

Rotherham Parents Forum Limited

**Financial statements for the year
ended 31st July 2021**



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) Amanda Moreman
Claire Whiting
Yvonne Moreman
Catherine Bridge
Julie Adamson - resigned 22 June 2021
Caroline Bradley
Stephen Mulligan- appointed 19 May 2021

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
S62 7JY

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 31 July 2021

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 22 employed staff (equivalent to 13.6 full time staff) which is an increase of 5.3 in comparison to the previous year and we also have a team of 47 registered volunteers - an increase of 14.

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 to take positive action in Rotherham to promote social inclusion among disabled people and those with special educational needs and their parents, carers and families who are socially excluded from society or parts of it because of their disability by:

- providing forums, workshops, and general support
- raising public awareness to ensure that individuals are recognised, heard and supported to overcome the inequalities they might face.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Objectives and activities continued

We aim to ensure that people with special educational needs and/or disabilities are not isolated and have equal opportunities to achieve their full potential in life and participate fully in society.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work during the previous 12 months, as well as the success of each key activity and the benefits they have brought to those groups of people that we are set up to support.

The review also helps us to ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Our main objectives for the year continued to be to promote social inclusion among disabled people in Rotherham and we committed to the following strategic aims to help us move closer to meeting those objectives:

- Provide a range of activities and services to ensure that individuals are less lonely and more connected with their communities
- Ensure that people are supported to develop their skills and confidence to achieve their full potential and access the services they need such as housing, employment, education, and health care
- Support individuals to be empowered and create opportunities for people to have a voice and work in partnership with service providers, sharing their lived experiences to have a positive impact on the delivery and development of local provision
- Work to increase the number of people and services that we engage with through organisational development, investing in our processes, our staff and volunteer team and our premises.

Achievements and performance

Our main activities and who we try to help are described below. All our charitable activities focus on promoting social inclusion among disabled people in Rotherham and are undertaken to further our charitable purposes for the public benefit.

Our objects and funding limit the services we provide to those who live in Rotherham or for some services, the requirement is that Rotherham CCG are the responsible commissioner for the individual. We currently work with families who have children and young people with Special Educational Needs and/or Disabilities as well as neurodiverse adults aged 18+. Therefore, according to current data, the estimated number of people who are currently eligible to access our services are as follows:

- 7796 children and young people and their families (The Rotherham school census data from January 2019 - identifies that there are 45,209 children and young people attending Rotherham's schools, 7796 children are identified as having a Special Educational Need (17.2%) compared to the latest national average of 14.6%)
- 2035 neurodiverse adults and their networks of support (Rotherham's All Age Autism Strategy - Projecting Adults Needs and Service Information (PANSI) data for 18–64-year-olds and Projecting Older People Population Information (POPPI) data for people aged sixty-five and over, have produced a profile with predicted numbers of autistic people up to 2035)

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

Over the course of this financial year, and as at the end of July 2021, there are currently 1937 families of children and young people with SEND registered with our charity and since November 2020 when we launched our new service, RANSS (Rotherham Adult Neurodiversity Support Service) we have supported sixty-one neuro-diverse adults.

Equal access to our services is a principal issue for us and over the past year we conducted an equalities study to look at the demographics of the people that we are supporting. The data showed that we are in line with local statistics except for family carers that we support. We primarily engage with mum's and female carers and will look to address this in our future plans with work to also encourage dad's and male carers to become more involved.

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 recognised as one of the best nationally in terms of working in this way.

We were recently described as:

"the jewel in the crown of the provision for SEND in Rotherham's local area. Members truly understand co-production and advocate for it. They seek stakeholders' views, whether they are children and young people, parents and carers, special educational needs and/or disabilities coordinators (SENCOs) or commissioners. Members are passionate, committed and act with the highest integrity. They are uncompromising, tell it like it is and are a force to be reckoned with. The forum has meetings with commissioners regularly and tells them about children and young people's and their families' lived experience. In this way, the forum makes sure that children and young people's and their families' voices are heard. Rotherham Parent Carers Forum is a pivotal partner in the co-production of services for children and young people with SEND in the local area"

This quote was taken from the findings of Rotherham's Local Area SEND inspection which took place in July 2021 by CQC and Ofsted.

The primary areas of charitable activity are peer support for both families and neuro-diverse adults, provision of counselling services, an activity programme for children and young people with SEND and their families, sibling support services, advice and information and our voice and influence work with local services.

We also work with the Local Authority as equal partners through a separate Community Interest Company, Genuine Partnerships, modelling and supporting co-production and inclusive practice both locally and nationally.

The activities and achievements that flow from these services are described below.

Family Activities

We have 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 trampolining, soft play, adapted cinema screenings as well as day trips.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

We also work with another local charitable organisation, Rotherham United Community Sports Trust, and hold a weekly youth club for children and young people with SEND at New York Stadium which has been incredibly successful and we very much value the partnership that we have developed. We work 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.

- An average of 72 unique children are accessing activities monthly
- Over the last 12 months we provided 127 different activity sessions

"Our children always enjoy activities organised by the forum. The atmosphere at these events is always supportive and non-judgemental"

"The holiday activities are a lifeline. My daughter would slip through the net without them. They are the only thing available in Rotherham that meets her needs and where she is fully accepted without judgement. They also allow us as parents to meet others on a similar journey and feel less isolated"

General information, advice and guidance.

We have an office base from where we operate all our services which is open from Monday to Friday 9:00am to 5:00pm. As of this year we have extended our opening hours to also include some evenings and we no longer operate on a term time only basis.

We also have active Facebook pages where 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 highly effective way of sharing useful information and news as well as encouraging parents to take part in consultations.

- An average of 745 people search for us on Google each month
- Our Facebook discussion group has 948 members
- Our Facebook open page has 2702 followers
- 1382 unique individuals use our websites each month.
- An average of 28 people per month visit our premises
- An average of 50 people per month contact us over the telephone for information, advice and guidance
- 1163 Newsletter Subscribers

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

Counselling Services

The forum has always offered a free confidential counselling service to parents and carers of children and young people with SEND and this year have managed to expand this to include Neuro-diverse adults as well as start to develop their skills and knowledge to also work with children and young people.

Our counselling sessions offer a safe and non-judgmental environment to give the space for people to express and explore their thoughts and feelings in ways they may not feel able to do with friends and family.

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

A fully qualified counsellor manages this service, we also have bank counsellors and 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 our charity is that as the counselling relationship ends, people are signposted to other areas of our activity to be able to continue to access other areas of support for both themselves and their families.

- The team are currently working with an average of 9 clients per week
- 237 individual counselling sessions were delivered over the past year

Peer Support – Family Service

Since January 2016, we have 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 support 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 our office, virtually or over the telephone. They discuss the different areas that are causing families 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 various 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.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

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.

- On average the team support 26 unique families per month
- Over the year the team accepted 102 new referrals
- 346 one to one peer support sessions were facilitated
- 80 drop-in sessions were hosted online with an average attendance of 9 families at each session
- 50 appointments with practitioners from Educational Psychology Service, SENDIASS and the Autism Information and Advice Service were facilitated at drop-in sessions
- 32 workshops were delivered with a 98.6% satisfaction rating

"This service feels like a life saver, both the courses and the 1-1 sessions are pitched at exactly the right level. I feel far less isolated, more confident and able to deal with the challenges that we face"

"I found it really helpful to be able to discuss issues with someone that understands what it is like to live with a child with additional needs and can give advice about how the system works"

Peer Support – Rotherham Adult Neurodiversity Support Service

During the previous financial year (2019-20) we recognised the need to expand current services to meet the needs of people in Rotherham and made plans to develop some areas of our work. Historically we had focused on working with the families of children and young people (aged 0-25) but wanted to extend our work to support people of all ages.

Based on our skills and experience we wanted to particularly extend our offer to support adults who receive an Autism diagnosis. We were fortunate enough to win a new tender and launched RANSS in November 2020. The service was set up to be based and operating in Rotherham and is to support adults (18 plus) who have been recently diagnosed with Autism or ADHD by the Rotherham Pathway.

The aims of this service are to facilitate opportunities for individuals to access a community of support, workshops, leisure activities etc, as well as to reduce isolation, build confidence and inform services through lived experience.

We have successfully recruited a team of peer support workers who all have lived experience and as well as providing information, advice and guidance they are helping people to open up about what they are feeling and experiencing following a diagnosis. Their role is also to:

- introduce people to ideas and approaches that others have found helpful
- reassure people that they are not alone in how they are feeling
- help people to connect with others and give them a sense of belonging
- encourage people to value their strengths
- build people's self-esteem and confidence
- help people to feel more hopeful about the future

We have also launched a new website specifically for this service. To the end of July 2021, the team have:

- Accepted 90 referrals into the service
- Delivered 183 sessions of one-to-one personalised support, group workshops
- Delivered an average of 10 activity sessions per month

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

"Been very helpful and very supportive and helped me transition into accepting my diagnosis. Without you couldn't have done it"

"I knew I had a phone call today and I am glad I was able to speak to you. It has helped to empty some of my bucket and so I feel much better"

"I enjoyed the fact that it was an open discussion and anything that I said or any experiences I shared were listened to. I felt validated and comfortable in speaking to both the peer support workers and the other participants"

Sibling Support Services

Within our work, it is recognised that being the sibling of a child with SEND can also be difficult. We therefore also run a weekly sibling support group throughout the year.

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 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, current coping strategies, and support them in creating further ones. It also allows young people to recognise that they are not alone and 'normalise' 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 experience working in this area.

"My child loves coming here-glad they have someone to talk to about the stuff their brother does"

Strategic Work

To bring about change and make a real difference in Rotherham, we need to facilitate opportunities for people to share their voice and experiences and to allow this to happen we need to also reduce the anxiety and isolation individuals and their families often encounter. Through the activities we have described above people get the 'head space' to identify the things that are working well for them as well as the blocks they encounter.

It is also through these activities that our team get to engage with people daily, working appreciatively and listening to what is working well within Rotherham but also asking where the gaps are and what would make things better. We can identify common priorities and it is this feedback that is passed onto our strategic representatives who attend numerous meetings and share this in partnership at strategic level, with decision makers and policy makers to influence service delivery and development.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

We are determined to get the best possible outcome for the people we work with and have learnt through our years of experience, that working with and alongside services and practitioners is the best way to achieve our aims. This is not to say that the law is not upheld or that we do not challenge when needed, or indeed that we will not experience frustrations but working in partnership with providers at strategy level ensures that the voice and influence of the people we work with impacts on local provision.

We actively encourage individuals and their families to participate and work in partnership with providers for better outcomes, either directly, with support or via consultation on common issues and priorities.

Our work is based in and around Rotherham, but we also work regionally through the Yorkshire and Humber Network and nationally via the National Network of Parent Carer Forums (NNPCF). Some areas of work we have been involved in over the past 12 months are listed below, but there are far too many to list:

Education Health Care Plan Audit Working Group
Local Offer Working Group
Preparation For Adulthood Strategic Board
Social Emotional Mental Health Strategic Board
SEND Health Focus Group
SEND Strategic Board
SEND Sufficiency Board
South Yorkshire & Bassetlaw Integrated Care System Meetings
Trailblazer Meetings
Unpaid Carers Strategy Meetings

- There are 18 people working strategically within our charity
- The team attended a total of 364 strategic meetings across the year
- A total of 19 consultations were conducted which received 566 different responses

Genuine Partnerships

We are also an equal partner with the Local Authority in promoting the Rotherham Charter through a separate Community Interest Company, Genuine Partnerships. We work with schools, settings and services across our local area, and we also support and facilitate projects and training with partners in areas across the Yorkshire and Humber region and nationally, in partnership with national charity Contact.

Our approach is based upon the Rotherham Charter and the Four Cornerstones of Co-production and Inclusive Practice:

- WELCOME AND CARE
- VALUE AND INCLUDE
- COMMUNICATE
- WORK IN PARTNERSHIP
- Developing and nurturing each of these to build TRUST

The Cornerstones grew out of the experiences of Rotherham children and young people with special educational needs and disabilities (SEND) and their parent carers. The Genuine Partnerships team promotes the Cornerstones Approach as a tried and tested way of embedding partnership working and inclusive practice within the culture and ethos of any organisation, and at an area level.

This relational way of working is set out in the Children and Families Act 2014 and the SEND Code of Practice and should be the foundation of any graduated response. By strengthening relationships and empowering voice, it boosts everybody's emotional health and wellbeing.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Achievements and performance continued

In Rotherham, twenty-three schools and settings have been supported to strengthen and embed co-production and inclusive practice within their culture and ethos.

Plans for future periods

The charity plans continuing the activities as outlined above in the forthcoming years subject to satisfactory funding arrangements but also to develop further as follows:

RANSS

Service developed to enhance the offer for historically diagnosed people which will include group work, events and activities as well as a limited number of one-to-one Peer Support appointments. Through current work, we have established that there is a need for this group of people to also access support. We are also wanting to create a stakeholder group so that the people accessing this service can come together to influence local provision.

Peer Support Family

We want to re-establish the support for male parents and carers. Prior to Covid we had 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. nine dads and 12 CYP with SEND attended.

We did some consultation and established that the primary areas to develop were:

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

The group was cancelled in March 2020 due to lockdown restrictions and whilst we explored the option of virtual meet ups, none of the men that had attended were at all interested in this. Now the restrictions are no longer in place we do need to re-establish this activity as it was successful. The men were getting support whilst feeling like they were helping their partners and spending time with their children.

Two of the dad's commented they:

"wanted to give their partners a break so welcomed something to do with the CYP."

Their partners commented:

"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 three could have ads. He was so down but came from that group with a positive vibe and renewed energy that it's OK."

There are also plans to provide more drop-in sessions and coffee mornings across the borough to reintroduce face to face opportunities for families to come together to share experiences and provide mutual support. We will look to secure additional funding to be able to facilitate this.

Family Activities

To further develop our programme to target the younger age range by setting up a SEND specific parent and toddler group as well as the older age range by linking up with RANSS to deliver joint activities.

Rotherham Parents Forum Ltd
Trustees' report (incorporating the Directors' annual report) continued
for the year ended 31 July 2021

Plans for future periods continued

Counselling

In relation to our counselling service as the team is currently developing their skills and knowledge, we are really hoping to establish a service for children and young people with SEND and their siblings.

In relation to future plans for the charity in general, as demand for our activities is increasing, we are also hoping to expand our office space. To the rear of our current premises is a large garden with a sited cabin which is currently not being used. We want to develop the outdoor space to be able to carry out our work. The main barrier is making this area wheelchair accessible but to date we have been unsuccessful in securing funding. This is something that we hope to rectify in the coming months.

We are also looking into working towards a quality mark and are currently looking into Improving Quality (IQ) as it is the only sectoral quality mark that covers the work of charities. IQ addresses all the key areas of organisational life in four elements as follows:

- Accountable – Good Governance, Leadership and management
- Welcoming – Involving Service users, managing and developing Staff and Volunteers, Equality and Diversity and working with others
- Effective – refers to the services that an organisation provides and the planning, delivery, monitoring and evaluation that the organisations carries out
- Sustainable – How the organisation manages, risk, money and the resources to make service delivery happen

We feel this will support us to ensure we have effective management and governance.

We have also identified a gap in our current activity in relation to Preparation for Adulthood. Whilst we support parents and carers in our Family Peer Support Service and Neuro-diverse adults through RANSS, we have realised that there is a need to support young people aged fourteen and above.

We are planning to facilitate opportunities for young people (in particular neuro-diverse young people) to explore aspirations and navigate next steps through understanding what their diagnosis means to them, clear information about adult services and opportunities and identifying key partners on the journey, including education, health and care colleagues.

Financial review and reserves policy

The charity trustees have examined the charity's requirements for reserves considering the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be between 3 and 6 months of the expenditure. Currently, as much of the charity's income is from grants and contracts and must be spent by a particular time, the organisation does not hold this level of reserves.

There is awareness of the importance of building the required level and this will be a priority over the coming period.

As at 31 July 2021 the company had free reserves not invested in fixed assets of £2,504 (2020: £2,182). The reserves policy requires 3 months running costs which is approximately £64,412. 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 31 July 2021

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: _____

Director

Date: _____

**Independent examiners report to the trustees of
Rotherham Parents Forum Limited
for the year ended 31 July 2021**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

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 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 examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

I have completed my examination. I confirm that 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:



25 April 2022

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 31 July 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	Unrestricted Funds £	Restricted Funds £	2020 Total £
Income							
Donations and grants	2	1,709	287,834	289,543	1,731	157,958	159,689
Income from charitable activities	3	5,305	-	5,305	17,860	-	17,860
Total income		7,014	287,834	294,848	19,591	157,958	177,549
Expenditure							
Cost of raising funds	4	588	1,178	1,766	540	1,126	1,666
Expenditure on charitable activities	5	8,341	247,542	255,883	16,456	183,904	200,360
Total expenditure		8,929	248,720	257,649	16,996	185,030	202,026
Net income/(expenditure)		(1,915)	39,114	37,199	2,596	(27,072)	(24,477)
Transfer between funds		7,625	(7,625)	-	(717)	717	-
Net movement in funds		5,710	31,489	37,199	1,879	(26,355)	(24,477)
Total funds brought forward		3,312	9,413	12,725	1,434	35,768	37,202
Total funds carried forward		9,022	40,902	49,924	3,312	9,413	12,725

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 31 July 2021

		2021	2020
	Notes	£	£
Fixed Assets			
Tangible assets	6	6,518	5,159
Current Assets			
Debtors	7	18,961	10,628
Cash at Bank and in hand		32,699	15,422
		<u>51,660</u>	<u>26,050</u>
Creditors - amounts due within one year	8	(8,254)	(18,484)
Net current assets		<u>43,406</u>	<u>7,566</u>
Net assets		<u>49,924</u>	<u>12,725</u>
Represented by:			
Unrestricted funds		3,233	3,312
Designated funds	12	5,789	-
Restricted funds	13	40,902	9,413
Total funds		<u>49,924</u>	<u>12,725</u>

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

For the period ended 31st July 2021 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.

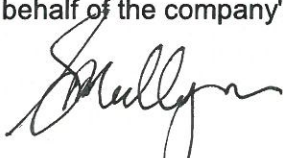
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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:

21.4.22

Print name:

S. P. MULLIGAN

Director

Rotherham Parents Forum Limited
Notes to the financial statements
for the year ended 31 July 2021

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.

Donations and legacies are accounted for when they are receivable.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measure reliably.

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 31 July 2021

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) Leases

Rentals payable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

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.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Where a fixed asset has been purchased with restricted funds and the funding has or is coming to an end the value is transferred to the designated fixed asset fund and depreciation is charged accordingly.

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 31 July 2021

Analysis of Income

2 Income from donations and grants

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds	Restricted Funds	Total 2020 £
Donations	1,709	-	1,709	1,731	-	1,731
Grants						
Clinical Commissioning Group	-	77,916	77,916	-	85,000	85,000
RMBC Voice and Influence	-	40,000	40,000	-	30,000	30,000
RMBC Short Breaks	-	33,333	33,333	-	25,000	25,000
DfE Grant 2019-20	-	-	-	-	7,500	7,500
DfE Grant 2020-21	-	12,429	12,429	-	7,500	7,500
DfE Grant 2021-22	-	8,750	8,750	-	-	-
Rotherham CCG - Men's Mental Health	-	-	-	-	2,958	2,958
Rotherham CCG - Adult Post Diagnostic	-	74,173	74,173	-	-	-
Children & Young People Consortium	-	8,863	8,863	-	-	-
South Yorkshire Police & Crime Commissioner	-	6,370	6,370	-	-	-
Rotherham CCG - Winter Pressure funding	-	26,000	26,000	-	-	-
	<u>1,709</u>	<u>287,834</u>	<u>289,543</u>	<u>1,731</u>	<u>157,958</u>	<u>159,689</u>

3 Income from charitable activities:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Max card sales	393	-	393	520	-	520
Consultancy	1,044	-	1,044	4,890	-	4,890
Activity income	2,943	-	2,943	12,010	-	12,010
Other charitable income	222	-	222	294	-	294
General fundraising	703	-	703	146	-	146
	<u>5,305</u>	<u>-</u>	<u>5,305</u>	<u>17,859</u>	<u>-</u>	<u>17,860</u>

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

Analysis of expenditure

4 Cost of raising funds

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
Fundraising	-	-	-	-	-	-
Max cards	588	-	588	540	-	540
Advertising	-	-	-	-	30	30
Salary costs	-	1,178	1,178	-	1,096	1,096
	<u>588</u>	<u>1,178</u>	<u>1,766</u>	<u>540</u>	<u>1,126</u>	<u>1,666</u>

5 EXPENDED RESOURCES

Charitable activities	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Consultancy	(736)	4,397	3,661	382	-	382
Travel Expenses	-	-	-	317	309	626
Room Hire and Refreshments	-	518	518	-	3,819	3,819
Activity Expenses	3,886	-	3,886	8,541	-	8,541
Rent and Rates	5	8,430	8,435	-	8,375	8,375
Insurance	-	3,244	3,244	-	1,551	1,551
Bank charges	10	20	30	23	-	23
PayPal charges	117	-	117	354	-	354
Payroll charges	40	1,226	1,266	43	990	1,033
Website	-	5,701	5,701	-	1,258	1,258
Equipment	-	4,973	4,973	153	1,968	2,121
General office expenses	-	729	729	-	1,059	1,059
Printing, postage and stationery	27	761	734	-	1,567	1,567
Membership & subscriptions	7	292	299	-	658	658
Telephone & internet	-	9,821	9,821	384	5,381	5,765
ICT maintenance	-	1,640	1,640	10	1,307	1,317
Light and Heat	-	1,946	1,946	-	2,054	2,054
Repairs and Maintenance	611	1,427	2,038	12	710	722
Staff Training	-	2,377	2,377	21	58	79
Wages & Salaries	1,978	195,405	197,383	2,854	148,152	151,006
Depreciation	2,173	-	2,173	377	1,343	1,720
Loss on disposal of assets	-	423	423	-	-	-
Fees and penalties	-	-	-	1,500	-	1,500
Professional fees	48	1,688	1,736	240	2,495	2,735
Volunteer Expenses	-	312	312	143	393	536
Miscellaneous Expenses	229	2,211	2,440	1,102	457	1,559
	<u>8,341</u>	<u>247,542</u>	<u>255,883</u>	<u>16,456</u>	<u>183,904</u>	<u>200,360</u>

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

6 Tangible Fixed Assets

	Fixture, fittings & equipment £
Cost	
at 1 August 2020	18,896
Additions	3,955
Disposals	(2,025)
at 31 July 2021	<u>20,826</u>
Depreciation	
at 1 August 2020	13,737
Charge this period	2,173
Disposals	(1,602)
at 31 July 2021	<u>14,308</u>
Net book value at 31 July 2021	<u><u>6,518</u></u>
Net book value at 31 July 2020	<u><u>5,159</u></u>

	2021 £	2020 £
7 Debtors		
Trade debtors	628	628
Accrued Income	18,333	10,000
	<u>18,961</u>	<u>10,628</u>
8 Creditors - amounts due within one year		
Trade creditors	4,939	1,461
Deferred Income	-	14,166
HMRC Liabilities	1,062	1,857
Accruals	2,253	1,000
	<u>8,254</u>	<u>18,484</u>

9 Trustees' remuneration, benefits and expenses

During the year no trustee's (2020: none) received expenses, remuneration or benefits (2020: £nil).

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

10 Staff Costs and numbers	2021	2020
	£	£
Salaries	189,394	146,066
Employer's national insurance	11,236	7,577
Employer's allowance	(5,228)	(3,652)
Employer's pension	3,159	2,112
	<u>198,561</u>	<u>152,103</u>

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

The average number of employees during the year was 14 (2020 - 13)

11 Related Party Transactions

Julie Adamson, a Trustee of the charity, (resigned 22 June 2021) 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.

The charitable company received funding from Voluntary Action Rotherham via the Children's and Young People's Consortium. The grant amount was £ 8,863. This is not considered to be a conflict of interest as the Consortium has its own report lines in place.

C Whiting and A Moreman, directors of the company, are also directors of Genuine Partnerships. The charitable company received consultancy income of £1,780 during the period. (2020: £8,453).

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 Movement in funds

Designated funds	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Fixed Asset fund	-	-	1,929	7,718	5,789
	<u>-</u>	<u>-</u>	<u>1,929</u>	<u>7,718</u>	<u>5,789</u>

Fund transfers

The transfer of £7,718 from restricted funds to the designated fixed asset fund is for equipment that has been purchased and capitalised. The remaining balance will be used to write down the value over the useful life of the assets.

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

13 Movement in funds continued	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Restricted funds					
DfE Grant 2020-21	450	12,429	11,711	(549)	619
DfE Grant 2021-22	-	8,750	4,498	-	4,252
RMBC Voice and Influence	(7,990)	40,000	29,415	-	2,595
RMBC short breaks	(3,383)	33,333	24,475	(295)	5,180
NHS Rotherham CCG	18,466	77,916	77,200	(3,469)	15,713
CCG - Men's Mental Health	1,870	-	-	-	1,870
CCG - Adult Post Diagnostic	-	74,173	79,020	(549)	(5,396)
VAR - Children and Young People Consortium	-	8,863	8,942	79	-
South Yorkshire Police & Crime Commissioner	-	6,370	3,528	(2,842)	-
Rotherham CCG - Winter Pressure funding	-	26,000	9,931	-	16,069
	9,413	287,834	248,720	(7,625)	40,902

Fund transfers

An amount of £93 has been transferred from general funds into restricted funds to cover overspends on projects that have now ended. Transfers are as follows:

VAR Children and Young People Consortium £79

South Yorkshire Police & Crime Commissioner £14

The remaining transfers are to the designated fixed asset fund (see note 12).

DfE Grant 2020-21 and 2021-22

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.

Rotherham Clinical Commissioning Group - Family Peer Support

To provide peer support to parents and carers of Children and Young People who are accessing or about to access mental health services. This support will enable them to cope better with the challenges resulting from interaction with the various services and shared lived experience to offer advice and strategies on supporting any emotional wellbeing or mental health issues.

Rotherham Clinical Commissioning Group - Post Diagnostic Support to Adults

To provide a new Post Diagnostic Support Service to be based and operating in Rotherham. The service will support adults (18 plus) and provide a liaison service to support patients who have been diagnosed with Autism or ADHD by the RDASH Rotherham pathway.

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

Restricted funds continued

South Yorkshire Police and Crime Commissioner

Grant to purchase equipment to develop an online community focused on gaming for young people with SEND with an aim of reducing isolation by providing a safe space to meet others.

Rotherham Borough Council - Discretionary Business Grant

To support organisations with running costs that were impacted by the Covid pandemic

Rotherham Borough Council - Short breaks contract

This grant has been awarded for the provision of short break activities for SEND young people and their families.

Rotherham Borough Council - Voice and Influence contract

This grant is to support us in providing a role in identifying and expressing the voice of parents and carers around special education needs and disability ensuring participation and engagement and providing information and support to parents and carers in Rotherham.

Voluntary Action Rotherham – Consortium Project (National Lottery Fund)

The purpose of this agreement was to support people and communities through the COVID-19 pandemic as part of a consortium project with Voluntary Action Rotherham with a specific focus on supporting children and young people with SEND and their siblings by setting up a children's counselling service, expanding activity provision and delivering a sibling support programme.

Rotherham Parents Forum Limited
Notes to the financial statements continued
for the year ended 31 July 2021

15 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:

	2021	2020
	£	£
Within one year	7,200	7,200
Within two to five years	24,800	32,000
	<u>32,000</u>	<u>39,200</u>

16 as at 31 July 2021

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fixed assets	729	5,789	-	6,518
Current assets	4,292	-	47,368	51,660
Current liabilities	(1,788)	-	(6,466)	(8,254)
	<u>3,233</u>	<u>5,789</u>	<u>40,902</u>	<u>49,924</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>

17 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £1,000 (2020: £1,000).

18 Fees paid to the Independent Examiners organisation

	2021	2020
	£	£
Payroll	1,267	1,315
HR services	375	85
QuickBooks license	240	409
Other services	-	12
	<u>1,882</u>	<u>1,820</u>