

**Rotherham Parents Forum Limited**

**Financial statements for the year  
ended 31st July 2020**



**Charity number: 1147969**

**Company number: 7719951**



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**Rotherham Parents Forum Limited**  
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**Rotherham Parents Forum Limited**  
**Administrative details**

**Charity number** 1147969

**Registered company number** 7719951  
**company limited by guarantee**

**Directors (Trustees)** Carol Colley - resigned 12 February 2020  
Amanda Moreman  
Claire Whiting  
Yvonne Moreman  
Catherine Bridge  
Julie Adamson - appointed 10 December 2019  
Caroline Bradley - appointed 10 December 2019

**Company Secretary** Louise Graham

**Senior Staff members** Jayne Fitzgerald - Strategic Lead and Participation Manager  
Louise Graham - Operations Manager and Company Secretary

**Registered office** 131 Green Lane  
Rawmarsh  
Rotherham  
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**Bankers** HSBC  
35 College Street  
Rotherham  
S65 1AF

**Independent examiner** Faye Hazlehurst  
Community Accountant  
Voluntary Action Rotherham  
The Spectrum  
Coke Hill  
Rotherham  
S60 2HX

**Rotherham Parents Forum Limited**  
**Trustees' report (incorporating the Directors' annual report)**  
**for the year ended 31st July 2020**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and financial statements for the year ended 31st July 2020.

**Exemptions**

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

**Structure, governance and management**

Rotherham Parents Forum Ltd (Company number 7719951) was incorporated on 27/7/2011 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee and a registered Charity (Charity number 1147969).

Day to day project activity is carried out by a team consisting of 16 employed staff (equivalent to 8.3 full time staff) which is an increase of 2.6 in comparison to the previous year and we also have a team of 33 registered volunteers - an increase of 4.

**Appointment of Directors and membership**

Three years after the incorporation, a third of the directors must retire on an annual basis but can apply for re-election. However, no director may serve more than nine years out of a ten-year period. Directors are voted onto the board by members of the company. The directors to retire by rotation shall be those who have been longest in office since their last appointment.

The forum is a membership organisation open to parent carers of a child/young person (aged 0-25) with any type of Special Educational Needs and/or Disabilities who live in Rotherham (with or without a formal diagnosis). Members can access any of the charity's services and activities, receive news updates and information and have the opportunity to share their experiences by feeding into consultations in order to develop service provision across the borough. Rotherham Parents Forum has no share capital and the liability of each member in the event of winding up is limited to £1.

All policy decisions are taken in general meetings and are voted on by the members of the company.

**Objectives and activities**

Our charity's purposes as set out in the objects contained in the company's Articles of Association are the promotion of social inclusion in Rotherham among disabled people and those with special needs, in particular but not exclusively, children and young people (aged 0 to 25) with Special Educational Needs and/or Disability (SEND) and their parents, carers and families, who may be socially excluded from society, or parts of it, because of their disability, by, but not exclusively: -

- providing forums, workshops, and general support
- raising public awareness of issues affecting children and young people with SEND and their parent and carers

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Objectives and activities continued**

Rotherham Parent Carers Forum was founded in 2009 by a small group of parents who all had children with a variety of disabilities and additional needs in Rotherham. Feeling incredibly isolated, powerless and struggling to navigate the world of special educational needs, they came together initially to offer mutual support.

As numbers grew, members realised that as parents and carers in Rotherham there was a vital role to be played in shaping and developing services available to children and young people and a real opportunity to be part of the solution and effect change. Rotherham Parent Carers Forum believe that parents are the experts on their child, are the primary teachers (educators) of their children, meet the needs of their children daily and see and experience difficulties encountered from gaps in services. By coming together to share knowledge and experience, parents and carers can work with service providers to help plan and improve the quality, range, and accessibility of services for all disabled children and their families in Rotherham.

Partnership working with Health, Education and Social Care creates a culture that ensures families are at the heart of the policy whilst realistically creating the best possible outcomes with the resources available in Rotherham.

The board of trustees have had regard to the guidance provided by the Charity Commission in relation to public benefit. This report has been produced to give a summary of all forum work and activities that have taken place with the aim of reducing isolation for families by ensuring there are opportunities to meet others and access good quality health, education, social care and leisure provision. Also to highlight how the forum works closely with a variety of service providers, sharing the knowledge and experience of families, helping them to plan and deliver their services as an equal partner (often known as co-production).

Some of the support the forum offers is funded by Rotherham Clinical Commissioning Group and the Local Authority. This is with the aim of making sure Rotherham families receive the best services possible.

**Achievements and performance**

Over the course of this financial year, membership of Rotherham Parent Carers Forum has increased by 18%, averaging 29 new members each month. From talking to families, it is known that membership to the forum and engaging in the activities provided has a positive impact on the emotional wellbeing of parents, as they are accessing peer support and spending time with other families who share similar experiences.

Parents are also more empowered and better informed to play an active part of their child's health and education.

The forum has also successfully created lots of opportunities to bring practitioners and parents together by working in co-production and Rotherham Parent Carers Forum is starting to emerge as one of the best nationally in terms of working in this way.

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Achievements and performance continued**

The forum has several different areas of work. These are summarised below along with an overview of their main achievements for the period.

Peer Support

Since January 2016, the forum has received funding from Rotherham Clinical Commissioning Group (RCCG) initially as a grant over a four-year period as part of the 'Future in Minds' NHS England project Transforming Mental Health Services (CAMHS). This allowed us to create a team of peer support workers to provide support to families living in Rotherham with a child or young person accessing, or needing to access, Child and Adolescent Mental Health Services. As of April 2020, this grant changed to a contract with RCCG.

The Peer Support Service is available to all parents and carers that have Children or Young People who are accessing, or likely to access mental health services (CAMHS). This includes Autism and ADHD (suspected, awaiting assessment and diagnosed), as well as all other mental health needs.

The team can support with all areas of mental health including challenging behaviours, anxiety, emotional regulation, understanding sensory needs, eating disorders and more as well as signposting to other appropriate services and support. The child/young person needs to be registered with a Rotherham GP to access this service.

All members of the Peer Support Team have children with additional needs and have faced some of the challenges that families will experience.

The team offer one to one support sessions at the forum premises or over the phone. They discuss the different areas that are causing families some difficulties and create a personalised support plan. They provide a range of support which could include helping to access services; sharing strategies to help families support their child and help parents and carers to stay positive and make contact with other families.

The team feel that it is important to work with families and support them to make their own decisions, rather than doing everything for them. All families need different levels of support, depending on individual circumstances. The hope is that over the time they are working with families, they will develop their own strategies that increase confidence and reduce the isolation that families may experience when living with emotional health issues.

The Peer Support Team also run drop-in events and regular training workshops that will help with common issues relating to a young person's mental health needs.

A Year of Change

In September we appointed a new Peer Support Coordinator. The service changed to become a contracted service and there were new requirements for us to flow data with the NHS Mental Health Services Data Set (MHSDS).

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Achievements and performance continued**

This all created a good opportunity to look at data collection, systems and processes. The Forum was already using Office 365 which gave us free access to some useful software including Microsoft FORMS and Bookings which have enabled us to collect and interpret data quickly and efficiently and create bookable services like appointments and telephone calls at set times.

It is also extremely user friendly and accessible on phones, tablets and laptops. Parents and carers book their own appointments at a time that suits them which removes the anxiety of waiting around for phone calls. They also have control over cancelling and rearranging appointments.

Through effective use of systems and processes, we have been able to create time efficient and user-friendly procedures. Parents/carers are enjoying being able to sign up to things online and not only be able to access us in the daytime. It is amazing how many of SEND parents are awake in the night.

The Peer Support Team have developed and implemented an effective and manageable system for monitoring and evaluating data which better evidences the impact and outcomes of Peer Support and have started to successfully flow data to the NHS MHSDS.

When the lockdown began, we started remote working which enabled us to safely offer evening support sessions without the concerns over lone working and safety of our staff. We also saw a need for our service to be open during the Easter holidays as families were struggling to cope and the virtual way of working enabled this. This is something we plan to continue in the future and we plan to offer the Peer Support service all year round as well as offering evening support sessions.

When things began to close and the lockdown started, our focus was how we could reduce isolation for our families and collect their voice to shape this new and uncertain future. We looked at what we already offered as a Forum and how we could continue it.

Our normal weekly drop-ins moved to a virtual platform and took place on Zoom. Parents and carers are able to bring a cuppa and join us from their own homes for support and general discussions. We have private appointments, which can be booked in advance through our website, available with Educational Psychologists, Special Educational Needs and/or Disability Information Advice and Support Service (SENDIASS) and the Autism Information and Advice Service (AIAS) and these take place in Breakout rooms.

Families who have struggled in normal times to get to drop-in sessions because of work commitments, caring commitments, logistics of travel etc. Or because their young people are uncomfortable leaving the house Have now been able to access our services and we are reaching people who have not actively engaged with us before.

If parents required more individualised support, we continued to offer 1:1 sessions with our Peer Support Workers over the phone or via online calls.

**Rotherham Parents Forum Ltd**  
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**Achievements and performance continued**

We have further developed our 1:1 work with families by creating personalised support plans based on the different areas that are causing the family some difficulties. Once created, they show areas for development, we work with the parent/carers to decide what they want to focus on in our sessions and it helps them to understand the bigger picture.

They also choose up to two specific areas to develop their knowledge and understanding in and the Peer Support Worker will then prepare sessions to support that family.

We would also signpost them to other Autism resources and services and encourage them to do some of the group training workshops. At the end of their period of Peer Support with us, we can provide the families with a plan of their journey to look back on and remind them of the strategies and support we have signposted them to.

Peer Support Achievements and performance - 8 Months of Normality and 4 Months of Lockdown

68 accepted new referrals for Peer Support

173 one to one peer support sessions facilitated.

**Drop-ins :**

85 Drop-in sessions were delivered.

74 online evening wellbeing chat sessions took place.

67 distinct individuals attended drop-in.

88 appointments with practitioners from CAMHS, Educational Psychology Service (EPS) and SENDIASS were facilitated at drop-ins.

Quotes from Parent/Carers About Peer Support

*"First time visiting Forum, lovely people. Nice to get out and talk to others and know that I'm not alone. Can talk and depend on others for advice"*

*"Love this place!"*

*"Claire was amazing, really helped lift my mood."*

*"Got to be me for a couple of hours"*

Outreach Events Peer Support Attended

- Wales High School SEND Parent Meeting
- Promotion Stall at Milton School
- Promotion stall at Ferham community day
- Preparation for Adulthood (PfA) Careers Event at Magna
- Sensory Model Question & Answer session
- Abbey Parent Group to talk about Peer Support and Forum services.
- Developed and delivered Safe Places Training at Rotherham Leisure Centre, Maltby Leisure Centre, Riverside House, and Rotherham Interchange
- Visited Rotherham Equipment and Wheelchair Services (REWS) to find out about what it has to offer families.
- Attended the Black and Minority Ethnic (BME) support Group



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**Achievements and performance continued**

- Attended Voices 2 Evening Event
- Facilitated a presentation by Nick Knowles from the Police about Autism Alert Cards.
- Riverside House Practitioner Drop-ins
- South Yorkshire Autism Fayre
- My Front Door Event at Clifton Park
- Delivered a virtual presentation and spoke about the Peer Support Offer at the Primary Special Educational Needs Coordinator (SENCO) Network virtual meeting.
- East Dene Drop-in
- Rose Court GP Surgery
- Dinnington Drop-in
- Kimberworth Place Practitioner Drop-in
- Presented at a virtual Contact Webinar, Reducing Isolation, and Increasing Wellbeing in your Parent Carer Community.
- Health Consultation with our families - Appointments, Assessments and Therapies during the Pandemic
- Collection of Questions and concerns about the online autism assessments by Healios and supporting parent/carers to understand the process.
- Drop-in sessions based on Back-to-School Anxiety Tips Male Parent Carer's Club
- Drop-in sessions
- Online Evening Virtual Wellbeing Chat sessions
- Facilitated Parent/carer discussions at Sibling Support sessions, Jump, Camelot, Swimming, Tiny Town, Lollipop Tots, Skating, Gaming Museum, and bowling

**Strategic Work/Training the Peer Support Team have been involved in**

- SEND Local Offer Meetings
- Sensory Working Party Group Meeting
- Data Hub information event
- The new online hub in relation to Education Health and Care Plans (EHCP) for families
- All Peer Support Team attended Healios Training.
- All Team attended EHCP Audit training
- EHCP Audits completed each month from Feb 2020 onwards.
- PFA Strategy Meetings
- MHSDS Training
- Two drop-in volunteers attended a Sleep Charity Workshop
- Attended Volunteer and the Law training at Voluntary Action Rotherham (VAR)
- Autism Strategy Board

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
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**Achievements and performance continued**

- National and Local Workstream Meetings for Rotherham Charter and Genuine Partnerships.
- Charter User Group
- Wath Victoria Charter Accreditation
- Thorogate School initial Charter Consultation

**Male Parent/Carers Club**

We set up a monthly Saturday morning Male Parent/Carer Club where men could bring their children and young people (CYP) with SEND and their siblings to a morning of Lego, construction, games, refreshments etc.

9 dads and 12 CYP with SEND attended. The CYP were made up of 3 girls and 9 boys aged from 3 years old to 16 years old.

From the initial baseline questionnaire, the primary areas to develop are:

- Reducing isolation through building relationships and support networks within the group,
- Improving mood and wellbeing and finding opportunities to make time for themselves

We had to cancel the group activity planned for March due to Lockdown restrictions coming into place and deferred the group until we can meet face to face again. Whilst we explored the option of virtual meet ups, none of the men that had attended were at all interested in this.

One of the reasons it was so successful is the men were getting support whilst feeling like they were helping their partners and spending time with their kids, 2 of the Dad's commented they "wanted to give their partners a break so welcomed something to do with the CYP."

**Quotes from their Partners**

*"He thinks it's brilliant and a lifeline! He's struggled to find people who understand what's happening in his life with the boys and feels he may actually make friends who get him there."*

*"When the school said they were referring our eldest, it almost broke him. He sort of knew it was coming but because school picked it up, it made it real that all 3 could have ads. He was so down but came from that group with a real positive vibe and renewed energy that it's OK."*

**Training and Workshop Consultation – October 2019 - 53 Responses collected**

**Main Workshop Themes Parent/Carers Requested**

- Autism - 47%
- Behaviour - 34%
- Sensory - 21%
- Mental Health - 17%
- Parent/Carer Support working with services- 13%
- Communication - 13%
- Preparing for Adulthood (PFA) and Post 16 – 11%

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
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**Achievements and performance continued**

The consultation identified the need for evening training.

In a response to the training consultation and the service specifications from the CCG contract, we developed a rolling programme of group workshops which includes evening sessions

Advocating for Your Child/Young Person

A training workshop to explore the best ways to communicate with practitioners about your child or young person's needs, how to be solution focused and empowered to feel confident to attend and get the most out of meetings. We will also have handy hints and tips about keeping records and information.

Foundations for Communication

This session is focused on the 'Foundations for Communication' and encourages attendees to think about the wider speech, language and communication skills that are needed to speak and have conversations, and how these may be different for a child/ young person with autism. It is an activity/discussion-based session.

An Introduction to Emotional Regulation

A training workshop exploring why emotional regulation can be difficult for children and young people with SEND and looking at strategies to help your child/ young person with emotional regulation.

Managing Anxiety

This session will focus upon helping you understand more about anxiety, what can lead to increased anxiety in children and young people with SEN and discuss some strategies to help to manage anxiety.

Initially these were delivered face to face at our premises but as the pandemic hit, we reacted quickly and began to deliver them as online sessions. Parents and carers that have joined us so far have been pleased with the format. They are run in very small groups with a maximum of five attendees to make them person centred and allow for quality group discussion. A presentation is shown via screen share and any resources are emailed out in advance of the session.

**Training Delivered**

- Autism and PDA profile from a Variety of Perspectives Training Event
- Advocating for your child/young person
- Autism the Basics
- Understanding Autism (11-16 years)
- An Introduction to Emotional Regulation
- Managing Anxiety
- Foundations for Communication

Feedback results

100% satisfaction for our group training workshops during this period and all would recommend to another parent/carer.

**Rotherham Parents Forum Ltd**  
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**Achievements and performance continued**

Quotes from Group Training Workshops

- *"Was lovely to hear about other people's situations and not feel alone! Great course."*
- *"...it's been really useful to talk and to know that you aren't alone in dealing with these issues."*
- *"All trainers were very helpful and guided to different services. Very knowledgeable."*
- *"I really enjoyed this workshop and learned about how I can help my children to manage their behaviour."*
- *"Found this very helpful – would highly recommend."*
- *"Helped to see other people in the same situation. Came away with more optimism about coping."*
- *"Great meeting - lovely group and Lisa is great!"*
- *"Learning to use different approaches, being more assertive and not aggressive and meeting other people in the same boat."*
- *"Seeing things from the other side, discussing how the practitioners feel about things"*
- *"Changing the way you approach meetings to be assertive."*
- *"Helpful ideas to speak to school and practitioners."*
- *"Learn ways to use language and how to present yourself in meetings. Focus on the child being good not the negatives."*
- *"Learning about different ways to interact with teachers and how to help it go better without becoming defensive or upset."*

Wellbeing Service

The forum offers a free confidential counselling service to its members who are aged 18 years and over. Counselling offers a safe and non-judgmental environment to give the space to express and explore people's thoughts and feelings in ways people may not feel able to do with friends and family.

Counsellors will not give advice or make decisions for people; they will, however, support people to develop their own insights and solutions to difficulties. Counselling can enable people to feel less isolated, find inner strength, and to gain a deeper understanding of themselves.

This service is managed by a fully qualified counsellor and there are four volunteer counsellors who are in their final year of training.

All the team have a specific understanding of Special Educational Needs and/or Disabilities and understand that people are individuals and have varied needs. They are sensitive to such matters and make adjustments where possible.

The benefits of the service being within the forum is that as the counselling relationship comes to an end, families are signposted to other areas of the forum to be able to continue to access other areas of support for both themselves and their families.

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
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**Achievements and performance continued**

Wellbeing Achievements and Performance

Over the past year, the Wellbeing Team have co-produced and implemented effective systems and processes. They now utilise Microsoft Forms and SharePoint for new referrals, sessions notes, and monitoring.

Moving forward they are going to use Microsoft Bookings to make more effective use of their time and give members more control over making and managing their appointments.

When things began to close and the lockdown started, the focus was how the team could safely continue their counselling relationships and reduce isolation. They started remote working which provided them with the opportunity to offer evening counselling sessions without the concerns over lone working. They were also able to offer counselling sessions through the school holidays.

- The team work with an average of 17 clients per month
- They have delivered 316 counselling sessions over the past year

**Feedback from clients**

*"I'm having amazing sessions. Learning a lot about myself and accepting myself more"*

*"I've really been able to open up to her. She's been instrumental in the new me this year"*

*"It's helped getting everything off my chest, having someone to listen and poking me in the right direction. I feel comfortable"*

*"I would be lost without counselling. The support is unbelievable and overwhelming"*

Sibling Support Services

Within the work of the forum, it is recognised that being the sibling of a child with SEND can also be difficult. The forum therefore also runs a number of sibling support groups throughout the year and has worked closely with several schools across the borough.

The group is focused on the young person who has a brother or sister with an additional need. From experience, although siblings do an amazing job in supporting their brother or sister's additional need, there is often some anxiety, questions, worries etc. around this.

Each session is positive, based on fun activities, which allow the young person to discuss their fears but also celebrate their skills and current coping strategies and support them in creating further ones. It also allows young people to recognise that they are not alone and 'normalise' some of their anxieties and feelings.

The aims of the group are to reduce isolation for young people by enabling them to meet others who share similar experiences of a brother or sister's difficulties and how they can affect everyday family life.

These groups are run by a member of our team who is a trained counsellor, qualified personal life coach and was previously a primary school teacher, so has lots of experience working in this area.

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Achievements and performance continued**

Sibling Support Achievements and Performance

- 13 sibling support group sessions were held in schools
- 23 sibling support group sessions were held by Rotherham Parent Carers Forum (RPCF) either face to face or on a virtual platform due to Covid-19 restrictions
- An average of 10 siblings were supported each month

Some particular feedback received about the service is as follows:

*"Thank you Marie! you are a natural with the young people and they warmed to you so easily, this type of group is so important to allow siblings a space to openly chat about their feelings and not feel worried, it opened up conversations within the family and we feel we are better placed to support this now."*

*"My child would have enjoyed a few more weeks doing this support but I thought it was amazing (virtually) with all restrictions."*

*"I really enjoyed talking to other children because they have sisters like mine...I try to be nice but sometimes I feel angry but want to look after her too, Marie said its normal and made me ok about my feelings." - Female aged 10.*

Family Activities

The forum has a programme of activities that take place weekly, fortnightly, and monthly and families are welcome to access as few or as many as they feel necessary. One off events are run throughout the year to coincide with school holidays. Sessions include activities such as swimming, trampolining, soft play, skating, bowling as well as numerous day trips. The forum works hard with providers to ensure that environments are adapted to suit the needs of members' families.

The activities also offer sibling support and parent support as the whole family are welcome to attend and there are always members of the team on hand.

To support access to leisure provision, the forum is also an official distributor of the Max Card, which allows families of children with SEND to access discounted days out across the country. Cards cost £3 for the forum to purchase and are valid for two years. This cost is passed onto families, but nothing further is charged. For many families, this has been an introduction to the forum and has helped to increase membership.

Family Activities Achievements and Performance

- An average of 59 families access our activity program monthly
- Over the last 12 months we provide 130 activity sessions as well as numerous online activities

Strategic Work

The forum has a designated team of people that work strategically with service providers and commissioners within the local area, regionally and nationally to help promote parent, child and young person voice, sharing the experiences and views of families and working in co-production to influence change.

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**Achievements and performance continued**

Forum representatives attend numerous meetings to ensure that Rotherham parents and carers have a voice in decision making. They are engaging with many families during the delivery of activities work and work appreciatively, listening to what is working well within Rotherham but also asking families where the gaps are and what would make things better. It is this feedback that is taken to strategy meetings.

Working in partnership with providers at strategy level ensures that the voice and influence of disabled young people and their families impacts on provision and service delivery.

The forum actively encourages parents and families to participate and work in partnership with providers for better outcomes for the child/young person, either directly, with support or via consultation on common issues and priorities.

This provides services with a clearer vision and strategic leads a more accurate picture of need and areas for development as well as good practice. Forum representatives work strategically at all levels and as equal partners contribute to the future development of service delivery.

As a completely parent led organisation, the forum is in a unique position to contribute from strategy to implementation as representatives are in receipt of the services themselves. This works locally, regionally through the Yorkshire and Humber Network and Nationally via the National Network of Parent Carer Forums (NNPCF).

Policy is influenced through the authentic voice of service users.

**Strategic Achievements and Performance**

- The forum team attend an average of 42 meetings per month between them to share the experience of families
- A total of 21 consultations were carried out

**Genuine Partnerships**

Rotherham Parent Carers Forum is also an equal partner with Local Authority colleagues in promoting the Rotherham Charter through Genuine Partnerships. The team works with schools, colleges, settings, services or providers to further develop involvement of parents and carers, children and young people, adults and families at a range of levels, for example by offering training, action research and bespoke packages of support.

The Rotherham Charter was created, developed and is being delivered and monitored by parents, young people and representatives of the Local Authority. At its core is the building of Trust, parent and young person confidence and empowerment. The Charter is now in its 11th year.

Based upon narrative research with children who have additional needs in Rotherham and their parents, the Charter process champions four key principles: Welcome and Care, Value and Include, Communication and Partnership, essential to establishing trust and therefore more positive outcomes for children and young people with additional needs.

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**Achievements and performance continued**

In 2016 the team launched Genuine Partnerships, a CIC cementing the partnership between RMBC and Rotherham Parents Forum with regards to this work and extending reach nationally.

Genuine Partnerships was invited to join the National Alliance for Partnership Working the same year and is now being commissioned to work in partnership with Contact (formerly Contact a Family). We deliver VOICES and other unique training and support packages that promote the Four Cornerstones (Rotherham Charter's four key principles) in other Local Areas, enabling them to create their own, authentic co-production frameworks.

This initiative marries the best of Rotherham's pioneering local work with the commitment and endorsement of national stakeholders.

Following Rotherham VOICES work spanning the last four years the Four Cornerstones have now been incorporated into Rotherham's SEND Strategy and Genuine Partnerships is being commissioned to deliver outcomes related to the co-production and the Cornerstones in a range of ways on a more formal basis.

**Additional Services offered to forum members**

The forum also manages Facebook pages where lots of information and useful articles are posted. Anyone can follow the main Facebook page and be kept up to date on forum news and both parents and practitioners use this facility.

The forum also has a closed discussion group which is solely for the use of our members. This group consists of parents and carers and enables the forum to carry out consultations and gather opinion as well as being a safe space in which parents can ask for mutual advice and support. There are strict terms and conditions about the use of this group such as not mentioning individual settings/services or practitioners and it is moderated by the forum's management team.

The forum also sends out regular E-newsletters to members and several practitioners in Rotherham have subscribed. This is a very effective way of sharing useful information and news as well as encouraging parents to take part in consultations.

**More statistics**

- An average of 431 people search for us on Google each month
  - Our Facebook discussion group has 785 members
  - Our Facebook open page has 2439 followers
  - Our website was visited by 8785 people with 77.1% being returning users.
- They accessed 17981 sessions and page views were 81559.

**Future plans**

Firstly, Rotherham Parent Carer's Forum has recognised the need to expand current services to meet the needs of Rotherham families and has plans to develop some areas of our work. We have previously focused on working with the families of children and young people (aged 0-25) and would like to extend our work to support people of all ages.



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**for the year ended 31st July 2020**

**Future plans continued**

Based on our skills and experience we would particularly like to extend our offer to support adults who receive an Autism diagnosis.

Secondly, throughout the pandemic we have recognised that we have been able to reach more families by moving beyond our face-to-face work and offering our services either over the telephone or virtually. We realised that families can sometimes find it difficult to be able to leave home to access these appointments so now want to offer a variety of alternative options as part of our core offer.

Working in this way will also allow us to extend our opening hours to include school holidays and some evenings.

We are also hoping to adapt our own outdoor space and cabin at our premises to provide enough space to set up several group sessions in a COVID safe way. The main barrier, other than coved, is making this area wheelchair accessible.

A target for our charity is also to continue to improve our equalities and engagement plan. The Peer Support Service have just started to collect equalities data, by next year there will be a year's worth of data to reflect and develop the service on.

Equalities data gathered at point of referral: April – July

% of service users (BAME)	0%
% of service users (Male Parent/Carers)	11%
% of service users (Working Parents)	37%
% of service users (main presenting need not ASD related)	36%

In relation to plans for areas of our work, the counselling team is hoping to facilitate workshops/groups to increase parents/carers self-esteem, confidence, and self-care as well as increase the people that we work with to include offering counselling to children and young people as well as neuro-diverse adults. They will also continue to offer appointments through a blend a of face-to-face and online counselling sessions.

The sibling support team is hoping to increase the offer of support to siblings and plans are currently underway to run courses for parents to feedback some of the issues faced by the children and young people and access ideas and strategies to support them in the home. The need for sibling counselling has also become apparent and provisional work has begun to address this. The team also want to work with schools to increase knowledge and awareness of the issues that affect siblings of children and young people with SEND.

The focus of our Peer Support Team over the coming months is as follows:

- To develop and implement an effective and manageable system for monitoring and evaluating data to better evidence the impact and outcomes of Peer Support and will start flowing data to the NHS MHSDS.
- We aim to widen the reach and awareness of Peer Support across the borough and with hard-to-reach groups including male carers and BME groups.

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Future plans continued**

- We will empower parents with strategies and training workshops to meet the needs of their young people at home and working with settings and practitioners.
- Develop and deliver a sensory training course in partnership with Sue King (Sensory Occupational Therapist) Looking at starting wellbeing walks as a safe alternative to virtual drop-ins.

**Financial review and reserves policy**

The forum continues to rely heavily on grant funding and contracts from the Department for Education (DfE), the Local Authority and Rotherham Clinical Commissioning Group, which it hopes will continue so that the forum is able to sustain and build on the work carried out so far.

However, the forum has plans to diversify income streams by exploring different ways to generate funds either by looking for other sources of grant funding in relation to projects, increasing our fundraising events or by further developing a training offer which could be marketed to generate income with a view to becoming more self-sustainable.

We are also exploring the expansion of our current counselling service and introducing a structure of charges.

In terms of the reserves policy, as much of the forum's income is from grants and contracts and must be spent by a particular time, the organisation does not hold any reserves. There is awareness of the importance of building some reserves and this would ideally equate to three months running costs. This is a priority for the trustees over the coming year.

As at 31 July 2020 the company had free reserves not invested in fixed assets of £2,182 (2019: £924). The reserves policy requires 3 months running costs which is approximately £50,507. The charitable company aims to increase this over the next few years.

**Rotherham Parents Forum Ltd**  
**Trustees' report (incorporating the Directors' annual report) continued**  
**for the year ended 31st July 2020**

**Directors' responsibilities for the financial statements**

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

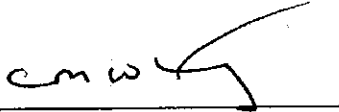
The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Small company provisions:**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' annual report and signed on their behalf:

Signed: \_\_\_\_\_



Print name: CLAIRE-MARE WHITING  
Director

Date: 22.04.2021

**Independent examiners report to the trustees of  
Rotherham Parents Forum Limited  
for the year ended 31st July 2020**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of 145 of the Charities Act 2011 Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (FRS 102).

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: 

Date: 22/4/2021

F Hazlehurst FMAAT  
Community Accountant  
Voluntary Action Rotherham Ltd  
The Spectrum  
Coke Hill  
Rotherham  
S60 2HX

**Rotherham Parents Forum Limited**  
**Statement of Financial Activities**  
**for the year ended 31st July 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
<b>Income</b>					
Donations and grants	2	1,730	157,958	159,688	172,839
Income from charitable activities	3	17,860	-	17,860	20,466
Investment income - bank interest		-	-	-	35
<b>Total income</b>		<b>19,591</b>	<b>157,958</b>	<b>177,549</b>	<b>193,340</b>
<b>Expenditure</b>					
Cost of raising funds	4	540	1,126	1,666	3,110
Expenditure on charitable activities	5	16,456	183,904	200,360	203,301
<b>Total expenditure</b>		<b>16,996</b>	<b>185,030</b>	<b>202,026</b>	<b>206,411</b>
<b>Net income/(expenditure)</b>		<b>2,595</b>	<b>(27,072)</b>	<b>(24,477)</b>	<b>(13,071)</b>
<b>Transfer between funds</b>		<b>(717)</b>	<b>717</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>1,878</b>	<b>(26,355)</b>	<b>(24,477)</b>	<b>(13,071)</b>
<b>Total funds brought forward</b>		<b>1,434</b>	<b>35,768</b>	<b>37,202</b>	<b>50,273</b>
<b>Total funds carried forward</b>		<b>3,312</b>	<b>9,413</b>	<b>12,725</b>	<b>37,202</b>

The Statement of Financial Activities include all gains and losses recognised in the year.

All the activities of the charitable company are classed as continuing.

The comparative figures for each fund are shown in notes to the accounts.

**Rotherham Parents Forum Limited**  
**Balance Sheet**  
**As at 31st July 2020**

		2020	2019
	Notes	£	£
<b>Fixed Assets</b>			
Tangible assets	6	5,159	5,882
<b>Current Assets</b>			
Debtors	7	10,628	15,472
Cash at Bank and in hand		15,422	32,722
		<u>26,050</u>	<u>48,194</u>
<b>Creditors - amounts due within one year</b>	8	(18,484)	(16,874)
<b>Net current assets</b>		<u>7,566</u>	<u>31,320</u>
<b>Net assets</b>		<u><u>12,725</u></u>	<u><u>37,202</u></u>
<b>Represented by:</b>			
Unrestricted Funds		3,312	1,434
Restricted Funds	13	9,413	35,768
<b>Total funds</b>		<u><u>12,725</u></u>	<u><u>37,202</u></u>

The notes on the following pages form part of these financial statements.

For the period ended 31st July 2020 the company is entitled to the audit exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

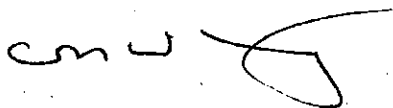
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

The directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

Signed:



Date: 22.04.2021

Print name: CLAIRE-MARIE WHITING

Director

**Rotherham Parents Forum Limited**  
**Notes to the financial statements**  
**for the year ended 31st July 2020**

**1 Accounting policies**

**a) Basis of preparation of the accounts**

These financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) - Charities SORP (FRS102)) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

The charity meets the definition of a public benefit entity as defined by FRS102.

**b) Going Concern**

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

**c) Incoming resources**

All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income, when any performance conditions attached are met, when it is probable that the income will be received and when the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Grant income is deferred if the period the monies relate to is specified or indicated by the funder.

**d) Resources Expended**

Expenditure is recognised once there is a legal constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Cost of raising funds includes all expenditure incurred to raise funds for charitable purposes including costs of all fundraising activities and costs incurred in seeking donations, grants and legacies.

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

**e) Tangible Fixed Assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over (£500) their expected useful lives on the following basis:

Fixtures & fittings	25% reducing balance
Equipment	25% reducing balance

**f) Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**g) Bank Interest**

Bank interest is recognised as an incoming resource when it is credited to the bank statement. All bank interest is treated as unrestricted income.

**h) Trade debtors**

Trade debtors are amounts due from customers for consultancy fees in the ordinary course of business.

**i) Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

**j) Fund accounting**

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds have been provided to the charity for a particular purpose and may only be spent for the purpose for which they were given. Any balance remaining on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding.

**k) Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

**Analysis of Income**

**2 Income from donations and grants**

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Donations	1,730	-	1,730	3,179	-	3,179
<b>Grants</b>						
Clinical Commissioning Group	-	85,000	85,000	-	85,000	85,000
RMBC Voice and Influence	-	30,000	30,000	-	30,000	30,000
RMBC Short Breaks	-	25,000	25,000	-	25,000	25,000
DfE Grant 2018-19	-	-	-	-	22,160	22,160
DfE Grant 2019-20	-	7,500	7,500	-	7,500	7,500
DfE Grant 2020-21	-	7,500	7,500	-	-	-
Rotherham CCG - Men's Mental Health	-	2,958	2,958	-	-	-
	<u>1,730</u>	<u>157,958</u>	<u>159,688</u>	<u>3,179</u>	<u>169,660</u>	<u>172,839</u>

**3 Income from charitable activities:**

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Max card sales	520	-	520	590	-	590
Consultancy	4,890	-	4,890	8,700	-	8,700
Activity income	12,011	-	12,011	10,646	-	10,646
Other charitable income	294	-	294	-	-	-
General fundraising	146	-	146	531	-	531
	<u>17,860</u>	<u>-</u>	<u>17,860</u>	<u>20,466</u>	<u>-</u>	<u>20,467</u>

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

**Analysis of expenditure**

**4 Cost of raising funds**

	Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
Fundraising	-	-	-	975	-	975
Max cards	540	-	540	400	-	400
Advertising	-	30	30	641	-	641
Salary costs	-	1,096	1,096	54	1,040	1,094
	<u>540</u>	<u>1,126</u>	<u>1,666</u>	<u>2,070</u>	<u>1,040</u>	<u>3,110</u>

**5 EXPENDED RESOURCES**

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
<b>Charitable activities</b>						
Consultancy	382	-	382	4,433	4,043	8,476
Travel Expenses	317	309	626	1,118	662	1,780
Room Hire and Refreshments	-	3,819	3,819	136	3,672	3,808
Activity Expenses	8,541	-	8,541	10,994	113	11,107
Rent and Rates	-	8,375	8,375	-	7,680	7,680
Insurance	-	1,551	1,551	-	1,122	1,122
Bank charges	23	-	23	-	-	-
PayPal charges	354	-	354	474	-	474
Payroll charges	43	990	1,033	63	875	938
Website	-	1,258	1,258	-	3,010	3,010
Equipment	153	1,968	2,121	678	2,319	2,997
General office expenses	-	1,059	1,059	76	1,065	1,141
Printing, postage and stationery	-	1,567	1,567	89	1,453	1,542
Membership & subscriptions	-	658	658	-	156	156
Telephone & internet	384	5,381	5,765	-	4,758	4,758
ICT maintenance	10	1,307	1,317	20	1,360	1,380
Light and Heat	-	2,054	2,054	-	1,905	1,905
Repairs and Maintenance	12	710	722	698	3,646	4,344
Staff Training	21	58	79	-	157	157
Wages & Salaries	2,854	148,152	151,006	1,235	139,621	140,856
Depreciation	377	1,343	1,720	170	1,791	1,961
Loss on disposal of assets	-	-	-	265	118	383
Fees and penalties	1,500	-	1,500	-	-	-
Professional fees	240	495	735	13	13	26
* Independent examiners fee	-	2,000	2,000	24	535	559
Volunteer Expenses	143	393	536	156	787	943
Miscellaneous Expenses	1,103	457	1,560	509	1,288	1,797
	<u>16,456</u>	<u>183,904</u>	<u>200,360</u>	<u>21,152</u>	<u>182,150</u>	<u>203,301</u>

\* Independent examiners fee relates to two years of costings

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

**6 Tangible Fixed Assets**

	Fixture, fittings & equipment
<b>Cost</b>	<b>£</b>
at 1 August 2019	17,899
Additions	997
Disposals	-
at 31 July 2020	<u>18,896</u>
<b>Depreciation</b>	
at 1 August 2019	12,017
Charge this period	1,720
Disposals	-
at 31 July 2020	<u>13,737</u>
<b>Net book value at 31 July 2020</b>	<u><b>5,159</b></u>
Net book value at 31 July 2019	<u>5,882</u>

	2020	2019
<b>7 Debtors</b>	<b>£</b>	<b>£</b>
Trade debtors	628	582
Accrued Income	10,000	14,890
	<u>10,628</u>	<u>15,472</u>
<b>8 Creditors - amounts due within one year</b>	<b>£</b>	<b>£</b>
Trade creditors	1,461	408
Deferred Income	14,166	14,166
HMRC Liabilities	1,857	1,017
Accruals	1,000	1,283
	<u>18,484</u>	<u>16,874</u>

**9 Trustees' remuneration, benefits and expenses**

During the year no trustee's (2019: 1) received expenses or remuneration (2019: £301).

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

<b>10 Staff Costs and numbers</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries	146,066	137,408
Employer's national insurance	7,577	6,312
Employer's allowance	(3,652)	(3,072)
Employer's pension	2,112	1,305
	<u>152,103</u>	<u>141,953</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year was 13 (2019 - 14)

**11 Related Party Transactions**

Julie Adamson, a Trustee of the charity, is also key management personnel of VAR, from within which VAR Community Accountancy service operates. This is not considered to be a conflict of interest due to the reporting lines in place within VAR.

C Whiting, a director of the company, is also a director of Genuine Partnerships. The charitable company received consultancy income of £8,453 during the period. (2019: £6,134).

Louise Graham, a senior employee of the Charity is also a director of Genuine Partnerships CIC (a partnership between RPCF and RMBC).

A number of trustees and workers of the charitable company utilise the services offered by the charity.

**12 Fees paid to the Independent Examiners organisation**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Payroll	1,315	927
HR services	85	735
QuickBooks license	409	194
Other services	12	216
	<u>1,821</u>	<u>2,071</u>

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

<b>Movement in funds</b>	<b>Opening Balance</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>13 Restricted funds</b>					
DfE Grant 2018-19	5,285	-	5,285	-	-
DfE Grant 2019-20	1,153	7,500	9,370	717	-
DfE Grant 2020-21	-	7,500	7,050	-	450
RMBC Voice and Influence	(1,512)	30,000	36,478	-	(7,990)
RMBC short breaks	2,791	25,000	31,174	-	(3,383)
NHS Rotherham CCG	28,051	85,000	94,585	-	18,466
CCG - Men's Mental Health	-	2,958	1,088	-	1,870
	<b>35,768</b>	<b>157,958</b>	<b>185,030</b>	<b>717</b>	<b>9,413</b>

**DfE Grant 2019-20 and 2020-21**

Funds received for parent participation. Parents and professionals work together, recognising each other's expert knowledge, to design, develop and improve services for disabled children in the local area and contributes to management and running costs.

**Rotherham Clinical Commissioning Group - Main grant**

Grant received to provide Peer support work and contributes to management and general running costs.

**RMBC - Voice and Influence**

Strategic level working, gathering and sharing the voice and influence of families of children and young people with SEND (0-25) with service commissioners and providers.

**RMBC - Short breaks**

Funding received to organise activity programmes and contributes to management and running costs.

**Rotherham CCG - Men's Mental Health**

Funding received for an activity group for male carers and their children and young people with a view to taking part in fun activities with their children and to meet other fathers in similar circumstances. 12 month pilot programme.

**Rotherham Parents Forum Limited**  
**Notes to the financial statements continued**  
**for the year ended 31st July 2020**

**14 Financial commitments**

At the year end, the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases on land and buildings which expire:

	£
Within one year	7,200
Within two to five years	32,000
	<u>39,200</u>

as at 31 July 2020

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	1,130	4,029	5,159
Current assets	2,182	23,868	26,050
Current liabilities	-	(18,484)	(18,484)
	<u>3,312</u>	<u>9,413</u>	<u>12,725</u>

as at 31 July 2019

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	510	5,372	5,882
Current assets	924	47,270	48,194
Current liabilities	-	(16,874)	(16,874)
	<u>1,434</u>	<u>35,768</u>	<u>37,202</u>