

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales · Charity number 1147436

Details

Other names PCAN

Status Registered

Legal form Other

Registered 2012-05-24

Register [View on the Charity Commission register](#)

Contact

Address 50 Commercial Street
Slaithwaite
Huddersfield
HD7 5JZ

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Email info@pcankirklees.org

Website www.pcankirklees.org

Activities

Objects: TO RELIEVE IN THE METROPOLITAN DISTRICT OF KIRKLEES, AND SURROUNDING DISTRICTS, CHILDREN UNDER 25 YEARS OLD WITH LEARNING PHYSICAL OR SENSORY DISABILITIES, OR WHO HAVE BEHAVIOURAL PROBLEMS, BY PROVIDING SUPPORT, ADVICE AND INFORMATION TO THEIR PARENTS AND/OR OTHERS WHO ARE RESPONSIBLE FOR PROVIDING THEIR CARE AND/OR SUPPORT.

Activities: PCAN is an independent, parent led forum for all parents and carers of children and young people aged from birth to 25 years with additional needs. It provides information on services, activities and support; provides opportunities for parents to network with each other; works to develop and maintain consultation between service providers and parent carers regarding current and future services.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Other Charitable Activities
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Other Charitable Purposes
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** THE METROPOLITAN DISTRICT OF KIRKLESS AND SURROUNDING DISTRICTS.
- Kirklees

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£96,315	£55,076	-	-
2024-03-31	£50,464	£40,483	-	-
2023-03-31	£46,688	£31,503	-	-
2022-03-31	£49,038	£33,354	-	-
2021-03-31	£59,901	£37,909	-	-

Trustees

Name	Role	Appointed
Anne Patterson-Brown		2017-11-20
BOLOUEBI SOLOMON		2024-02-29
Carol Thomas		2017-11-20
Jennie Nakomi Butcher		2025-11-07
Joanne Claire Osborne		2019-07-12
Johanna Hull		2017-11-20

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales - Charity number 1147436

Accounts

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2025



Parents of Children with Additional Needs

Annual Report and Financial Statements
for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Anisa Kothia		Resigned 11 November 2024
Anne Patterson-Brown		
Bolouebi Solomon		
Carol Thomas		
Joanne Osborne		
Johanna Hull		

Charity number 1147436 Registered in England and Wales

Registered and principal address	Bankers
Suite 230	Lloyds Bank plc
6 Queen Street	PO Box 1000
Huddersfield	Andover
HD1 2SQ	BX1 1LT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities

The charity's objects

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-production).

Achievements and performance

Note from the Trustees

As an organisation run by parent carers, we do face challenges from time to time that can really affect our day-to-day life which in turn impacts on the time we have available to carry out all the tasks required in keeping PCAN running smoothly. This year has been particularly challenging.

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND are heard in the planning, development and delivery of services for their children (engagement and co-production).

Thanks to all our helpers

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone. You are fantastic, and we couldn't do this without you! Thanks also to our team of freelance workers who always go above and beyond.

Appeal for new Trustees

A number of Trustees have recently retired from PCAN.

If you would like to share your skills with us by becoming a Trustee, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

The role is voluntary, not too onerous, can be fun and is very rewarding – you would need to attend around 4 meetings per year to help decide PCAN's activities, monitor our progress and make decisions about how we spend our funding.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better. Key activities for 2024/25 include:

Our social media followers totalled approximately 4500 which includes our main (private) Facebook Group which has over 1200 members. All information posted is networked across many local social media parent and SEND groups ensuring a wider reach. We continued to respond to members' posts via private message as needed.

We ran a schedule of social events at a wider range of locations this year. (45+ events) As well as the Zone and Thornhill Lees Community Centre, Ravensthorpe Community Centre, Al-Hikmah and Holmfirth Library, we worked with Community Hubs to host meetings at Honley Library and Mirfield Library. However, numbers are lower than they have been in the past despite a programme of attendees from organisations that we know our parents value the opportunity to talk to. This included Carers Count, members of the Kirklees Post 16 transport team, and others.

PCAN Team members also supported parents with information at a wide range of community and school-based events (20 +)

Our South Asian outreach worker built on her groundwork including attendance at community events, and social groups at Ravensthorpe and Al-Hikmah. The addition of a person with community language skills has made a huge difference which supports non-English speaking parents at our events and school visits.

PCAN continued to work closely with the Local Offer team throughout the year to improve the quality of the information supplied to anyone caring for a child or young person with special educational needs or disabilities. We regularly signpost families to the relevant sections of the Local Offer. Our chairing of the wider Co-Production group has ensured that providers keep the audience in mind when designing information so that it is parent friendly, jargon free and clear as to its purpose ("What is it, what does it do, who is it for and how do I get it" are the questions we pose to providers). A successful Local Offer Live event was held in July 2024 co-produced with and funded by PCAN. This was well attended (over 300 attendees) with faces new and old.

We ran 2 free Webinars "Making Meetings work for you" from an external company for the benefit of our members. This was commissioned as part of the PINS Project but available to all.

We ran a large Planning for Future event in response to members' queries and requests in May 2024. This was specifically not about education, and we ran a programme of information workshops on the topics of mental capacity, housing options and adult social care (the workshops were co-produced with colleagues from the LA). We also invited a private company to do a presentation on wills, trusts and power of attorney which was very well received. Parents appreciated the chance to listen to these, talk to the many providers and LA colleagues who also attended, ask questions and meet other parents.

Our team visited 37 schools this year – a good way of meeting new families, sharing good information and finding out key issues which affect our families.

In addition PCAN engaged with 9 new schools via the PINS Project (more about PINS later in the report).

The AGM in November 2024 was at Northorpe Hall where the Service Director for Learning and Early Support on SEND Transformation gave a full update on what was happening and planned improvements. KIAS and Carers Count were also on hand with information and support.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs.

What we did in 2023/24

Connected people via our Facebook groups, and information events. Huge thanks for our members for the helping hand they extended to others.

We ran over 50 cuppa and chat events based at the Zone, Huddersfield, Thornhill Lees Community Centre and Holmfirth Library, Al-Hikmah, Ravensthorpe, Honley and Mirfield libraries.

We had a stand at the Kirklees Local Offer Live event July at the Stadium. The event was co-produced with PCAN including timing of the event, selection of stallholders, marketing and promotion, workshops for parents etc. It was well attended and the feedback indicated that the event was highly valued by those who attended.

A PCAN Trustee was available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Community Plus, Early Support and schools.

We supplied over 300 Maxcards for families living in Kirklees to enable families to save money on days out.

Parents contacted us with a multitude of issues and despite availability issues, Trustees and volunteers worked really hard to support those families signposting them to relevant information and offering a listening ear. When necessary, referrals were made on their behalf (with their consent) for support.

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers, and this forms a large part of PCAN's work.

Parent participation is all about making sure that parents and carers of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services which meet families' needs more quickly and effectively which are therefore more valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work in addition to a contract with Kirklees Council to be the voice of parents.

Achievements

PCAN collects evidence from parents and carers about the services and support they receive in Kirklees across education, health, social care and voluntary sector. Sometimes this is in the form of collated information from specific engagement events or surveys; often our information is anecdotal which is collected from the daily stream of information from social media, emails and phone calls, plus information gathered at social, school and other parent events. This vitally important evidence of the lived experiences of families is shared as needed at strategic groups which meet regularly and have representation from PCAN, for example:

SEND Transformation Group

Local Offer Steering Group

Carers Strategy Group

KIAS Steering Group

Youth Development Partnership Board

Early Support and Families Together Partnerships

ICB Starting Well Board

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

PCAN has a key role on the SEND Transformation Group. The data that we collect about parents' lived experiences is fed on a regular basis into this group and PCAN colleagues are involved in various planning and improvement work streams which sit under SEND Transformation. For example:

Work continued on the roll out of Clusters of schools starting in September 2024. This included commenting in full on the information that Kirklees was producing for schools and the wider public. We hope that the Cluster model will lead to more co-operation between schools and the improved sharing of good practice and earlier intervention.

We continued to challenge the LA regarding issues with their SEND Assessment and Commissioning Team (SENDACT). These key issues included timeliness of EHCPs, quality and communication. Raising these issues consistently over the past 2-3 years have helped to: Put in a programme to improve compliance rates and reduce the backlog of new EHCPs. Recruit staff for SENDACT (PCAN takes part in interviewing staff). Improving the number and type of places needed to meet the needs of children with SEND in Kirklees e.g. promoting the consultations around the plans for Woodley and Joseph Norton schools.

In addition, a PCAN colleague sits on the quality assurance panel which has had a positive impact on the quality of plans. Whilst this is a long-term project, improvements can be seen already, especially around timely communications regarding initial EHCP applications.

Kirklees Council previously produced a SEND Transformation Strategy as public information. A document was co-produced with PCAN parents and young people, simply called the Big Plan. It can be found [here](#). A further review of this is currently ongoing in the light of this summer's Area SEND Inspection.

The previous bullet points refer to areas of improvement identified in the Written Statement of Action following the Local Area Inspection in 2022.

During this year work started on preparing for the next Area SEND inspection that was due (it happened in June 2025). This included regular meetings with the LA and we commented fully on drafts of the self-evaluation which is required for the inspection.

Planning for the Future – over 60 parents attended this event. PCAN collected vital information from parents about their experiences of future planning, good and bad. The impact from this feedback kick-started the Council's project to focus more on future planning (not just in relation to EHCPs). It also highlighted the lack of good information on all topics related to life beyond education and young people leaving home. As a result, PCAN is working with adult social care to develop comprehensive and accessible information on these topics. This work is ongoing.

PCAN also attended a Preparation for Adulthood day organised by the National Network of Parent Carer Forums (NNPCF) with other regional colleagues sharing ideas about post 16 work and education.

Following this a second PFA day was organised within Kirklees attended by health, education, careers, social care and other colleagues looking at areas for improvement locally. Thank you to the 2 young people with additional needs who attended with us. Their contributions added further impact to what we had to say.

There continues to be negative feedback across many areas of the education processes which PCAN continues to collect and share with the LA. Just before the end of March, PCAN started to engage with a group of parents to take a look at priority areas of work with a view to collate data to share with LA colleagues. This work is ongoing.

Short Breaks – a member of the PCAN Team worked alongside a manager from the Young People's Activity Team (YPAT) to assist in evaluating possible places to replace the former Ravensthorpe venue.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

Engagement:

One of our most significant achievements this year was hosting so many social events, attending many school coffee mornings and other partner events where we had a stall. This year we feel we have been able to meet many more of you face to face, hearing your stories, providing good information and support. We capture all the themes of these conversations which add to our pool of anecdotal evidence so we can spot emerging issues, clarify problems parents face and feel fully able to represent our members on a wide range of different issues.

Another was our representation on many different boards – PCAN is more visible within Kirklees than ever and are asked to join groups rather than having to persuade people that we have something to offer.

We have managed to achieve this despite our resources being stretched as we undertook the PINS project.

PCAN is part of a regional group of Parent Carer Forums, which in turn feed information into a National Network known as the NNPCF. A PCAN representative attended regular regional meetings (some virtual, some face to face) in Yorkshire and the Humber as well as the National meeting in February 2025.

Our continuous presence at early support meetings and Families Together networking events continuously raises the profile of children and young people with SEND – borne out by the number attending the co-produced locally based family events (at which PCAN had a presence).

PCAN Trustees and volunteers attended over 100 meetings and other events with Council and Health colleagues, voluntary sector, schools and other support groups and organisations over the 12 month period.

PCAN Trustees attended regular catch-up meetings with the Service Director for Learning and early Support.

A PCAN representative sits on the Youth Development Board and Tackling Poverty Partnership. These are generic boards for all children in Kirklees and an important part of our presence there is to keep the SEND population in Kirklees firmly in view.

PINS Project:

PINS (Partnership for Inclusion of Neurodiversity in School): PCAN was given the opportunity to be a key partner in this project in Kirklees. PCAN worked closely with our Designated Clinical Officer (DCO) Mel Watkin and West Yorkshire NHS, LA colleagues and schools to deliver the project which delivered a programme of training and support in schools between September 2024 and March 2025 to make schools more inclusive. PCAN were closely involved with the selection of the participating schools and choice of partners who delivered the programme in the 14 primary schools. We pushed for part of the programme to be of direct benefit to parents and so the Barnardo's element involved working with families as well as schools. We also ensured that the Programme involved training for schools in how better to communicate including with families. Despite some pushback as to whether this was needed that element of the Programme received very positive feedback from the attendees. One of the most encouraging aspects of the project was the increased collaborative working between the LA, health partners, and programme partners including ourselves as well as families. Although the schools taking part were keen to make their schools work better for neurodiverse pupils, we know they are sharing their stories with other schools in their Cluster, so we hope to see best practice and lessons learned from this project adopted more widely.

PCAN hosted at least 3 coffee mornings in each of the 14 participating primary schools and met regularly with the senior leadership team including inviting the SEN Governor to attend. The aim was to promote the idea of co-production to parent carers and, where existing groups already met, to further expand their role beyond just peer support. Parents valued the meetings because of the support and signposting and began to appreciate the idea of co-production both for their own child (via the EHCP or support plan) and more widely within the school as a whole. It also allowed us as a group to meet parents we might not have already engaged with. Having a member of the team who spoke several South Asian languages attending those schools who needed it further assisted in our work.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

PINS Project continued

Parents were able to access training around “Making Meetings Work for You” – something that parents had told us would be really helpful.

As part of the project PCAN delivered “Day in the Life” training to school staff so that they had a greater understanding of the challenges of parent carers and were focussed on how they could adapt their approach to help. This training was positively received.

There will be some ongoing work within the original schools and a new project “PINS 2” was agreed in March 2025 for delivery from September 2025. If any of you have children in the 10 participating schools, we’d love to see you at any of the PINS PCAN coffee mornings – come and let us know you are a member.

The PINS Schools for 2025/2026 are:

Batley Parish CE Primary Academy	<u>Lowerhouses School</u>
<u>Birdsedge First School</u>	<u>Manorfield Infant and Nursery School</u>
Birkby Junior School	Our Lady of Lourdes Catholic Primary
Birkenshaw Primary School	Spring Grove J I & N School
Crossley Fields School	St Paulinus

Feedback from Jo-Anne Sanders, Service Director for Learning and Early Support:

Working in Kirklees I feel particularly proud of the relationship that the Local Area has with Parents of Children with Additional Needs (PCAN). I value the honesty with which the Trustees feedback to us, challenging us to get things right for families. Alongside the challenge, there is a huge investment of time and unwavering commitment to supporting improvement. PCAN has led the Partnership In Neurodiversity in Schools (PINS) Project, supported us to recruit new team members, supported training across the partnership and led the fabulous Local Offer Live event. In June 2025 our Local Area was inspected by Ofsted and CQC. Whilst we know there is still much to do, I am so pleased that PCAN were recognised in that report:

“Leaders have high ambitions for children and young people with Co-production as a strength of the partnership. For example, PCAN works strategically and operationally with the partnership to help shape services and provision”.

A huge THANK YOU from me for all that you do at PCAN for families to support them, and for working hard to initiate change for the better across Kirklees.

PCAN is looking for volunteers to help us with our work.

That might be helping at events, representing parents’ views at meetings, looking at documents, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

THANK YOU!

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2025

PCAN is looking for volunteers to help us with our work.

Many thanks to Kirklees Council for awarding us a three year contract from September 2022 to continue to be the voice for parents in Kirklees. Update: a further two years funding was agreed in May 2025.

Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!

Thank you to all the people who took time to help other parents.

Thank you to all our colleagues at Carers Count and KIAS their commitment to supporting parent carers in Kirklees.

Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Financial review

The net income for the year was £41,239, including net income of £41,352 on unrestricted funds and net expenditure of £113 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £105,652.

The PCAN Trustees acknowledge that reserves are in excess of our policy target. Having reviewed our activities and the restrictions placed upon those activities by our current core funding, the Trustees have therefore decided the following:

To amend the policy to have a lower limit of £23,750 and an upper limit of £47,500.

Over the next three years the trustees have agreed to use additional reserves in the following ways:

- Allocate more resources to our South Asian project – approx £8,000

- Fund the Local Offer Live event – approx £20,000

- Provide training to families of children with SEND which is not regularly available to them – approx £30,000

This will mean that our reserves will be back within our policy limits.

Approved by the board of trustees on 4/11/25

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025, which are set out on pages 11 to 16.

Responsibilities and basis of report

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

4/11/25

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	205	17,500	17,705	17,516
Contracts for services		76,397	-	76,397	31,403
Max card income		2,063	-	2,063	1,545
Other Income		150	-	150	-
Total income		78,815	17,500	96,315	50,464
Expenditure on:					
Co-ordination, project delivery and administration		12,793	-	12,793	11,412
Liaison service		5,876	8,148	14,024	8,892
Education work		4,755	592	5,347	2,149
Freelance workers		2,068	137	2,205	5,930
Website		435	204	639	261
Room hire, event costs and childcare		4,106	3,541	7,647	3,250
Promotions		35	857	892	590
Max cards		1,777	-	1,777	1,181
Postage, telephone, broadband and stationery		50	1,374	1,424	1,576
Equipment		20	20	40	383
Travel, meeting and AGM expenses		2,089	1,796	3,885	2,155
Insurance and registrations		738	285	1,023	1,008
Accountancy and independent examination		462	462	924	924
Memberships		59	-	59	55
Training		2,200	197	2,397	717
Total expenditure		37,463	17,613	55,076	40,483
Net income / (expenditure)		41,352	(113)	41,239	9,981
Fund balances brought forward		64,300	186	64,486	54,505
Fund balances carried forward	(3)	105,652	73	105,725	64,486

All incoming resources and resources expended derive from continuing activities.

Parents of Children with Additional Needs

Balance sheet

as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 15,648	-	15,648	593
Cash at bank and in hand	91,928	73	92,001	85,008
Total current assets	<u>107,576</u>	<u>73</u>	<u>107,649</u>	<u>85,601</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(5) 1,924	-	1,924	21,115
Total current liabilities	<u>1,924</u>	<u>-</u>	<u>1,924</u>	<u>21,115</u>
Net current assets / (liabilities)	<u>105,652</u>	<u>73</u>	<u>105,725</u>	<u>64,486</u>
Net assets	<u>105,652</u>	<u>73</u>	<u>105,725</u>	<u>64,486</u>
Funds				
Unrestricted funds	105,652	-	105,652	64,300
Restricted funds	-	73	73	186
Total funds	<u>105,652</u>	<u>73</u>	<u>105,725</u>	<u>64,486</u>

The financial statements were approved by the board of trustees on 4/11/25

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

Equipment: over 4 years

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2025

2 Grants and donations	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Department for Education	-	17,500	17,500	17,286
Other donations	205	-	205	230
	<u>205</u>	<u>17,500</u>	<u>17,705</u>	<u>17,516</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Department for Education	186	17,500	17,613	-	73
	<u>186</u>	<u>17,500</u>	<u>17,613</u>	<u>-</u>	<u>73</u>

Fund name	Purpose of restriction
Department for Education	Towards the provision of a Parent Carer Forum in Kirklees.

4 Prepayments	2025 £	2024 £
Prepayments	412	593
Accrued income	15,236	-
	<u>15,648</u>	<u>593</u>

5 Creditors and accruals	2025 £	2024 £
Creditors	1,000	2,955
Accruals	924	924
Deferred income (see note below for analysis)	-	17,236
	<u>1,924</u>	<u>21,115</u>

6 Related party transactions

Trustee expenses

During the year 2 trustees were paid a total of £529 in respect of travel (previous year: 3 trustees and £300).

Trustee remuneration and benefits

Details of remuneration and benefits	2025 £	2024 £
Carol Thomas	9,157	10,380
Tracey Smith-McQuillan	-	2,209
Johanna Hull	-	2,149
	<u>9,157</u>	<u>14,738</u>

Reason for remuneration

The above trustees were engaged on a freelance basis to provide Co-ordination services, Liaison Services and the Education role.

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Parents of Children with Additional Needs
Notes to the accounts continued
for the year ended 31 March 2025

6 Related party transactions continued

Other transactions with trustees or related parties			2025 £	2024 £
Name of trustee or related party	Relationship to charity	Description of transaction		
F Smith McQuillan	Husband of a trustee	Provision of admin work	-	1,258
			-	1,258

Parents of Children with Additional Needs

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	205	230	17,500	17,286	17,705	17,516
Contracts for services	76,397	31,403	-	-	76,397	31,403
Max card income	2,063	1,545	-	-	2,063	1,545
Total income	78,815	33,178	17,500	17,286	96,315	50,464
Expenditure						
Co-ordination, project delivery and admin	12,793	11,412	-	-	12,793	11,412
Liaison service	5,876	851	8,148	8,041	14,024	8,892
Education work	4,755	2,149	592	-	5,347	2,149
Freelance workers	2,068	5,930	137	-	2,205	5,930
Website	435	-	204	261	639	261
Room hire, events and childcare	4,106	-	3,541	3,250	7,647	3,250
Promotions	35	36	857	554	892	590
Max cards	1,777	1,181	-	-	1,777	1,181
Postage, phone, broadband and stationery	50	68	1,374	1,508	1,424	1,576
Equipment	20	47	20	336	40	383
Travel, meeting and AGM expenses	2,089	56	1,796	2,099	3,885	2,155
Insurance and registrations	738	729	285	279	1,023	1,008
Accountancy and independent exam	462	561	462	363	924	924
Memberships	59	55	-	-	59	55
Training	2,200	-	197	717	2,397	717
Total expenditure	37,463	23,075	17,613	17,408	55,076	40,483
Net income / (expenditure)	41,352	10,103	(113)	(122)	41,239	9,981
Fund balances brought forward	64,300	54,197	186	308	64,486	54,505
Fund balances carried forward	105,652	64,300	73	186	105,725	64,486

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales - Charity number 1147436

Accounts

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2024



Parents of Children with Additional Needs

Annual Report and Financial Statements for the year ended 31 March 2024

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Statement of financial activities	10
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Prepared by West Yorkshire Community Accountancy Service CIO

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Anne Patterson-Brown		
Tracey Smith-McQuillan		Resigned 30 June 2023
Carol Thomas		
Johanna Hull		
Anisa Kothia		
Joanne Jackson		Resigned 23 October 2023
Joanne Osborne		
Natasha Smith		Resigned 3 May 2023
Bolouebi Solomon		Appointed 29 February 2024
Charity number	1147436	Registered in England and Wales

Registered and principal address	Bankers
Suite 230	Lloyds Bank plc
6 Queen Street	PO Box 1000
Huddersfield	Andover
HD1 2SQ	BX1 1LT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities

The charity's objects

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-production).

Achievements and performance

Note from the Trustees

A number of the Trustees were dealing with significant personal issues during this financial year but still found time to direct and support PCAN's activities. A big thank you to them for ensuring PCAN's continued presence as an active Parent Carer Forum and to other colleagues who stepped up to assist.

Apologies to anyone affected if we were unable to respond to queries as quickly as usual.

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND are heard in the planning, development and delivery of services for their children (engagement and co-production)

Thanks to all our helpers

Our team at PCAN consists of Trustees and freelance workers. In addition, we have a number of fabulous volunteers who have been involved in checking documents, meeting and greeting at events, interviewing Kirklees staff, supporting people to fill in surveys, networking information and more.

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone.

You are fantastic, and we couldn't do this without you! Thanks also to our team of freelance workers who always go above and beyond.

Appeal for new Trustees

A number of Trustees have retired from PCAN or are due to retire in the forthcoming financial year.

If you would like to share your skills with us by becoming a Trustee, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

The role is voluntary, not too onerous, can be fun and is very rewarding – you would need to attend around 4 meetings per year to help decide PCAN's activities, monitor our progress and make decisions about how we spend our funding.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance (continued)

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better and this year was still very challenging with the legacy of Covid restrictions and services starting back up. Key activities for 2023/24 include:

PCAN website and social media were regularly updated. Our main private Facebook Group has 1266 members, with over 1000 followers/members of our other groups. All information posted is networked across many other local social media parent and SEND groups ensuring a wider reach. We continued to respond to members' posts via private message as needed.

We ran a schedule of social events at the Zone and Thornhill Lees Community Centre. However, numbers are slow to grow back to pre-pandemic levels despite a programme of attendees from organisations that we know our parents value the opportunity to talk to. This included Carers Count, members of the Kirklees Post 16 transport team, DWP and others. Thanks to a new member joining our PCAN team, we also support a monthly evening event at Holmfirth Library.

Our South Asian outreach worker built on her groundwork including attendance at community events, and planning for specific events for South Asian Families starting in April 2024. The addition of a person with community language skills has made a huge difference and we are starting to see a higher number of non-English speaking parents at our events. (Our experience so far shows that many of these families are simply not aware of information, support and services and do not have many opportunities to have their say.

PCAN continued to work closely with the Local Offer team throughout the year to improve the quality of the information supplied to anyone caring for a child or young person with special educational needs or disabilities. We regularly signpost families to the relevant sections of the Local Offer. Our chairing of the wider Co-Production group has ensured that providers keep the audience in mind when designing information so that it is parent friendly, jargon free and clear as to its purpose ("What is it, what does it do, who is it for and how do I get it" are the questions we pose to providers). A successful Local Offer Live event was held in November 2023 co-produced with PCAN. It was held in Dewsbury for the first time and over a slightly different time period 12 to 7. This was well attended with faces new and old.

We ran 2 free Webinars on Wills, Trusts and Powers of Attorney from an external company for the benefit of our members.

We ran a post 16 event at the Zone in January which was well attended. This led us to plan a larger Planning for Future event in response to members' queries and requests. (taking place in May 2024). Some of the information workshops will be co-produced with colleagues from the LA.

We ran two free webinars of Wills, Trusts and Powers of Attorney facilitated by an external company for the benefit of our members (due to popular request). They were well received and will be run again in the next financial year.

Our team visited 40 schools this year – a good way of meeting new families, sharing good information and finding out key issues which affect our families.

Our private Facebook groups have 1343 members plus 1100 followers in our public facing group.

We network information to other support groups across Kirklees.

The AGM in November 2023 was attended by Council officers who gave an explanation about the upcoming consultations on Post 16 transport, short breaks plus an update from the Service Director for Learning and Early Support on SEND Transformation

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance (continued)

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs.

What we did in 2023/24

Connected people via our Facebook groups, and virtual social and information events. Huge thanks for our members for the helping hand they extended to others.

We ran 25 social groups based in the Zone, Huddersfield, Thornhill Lees Community Centre and Holmfirth Library.

We had a stand at the Kirklees Local Offer Live event in November at Dewsbury Town Hall. The event was co-produced with PCAN including timing of the event, selection of stallholders, marketing and promotion, workshops for parents etc. It was well attended and the feedback indicated that the event was highly valued by those who attended.

A PCAN Trustee was available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Community Plus, Early Support and schools.

We continued to supply Maxcards for families living in Kirklees to enable families to save money on days out.

Parents contacted us with a multitude of issues and despite availability issues, Trustees and volunteers worked really hard to support those families signposting them to relevant information and offering a listening ear. When necessary, referrals were made on their behalf (with their consent) for support.

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers and this forms a large part of PCAN's work.

Parent participation is all about making sure that parents and carers of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services which meet families' needs more quickly and effectively which are therefore more valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work in addition to a contract with Kirklees Council to be the voice of parents.

Achievements

PCAN collects evidence from parents and carers about the services and support they receive in Kirklees across education, health, social care and voluntary sector. Sometimes this is in the form of collated information from specific engagement events or surveys; often our information is anecdotal which is collected from the daily stream of information from social media, emails and phone calls, plus information gathered at social and other parent events. This vitally important evidence of the lived experiences of families is shared as needed at strategic groups which meet regularly and have representation from PCAN, for example:

SEND Transformation Group

Local Offer Steering Group

Carers Strategy Group

KIAS Steering Group

Youth Development Partnership Board

Early Support and Families Together Partnerships

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance (continued)

Education:

Having chosen to use our collated thematic information rather than a survey we gathered a broad range of information about experiences of the EHCP process from a wide range of parents across different age ranges, needs, ethnicity and so on. This data has informed the SEND Transformation Plan and as a result there has been a significant re-organisation in the local SENDACT team to improve compliance and reduce the backlog. In addition, a PCAN colleague sits on the quality assurance panel which has had a positive impact on the quality of plans. Whilst this is a long-term project, improvements have been seen already, especially around timely communications. We are continuing to gather data in this area.

The Big Plan – Kirklees Council produced a SEND Transformation Strategy as public information. Our members found that it was full of inaccessible language and was far too long. Feedback from young people said the same thing so a new document was co-produced with PCAN parents and young people, simply called the Big Plan. It can be found [here](#)

We have continued to work on the consultations around the plans for Woodley and Joseph Norton schools.

PCAN has continued to work alongside the Council on improvements in the areas identified in the Written Statement of Action following the Local Area Inspection.

Short Breaks consultation: We were thanked by a Service Director for both our challenge and support in revising the short breaks survey and altering the timeframe so it could be more accessible to the parents completing it. Feedback indicated that parents wanted more variety of activity in different locations. The new short breaks offer is still being designed but a number of new venues will become available from September 2024.

Post 16 Transport: . We worked on this consultation with our members. The Post 16 Transport survey, which was widely advertised by PCAN, attracted 165 responses – a high number for an LA survey. However, we don't believe it reached enough people or that they understood the consequences of the proposed changes. Although the consultation is complete, we will be working with the Team to make sure that information about the changes are available on the Local Offer.

Direct Payments Policy - We have contributed to the creation of a new clearer policy around Direct Payments with a specific co-production group run by a Council Policy Officer and support by SCIE – feedback from professionals supporting families indicates that they have found it easier to use with clearer information that they can pass on to families. This work will be ongoing in the next financial year with a review of what difference this has made to families. There is also a project intended to improve the tone and content of letters from the Council to Direct Payment users which will continue into the next financial year.

PCAN promoted the survey from the Council regarding the re-design of CAMHS (child and adolescent mental health service) across our networks. This was not specifically aimed at SEND but all children and young people. This consultation clashed with the ones around Short Breaks and Post 16 Transport so we were unable to run any specific events around this.

PINS Partnership for Inclusion of Neurodiversity in School: PCAN was given the opportunity to be a key partner in this project in Kirklees. PCAN worked closely with our Designated Clinical Officer (DCO) Mel Watkin and West Yorkshire NHS to get paperwork completed in a very short timescale so that funding could be released to enable Kirklees primary schools to take part in this NHS initiative.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance (continued)

The remit here is around ongoing co-production between schools and parents/carers and we will be able to speak to lots of new parents who hopefully will get involved. Invitations were sent out to schools requesting an expression of interest from them in March 24. The project will continue during 2024, finishing at the end of March 2025.

PCAN Trustees attended regular catch up meetings with the Service Director for Learning and early Support.

A PCAN representative sits on the Youth Development Board and Tackling Poverty Partnership. These are generic boards for all children in Kirklees and an important part of our presence there is to keep the SEND population in Kirklees firmly in view.

PCAN is part of a regional group of Parent Carer Forums, which in turn feed information into a National Network known as the NNPCF. A PCAN representative attended regular regional meetings (some virtual, some face to face) in Yorkshire and the Humber.

Our continuous presence at early support meetings and Families Together networking events continuously raises the profile of children and young people with SEND – borne out by the number attending the co-produced locally based family events (at which PCAN had a presence)

We have been promoting PCAN to families and other organisations in those areas.

PCAN Trustees and volunteers attended over 100 meetings and other events with Council and Health colleagues, voluntary sector, schools and other support groups and organisations over the 12 month period

Feedback from Jo-Anne Sanders, Service Director for Learning and Early Support:

"We would like to thank you for the fantastic way that you work with us and challenge us. It's great to work with people who genuinely want to make positive things happen and we really value the open and honest relationship we have with you to make a difference for children and families in Kirklees – it really helps!"

PCAN is looking for volunteers to help us with our work.

That might be helping at events, representing parents' views at meetings, looking at documents, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

Thank you!

Funders and Supporters

Many thanks to Kirklees Council for awarding us a new three year contract from September 2022 to continue to be the voice for parents in Kirklees.

Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!

Thank you to all the people who took time to help other parents during these difficult times.

Thank you to all our colleagues at Carers Count for their commitment to supporting all carers in Kirklees.

Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2024

Financial review

The net income for the year was £9,981, including net income of £10,103 on unrestricted funds and net expenditure of £122 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £64,300.

PCAN generates income from two major sources. The first is an annual grant from the Department for Education and the second is a contract with Kirklees Council. The Trustees wish to ensure that in the event of sudden reduction in income (which might occur if either source of funding were no longer in place or if the funding were delayed for any reason) PCAN could continue with the commitments it had already made and in that 6 month period either obtain another source of income or wind down some of its activities in an orderly

This policy allocates money from our unrestricted funds which are not invested in fixed assets.

It is therefore considered that the general reserve should represent approximately 6 - 9 months of operating costs. Based on 2023/24 expenditure this would equate to £23,750 to £35,625.

The policy will be reviewed annually as part of the budgeting process.

Approved by the board of trustees on 5/11/2024

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

18/12/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	230	17,286	17,516	18,625
Contracts for services		31,403	-	31,403	26,593
Max card income		1,545	-	1,545	1,470
Total income		<u>33,178</u>	<u>17,286</u>	<u>50,464</u>	<u>46,688</u>
Expenditure on:					
Co-ordination, project delivery and administration		11,412	-	11,412	7,200
Liaison service		851	8,041	8,892	7,283
Education work		2,149	-	2,149	2,059
Freelance workers		5,930	-	5,930	3,721
Website		-	261	261	204
Room hire, event costs and childcare		-	3,250	3,250	4,058
Promotions		36	554	590	227
Max cards		1,181	-	1,181	1,179
Postage, telephone, broadband and stationery		68	1,508	1,576	1,379
Equipment		47	336	383	498
Travel, meeting and AGM expenses		56	2,099	2,155	1,224
Insurance and registrations		729	279	1,008	1,270
Accountancy and independent examination		561	363	924	726
Trustee training		-	-	-	420
Memberships		55	-	55	55
Training		-	717	717	-
Total expenditure		<u>23,075</u>	<u>17,408</u>	<u>40,483</u>	<u>31,503</u>
Net income / (expenditure)		<u>10,103</u>	<u>(122)</u>	<u>9,981</u>	<u>15,185</u>
Fund balances brought forward		<u>54,197</u>	<u>308</u>	<u>54,505</u>	<u>39,320</u>
Fund balances carried forward	(3)	<u>64,300</u>	<u>186</u>	<u>64,486</u>	<u>54,505</u>

All incoming resources and resources expended derive from continuing activities.

Parents of Children with Additional Needs

Balance sheet

as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 407	186	593	14,068
Cash at bank	85,008	-	85,008	43,992
Total current assets	<u>85,415</u>	<u>186</u>	<u>85,601</u>	<u>58,060</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(5) 21,115	-	21,115	3,555
Total current liabilities	<u>21,115</u>	<u>-</u>	<u>21,115</u>	<u>3,555</u>
Net assets	<u>64,300</u>	<u>186</u>	<u>64,486</u>	<u>54,505</u>
Funds				
Unrestricted funds	64,300	-	64,300	54,197
Restricted funds	-	186	186	308
Total funds	<u>64,300</u>	<u>186</u>	<u>64,486</u>	<u>54,505</u>

The financial statements were approved by the board of trustees on 5/11/2024

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

Equipment: over 4 years

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2024

2 Grants and donations	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Department for Education	-	17,286	17,286	17,232
Other donations	230	-	230	1,393
	<u>230</u>	<u>17,286</u>	<u>17,516</u>	<u>18,625</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Department for Education	308	17,286	17,408	-	186
	<u>308</u>	<u>17,286</u>	<u>17,408</u>	<u>-</u>	<u>186</u>

Fund name

Department for Education

Purpose of restriction

Towards the provision of a Parent Carer Forum in Kirklees.

4 Debtors and prepayments	2024 £	2023 £
Prepayments	593	404
Accrued income	-	13,664
	<u>593</u>	<u>14,068</u>

5 Creditors and accruals	2024 £	2023 £
Creditors	2,955	2,829
Accruals	924	726
Contract income received in advance	17,236	-
	<u>21,115</u>	<u>3,555</u>

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2024

6 Related party transactions

Trustee expenses

During the year 3 trustees were paid a total of £600 in respect of travel (previous year: 3 trustees and

Trustee remuneration and benefits

Details of remuneration and benefits

	2024	2023
	£	£
Carol Thomas	10,380	7,200
Tracey Smith-McQuillan	2,209	6,355
Johanna Hull	2,149	2,059
	<u>14,738</u>	<u>15,613</u>

Reason for remuneration

The above trustees were engaged on a freelance basis to provide Co-ordination services, Liaison Services and the Education role.

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Other transactions with trustees or related parties

			2024	2023
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
F Smith McQuillan	Husband of a trustee	Provision of admin work	1,258	793
			<u>1,258</u>	<u>793</u>

Parents of Children with Additional Needs

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	230	1,393	17,286	17,232	17,516	18,625
Contracts for services	31,403	26,593	-	-	31,403	26,593
Max card income	1,545	1,470	-	-	1,545	1,470
Total income	33,178	29,456	17,286	17,232	50,464	46,688
Expenditure						
Co-ordination, project delivery and admin	11,412	7,200	-	-	11,412	7,200
Liaison service	851	553	8,041	6,730	8,892	7,283
Education work	2,149	2,059	-	-	2,149	2,059
Freelance workers	5,930	1,712	-	2,009	5,930	3,721
Website	-	-	261	204	261	204
Room hire, event costs and childcare	-	-	3,250	4,058	3,250	4,058
Promotions	36	-	554	227	590	227
Max cards	1,181	1,179	-	-	1,181	1,179
Post, phone, and stationery	68	-	1,508	1,379	1,576	1,379
Equipment	47	-	336	498	383	498
Travel, meeting and AGM expenses	56	51	2,099	1,173	2,155	1,224
Insurance and registrations	729	919	279	351	1,008	1,270
Accountancy and independent exam	561	526	363	200	924	726
Trustee training	-	-	-	420	-	420
Memberships	55	55	-	-	55	55
Training	-	-	717	-	717	-
Total expenditure	23,075	14,254	17,408	17,249	40,483	31,503
Net income / (expenditure)	10,103	15,202	(122)	(17)	9,981	15,185
Fund balances brought forward	54,197	38,995	308	325	54,505	39,320
Fund balances carried forward	64,300	54,197	186	308	64,486	54,505

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales - Charity number 1147436

Accounts

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2023



Parents of Children with Additional Needs

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Anne Patterson-Brown		
Tracey Smith-McQuillan		
Carol Thomas		
Johanna Hull		
Anisa Kothia		
Joanne Jackson		Resigned 23 October 2023
Joanne Osborne		
Natasha Smith		Resigned 3 May 2022
Rebecca Foley		Resigned 7 February 2023

Charity number	1147436	Registered in England and Wales
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Registered and principal address	Bankers
Suite 230	Lloyds Bank plc
6 Queen Street	PO Box 1000
Huddersfield	Andover
HD1 2SQ	BX1 1LT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-production).

Achievements and performance

Note from the Trustees

A number of the Trustees were dealing with significant personal issues during this financial year but still found time to direct and support PCAN's activities. A big thank you to them for ensuring PCAN's continued presence as an active Parent Carer Forum and to other colleagues who stepped up to assist.

Apologies to anyone affected if we were unable to respond to queries as quickly as usual.

Thanks to all our helpers

Our team of Trustees mostly contribute their time and skills for free, and those who are self-employed and receive payment for their work also contribute a significant number of hours a week on a voluntary basis. We also have a number of fabulous volunteers who have been involved in checking documents, delivering training, interviewing Kirklees staff, supporting people to fill in surveys, networking information and more.

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone. You are fantastic, and we couldn't do this without you! Thanks also to our small team of freelance workers who always go above and beyond.

Huge thanks also go to member Sharon Dixon who raised £650 for PCAN so we can continue to support families by learning to box and taking part in a fight night, and to Roberttown Choir who donated £200 from their Christmas concert.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (Continued)

Appeal for new Trustees

A number of Trustees have retired from PCAN or are due to retire in the forthcoming financial year.

If you would like to share your skills with us by becoming a Trustee, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

The role is voluntary, not too onerous, can be fun and is very rewarding – you would need to attend around 4 meetings per year to help decide PCAN's activities, monitor our progress and make decisions about how we spend.

Covid 19 – continued affects

There is a trend since lockdown for meeting remotely with partners and whilst this can save time, reduce travel costs and it is simple to convene very quick face to face meetings, there is a downside to not meeting colleagues in person, it reduces the opportunities for conversations outside of meetings, the ability to network, and work effectively as a team. We feel we are less visible as an organisation especially in larger remote meetings and we have had to work harder to maintain our presence.

Families of children with additional needs continue to be disproportionately affected by lockdown with longer waiting lists for support and services across almost all professions and shortages of key professionals since the pandemic

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better and this year was still very challenging with the legacy of Covid restrictions and services starting back up. Key activities for 2022/23 include:

PCAN website and social media were regularly updated. Our main private Facebook Group has 1266 members, with over 1000 followers/members of our other groups. All information posted is networked across many other local social media parent and SEND groups ensuring a wider reach. We continued to respond to members' posts via private message as needed.

This year is the first full year since 2019 that we were able to operate without any restrictions and we moved back to your usual schedule of social events at the Zone and Thornhill Lees Community Centre. However, numbers are slow to grow back to pre-pandemic levels despite a programme of attendees from organisations that we know our parents value the opportunity to talk to. This includes SENDACT, Carers Count, members of the Kirklees Education team (e.g. Kelsey Clark-Davies) and various third sector organisations.

The AGM which took place in November 2022 was combined with an Education Update event so local families could find out about the SEND Transformation Plan which has been co-produced with PCAN and other stakeholders. Senior managers were able to respond to field questions and gather information about lived experience of the SEND system in Kirklees

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (Continued)

Good Information

Our social events organisers move into semi-retirement this year and supported volunteers and freelance workers new and old to learn the ropes to take over from her in the following financial year. Thanks to everyone involved in that transition.

We identified an individual in January 2023 who has started work to support South Asian families, building relationships in high population areas in North Kirklees. She started working with Ravensthorpe Community centre and attended 2 groups plus supporting our Thornhill Lees events and school visits as supporter and interpreter.

PCAN Trustees continued to work with the Kirklees Local Offer team to improve the quality of information for anyone caring for a child or young adult with special education needs and disabilities (SEND). We regularly signposted families to the required areas of the Local Offer.

We ran 4 larger information events in March 2023 mainly focussed around promoting and sharing the Local Offer but also supporting individuals who attended with information specific to their needs.

We started again in February with our visits to SEN coffee mornings at 9 different schools and these visits are ongoing.

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs. This continued to be a challenge during 2022 and 2023.

What we did in 2022/23

Connected people via our Facebook groups, and virtual social and information events. Huge thanks for our members for the helping hand they extended to others.

We ran 22 social groups based in the Zone, Huddersfield and Thornhill Lees Community Centre

We had a stand at the Kirklees Local Offer Live event in November. The event was co-produced with PCAN including timing of the event, selection of stallholders, marketing and promotion, workshops for parents etc. It was well attended and the feedback indicated that the event was highly valued by those who attended. Local Offer Live is happening again this year on 29th November at Dewsbury Town Hall so we look forward to seeing you there. We will have a stand so please come and say Hello.

A PCAN Trustee was available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Northrop Hall, Community Plus, Early Support and schools.

We continued to supply Max cards for families living in Kirklees to enable families to save money on days out.

Parents contacted us with a multitude of issues and despite availability issues, Trustees and volunteers worked really hard to support those families signposting them to relevant information, and offering a listening ear. When necessary referrals were made on their behalf (with their consent) for support.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (Continued)

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers and this forms a large part of PCAN's work. Parent participation is all about making sure that parents of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services which meet families' needs more quickly and effectively which are therefore valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work. This continued to be challenging during 2022-23 as parents were still not keen on meeting in person, so we still had to do things by phone or virtually.

Achievements

PCAN collects evidence from parents and carers about the services and support they receive in Kirklees across education, health, social care and voluntary sector. Sometimes this is in the form of collated information from specific engagement events or surveys; often our information is anecdotal which is collected from the daily stream of information from social media, emails and phone calls, plus information gathered at social and other parent events. This vitally important evidence of the lived experiences of families is shared as needed at strategic groups which meet regularly and have representation from PCAN, for example:

SEND Transformation Group

Local Offer Steering Group

Carers Strategy Group

KIAS Steering Group

Youth Development Partnership Board

Early Support and Families Together Partnerships

In addition to participating in these formal groups, PCAN work on a number of "projects" about specific issues. Some of these are specific council groups or formal consultations, others are working groups. During 2022/2023 this is what we worked on:

Council/health led work:

We have spent time with the LA going over the Written Statement of Action from the local area inspection (Feb 22) which links directly with our existing work on the SEND Transformation Plan. One of the workstreams coming from this following our engagement with parents about the plan is that of creating a simple public facing document which outlines the key features of the plan and what it intends to achieve, the outcomes for young people etc. We are working alongside Our Voice, the group that works with young people to get their voice heard around the wording and how it should look.

PCAN promoted the formal consultation around the changes and new build/location for Joseph Norton School and Woodley school as well as providing comment on this and other proposals around new specialist and satellite provision in mainstream schools.

Early Support – continued meetings around the creation of local Family Hubs, and to ensure that work on the SEND offer is underway, especially an offer for 16-25 year olds, although progress rather slow. As part of this PCAN has been attending Hub events across Kirklees promoting what we do to parents in the area. This work is ongoing.

PCAN members have taken part in a review of the Direct Payments policy in Kirklees, sharing their experiences to influence the final version - this work is ongoing.

PCAN has contributed to the Therapies review and work on improving pathways and waiting times for diagnosis of ASD/ADHD.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (Continued)

A trustee worked with the NHS regional autism project and other local parent carer forum representatives on autism initiatives (this group had worked initially on the Night Owls service).

PCAN has been invited to participate in the review of Short Breaks in Kirklees, this has been a little slow getting started (outside of our control) and whilst we have spoken to parents about short breaks, and they have come up in other engagement work, a full scale piece of engagement is taking place in November 2023.

Other work:

Behaviour: this is a continuation from work started in 2019. Following our Behaviour Event in 2019, we finally gained commitment from our LA to provide some pilot sessions around positive behaviour support training which was identified as a gap in services by local parents. The first ones have taken place and we will be part of an evaluation project. The training includes, understanding your child's condition, understanding behaviour as communication, recognising triggers, de-escalation techniques. This is a significant issue raised by families which has not been addressed in the past, and we are keen to finally see some progress here and will not let it go.

We attend regular "catch-up" meetings with commissioners for children's services to make sure that we are aware of ongoing matters and also to ensure they are aware of issues which have arisen and that we have been made aware of by parents and carers.

We also attend regular catch-up meetings with colleagues from education for the same reason.

PCAN colleagues have been involved in interviews for potential SENDACT staff – thank you to those who took part.

PCAN delivers training and this continued with a session for Early Years SENDco's in the private and voluntary sector.

Attending regular regional meetings (some virtual, some face to face) of the National Network of parent carer forums (NNPCF) in Yorkshire and the Humber. We also attended the virtual elements of the national conference of parent carer forums (it was held in Bristol this year which was too far for us to send a representative as we normally would). We gathered useful information about the national SEN agenda including the ongoing SEN reviews and other education changes. We contributed our views to NNPCF who were commenting on some of these to share with the Department for Education (DfE). The SEND and AP green paper response finally came out in March 2023.

The Independent Review of Children's Social Care (to which PCAN had contributed via attending meetings and via the NNPCF) was issued in May 2022 – what this will mean for disabled children and their families is ongoing.

PCAN Trustees and volunteers attended over 160 meetings and other events with Council and Health colleagues, voluntary sector, schools and other support groups and organisations over the 12 month period

Feedback from Tom Brailsford, Strategic Director for Children's Services, Jo-Anne Sanders, Service Director for Learning and Early Support and Kieran Lord, Service Director Resources, Improvements and Partnerships

"Thank you for the work you have undertaken on behalf of parents and carers to support and challenge us to continue to improve provision for children, young people and their families across Kirklees. We have valued being able to meet with you recently and look forward to working together to develop high quality services for children locally."

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (Continued)

PCAN is looking for volunteers to help us with our work.

That might be helping at events, representing parents' views at meetings, looking at documents, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

THANK YOU!

Funders and Supporters

Many thanks to Kirklees Council for awarding us a new three year contract from September 2022 to continue to be the voice for parents in Kirklees.

Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!

Thank you to all the people who took time to help other parents during these difficult times.

Thank you to all our colleagues at Carers Count for their commitment to supporting all carers in Kirklees.

Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Financial review

The net income for the year was £15,185, including net income of £15,202 on unrestricted funds and net expenses of £17 on restricted funds.

Our ability to continue is entirely dependent on funding from the Local Authority and Department for Education. We are able to continue for at least 12 months with our current levels of funding.

PCAN is a Department for Education (DfE) recognised Parent Carer Forum. It is partly funded by an annual grant from the Department for Education (c.£17,500). The grant is used to strengthen parent carer forums, so that parent carers can participate in the strategic planning and decision-making around services for children and young people with SEND in their area.

In addition, PCAN holds a contract with Kirklees Council to support its work as a parent carer forum to enable the Council to meet some of its statutory duties under the Children & Families Act 2014. The first contract ran from 1st September 2019 to 31st August 2022. PCAN has subsequently been successful in obtaining a contract for a further three years (extendable to 5 years) from 1st September 2022.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £54,197.

The trustees have not adopted a formal reserves policy and are looking at doing this in the current year.

Approved by the board of trustees on 13 December 2023

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

15 December 2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	1,393	17,232	18,625	17,729
Contracts for services		26,593	-	26,593	30,601
Max cards		1,470	-	1,470	708
Total income		<u>29,456</u>	<u>17,232</u>	<u>46,688</u>	<u>49,038</u>
Expenditure on:					
Co-ordination, project delivery and administration		7,200	-	7,200	6,289
Liaison service		553	6,730	7,283	10,699
Education work		2,059	-	2,059	4,694
Freelance workers		1,712	2,009	3,721	1,728
Website		-	204	204	3,245
Room hire, event costs and childcare		-	4,058	4,058	1,563
Promotions		-	227	227	439
Max cards		1,179	-	1,179	500
Postage, telephone, broadband and stationery		-	1,379	1,379	1,804
Equipment		-	498	498	478
Travel, meeting and AGM expenses		51	1,173	1,224	582
Insurance and registrations		919	351	1,270	586
Accountancy and independent examination		526	200	726	480
Trustee training		-	420	420	214
Memberships		55	-	55	53
Total expenditure		<u>14,254</u>	<u>17,249</u>	<u>31,503</u>	<u>33,354</u>
Net movement in funds		<u>15,202</u>	<u>(17)</u>	<u>15,185</u>	<u>15,684</u>
Fund balances brought forward		<u>38,995</u>	<u>325</u>	<u>39,320</u>	<u>23,636</u>
Fund balances carried forward	(3)	<u>54,197</u>	<u>308</u>	<u>54,505</u>	<u>39,320</u>

All incoming resources and resources expended derive from continuing activities.

Parents of Children with Additional Needs

Balance sheet

as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	14,068	-	14,068	397
Cash at bank	42,523	1,469	43,992	54,732
Total current assets	56,591	1,469	58,060	55,129
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(4) 2,394	1,161	3,555	15,809
Total current liabilities	2,394	1,161	3,555	15,809
Net assets	54,197	308	54,505	39,320
Funds				
Unrestricted funds	54,197	-	54,197	38,995
Restricted funds	-	308	308	325
Total funds	54,197	308	54,505	39,320

The financial statements were approved by the board of trustees on 13 December 2023

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

Equipment: over 4 years

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Department for Education	-	17,232	17,232	17,491
Other donations	1,393	-	1,393	238
	<u>1,393</u>	<u>17,232</u>	<u>18,625</u>	<u>17,729</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
DfE	325	17,232	17,249	-	308
	<u>325</u>	<u>17,232</u>	<u>17,249</u>	<u>-</u>	<u>308</u>

Fund name

DfE

Purpose of restriction

Towards the provision of a Parent Carer Forum in Kirklees.

4 Debtors and prepayments	2023 £	2022 £
Prepayments	404	397
Accrued income	13,664	-
	<u>14,068</u>	<u>397</u>

4 Creditors and accruals	2023 £	2022 £
Creditors	2,829	2,400
Accruals	726	480
Deferred income	-	12,929
	<u>3,555</u>	<u>15,809</u>

5 Related party transactions

Trustee expenses

During the year 3 trustees were paid a total of £786 in respect of travel and other expenses (previous year: 3 trustees and £412).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Details of remuneration and benefits

	2023 £	2022 £
Carol Thomas	7,200	5,531
Tracey Smith-McQuillan	6,355	9,855
Johanna Hull	2,059	4,390
	<u>15,613</u>	<u>19,776</u>

Reason for remuneration

The above trustees were engaged on a freelance basis to provide Co-ordination services, Liaison Services and the Education role.

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2023

5 Related party transactions continued

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Other transactions with trustees or related parties

			2022	2021
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
F Smith McQuillan	Husband of a trustee	Carry out admin work	793	-
			793	-

Parents of Children with Additional Needs

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	1,393	238	17,232	17,491	18,625	17,729
Contracts for services	26,593	30,601	-	-	26,593	30,601
Max cards	1,470	708	-	-	1,470	708
Total income	29,456	31,547	17,232	17,491	46,688	49,038
Expenditure						
Co-ordination, proj. delivery and admin	7,200	6,289	-	-	7,200	6,289
Liaison service	553	1,949	6,730	8,750	7,283	10,699
Education work	2,059	4,694	-	-	2,059	4,694
Freelance workers	1,712	1,728	2,009	-	3,721	1,728
Website	-	-	204	3,245	204	3,245
Room hire, event costs and childcare	-	-	4,058	1,563	4,058	1,563
Promotions	-	-	227	439	227	439
Max cards	1,179	500	-	-	1,179	500
Postage, phone and stationery	-	341	1,379	1,463	1,379	1,804
Equipment	-	-	498	478	498	478
Travel, meeting and AGM expenses	51	-	1,173	582	1,224	582
Insurance and registrations	919	398	351	188	1,270	586
Accountancy and independent exam	526	280	200	200	726	480
Trustee training	-	-	420	214	420	214
Memberships	55	-	-	53	55	53
Total expenditure	14,254	16,179	17,249	17,175	31,503	33,354
Net movement in funds	15,202	15,368	(17)	316	15,185	15,684
Fund balances brought forward	38,995	23,627	325	9	39,320	23,636
Fund balances carried forward	54,197	38,995	308	325	54,505	39,320

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales - Charity number 1147436

Accounts

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2022



Parents of Children with Additional Needs

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Anne Patterson-Brown		
Tracey Smith-McQuillan		
Nicola Sykes		Resigned 21 November 2021
Carol Thomas		
Johanna Hull		
Anisa Kothia		
Joanne Jackson		
Joanne Osborne		
Natasha Smith		Appointed 15 November 2021
Rebecca Foley		Appointed 15 November 2021

Charity number 1147436 Registered in England and Wales

Registered and principal address	Bankers
Suite 230	Lloyds Bank plc
6 Queen Street	PO Box 1000
Huddersfield	Andover
HD1 2SQ	BX1 1LT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-production).

Achievements and performance

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years. All Trustees are parents and carers themselves.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands:

Good Information

Support and Friendship

Stronger Voice

Note from the Trustees

Covid 19 continued to make it's presence felt for a significant part of the year and had an impact on our activities. We were unable to run as many in person parent events and continued to meet with Council and Health colleagues remotely for the most part. This has had a direct impact on the quality of engagement work we were able to carry out in person, but we were still able to collect considerable anecdotal evidence from parents about services and support via social media networks, phone calls and direct messaging.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Thanks to all our helpers

Our team of Trustees mostly contribute their time and skills for free, and those who are self-employed and receive payment for their work also contribute at least as many hours a week on a voluntary basis. We also have a number of fabulous volunteers who have been involved in checking documents, delivering training, interviewing Kirklees staff, supporting people to fill in surveys, networking information and more.

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone. You are fantastic, and we couldn't do this without you!

If you would like to share your skills volunteering with us or becoming a Trustee, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

Covid 19 – what the changes meant for PCAN and families of children with SEND

At PCAN we continued to work in a different ways as we were not able to continue with our in person social and school events at the start of the financial year. We know that many people missed these events and the social aspect of getting together with other families.

Families of children with additional needs had been disproportionately affected by lockdown with children at home, lack of social care and other support, lack of activities for children and young people to attend with parents trying to support everyone's mental health. It took time for things to start up again, and families were still negatively affected. Waiting lists were affected, in particular for ASD assessment and this has put extra pressure on families and children/young people.

Many of our families felt really isolated and continued to be affected by school closures and self-isolation which was so disruptive for many.

The PCAN team continued to work hard to signpost families to foodbanks, helplines, and other resources.

Our phonenumber and direct messaging platforms were very busy and Trustees were able (with individuals' consent) to report your issues directly to the professionals concerned – we know in some cases that this made a real difference.

We continued to share information as much as possible about restrictions and opportunities that were becoming available.

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better and this year was still very challenging due to Covid restrictions and services starting back up. Key activities for 2021/22 include:

PCAN website and social media were regularly updated including relevant Covid 19 information. Our main private Facebook Group has 1156 members, with over 1000 followers/members of our other groups. All information posted is networked across many other local social media parent and SEND groups ensuring a wider reach. We continued to receive a higher than usual number of calls for help from parents and signposted lots of people to get help or information. More of this was done by private message and individual emails.

Trace hosted 4 new member workshops outside in person to help them find out what they needed. We ran our AGM remotely again as a webinar with speakers from Kirklees Council to update parents on what is going on in the background to improve support and services.

PCAN Trustees continued to work with the Kirklees Local Offer team to improve the quality of information for anyone caring for a child or young adult with special education needs and disabilities (SEND). We regularly signposted families to the required areas of the Local Offer.

PCAN hosted 6 zoom and phone meetings with SENDcos in schools to share information for families.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs. This continued to be a challenge during 2021 and 2022.

What we did in 2021/22

Connected people via our Facebook groups, and virtual social and information events. Huge thanks for our members for the helping hand they extended to others.

6 Virtual social events were organised from April to July 2021. We ran two picnics in the park in August 2021. In person events started in September 2021 when we welcomed back PCAN members to Greenhead Park café and Thornhill Lees but lots of people were still cautious about attending events due to the vulnerability of their children. Surging COVID rates meant we had to cancel December meetings and any possibility of a Christmas do. We started up again in January with a delayed post festive season event at Thornhill Lees with delicious food from Spices and Rices. We also held a meeting of the post 16 group – the first for some time. 6 in person social events took place from January to March 2021.

PCAN attended meetings of the Whole Autism Family, West Yorkshire ADHD and Huddersfield Support Group for Autism to support parents there.

A PCAN Trustee was available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Northorpe Hall, Community Plus, Early Support and schools.

We continued to supply Maxcards for families living in Kirklees to enable families to save money on days out.

Parents contacted us with a multitude of issues to do with housing, food, finance, mental health and so on. Trustees and volunteers worked really hard to support those families signposting them to relevant information, and offering a listening ear. When necessary referrals were made on their behalf (with their consent) for support.

Feedback from families

Thank you for ringing me back in the evening. It's great to be listened to and supported

You really understand what we are going through and you believe us.

Trace went through all the information and helped me understand what was relevant to my family

The Facebook group is so helpful – other parents share such useful information, comments and advice.

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers and this forms a large part of PCAN's work. Parent participation is all about making sure that parents of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services which meet families' needs more quickly and effectively which are therefore valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work. This was really challenging during 2021-22 as we couldn't meet up in person for a large part of the time and had to do things by phone or virtually.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Achievements

PCAN collects evidence from parents and carers about the services and support they receive in Kirklees across education, health and social care. Sometimes this is in the form of collated information from specific engagement events or surveys; often our information is anecdotal which is collected from the daily stream of information from social media, plus information gathered at social and other parent events. This information is shared as needed, for example at strategic groups which meet regularly and have representation from PCAN:

- SEND Transformation Group*
- Carers Strategy Group
- KIAS Steering Group
- Youth Development Board
- Tackling Poverty Partnership

*A PCAN representative has attended all of these meetings and commented on the revised Transformation Plan and commissioning documents. The Plan included the details of the 2 new special school sites for an expanded Woodley and Joseph Norton.

In addition to participating in these formal groups, PCAN runs a number of “projects” about specific issues. These projects sometimes come out of Council or Health led topics where they are required to consult with families; sometimes these projects are determined by PCAN in response to feedback from families. During 2021/2022 this is what we worked on:

Council/health led work:

Children’s therapies – this project was started with very little notice. We held an online Zoom meetings and created a questionnaire. Many thanks to those who had replied and attended the Zoom. We prepared a report which was circulated and some of the findings about parents’ views were used by Locala as part of their own review. This project is ongoing.

PCAN met with the playable spaces team and contributed views to this project. We also encouraged our members to attend local meetings being held around Kirklees.

We held initial meetings with Council colleagues around short breaks and holiday activities to try to improve the offer and the timeliness of advertising events for summer holidays. This work is ongoing.

The end of COVID restrictions meant that the school transport team again had the flexibility to look at some of the more creative school travel assistance options with parents and we held a couple of meetings with them as they described their upcoming work. This project is ongoing.

Early Support – continued meetings around the creation of local Family Hubs, and to ensure that work on the SEND offer is underway, especially an offer for 16-25 year olds. This work is ongoing.

PCAN provided a representative for the NHS regional autism project and this resulted in the NightOwls service. We have also contributed to the regional NHS work on children’s therapies.

Other work:

Behaviour: this is a continuation from work started in 2019. PCAN is working with individuals in the Council to run a pilot training scheme to support parents who are managing behaviour they find challenging at home. A package of training has been purchased from Team Teach, and PCAN has contributed to meetings held with Council colleagues to determine how families could be identified, how they need to be supported during and after training, how we evaluate what difference it has made and how the pilot scheme could be rolled out. This work was not complete at the end of the financial year and will continue. This is a significant issue raised by families which has not been addressed in the past, and we will not let it go.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

We attend regular “catch-up” meetings with commissioners for children’s services to make sure that we are aware of ongoing matters and also to ensure they are aware of issues which have arisen and that we have been made aware of by parents and carers.

We also attend regular catch up meetings with colleagues from education for the same reason.

PCAN colleagues have been involved in interviews for potential SENDACT staff – thank you to those who took part.

We started work with SENDACT on wording in letters and literature but this project paused due to impact of staffing issues. To be continued.

Work on the Quality First teaching toolkit with Kate Browning (consultant) who wrote it with input from Kirklees SENCOs. This is designed to improve teaching in mainstream schools for SEN children.

Local area SEND inspection in February. This involved PCAN in a considerable amount of work: reading relevant documentation; establishing the format of the parent sessions with the inspectors; clarifying as a team what PCAN wished to communicate to inspectors; hosting one of the parent meetings; promoting the Ofsted questionnaire and liaising with parents, as well as meeting with the inspectors before and after the inspection.

PCAN delivers training and this continued with sessions for new SENDCOs, Early Teachers and Early Years SENDcos. A PCAN Trustee also participated in delivering Cygnet training (as a volunteer).

Attending regular regional meetings of parent carer forums in Yorkshire and the Humber. We also attended the national conference of parent carer forums (NNPCF) (which was virtual). We gathered useful information about the national SEN agenda including the ongoing SEN reviews and other education changes. We contributed our views to NNPCF who were commenting on some of these to share with the Department for Education (DfE)

We attended remote meetings regarding the Independent Review of Children’s Social Care – to be reported on during the next financial year.

PCAN Trustees and volunteers attended over 160 meetings with Council and Health colleagues, voluntary sector, schools and other support groups and organisations over the 12 month period.

We ran social events, as well as attending regional and national parent carer forum events and taking part in any training required. All of this on a variety of virtual platforms when we couldn’t meet in person (which was most of the time)!

Feedback from Tom Brailsford , Service Director Resources, Improvement and Partnerships:

“Kirklees Council and the wider partnership continue to have a strong and restorative relationship with PCAN based on the principles of PCAN providing a high level of support and also a high level of challenge to us as a system. The strength of this relationship has been and continues to be a key aspect of ensuring that our strategic plans and transformation activity has parents, children and young people with additional needs at its heart. The need for co-production and working with our children, young people and families with additional needs to improve outcomes is an underpinning principle through all our work with PCAN and one which we greatly value.”

PCAN is looking for volunteers and paid staff to help us with our work.

That might be helping at events, representing parents’ views at meetings, looking at documents, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Funders and Supporters

Many thanks to Kirklees Council for giving us the opportunity of a three year contract from September 2019 to continue to be the voice for parents in Kirklees.

Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!

Thank you to all the people who took time to help other parents during these difficult times.

Thank you to all our colleagues at Carers Count for their commitment to supporting all carers in Kirklees.

Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Financial review

The net receipts for the year were £15,684, including net receipts of £15,368 on unrestricted funds and net receipts of £316 on restricted funds.

We have not been affected financially by Coronavirus. Our ability to continue is entirely dependent on funding from the Local Authority and Department for Education. We are able to continue for at least 12 months with our current levels of funding.

PCAN is a Department for Education (DfE) recognised Parent Carer Forum. It is partly funded year on year by a grant from the Department for Education (£17,500). The grant is used to strengthen parent carer forums, so that parent carers can participate in the strategic planning and decision-making around services for children and young people with SEND in their area. The grant has been confirmed for the forthcoming financial year 2022/2023.

In addition, PCAN holds a contract with Kirklees Council to support its work as a parent carer forum to enable the Council to meet some of its statutory duties under the Children & Families Act 2014. The first contract ran from 1st September 2019 to 31st August 2022. PCAN has subsequently been successful in obtaining a contract for a further three years (extendable to 5 years) from 1st September 2022.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £38,995.

The trustees have decided that they will not maintain a level of reserves but will expend all funds on the charity's activities as required by the funders. The charity is able to cease activities at very short notice and the charity has no commitments.

Approved by the board of trustees on 27 January 2023

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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.

Simon Bostrom FCIE

27 January 2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					restated
Grants and donations	(2)	238	17,491	17,729	18,812
Contracts for services		30,601	-	30,601	40,795
Max cards		708	-	708	294
Total income		31,547	17,491	49,038	59,901
Expenditure on:					
Co-ordination, project delivery and administration		6,289	-	6,289	9,720
Liaison service		1,949	8,750	10,699	8,820
Education work		4,694	-	4,694	4,534
Freelance workers		1,728	-	1,728	6,879
Website		-	3,245	3,245	192
Room hire, event costs and childcare		-	1,563	1,563	2,060
Promotions		-	439	439	342
Max cards		500	-	500	240
Parents expenses		-	-	-	40
Postage, telephone, broadband and stationery		341	1,463	1,804	1,845
Equipment		-	478	478	1,334
Travel, meeting and AGM expenses		-	582	582	22
Insurance and registrations		398	188	586	1,010
Accountancy and independent examination		280	200	480	792
Trustee training		-	214	214	475
Memberships		-	53	53	-
Total expenditure		16,179	17,175	33,354	38,305
Net movement in funds		15,368	316	15,684	21,596
Fund balances brought forward		23,627	9	23,636	2,040
Fund balances carried forward	(3)	38,995	325	39,320	23,636

All incoming resources and resources expended derive from continuing activities.

Parents of Children with Additional Needs

Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Prepayments	320	77	397	-
Cash at bank	53,990	742	54,732	39,399
Total current assets	<u>54,310</u>	<u>819</u>	<u>55,129</u>	<u>39,399</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(4) 15,315	494	15,809	15,763
Total current liabilities	<u>15,315</u>	<u>494</u>	<u>15,809</u>	<u>15,763</u>
Net current assets / (liabilities)	<u>38,995</u>	<u>325</u>	<u>39,320</u>	<u>23,636</u>
Net assets	<u>38,995</u>	<u>325</u>	<u>39,320</u>	<u>23,636</u>
Funds				
Unrestricted funds	38,995	-	38,995	23,627
Restricted funds	-	325	325	9
Total funds	<u>38,995</u>	<u>325</u>	<u>39,320</u>	<u>23,636</u>

The financial statements were approved by the board of trustees on 27 January 2023

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

A change has been made regarding the method of production of the accounts from cash basis to accruals basis. This has required the restating of prior year comparative figures in respect of creditors and accruals totalling £3,263.

A change has been made regarding the method of production of the accounts from cash basis to accruals basis. This has required the restating of prior year comparative figures in respect of creditors and accruals totalling £3,263.

There has also been a change in the treatment of the Kirklees Council contract income which had incorrectly been treated as a restricted fund. The effect of this change was to reduce the restricted fund balance brought forward by £26,492. The income has also been apportioned into the correct periods resulting in income received in advance increasing to £12,500 in the previous year.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

Equipment: over 4 years

Parents of Children with Additional Needs
Notes to the accounts
for the year ended 31 March 2022

1 Accounting policies

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Parents of Children with Additional Needs

Notes to the accounts continued for the year ended 31 March 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Department for Education	-	17,491	17,491	15,000
Kirklees Council	-	-	-	3,590
Donations	238	-	238	222
	<u>238</u>	<u>17,491</u>	<u>17,729</u>	<u>18,812</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Department for Education	9	17,491	17,175	-	325
	<u>9</u>	<u>17,491</u>	<u>17,175</u>	<u>-</u>	<u>325</u>

Fund name

Department for Education

Purpose of restriction

Towards the provision of a Parent Carer Forum in Kirklees.

4 Creditors and accruals	2022 £	2021 £
Creditors	2,400	2,867
Accruals	480	396
Contract income received in advance	<u>12,929</u>	<u>12,500</u>
	<u>15,809</u>	<u>15,763</u>

5 Related party transactions

Trustee expenses

During the year 3 trustees were paid a total of £412 in respect of travel (previous year: 1 trustees and £17).

Trustee remuneration and benefits

Details of remuneration and benefits

	2022 £	2021 £
Carol Thomas	5,531	12,548
Tracey Smith-McQuillan	9,855	9,866
Johanna Hull	<u>4,390</u>	<u>4,425</u>
	<u>19,776</u>	<u>26,839</u>

Reason for remuneration

The above trustees were engaged on a freelance basis to provide Co-ordination services, Liaison Services and the Education role.

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Parents of Children with Additional Needs

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
		restated		restated		restated
Income						
Grants and donations	238	222	17,491	18,590	17,729	18,812
Contracts for services	30,601	40,795	-	-	30,601	40,795
Max cards	708	294	-	-	708	294
Total income	31,547	41,311	17,491	18,590	49,038	59,901
Expenditure						
Co-ordination and project delivery	6,289	9,720	-	-	6,289	9,720
Liaison service	1,949	-	8,750	8,820	10,699	8,820
Education work	4,694	4,046	-	488	4,694	4,534
Freelance workers	1,728	3,825	-	3,054	1,728	6,879
Website	-	-	3,245	192	3,245	192
Room hire, events and childcare	-	-	1,563	2,060	1,563	2,060
Promotions	-	-	439	342	439	342
Max cards	500	240	-	-	500	240
Parents expenses	-	-	-	40	-	40
Postage, telephone, and stationery	341	-	1,463	1,845	1,804	1,845
Equipment	-	810	478	524	478	1,334
Travel, meeting and AGM	-	-	582	22	582	22
Insurance and registrations	398	703	188	307	586	1,010
Accountancy and independent exam	280	592	200	200	480	792
Trustee training	-	-	214	475	214	475
Memberships	-	-	53	-	53	-
Total expenditure	16,179	19,936	17,175	18,369	33,354	38,305
Net income	15,368	21,375	316	221	15,684	21,596
Transfers between funds	-	1,087	-	(1,087)	-	-
Net movement in funds	15,368	22,462	316	(866)	15,684	21,596
Fund balances brought forward	23,627	1,165	9	875	23,636	2,040
Fund balances carried forward	38,995	23,627	325	9	39,320	23,636

PARENTS OF CHILDREN WITH ADDITIONAL NEEDS

England & Wales - Charity number 1147436

Accounts

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2021



Parents of Children with Additional Needs

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name

Anne Patterson-Brown
Tracey Smith-McQuillan
Nicola Sykes
Carol Thomas
Johanna Hull
Anisa Kothia
Joanne Jackson
Joanne Osborne

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1147436, on 24 May 2012.

Principal address

Suite 230
6 Queen Street
Huddersfield
HD1 2SQ

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-

Achievements and performance

Note from the Trustees

The word "unprecedented" was much used during 2020-2021 but for once this was really true!

Suddenly the country was plunged into lockdown which meant that PCAN had no ability to meet up in person with members or indeed as trustees and volunteers. Like many organisation, PCAN had to react very quickly so we would be able to function during "lockdown" and of course at that time we had no idea how long it would last. So we had to scrap all our event plans for the year and think on our feet. So you will see lots of changes in the way we had to work throughout our annual report.

Thanks to all our helpers

Our team of Trustees mostly contribute their time and skills for free, and those who are self-employed and receive payment for their work also contribute at least as many hours a week on a voluntary basis. We also have a number of fabulous volunteers who have been involved in checking documents, delivering training, interviewing Kirklees staff, supporting people to fill in surveys, networking information and more.

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone. You are fantastic, and we couldn't do this without you!

If you would like to share your skills volunteering with us, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Covid 19 – what the changes meant for PCAN and families of children with SEND (Special Educational Needs and Disability).

- At PCAN we had to work in a very different way as we were not able to continue with our in person social and school events. PCAN Trustees and volunteers had always worked from home but now we had to work together in a different way.
- So big thanks to Carol who researched, guided and trained us all on Zoom and ensured we could all access the various online meetings and webinars, whatever platform they were held on. All via online Carol “tutorials”
- Families of children with additional needs were disproportionately affected by lockdown with children at home, lack of social care and other support, lack of activities for children and young people to attend with parents trying to support everyone’s mental health.
- There was lots of information from lots of places but most of it in inaccessible language and much of it being constantly updated so information was a huge challenge for everyone.
- Big thanks to Johanna, who, with her legal training was able to decipher all the various (and constantly changing) legislation and guidance and put it into a readable format that we could share on our website and social media.
- Trace worked really hard to signpost families to foodbanks, the Council helpline, local Covid Support Groups and other resources including support for computers, technology, white goods. She also researched all the online fun activities, teaching support, parents' wellbeing and other online resources to share with parents to make their lives easier.
- Our phone line and direct messaging platforms were very busy and Carol and Johanna were able (with your consent) to report your issues directly to the professionals concerned – we know in some cases that this made a real difference.
- Online learning and meeting up was inaccessible for many families for many reasons. For a minority though it proved a revelation with less stress all round.
- The return to school in September was not straightforward for our families with changes around bubbles, classroom layouts and children and young people being sent home for self-isolation.
- Significant impact on transitions, especially post 16 where carefully worked out transition plans were physically unable to take place.
- All our meetings with Council and Health colleagues continued, but had to take place virtually on Zoom or Teams.
- It has to be reported that it was a challenging time for PCAN to work alongside Kirklees Council, who became very “inward facing” for some months (like every Council in the land) while they were dealing with the huge workload generated by the Covid 19 pandemic. We were however aware that work was still continuing in the background on a number of strands of work that would benefit PCAN families.
- As a result of the lack of information about progress on the above, we held a meeting in December 2020 with key partners in the Council to reinforce the need for good communication with PCAN, and set up a range of new update meetings which were not solely dominated by Covid projects. This was particularly relevant due to changes in the Council's workforce and new relationships had to be forged.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN's works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better and this year was more challenging than ever. Key activities for 2020/21 include:

- PCAN website and social media were regularly updated including relevant Covid 19 information. Our main private Facebook Group has 1006 members, with over 1000 followers/members of our other groups. All information posted is networked across many other local social media parent and SEND (Special Educational Needs and Disability) groups ensuring a wider reach. We received a higher than usual number of calls for help from parents and signposted lots of people to get help or information.
- A huge amount of time was spent reading updated regulations and statutory guidance so we could share it with our families and they could understand what it meant for them. It was very challenging as there was so much conflicting information. Carol and Johanna attended webinars from organisations like Contact, Council for Disabled Children, Steve Broach (barrister), and NCVO (National Council for Voluntary Organisations) to make sense of it all and keep up to date.
- We held 20 virtual social events (some with guest speakers) and ran webinars (new to us) on Disability benefits, Education Health and Care Plans (EHCPs), Covid 19 vaccinations and the changes to education. We also ran our AGM for the first time virtually as a webinar with speakers from Kirklees Council including a keynote address from Mel Meggs, Director of Children's Services in Kirklees.

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs. This was a big challenge during the lockdowns which occurred in 2020 and 2021.

What we did in 2020/21

- Connected people via our Facebook groups, and virtual social and information events. Huge thanks for our members for the helping hand they extended to others.
- We ran 20 virtual social events so that parents could still connect with each other and a fun quiz night.
- We ran webinars to share information as well taking a higher number of phone calls, Facebook and WhatsApp messages. For example, Trace was in contact with over 300 families via phone, WhatsApp and Messenger.
- A PCAN Trustee was also available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Northorpe Hall, Community Plus, Early Support.
- Trace kept a very close eye on social media so she could pick up on parent concerns, and Johanna was able to answer education queries.
- We continued to supply Maxcards for families living in Kirklees to enable families to save money on days out.
- We have built up a really strong relationship with Carers Count and S2R so that between us our parents access some of the support they need.
- We received a grant from the Council (Do Something Now) – a Covid relief grant so we could work more closely with needy families to help them get the help they vitally needed.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Support and Friendship (continued)

- We teamed up with Carers Count , S2R and Umbrella Yoga to offer a range of therapeutic/wellbeing activities to parents, e.g. Aromatherapy and mindful yoga.
- Parents contacted us with a multitude of issues to do with housing, finances, mental health issues as well as struggling with children at home. Trace worked really hard to support those families including working closely with some local councillors across Kirklees.
- PCAN also supported the distribution of sensory toy packs in conjunction with SEN (Special Educational Needs) kids, another Kirklees Support Group.

Feedback from families

Thank you for helping me on your day off. It's a relief to be listened to and believed.

Thank you for ringing me back.

Thanks for your help – I felt so overwhelmed that I couldn't cope with all the information.

I'm so glad I found this group of parents to support me who know what I'm going through.

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers and this forms a large part of PCAN's work. Parent participation is all about making sure that parents of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services that better meet families' needs and therefore are valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work. This was really challenging during 2020-21 as we couldn't meet up in person and had to do everything by phone or virtually.

Parents voices were heard in health, education and social care during 2020/21.

Achievements

- Early Support: Following acknowledgement of the gap in service for families of children with SEND (Special Educational Needs and Disability), around 50 members of Kirklees' Early Help Team received "Day in the Life" training from PCAN. This training was also delivered to members of the Disabled children's and Inclusion teams.
- PCAN was fully involved in reviewing the letters you received from the Council about schools and the pandemic and we hope that they were clear and readable. We know how confusing the information was and hope that in some way we were able to make it more accessible.
- We took part in two Inclusive Ambition days run by the Council, the focus of which was about what improvements need to be made to the SEND (Special Educational Needs and Disability) system, and how this could be achieved.
- We promoted the education survey which we co-designed with Impower, a consultancy company working with the council during lockdown.
- We worked with a group of 20 local parents to co-produce a new version of the Kirklees Local Offer – the mandatory information for parents, carers and young people with additional needs. This was launched in December 2020 and the whole design, navigation and wording in many of the entries co-produced with parents.
- The Local Offer work is ongoing with more engagement with young people to design their part of the site, and continued engagement with families about what's missing and what could be improved. The Council has recruited a team of people whose responsibility it is to continue this work and make sure that the Local Offer is up to date, maintained and a great source of information for families, young people and professionals.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Achievements (continued)

- PCAN attended workshops on the neurodevelopmental pathway as it was clear that the waiting lists (previously reduced considerably) were growing again due to the pandemic. We also started work with the Council on a Child and Adolescent Mental Health Service (CAHMS) questionnaire. You will hear during our AGM about progress on these two items.
- Following our Behaviour Event in 2019, training for parents was purchased by the Council at the end of the financial year and will be available in the last quarter of this year. PCAN has also highlighted at various meetings we attend that there is a culture of disbelief around behaviour and parents' issues and that this needs to change. More work is going in schools to support children and young people's mental health, and our training with early support workers has hopefully made them think differently about behaviours which "apparently" only happen at home and not in school.
- As Community Voices, PCAN attended a webinar on covid vaccination in February but quickly realised that the information we were receiving was insufficient to inform our parents. Having appealed for help from Kirklees Public health, Emily Parry-Harries and Peter Learmonth agreed to speak at a webinar for parents in February. We also raised the issue about vaccination centres being more accessible for people with additional needs. As a result a number of special sessions were held for young people with learning disabilities and anxiety.
- PCAN continued to be represented on the Kirklees SEND Transformation and Commissioning Group, contributing feedback from the lived experience of parents and ensuring parent involvement in the SEND (Special Educational Needs and Disability) improvement planning.
- The Council also needed to gather parents' views on the Early Help offer, Resourced Provision available in certain schools, and Alternative Provision in Kirklees. We held webinars on each of those and gained some really valuable information. A huge thank you to those who attended or filled in the survey.
- PCAN Trustees/Volunteers interviewed for the Local Offer Lead Officer, and the Head of Inclusion and safeguarding. Thanks to the Volunteers who assisted with this.
- PCAN took part in the Carers Rights Day webinar hosted by Forget-Me-Not Trust together with our counterparts in Calderdale.

We held regular update meetings with various Council Officers to keep them up to date with families' issues throughout the year.

We successfully delivered a Covid relief project with funding from the Council's Do Something Now money. This funding enabled us to offer a more in depth case work type of support for a period of 3 months. During this time, we supported 18 families with a variety of very complex needs, often with more than one child with additional needs. Feedback from this project included: families feeling more confident, empowered, having improved knowledge of how to access support and services, reduction in social isolation, improved wellbeing and an improved financial situation.

- PCAN Trustees and volunteers attended over 200 meetings with Council and Health colleagues, voluntary sector, schools and other support groups and organisation over the 12 month period
- We ran 20 social events, as well as attending regional and national parent carer forum events and taking part in any training required. All of this on a variety of virtual platforms!

Feedback from Tom Brailsford , Service Director Resources, Improvement and Partnerships:

"Kirklees Council and Kirklees CCG's have a long lasting and strong relationship with PCAN as a key strategic partner. The COVID 19 pandemic has been extremely challenging for everyone but has presented particular challenges for our children and young people and families with additional needs. PCAN has been an integral part of ensuring that parents', children's and young people's lived experience throughout the pandemic has been at the heart of our response as a system. Throughout this period we have also been working together to creatively look at the opportunities the pandemic has presented to deliver services in new ways, and we continue to value the opportunity to work with PCAN to continue to coproduce services and local strategy that drives and improves outcomes."

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

PCAN is looking for volunteers to help us with our work.

That might be helping at events, looking at documents, coming to meetings, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

Thank you!

Funders and Supporters

- Many thanks to Kirklees Council for giving us the opportunity of a three year contract from September 2019 to continue to be the voice for parents in Kirklees.
- Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!
- Thank you to all the people who took time to help other parents during these difficult times.
- Thanks to everyone who worked tirelessly to get the Local Offer off the ground.
- Thank you to all our colleagues at Carers Count for their commitment to supporting all carers in Kirklees.
- Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Financial review

The net receipts for the year were £21,992, including net receipts of £2,413 on unrestricted funds and net receipts of £19,579 on restricted funds after transfers.

Impact of Coronavirus

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

We have not been affected financially by Coronavirus. Our ability to continue is entirely dependent on grants from the Local Authority and Department for Education. We are able to continue for at least 12 months with our current levels of funding.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £3,061.

The trustees have decided that they will not maintain a level of reserves but will expend all funds on the charity's activities as required by the funders. The charity is able to cease activities at very short notice and the charity has no commitments.

Signed on behalf of the board of trustees on 10/12/2021

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity 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 as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Claire Welling

26/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs

Receipts and payments account for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	222	18,590	18,812	15,539
Contract for services		-	40,795	40,795	30,000
Max cards		294	-	294	743
Other income		-	-	-	181
Total receipts		<u>516</u>	<u>59,385</u>	<u>59,901</u>	<u>46,463</u>
Payments					
Co-ordination, project delivery and administration		-	9,720	9,720	12,900
Room hire, event costs and childcare		-	2,060	2,060	2,562
Promotions		-	342	342	475
Max cards		240	-	240	737
Parents expenses		-	40	40	-
Postage, telephone, broadband and stationery		-	1,845	1,845	1,658
Equipment		-	1,334	1,334	308
Travel, meeting and AGM expenses		-	22	22	3,171
Insurance and registrations		-	1,010	1,010	909
Accountancy and independent examination		-	396	396	396
Trustee training		-	475	475	-
Website		-	192	192	242
Other expenses		-	-	-	48
Liaison service		-	8,820	8,820	11,461
Education work		-	4,534	4,534	5,336
Legal and professional		-	-	-	2,040
Freelance workers		-	6,879	6,879	2,205
Total payments		<u>240</u>	<u>37,669</u>	<u>37,909</u>	<u>44,448</u>
Net receipts / (payments)		<u>276</u>	<u>21,716</u>	<u>21,992</u>	<u>2,015</u>
Transfers between funds		2,137	(2,137)	-	-
Net movement in funds after transfers		<u>2,413</u>	<u>19,579</u>	<u>21,992</u>	<u>2,015</u>
Fund balances brought forward		<u>648</u>	<u>13,892</u>	<u>14,540</u>	<u>12,525</u>
Fund balances carried forward	(3)	<u>3,061</u>	<u>33,471</u>	<u>36,532</u>	<u>14,540</u>

Parents of Children with Additional Needs

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	3,061	33,471	36,532	14,540
Total cash funds	<u>3,061</u>	<u>33,471</u>	<u>36,532</u>	<u>14,540</u>

Assets retained for the charity's own use

2 iPad 3
 1 Laser printer
 1 Laptop
 1 Epson projector
 1 Portable screen
 1 PAYG basic mobile phone
 1 Motorola smart phone
 1 Brother laser printer
 2 Android smart phones
 2 Ipad 8th generation
 1 Refurbished Windows laptop

Liabilities

	£
Independent examination	396
Event costs	71
Freelance workers	45
Education Work	720
Co-ordination services	788
Postage, telephone, broadband and stationery	24
Liaison services	<u>1,219</u>
	<u>3,263</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 10/12/2021

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2021

1 Accounting

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Department for Education	-	15,000	15,000	15,000
Kirklees Council	-	3,590	3,590	-
Donations	222	-	222	539
	<u>222</u>	<u>18,590</u>	<u>18,812</u>	<u>15,539</u>

3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Department for Education	620	15,000	14,992	(619)	9
Do Something Now	-	3,590	3,377	(213)	-
Time for me	255	-	-	(255)	-
Kirklees Metropolitan Council	13,017	30,000	15,475	(1,050)	26,492
Kirklees Local offer	-	10,795	3,825	-	6,970
	<u>13,892</u>	<u>59,385</u>	<u>37,669</u>	<u>(2,137)</u>	<u>33,471</u>

Fund name

Department for Education

Purpose of restriction

Towards the provision of a Parent Carer Forum in Kirklees. The transfer relates to releasing accumulated left over balances from previous years to unrestricted funds, as agreed with the funder.

Do Something Now

To help communities respond to the challenges facing as a result of Covid-19. Transfer relates to releasing the left over restricted balance to unrestricted funds as agreed with the funder.

Time for me

Provision of PCAN time to input into educational issues for the Council. The transfer relates to releasing the left over restricted balance to unrestricted funds as agreed with the funder.

Kirklees Metropolitan Council

Delivery of a parent Carer Forum in Kirklees. Transfer relates to moving freelance work carried out last year from unrestricted funds to Kirklees Metropolitan Council fund as agreed by the funder.

Kirklees Local offer

Towards local offer work.

Parents of Children with Additional Needs
Notes to the accounts continued
for the year ended 31 March 2021

4 Related party transactions

Trustee expenses	2021	2020
	£	£
Total amount paid	17	3,171
Number of trustees who were paid expenses	1	5
Nature of the expenses	Travel	Travel

Trustee remuneration and benefits

		2021	2020
		£	£
Name of trustee	Legal authority		
Carol Thomas	Governing document	12,548	13,496
Tracey Smith-McQuillan	Governing document	9,866	11,866
Johanna Hull	Governing document	4,425	5,335
		<u>26,839</u>	<u>30,697</u>

The above trustees were engaged on a freelance basis to provide Co-ordination services, Liaison Services and the Education role.

Parents of Children with Additional Needs

Charity number 1147436

Annual Report and Financial Statements for the year ended 31 March 2021



Parents of Children with Additional Needs

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Parents of Children with Additional Needs

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name

Anne Patterson-Brown
Tracey Smith-McQuillan
Nicola Sykes
Carol Thomas
Johanna Hull
Anisa Kothia
Joanne Jackson
Joanne Osborne

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1147436, on 24 May 2012.

Principal address

Suite 230
6 Queen Street
Huddersfield
HD1 2SQ

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 18 June 2011, as amended on 15 November 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

To relieve in the metropolitan district of Kirklees, and surrounding districts, children under 25 years old with learning, physical or sensory disabilities, or who have behavioural problems, by providing support, advice and information to their parents and/or others who are responsible for providing their care and/or support.

The charity's main activities

PCAN is the independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years.

PCAN provides good information, links to social media so parents can network with each other, and a range of social and other events to help us to develop a strong, collective voice so that we can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs!

PCAN welcomes all parents or carers, whether you are just beginning to become aware that your child or young person may have additional needs, or if they have confirmed diagnosis or disability.

Our work is divided into three strands: Good information, Support and friendship and Stronger voice.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular ensuring that the voices of parents and carers of children and young people with SEND (Special Educational Needs and Disability) are heard in the planning, development and delivery of services for their children (engagement and co-

Achievements and performance

Note from the Trustees

The word "unprecedented" was much used during 2020-2021 but for once this was really true!

Suddenly the country was plunged into lockdown which meant that PCAN had no ability to meet up in person with members or indeed as trustees and volunteers. Like many organisation, PCAN had to react very quickly so we would be able to function during "lockdown" and of course at that time we had no idea how long it would last. So we had to scrap all our event plans for the year and think on our feet. So you will see lots of changes in the way we had to work throughout our annual report.

Thanks to all our helpers

Our team of Trustees mostly contribute their time and skills for free, and those who are self-employed and receive payment for their work also contribute at least as many hours a week on a voluntary basis. We also have a number of fabulous volunteers who have been involved in checking documents, delivering training, interviewing Kirklees staff, supporting people to fill in surveys, networking information and more.

We would like to thank PCAN Trustees, volunteers and members for giving up their valuable time to either help us with PCAN's work in whatever ways they can and generally helping us to make a difference for everyone. You are fantastic, and we couldn't do this without you!

If you would like to share your skills volunteering with us, we would be delighted to hear from you. Please contact us on 07754102336 or info@pcankirklees.org

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Covid 19 – what the changes meant for PCAN and families of children with SEND (Special Educational Needs and Disability).

- At PCAN we had to work in a very different way as we were not able to continue with our in person social and school events. PCAN Trustees and volunteers had always worked from home but now we had to work together in a different way.
- So big thanks to Carol who researched, guided and trained us all on Zoom and ensured we could all access the various online meetings and webinars, whatever platform they were held on. All via online Carol “tutorials”
- Families of children with additional needs were disproportionately affected by lockdown with children at home, lack of social care and other support, lack of activities for children and young people to attend with parents trying to support everyone’s mental health.
- There was lots of information from lots of places but most of it in inaccessible language and much of it being constantly updated so information was a huge challenge for everyone.
- Big thanks to Johanna, who, with her legal training was able to decipher all the various (and constantly changing) legislation and guidance and put it into a readable format that we could share on our website and social media.
- Trace worked really hard to signpost families to foodbanks, the Council helpline, local Covid Support Groups and other resources including support for computers, technology, white goods. She also researched all the online fun activities, teaching support, parents' wellbeing and other online resources to share with parents to make their lives easier.
- Our phone line and direct messaging platforms were very busy and Carol and Johanna were able (with your consent) to report your issues directly to the professionals concerned – we know in some cases that this made a real difference.
- Online learning and meeting up was inaccessible for many families for many reasons. For a minority though it proved a revelation with less stress all round.
- The return to school in September was not straightforward for our families with changes around bubbles, classroom layouts and children and young people being sent home for self-isolation.
- Significant impact on transitions, especially post 16 where carefully worked out transition plans were physically unable to take place.
- All our meetings with Council and Health colleagues continued, but had to take place virtually on Zoom or Teams.
- It has to be reported that it was a challenging time for PCAN to work alongside Kirklees Council, who became very “inward facing” for some months (like every Council in the land) while they were dealing with the huge workload generated by the Covid 19 pandemic. We were however aware that work was still continuing in the background on a number of strands of work that would benefit PCAN families.
- As a result of the lack of information about progress on the above, we held a meeting in December 2020 with key partners in the Council to reinforce the need for good communication with PCAN, and set up a range of new update meetings which were not solely dominated by Covid projects. This was particularly relevant due to changes in the Council's workforce and new relationships had to be forged.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Good Information

Parents and carers need good quality information to do the best job they can for their children and young people. PCAN's works hard to let local parents and carers know about the activities, services, support and information that can make their life, and that of their family, better and this year was more challenging than ever. Key activities for 2020/21 include:

- PCAN website and social media were regularly updated including relevant Covid 19 information. Our main private Facebook Group has 1006 members, with over 1000 followers/members of our other groups. All information posted is networked across many other local social media parent and SEND (Special Educational Needs and Disability) groups ensuring a wider reach. We received a higher than usual number of calls for help from parents and signposted lots of people to get help or information.
- A huge amount of time was spent reading updated regulations and statutory guidance so we could share it with our families and they could understand what it meant for them. It was very challenging as there was so much conflicting information. Carol and Johanna attended webinars from organisations like Contact, Council for Disabled Children, Steve Broach (barrister), and NCVO (National Council for Voluntary Organisations) to make sense of it all and keep up to date.
- We held 20 virtual social events (some with guest speakers) and ran webinars (new to us) on Disability benefits, Education Health and Care Plans (EHCPs), Covid 19 vaccinations and the changes to education. We also ran our AGM for the first time virtually as a webinar with speakers from Kirklees Council including a keynote address from Mel Meggs, Director of Children's Services in Kirklees.

Support and Friendship

Helping parents to meet and support each other is a big part of what PCAN is about. We want parents and carers to feel less isolated and to be able to contact other parents who understand the challenges and the joys of having children and young people with additional needs. This was a big challenge during the lockdowns which occurred in 2020 and 2021.

What we did in 2020/21

- Connected people via our Facebook groups, and virtual social and information events. Huge thanks for our members for the helping hand they extended to others.
- We ran 20 virtual social events so that parents could still connect with each other and a fun quiz night.
- We ran webinars to share information as well taking a higher number of phone calls, Facebook and WhatsApp messages. For example, Trace was in contact with over 300 families via phone, WhatsApp and Messenger.
- A PCAN Trustee was also available to offer a friendly, empathic point of contact for parent carers who ring the main PCAN number with concerns or contacted us by email. We received multiple referrals from other agencies such as Carers Count, KIAS, Northorpe Hall, Community Plus, Early Support.
- Trace kept a very close eye on social media so she could pick up on parent concerns, and Johanna was able to answer education queries.
- We continued to supply Maxcards for families living in Kirklees to enable families to save money on days out.
- We have built up a really strong relationship with Carers Count and S2R so that between us our parents access some of the support they need.
- We received a grant from the Council (Do Something Now) – a Covid relief grant so we could work more closely with needy families to help them get the help they vitally needed.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Support and Friendship (continued)

- We teamed up with Carers Count , S2R and Umbrella Yoga to offer a range of therapeutic/wellbeing activities to parents, e.g. Aromatherapy and mindful yoga.
- Parents contacted us with a multitude of issues to do with housing, finances, mental health issues as well as struggling with children at home. Trace worked really hard to support those families including working closely with some local councillors across Kirklees.
- PCAN also supported the distribution of sensory toy packs in conjunction with SEN (Special Educational Needs) kids, another Kirklees Support Group.

Feedback from families

Thank you for helping me on your day off. It's a relief to be listened to and believed.

Thank you for ringing me back.

Thanks for your help – I felt so overwhelmed that I couldn't cope with all the information.

I'm so glad I found this group of parents to support me who know what I'm going through.

Stronger Voice - Together we can make a difference

PCAN works with local service providers to ensure that parents' voices are heard in the design and development of new and existing services (parent participation). It is a mandatory requirement for Local Authority and Health departments to gather the views of parent carers and this forms a large part of PCAN's work. Parent participation is all about making sure that parents of children/young people with additional needs can be involved alongside providers in service planning and decision making. The result is services that better meet families' needs and therefore are valued and have good levels of take up. PCAN receives specific funding from the Department of Education towards the cost of this really important work. This was really challenging during 2020-21 as we couldn't meet up in person and had to do everything by phone or virtually.

Parents voices were heard in health, education and social care during 2020/21.

Achievements

- Early Support: Following acknowledgement of the gap in service for families of children with SEND (Special Educational Needs and Disability), around 50 members of Kirklees' Early Help Team received "Day in the Life" training from PCAN. This training was also delivered to members of the Disabled children's and Inclusion teams.
- PCAN was fully involved in reviewing the letters you received from the Council about schools and the pandemic and we hope that they were clear and readable. We know how confusing the information was and hope that in some way we were able to make it more accessible.
- We took part in two Inclusive Ambition days run by the Council, the focus of which was about what improvements need to be made to the SEND (Special Educational Needs and Disability) system, and how this could be achieved.
- We promoted the education survey which we co-designed with Impower, a consultancy company working with the council during lockdown.
- We worked with a group of 20 local parents to co-produce a new version of the Kirklees Local Offer – the mandatory information for parents, carers and young people with additional needs. This was launched in December 2020 and the whole design, navigation and wording in many of the entries co-produced with parents.
- The Local Offer work is ongoing with more engagement with young people to design their part of the site, and continued engagement with families about what's missing and what could be improved. The Council has recruited a team of people whose responsibility it is to continue this work and make sure that the Local Offer is up to date, maintained and a great source of information for families, young people and professionals.

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

Achievements (continued)

- PCAN attended workshops on the neurodevelopmental pathway as it was clear that the waiting lists (previously reduced considerably) were growing again due to the pandemic. We also started work with the Council on a Child and Adolescent Mental Health Service (CAHMS) questionnaire. You will hear during our AGM about progress on these two items.
- Following our Behaviour Event in 2019, training for parents was purchased by the Council at the end of the financial year and will be available in the last quarter of this year. PCAN has also highlighted at various meetings we attend that there is a culture of disbelief around behaviour and parents' issues and that this needs to change. More work is going in schools to support children and young people's mental health, and our training with early support workers has hopefully made them think differently about behaviours which "apparently" only happen at home and not in school.
- As Community Voices, PCAN attended a webinar on covid vaccination in February but quickly realised that the information we were receiving was insufficient to inform our parents. Having appealed for help from Kirklees Public health, Emily Parry-Harries and Peter Learmonth agreed to speak at a webinar for parents in February. We also raised the issue about vaccination centres being more accessible for people with additional needs. As a result a number of special sessions were held for young people with learning disabilities and anxiety.
- PCAN continued to be represented on the Kirklees SEND Transformation and Commissioning Group, contributing feedback from the lived experience of parents and ensuring parent involvement in the SEND (Special Educational Needs and Disability) improvement planning.
- The Council also needed to gather parents' views on the Early Help offer, Resourced Provision available in certain schools, and Alternative Provision in Kirklees. We held webinars on each of those and gained some really valuable information. A huge thank you to those who attended or filled in the survey.
- PCAN Trustees/Volunteers interviewed for the Local Offer Lead Officer, and the Head of Inclusion and safeguarding. Thanks to the Volunteers who assisted with this.
- PCAN took part in the Carers Rights Day webinar hosted by Forget-Me-Not Trust together with our counterparts in Calderdale.

We held regular update meetings with various Council Officers to keep them up to date with families' issues throughout the year.

We successfully delivered a Covid relief project with funding from the Council's Do Something Now money. This funding enabled us to offer a more in depth case work type of support for a period of 3 months. During this time, we supported 18 families with a variety of very complex needs, often with more than one child with additional needs. Feedback from this project included: families feeling more confident, empowered, having improved knowledge of how to access support and services, reduction in social isolation, improved wellbeing and an improved financial situation.

- PCAN Trustees and volunteers attended over 200 meetings with Council and Health colleagues, voluntary sector, schools and other support groups and organisation over the 12 month period
- We ran 20 social events, as well as attending regional and national parent carer forum events and taking part in any training required. All of this on a variety of virtual platforms!

Feedback from Tom Brailsford , Service Director Resources, Improvement and Partnerships:

"Kirklees Council and Kirklees CCG's have a long lasting and strong relationship with PCAN as a key strategic partner. The COVID 19 pandemic has been extremely challenging for everyone but has presented particular challenges for our children and young people and families with additional needs. PCAN has been an integral part of ensuring that parents', children's and young people's lived experience throughout the pandemic has been at the heart of our response as a system. Throughout this period we have also been working together to creatively look at the opportunities the pandemic has presented to deliver services in new ways, and we continue to value the opportunity to work with PCAN to continue to coproduce services and local strategy that drives and improves outcomes."

Parents of Children with Additional Needs

Trustees' report (continued) for the year ended 31 March 2021

PCAN is looking for volunteers to help us with our work.

That might be helping at events, looking at documents, coming to meetings, helping us with social media and newsletters, delivering training. There are loads of things you could help with and it may not take up too much of your time.

Please speak to one of us at any time if you are interested. Full training will be given as required. Tel: 07754102336.

Thank you!

Funders and Supporters

- Many thanks to Kirklees Council for giving us the opportunity of a three year contract from September 2019 to continue to be the voice for parents in Kirklees.
- Thank you to the professionals across education, health and social care who promote engagement and co-production at every opportunity – you know who you are!
- Thank you to all the people who took time to help other parents during these difficult times.
- Thanks to everyone who worked tirelessly to get the Local Offer off the ground.
- Thank you to all our colleagues at Carers Count for their commitment to supporting all carers in Kirklees.
- Huge thanks to all the PCAN Trustees, volunteers and supporters who give up their time for the benefit of others. We couldn't do any of this without you.

Financial review

The net receipts for the year were £21,992, including net receipts of £2,413 on unrestricted funds and net receipts of £19,579 on restricted funds after transfers.

Impact of Coronavirus

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

We have not been affected financially by Coronavirus. Our ability to continue is entirely dependent on grants from the Local Authority and Department for Education. We are able to continue for at least 12 months with our current levels of funding.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £3,061.

The trustees have decided that they will not maintain a level of reserves but will expend all funds on the charity's activities as required by the funders. The charity is able to cease activities at very short notice and the charity has no commitments.

Signed on behalf of the board of trustees on 10/12/2021

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Independent examiner's report to the trustees of Parents of Children with Additional Needs

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 10 to 13.

Responsibilities and basis of report

As the charity 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 as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Claire Welling

26/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Parents of Children with Additional Needs

Receipts and payments account for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	222	18,590	18,812	15,539
Contract for services		-	40,795	40,795	30,000
Max cards		294	-	294	743
Other income		-	-	-	181
Total receipts		<u>516</u>	<u>59,385</u>	<u>59,901</u>	<u>46,463</u>
Payments					
Co-ordination, project delivery and administration		-	9,720	9,720	12,900
Room hire, event costs and childcare		-	2,060	2,060	2,562
Promotions		-	342	342	475
Max cards		240	-	240	737
Parents expenses		-	40	40	-
Postage, telephone, broadband and stationery		-	1,845	1,845	1,658
Equipment		-	1,334	1,334	308
Travel, meeting and AGM expenses		-	22	22	3,171
Insurance and registrations		-	1,010	1,010	909
Accountancy and independent examination		-	396	396	396
Trustee training		-	475	475	-
Website		-	192	192	242
Other expenses		-	-	-	48
Liaison service		-	8,820	8,820	11,461
Education work		-	4,534	4,534	5,336
Legal and professional		-	-	-	2,040
Freelance workers		-	6,879	6,879	2,205
Total payments		<u>240</u>	<u>37,669</u>	<u>37,909</u>	<u>44,448</u>
Net receipts / (payments)		<u>276</u>	<u>21,716</u>	<u>21,992</u>	<u>2,015</u>
Transfers between funds		2,137	(2,137)	-	-
Net movement in funds after transfers		<u>2,413</u>	<u>19,579</u>	<u>21,992</u>	<u>2,015</u>
Fund balances brought forward		<u>648</u>	<u>13,892</u>	<u>14,540</u>	<u>12,525</u>
Fund balances carried forward	(3)	<u>3,061</u>	<u>33,471</u>	<u>36,532</u>	<u>14,540</u>

Parents of Children with Additional Needs

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	3,061	33,471	36,532	14,540
Total cash funds	<u>3,061</u>	<u>33,471</u>	<u>36,532</u>	<u>14,540</u>

Assets retained for the charity's own use

2 iPad 3
 1 Laser printer
 1 Laptop
 1 Epson projector
 1 Portable screen
 1 PAYG basic mobile phone
 1 Motorola smart phone
 1 Brother laser printer
 2 Android smart phones
 2 Ipad 8th generation
 1 Refurbished Windows laptop

Liabilities

	£
Independent examination	396
Event costs	71
Freelance workers	45
Education Work	720
Co-ordination services	788
Postage, telephone, broadband and stationery	24
Liaison services	<u>1,219</u>
	<u>3,263</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 10/12/2021

Johanna Hull (Trustee)

Parents of Children with Additional Needs

Notes to the accounts continued

for the year ended 31 March 2021

1 Accounting

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Department for Education	-	15,000	15,000	15,000
Kirklees Council	-	3,590	3,590	-
Donations	222	-	222	539
	<u>222</u>	<u>18,590</u>	<u>18,812</u>	<u>15,539</u>

3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Department for Education	620	15,000	14,992	(619)	9
Do Something Now	-	3,590	3,377	(213)	-
Time for me	255	-	-	(255)	-
Kirklees Metropolitan Council	13,017	30,000	15,475	(1,050)	26,492
Kirklees Local offer	-	10,795	3,825	-	6,970
	<u>13,892</u>	<u>59,385</u>	<u>37,669</u>	<u>(2,137)</u>	<u>33,471</u>

Fund name

Department for Education

Purpose of restriction

Towards the provision of a Parent Carer Forum in Kirklees. The transfer relates to releasing accumulated left over balances from previous years to unrestricted funds, as agreed with the funder.

Do Something Now

To help communities respond to the challenges facing as a result of Covid-19. Transfer relates to releasing the left over restricted balance to unrestricted funds as agreed with the funder.

Time for me

Provision of PCAN time to input into educational issues for the Council. The transfer relates to releasing the left over restricted balance to unrestricted funds as agreed with the funder.

Kirklees Metropolitan Council

Delivery of a parent Carer Forum in Kirklees. Transfer relates to moving freelance work carried out last year from unrestricted funds to Kirklees Metropolitan Council fund as agreed by the funder.

Kirklees Local offer

Towards local offer work.

Parents of Children with Additional Needs
Notes to the accounts continued
for the year ended 31 March 2021

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	£	£
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Parents of Children with Additional Needs

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- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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: *C. Welling*

Name: Claire Welling

26/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW