust		3000	3000
NCF Grant		4949	4949
Ashtons legal		550	550
Alan Boswell Group		5000	5000
AVIVA - Give as you earn	200		200
Heart Lottery	223		223
Coop Charity of the year	150		150
PayPal - Giving fund	138		138
Anonymous Trusts	1000	2500	3500
N Balashova	150		150
In Memory Giving (Kerri Brickley)	210		210
WTS collection tins	160		160
Duke of Wellington collection tins	169		169
Archant cash for Charities	74		74
Other	70	325	395
	<b>3106</b>	<b>21655</b>	<b>24761</b>
<b>2. Fundraising and Other Income</b>			
J Hull, Race to the Stones	1710		1710
Stalls and Facebook sales	343		343
Beer Festival	799		799
Book sales	38		38
Wroxham Fishing Club	410		410
Other	0		0
	<b>3300</b>	<b>0</b>	<b>3300</b>
<b>Total</b>	<b>6406</b>	<b>21655</b>	<b>28061</b>

# NORFOLK SEN NETWORK

Statement of Assets and Liabilities as at 31 October 2021

		Unrestricted Funds	Restricted Funds	Total
Cash Funds	Bank Accounts	14,304	1,919	16,223
	<b>Total cash funds</b>	<b>14,304</b>	<b>1,919</b>	<b>16,223</b>

## Assets retained for the charity's own use

At cost

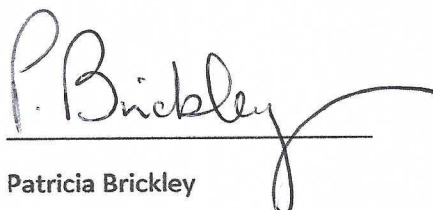
Laptop phone and printers	1,377	657	2,034
Website	329	0	329
Flags	599		599
Gazebo	260		260
<b>Total assets retained for own use</b>	<b>2,565</b>	<b>657</b>	<b>3,222</b>

## Current Assets

Debtors - Norwich Beer Festival	7,235	0	7,235
<b>Total debtors</b>	<b>7,235</b>	<b>0</b>	<b>7,235</b>

## Liabilities

Expenses	0	0	0
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Patricia Brickley

Joint Chair

18th March 2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Norfolk SEN Network

On accounts for the year  
ended

31 October 2021

Charity no  
(if any)

1044353

Set out on pages

One to Three

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2021.

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

*Kim Mayfield*

Date:

17/03/2022

Name:

Mr Kim Mayfield

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant

Address:

10 Hillside

Chedgrave

Norwich