

LEWISHAM PARENT AND CARER'S FORUM

England & Wales · Charity number 1159533

Details

Other names LPCF

Status Registered

Legal form CIO

Registered 2014-12-08

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

Contact

Address Leemore Central Community Hub
Bonfield Road
Lewisham
London
SE13 5EU

Phone 07534568020

Email INFO@LEWISHAMPARENTCARER.ORG.UK

Website www.lewishamparentcarer.org.uk

Activities

Objects: TO RELIEVE THE NEEDS OF CHILDREN WITH DISABILITIES AND/OR ADDITIONAL NEEDS AND THEIR PARENT AND FAMILIES IN LEWISHAM, LONDON; THROUGH PARTICIPATION IN SHAPING LOCAL SERVICES, THE PROVISION OF EDUCATION INFORMATION AND SUPPORT. IN ADVANCING THESE PURPOSES THE CHARITY SHALL WITHIN THE LONDON BOROUGH OF LEWISHAM: A. DEVELOP STRATEGY AND REPRESENT FAMILIES OF "CHILDREN WITH SPECIAL NEEDS"; B. TO ENSURE PARENT PARTICIPATION TO ENABLE PARENTS TO GET INVOLVED IN SERVICE PLANNING AND DECISION MAKING SO THAT SERVICES MEET THE NEEDS OF FAMILIES WITH DISABLED CHILDREN; C. PROVIDE A LIAISON POINT FOR STATUTORY AND VOLUNTARY AGENCIES; D. RAISE AWARENESS OF ISSUES FACED BY "CHILDREN WITH SPECIAL NEEDS" AND THEIR FAMILIES; E. SHARE EXPERIENCES, KNOWLEDGE AND SKILLS WITH OTHER RELEVANT ORGANISATIONS AND INDIVIDUALS; AND F. INFORM THE LONDON BOROUGH OF LEWISHAM OF ANY ACTUAL OR POTENTIAL BREACHES OF CURRENT POLICY REGARDING "CHILDREN WITH SPECIAL NEEDS".

Activities: Lewisham Parent and Carer's Forum is represented by a group of parent carers who have a child or young person with a disability or additional need, living in the borough of Lewisham. We encourage parents and carers to participate and engage to get the best services for their children, working with the local authority, education, health and social care, support groups and universal services.

Classification

- **How:** Other Charitable Activities
- **What:** Disability, Other Charitable Purposes
- **Who:** Children/young People, People With Disabilities

Geography

- Lewisham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£66,720	£53,658	-	-
2024-03-31	£61,873	£62,555	-	-
2023-03-31	£49,391	£51,874	-	-
2022-03-31	£52,498	£48,296	-	-
2021-03-31	£41,526	£47,249	-	-

Trustees

Name	Role	Appointed
Julie Tarquair		2022-05-03
Louise Alison Hill		2022-03-30
NALAN SALIH		2014-12-08
Paula Carolyn Snasdell		2022-03-30

LEWISHAM PARENT AND CARER'S FORUM

England & Wales - Charity number 1159533

Accounts



Trustees' Annual Report for the period

From 1st April 2024 Period start date To 31st March 2025 Period end date

Charity name: Lewisham Parent and Carer's forum

Charity registration number: 1159533

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'To relieve the needs of children with disabilities and/or additional needs and their parents and families in Lewisham, London; through participation in shaping local services, the provision of education information and support. In advancing these purposes the charity shall within the London Borough of Lewisham: a. develop strategy and represent families of 'Children with Special Needs'; b. to ensure parent participation to enable parents to get involved in service planning and decision making so that services meet the needs of families with disabled children; c. provide a liaison point for statutory and voluntary agencies; d. raise awareness of issues faced by 'Children with Special Needs' and their families; e. share experiences, knowledge and skills with other relevant organisations and individuals; and f. inform the London Borough of Lewisham of any actual or potential breaches of current policy regarding 'Children with Special Needs'.'
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Events and activities</p> <p>We hosted monthly face to face coffee mornings which were very well attended, with around 5 to 15 parents/carers per session. Some of the attendees were new parents and signed up to the Parent Forum.</p> <p>We provide a very comprehensive monthly newsletter with lots of information to help families, we also provide intermediate news bulletins for important/urgent news as and when it is received. Bi monthly SEND and Health news bulletins. We send these to 522 subscribers including schools and professionals.</p> <p>We update our website regularly with events and news, together with our Facebook page.</p> <p>We also host Parent Forum Meetings inviting speakers to talk to parent carers and gain feedback/provide information on topics such as local services, local authority transitions.</p>

	<p>We run our board meetings, attending webinars and online training.</p> <p>We attend a monthly meeting with head of SEN Integrated Services</p> <p>We attended Lewisham College and Bromley College events, and Greenvale special school open day – which were very well attended throughout the day, and was good as a networking opportunity.</p> <p>Our work involved the following:</p> <p>Attending ICB co-production events, SEND Employment meetings, Education Steering Group, health event, Launch of All Age Autism event, secondary school academy presentation.</p> <p>Also, we took part in the Local Area Inspection, Social Care Consultation, London Councils and the Strategic Managers and Parent Carer Network.</p> <p>PINS Project - 2 representatives attending 28 schools x 4 during a 6 month period. Supporting Drumbeat Outreach team in working with school heads and SENCOs. Providing information to parents/carers, advice, signposting and gaining new members.</p> <p>We are involved in Delivering Better Values/SEND Strategy, and the SEND Programme Board.</p> <p>Attended Peoples' Partnership meetings and Carers meetings.</p> <p><u>Core Costs</u> The costs that are fundamental to providing our service are:</p> <p>Parent Participation Officer payments to facilitate the Parent Forum</p> <p>To include: website maintenance and hosting, rent, software/security, annual liability insurance, Zoom, texting service, accountant and accounts software and support, stationery, bank charges and training. Promotional items plus resource folders for schools. Training for trustees, and self-employed staff.</p> <p>Attend National Network of Parent Carer Forums (NNPCF) Regional Cluster Group Meetings.</p> <p>Taking calls, meeting with parents, giving advice on services and signposting.</p> <p><u>Other work</u></p> <p>City Bridge Funding was transferred to our Autism social girls' group.</p> <p>Benefits/financial advice is high.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteers play a necessary and vital role in maintaining the Parent Forum and its activities. Our Trustees and other volunteers attend many meetings, consultations, our drop in sessions, help with workshops/training and organising our main event, and we have much to thank for their loyalty and diligence for the work they undertake on behalf of the parents and carers in Lewisham.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Achievements and performance</p> <ul style="list-style-type: none"> • Run our regular board meetings, • Attending webinars and online training • Meetings/networking with other organisations – SENDIASS, Lewisham Community Connections, Lewisham Speaking Up, Kooth, Access Sport, Mencap, • Attending meetings on SEND stakeholder groups. <p>General</p> <ul style="list-style-type: none"> • We share our knowledge and information with parents and carers, our London Cluster Group, and all others as above. • We encourage parent participation and, by engaging with service providers, we can be a greater influence to the services that provide support for our young people in Lewisham. • Our training and workshops give knowledge, resilience and some reduction of isolation to our parents and carers.

		<ul style="list-style-type: none"> We are included and involved in all that is asked of us and we feel that this positive outlook can ensure more positive outcomes for the Forum.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year totalled £66,720 (2024: £61,873) of which £3,808 (2024: £691) was unrestricted. Expenditure in the year amounted to £53,658 (2024: £62,555) with £1,449 (2024: £nil) being spent from unrestricted income funds. All other expenditure related to restricted income funds. Total funds held at the end of the year were £25,600 (2024: £12,538).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to build up modest reserves to cover unexpected costs, funding delays and other cashflow needs. At 31st March 2025 our unrestricted general funds stand at £5,526 (2024: £3,167) with Restricted funds carried forward of £20,074 (2024: £9,371). The Trustees feel that, given the funding agreed for the following year, these reserves are sufficient to continue operations.
Amount of reserves held	Para 1.22	Unrestricted reserves for the year are £5,526 (2024: £3,167)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern, but we do have to consider the economic climate especially with relation to our Government funding.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of funding is from the Department of Education and we have a yearly contribution from the Local Authority.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	If we are no longer funded by the Department of Education, we will need to seek other funding and add/make changes to our work.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity's constitution states that we are required to have a minimum of 4 trustees with a maximum of 15. Trustees must be appointed by resolution passed at a properly convened meeting of the charity's trustees. The charity's trustees must have regard to the skills, knowledge, experience and ability needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have policies and procedures in place to cover the induction and training of trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a charity organisational structure in place.
Relationship with any related parties	Para 1.51	Payments were made to our Chair of Trustees outside the role of Trustee to purchase, prepare and provide food for our events during the year. This was agreed by our trustees. Also, payments made for the PINS project for work undertaken outside the role of Trustee. The Chair of Trustees received £521 for travel expenses to attend trustee meetings.

Reference and Administrative details

Charity name	Lewisham Parent and Carer's Forum
Other name the charity uses	LPCF
Registered charity number	1159533
Charity's principal address	Leemore Centre Bonfield Road Lewisham London SE13 5EU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nalan Salih	Chair		
2	Julie Traquair			
3	Paula Snasdell			
4	Louise Hill			

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Nalan Salih</i>	CHAIR
Full name(s)	Nalan Salih	Date 29th January 2026



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Lewisham Parent and Carer's Forum

**On accounts for the year
ended**

31st March 2025

**Charity no
(if any)**

1159533

Set out on pages

8 & 9

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024. As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

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

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

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

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

Signed:

KR Moss

Date:

29th January 2026

Name:

Kathleen Moss ACMA, CGMA

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

Chartered Institute of Management Accountants

Address:

48 Lawn Terrace

London

SE3 9LP



Receipts and payments accounts

For the period
from

Period start date
1st April 2024

To

Period end date
31st March 2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Department for Education	-	16,252	-	16,252	20,022
LB Lewisham salary grant	-	12,500	-	12,500	12,500
Fundraising & donations	3,808	210	-	4,018	691
City Bridge Trust	-	15,000	-	15,000	16,500
The National Lottery-Awards for All	-	18,390	-	18,390	-
Together for London	-	-	-	-	8,642
Autism in Schools	-	-	-	-	750
Leathersellars Foundation	-	560	-	560	2,768
	-	-	-	-	-
Sub total (Gross income for AR)	3,808	62,912	-	66,720	61,873
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,808	62,912	-	66,720	61,873
A3 Payments					
Staff costs	-	32,237	-	32,237	39,505
Office rent	-	2,979	-	2,979	2,979
PPS & office costs	-	2,360	-	2,360	2,316
Parent Forum meetings	-	963	-	963	874
Website & publicity	-	3,073	-	3,073	2,593
Governance	-	527	-	527	594
Events & activity costs	1,449	8,485	-	9,934	12,071
Independent examination	-	450	-	450	376
Accountancy software	-	165	-	165	-
Training & supervision	-	863	-	863	948
Bank charges	-	107	-	107	115
Volunteer expenses	-	-	-	-	-
Other	-	-	-	-	184
Sub total	1,449	52,209	-	53,658	62,555
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,449	52,209	-	53,658	62,555
Net of receipts/(payments)	2,359	10,703	-	13,062	-682
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,167	9,371	-	12,538	13,220
Cash funds this year end	5,526	20,074	-	25,600	12,538



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lewisham Parent and Carer's Forum

1159533

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2024

To

Period end date
31st March 2025

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds Total to nearest £
B1 Cash funds	Unity Trust Bank Account	5,517	20,074	-
	Lloyds Business Card	-	-	-
	Cash	9	-	-
	Total cash funds	5,526	20,074	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	

Signed by one trustee on behalf of all the trustees

Signature

Nalan Salih

Print Name

Nalan Salih

Date of approval

29th Jan 2026

LEWISHAM PARENT AND CARER'S FORUM

England & Wales - Charity number 1159533

Accounts



Trustees' Annual Report for the period

From 1st April 2023 Period start date To 31st March 2024 Period end date

Charity name: Lewisham Parent and Carer's forum

Charity registration number: 1059533

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'To relieve the needs of children with disabilities and/or additional needs and their parents and families in Lewisham, London; through participation in shaping local services, the provision of education information and support. In advancing these purposes the charity shall within the London Borough of Lewisham: a. develop strategy and represent families of 'Children with Special Needs'; b. to ensure parent participation to enable parents to get involved in service planning and decision making so that services meet the needs of families with disabled children; c. provide a liaison point for statutory and voluntary agencies; d. raise awareness of issues faced by 'Children with Special Needs' and their families; e. share experiences, knowledge and skills with other relevant organisations and individuals; and f. inform the London Borough of Lewisham of any actual or potential breaches of current policy regarding 'Children with Special Needs'.'
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Events and activities</p> <p>We hold our monthly coffee mornings in central Catford, and they have been well attended.</p> <p>Our Parent Forum Meetings are held in person at the Leamore Centre, inviting speakers to talk to parent carers and gain feedback/provide information. This year our topics were education transition phases with the local authority, The Advocacy Partnership presenting on transitions into adulthood, a travel assistance workshop with the local authority and an online workshop with SENDIASS covering EHCP annual reviews.</p> <p>We held 3 SEND Strategy consultation events with a member of the Local Authority SEND Team, covering the next 3-4 years. We had a fair turn out of 12 parents/carers for the face to face, but limited numbers for the evening and Saturday, online sessions.</p> <p>We held a parent/carers social event at Christmas to engage with parents/carers.</p>

		<p>We visited 4 primary schools to talk about the Parent Forum, provide resources, and offer support, which were very well attended.</p> <p>We took part in Lewisham College's Open Day event, which was well attended throughout the day and a good networking opportunity.</p> <p>We provide a very comprehensive monthly newsletter with lots of information to help families, we also provide intermediate news bulletins for important/urgent news as and when it is received.</p> <p>We employ the services of an admin worker to support the Forum with our monthly newsletter, regular website entries, twitter and Facebook.</p> <p><u>Core Costs</u> The costs that are fundamental to providing our service are:</p> <p>Parent Participation Officer payments to facilitate the Parent Forum</p> <p>To include: website maintenance and hosting, rent, software/security, annual liability insurance, Zoom, texting service, accountant and accounts software and support, stationery, bank charges and training. Promotional items plus resource folders for schools. Training for trustees, and self-employed staff.</p> <p><u>Work undertaken</u> Autism in Schools project working with one of our Lewisham secondary schools, to engage with parents and carers.</p> <p>Attending quarterly SEND Programme Boards, representing the voice of parents and carers.</p> <p>Running our regular board meetings, attending webinars and online training.</p> <p>Regular monthly meetings with our Head of SEN Integrated Services, Lewisham Local Authority.</p> <p>Attend National Network of Parent Carer Forums (NNPCF) Regional Cluster Group Meetings.</p> <p>Taking calls, meeting with parents, giving advice on services and signposting.</p> <p><u>Other work</u></p> <p>City Bridge Funding continues to support our transitions for young people project.</p> <p>Benefits/financial advice is high. We are applying for quality standards.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteers play a necessary and vital role in maintaining the Parent Forum and its activities. Our Trustees and other volunteers attend many meetings, consultations, our drop in sessions, help with workshops/training and organising our main event, and we have much to thank for their loyalty and diligence for the work they undertake on behalf of the parents and carers in Lewisham.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Achievements and performance</p> <ul style="list-style-type: none"> • Run our regular board meetings, • Attending webinars and online training • Meetings/networking with other organisations – SENDIASS, Lewisham Community Connections, Lewisham Speaking Up, Kooth, Access Sport, Mencap, • Attending meetings on SEND stakeholder groups. <p>General</p> <ul style="list-style-type: none"> • We share our knowledge and information with parents and carers, our London Cluster Group, and all others as above. • We encourage parent participation

		<p>and, by engaging with service providers, we can be a greater influence to the services that provide support for our young people in Lewisham.</p> <ul style="list-style-type: none"> • Our training and workshops give knowledge, resilience and some reduction of isolation to our parents and carers. • We are included and involved in all that is asked of us and we feel that this positive outlook can ensure more positive outcomes for the Forum.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year totalled £61,873 (2023: £49,391) of which £691 was unrestricted. Expenditure in the year amounted to £62,555 (2023: £51,874) with £nil being spent from unrestricted income funds. All other expenditure related to restricted income funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to build up modest reserves to cover unexpected costs, funding delays and other cashflow needs. At 31st March 2024 our unrestricted general funds stand at £3,167(2023: £2,476) with Restricted funds carried forward of £9,371 (2023: £10,744). The Trustees feel that, given the funding agreed for the following year, these reserves are sufficient to continue operations
Amount of reserves held	Para 1.22	Unrestricted reserves for the year are £3,167 (2023: £2,476)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern, but we do have to consider the economic climate especially from our Government funding.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of funding is from the Department of Education and we have a yearly contribution from the Local Authority.
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Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	If we are no longer funded by the Department of Education, we will need to seek other funding and add/make changes to our work.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity's constitution states that we are required to have a minimum of 4 trustees with a maximum of 15. Trustees must be appointed by resolution passed at a properly convened meeting of the charity's trustees. The charity's trustees must have regard to the skills, knowledge, experience and ability needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have policies and procedures in place to cover the induction and training of trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a charity organisational structure in place.
Relationship with any related parties	Para 1.51	No related parties

Other		Payments were made to our Chair of Trustees outside the role of Trustee to purchase, prepare and provide food for our events during the year. This was agreed by our trustees.
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Reference and Administrative details

Charity name	Lewisham Parent and Carer's Forum
Other name the charity uses	LPCF
Registered charity number	1159533
Charity's principal address	Leemore Centre Bonfield Road Lewisham London SE13 5EU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nalan Salih	Chair		
6	Julie Traquair			
7	Paula Snasdell			
8	Louise Hill			
9				

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Nalan Salih</i>	
Full name(s)	Nalan Salih	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	18/01/2025	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Lewisham Parent and Carer's Forum

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

1159533

Set out on pages

8 & 9

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024. As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

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

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

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

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

Signed: *KRMoss*

Date: 20/01/2025

Name: Kathleen Moss ACMA, CGMA

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

Chartered Institute of Management Accountants

Address:

48 Lawn Terrace

London

SE3 9LP



Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2023

To

Period end date
31st March 2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Department for Education	-	20,022	-	20,022	18,091
LB Lewisham salary grant	-	12,500	-	12,500	12,500
Fundraising & donations	691	-	-	691	1,240
City Bridge Trust	-	16,500	-	16,500	7,560
The National Lottery, Awards for All	-	-	-	-	10,000
Together for London	-	8,642	-	8,642	-
Autism in Schools	-	750	-	750	-
Leathersellers Foundation	-	2,768	-	2,768	-
Interest received	-	-	-	-	-
Sub total (Gross income for AR)	691	61,182	-	61,873	49,391
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	691	61,182	-	61,873	49,391
A3 Payments					
Staff costs	-	39,505	-	39,505	36,500
Office rent	-	2,979	-	2,979	2,979
PPS & office costs	-	2,316	-	2,316	2,045
Parent Forum meetings	-	874	-	874	734
Website & publicity	-	2,593	-	2,593	2,221
Governance	-	594	-	594	551
Events & activity costs	-	12,071	-	12,071	5,743
Independent examination	-	376	-	376	390
Accountancy software	-	-	-	-	144
Training & supervision	-	948	-	948	462
Bank charges	-	115	-	115	105
Volunteer expenses	-	-	-	-	-
Other	-	184	-	184	-
Sub total	-	62,555	-	62,555	51,874
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	62,555	-	62,555	51,874
Net of receipts/(payments)	691	-1,373	-	-682	-2,483
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,476	10,744	-	13,220	15,703
Cash funds this year end	3,167	9,371	-	12,538	13,220



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lewisham Parent and Carer's Forum

1159533

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2023

To

Period end date
31st March 2024

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds Total to nearest £
B1 Cash funds	Unity Trust Bank Account	3,158	9,371	-
	Lloyds Business Card	-	-	-
	Cash	9	-	-
	Total cash funds	3,167	9,371	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one trustee on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>Nalan Salih</i>	Nalan Salih	18/01/2025	

LEWISHAM PARENT AND CARER'S FORUM

England & Wales - Charity number 1159533

Accounts



Trustees' Annual Report for the period

From 1st April 2022 Period start date To 31st March 2023 Period end date

Charity name: Lewisham Parent and Carer's forum

Charity registration number: 1059533

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'To relieve the needs of children with disabilities and/or additional needs and their parent and families in Lewisham, London; through participation in shaping local services, the provision of education information and support. In advancing these purposes the charity shall within the London Borough of Lewisham: a. develop strategy and represent families of 'Children with Special Needs'; b. to ensure parent participation to enable parents to get involved in service planning and decision making so that services meet the needs of families with disabled children; c. provide a liaison point for statutory and voluntary agencies; d. raise awareness of issues faced by 'Children with Special Needs' and their families; e. share experiences, knowledge and skills with other relevant organisations and individuals; and f. inform the London Borough of Lewisham of any actual or potential breaches of current policy regarding 'Children with Special Needs'.'
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Events and activities</p> <p>Our Parent Forum Meetings are now held in person at the Leemore Centre, inviting speakers to talk to parent carers and gain feedback/provide information - i.e. supported internships, Family Hubs.</p> <p>Our workshops are both online and in person.</p> <p>We hold monthly coffee mornings at Catford Mews but are branching out to the other side of the borough to make attendance more inclusive for our parents/carers.</p> <p>They are proving to be very successful with often a good attendance of parents/carers, which increases our engagement and new subscribers to the Parent Forum.</p> <p>We provide a very comprehensive monthly newsletter with lots of information to help families, we also provide intermediate news bulletins for important/urgent news as and when it is received.</p>

	<p>We employ the services of an admin worker to support the Forum with our monthly newsletter, regular website entries, twitter and facebook.</p> <p>Provided a Pamper Day for 22 parent/carers. Gained new members. It was a good day and much needed by the parents. It was oversubscribed.</p> <p>Started work on Autism in Schools project with one of our Lewisham secondary schools.</p> <p>Core Costs PPO payments to facilitate the Parent Forum Running costs include, website maintenance and hosting, rent, software/security, annual liability insurance, Zoom, texting service, accountant and accounts software and support, stationery, bank charges and training. Promotional items plus resource folders for schools. Training for trustees.</p> <p>Work undertaken Attending monthly SEND Strategy meetings - Local Offer, Engagement and Communication workstream, providing highlights of work achieved. Attending meetings with SEND Team and other support organisations on Engagement, Advice and Information Attending quarterly SEND Programme Board Meetings Attending monthly Local Offer meetings Set up and running Kaleidoscope Children's Centre Drop in with other local support groups Attending meetings on Kaleidoscope building (children's centre), Running our regular board meetings, attending webinars and online training Started regular meetings with our new head of SEN Integrated Services NHS diagnosis survey</p> <p>Involved with the Support Internship Programme and on the SEND Employment Board (new)</p> <p>Attend the Autism Programme Board (new)</p> <p>Attend regional Cluster Group Meetings</p> <p>Taking calls, meeting with parents, giving advice on services and signposting.</p> <p>Other work</p> <p>Further two years funding from City Bridge Trust on transitions for young people project. Benefits/financial advise is high. We are applying for quality standards.</p> <p>Media Trust/City Bridge Trust Parent Carer short film has been released and shared - available on YouTube</p>
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		6 months funding from Awards for All for cost of living crises with a Winter Warm Hub for parents and carers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteers play a necessary and vital role in maintaining the Parent Forum and its activities. Our Trustees and other volunteers attend many meetings, consultations, our drop in sessions, help with workshops/training and organising our main event, and we have much to thank for their loyalty and diligence for the work they undertake on behalf of the parents and carers in Lewisham.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Achievements and performance</p> <p>Run our regular board meetings, attending webinars and online training</p> <p>Meetings/networking with other organisations – SENDIASS, Lewisham Community Connections, Lewisham Speaking Up, Kooth Attending meetings on SEND stakeholder panel, transitions, Kaleidoscope, SLaM</p> <p>General</p> <p>We share our knowledge and information with parents and carers, our London Cluster Group, and all others as above. We encourage parent participation and by engaging with service providers we can be a greater influence to the</p>

		services that provide support for our young people in Lewisham. Our training and workshops give knowledge, resilience and some reduction of isolation to our parents and carers. We are included and involved in all that is asked of us and we feel that this positive outlook can ensure more positive outcomes for the Forum.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year totalled £49,391 (2022: £52,498) of which £1,231 (2022: £133) was unrestricted. Expenditure in the year amounted to £51,874 (2022: £48,296), with £1,096 (2022: £nil) being spent from unrestricted income funds. All other expenditure related to restricted income funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to build up modest reserves to cover unexpected costs, funding delays and other cashflow needs. At 31st March 2023 our unrestricted general funds stand at £2,476 (2022: £2,323) with Restricted funds carried forward of £10,744 (2022: £13,380). The Trustees feel that, given the funding agreed for the following year, these reserves are sufficient to continue operations
Amount of reserves held	Para 1.22	Unrestricted reserves for the year are £2,476 (2022: £2,323)
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of funding is from the Department of Education and we have a yearly contribution from the Local Authority.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	If we are no longer funded by the Department of Education, we will need to seek other funding and add/make changes to our work.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity's constitution states that we are required to have a minimum of 4 trustees with a maximum of 15. Trustees must be appointed by resolution passed at a properly convened meeting of the charity's trustees. The charity's trustees must have regard to the skills, knowledge, experience and ability needed for the effective administration of the CIO

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have policies and procedures in place to cover the induction and training of trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a charity organisational structure in place.
Relationship with any related parties	Para 1.51	In the year payment of £150 was made to trustee Paula Snasdell as a thank you for significant support during the filming of the parent forum film. Also the son of trustee Nalan Salih received £225 in payment for providing meals at the Winter Warm Hubs (2022: nil)
Other		

Reference and Administrative details

Charity name	Lewisham Parent and Carer's Forum
Other name the charity uses	LPCF
Registered charity number	1159533
Charity's principal address	Leemore Centre Bonfield Road Lewisham London SE 13 5EU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nalan Salih	Chair		
6	Julie Traquair		March 2022	
7	Paula Snasdell		March 2022	
8	Louise Hill		March 2022	
9				
10				
11				
12				

Additional information (optional)

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	N. Salih	
Full name(s)	Nalan Salih	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	20/12/23	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Lewisham Parent and Carer's Forum

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)**

1159533

Set out on pages

8 & 9

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023. As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

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

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

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

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

Signed:

Kathleen Moss

Date:

12/12/2023

Name:

Kathleen Moss

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

Chartered Institute of Management Accountants

Address:

48 Lawn Terrace

London

SE3 9LP



Receipts and payments accounts

For the period from	<i>Period start date</i> 1st April 2022	To	<i>Period end date</i> 31st March 2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Department for Education	-	18,091	-	18,091	19,865
LB Lewisham salary grant	-	12,500	-	12,500	12,500
Fundraising & donations	1,240	-	-	1,240	133
City Bridge Trust	-	7,560	-	7,560	14,000
The National Lottery, Awards for All	-	10,000	-	10,000	-
Contact & Pears Foundation	-	-	-	-	6,000
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,240	48,151	-	49,391	52,498
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,240	48,151	-	49,391	52,498
A3 Payments					
Staff costs	-	36,500	-	36,500	34,014
Office rent	-	2,979	-	2,979	2,979
PPS & office costs	-	2,045	-	2,045	2,366
Parent Forum meetings	-	734	-	734	530
Website & publicity	-	2,221	-	2,221	3,131
Governance	-	551	-	551	93
Events & activity costs	1,096	4,647	-	5,743	4,372
Independent examination	-	390	-	390	390
Accountancy software	-	144	-	144	144
Training & supervision	-	462	-	462	166
Bank charges	-	105	-	105	111
Volunteer expenses	-	-	-	-	-
Other	-	-	-	-	-
Sub total	1,096	50,778	-	51,874	48,296
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,096	50,778	-	51,874	48,296
Net of receipts/(payments)	144	- 2,627	-	- 2,483	4,202
A5 Transfers between funds	9	(9)	-	-	-
A6 Cash funds last year end	2,323	13,380	-	15,703	11,501
Cash funds this year end	2,476	10,744	-	13,220	15,703



Receipts and payments accounts

For the period from	Period start date 1st April 2022	To	Period end date 31st March 2023
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds Total to nearest £
B1 Cash funds	Unity Trust Bank Account	2,467	10,744	-
	Lloyds Business Card	-	-	-
	Cash	9	-	-
	Total cash funds	2,476	10,744	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature <i>N. Salih</i>	Print Name N. SALIH	Date of approval 20/12/23
		12/12/2023

LEWISHAM PARENT AND CARER'S FORUM

England & Wales - Charity number 1159533

Accounts



Trustees' Annual Report for the period

From 1st April 2021 Period start date To 31st March 2022 Period end date

Charity name: Lewisham Parent and Carer's forum

Charity registration number: 1159533

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'To relieve the needs of children with disabilities and/or additional needs and their parent and families in Lewisham, London; through participation in shaping local services, the provision of education information and support. In advancing these purposes the charity shall within the London Borough of Lewisham: a. develop strategy and represent families of 'Children with Special Needs'; b. to ensure parent participation to enable parents to get involved in service planning and decision making so that services meet the needs of families with disabled children; c. provide a liaison point for statutory and voluntary agencies; d. raise awareness of issues faced by 'Children with Special Needs' and their families; e. share experiences, knowledge and skills with other relevant organisations and individuals; and f. inform the London Borough of Lewisham of any actual or potential breaches of current policy regarding 'Children with Special Needs'.'
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Events and activities</p> <p>Whilst some meetings and workshops are online, we are now meeting face to face.</p> <p>As part of our outreach plan our Understanding Culture and Disability Awareness Day with interesting and inspiring speakers, this brought in new parents/carers, some of which have now subscribed to the Forum. This was a great success, especially as we had our own Forum presentation as well.</p> <p>Face to face coffee mornings are proving to be very successful with often a good attendance of parents/carers, which increases our engagement and new subscribers to the Parent Forum.</p> <p>We held two anxiety workshops on setting boundaries and being role models for young people, negative thoughts and imposter syndrome. We also offered 6 x parent/carers therapy sessions, which were very welcome.</p> <p>Parents have said they appreciate all that we are doing for them. Face to face workshops are a great welcome back for parents that have felt a huge amount of isolation and have said they are happy to see us again. Therapies, workshops, regular newsletters and general contact have all had positive feedback from parents.</p>

		<p>We provide a very comprehensive monthly newsletter with lots of information to help families, we also provide intermediate news bulletins for important/urgent news as and when it is received.</p> <p>With funding from the City Bridge Trust we have a transition project and we set up a work experience day in January 2022. 5 young people attended to package up the care packs for young refugees.</p> <p>We employ the services of an admin worker to support the Forum with the regular website entries, twitter and facebook. We also had funding from the Pears Foundation for a support worker to support our families. This proved to be invaluable and we are currently seeking further funding to continue with this work.</p> <p>Work Undertaken</p> <p>We continue to attend monthly SEND Strategy meetings with the SEND Teams within health and the local authority, plus other stakeholders. Our workstream is Engagement and Communication which includes working on the SEND Local Offer.</p> <p>After our extensive work on the SEND Guidance for parents and carers, which is now a live document for use in the community. We attend the quarterly SEND Programme Board Meetings and continue to be involved in Preparing for Adulthood.</p> <p>We attending meetings on Kaleidoscope building (children's centre),</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteers play a necessary and vital role in maintaining the Parent Forum and its activities. Our Trustees and other volunteers attend many meetings, consultations, our drop in sessions, help with workshops/training and organising our main event, and we have much to thank for their loyalty and diligence for the work they undertake on behalf of the parents and carers in Lewisham.

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Achievements and performance Run our regular board meetings, attending webinars and online training Meetings with other organisations – SENDIASS, Carers Lewisham, Ignite Brewery, Lewisham Community Connections, Lewisham Speaking Up, Qwell, Kooth Attending meetings on SEND stakeholder panel, transitions, Kaleidoscope, SLaM and Labour CYP manifesto. HEALTH – Cancer Talks - Lewisham Speaking Up - annual health checks, disability register, NHS passports/black book, cancer awareness – ongoing work looking at learning disabilities and the mortality rate.</p> <p>General Core Costs PPO payments to facilitate the Parent Forum Running costs include, website maintenance and hosting, rent, software/security, annual liability insurance, Zoom, texting service, accountant and accounts software and support, stationery, bank charges and training. There were minimal Trustees expenses due to Covid. Promotional items plus resource folders for schools.</p> <p>We share our knowledge and information with parents and carers, our London Cluster Group, and all others as above. We encourage parent participation and by engaging with service providers we can be a greater influence to the services that provide support for our young people in Lewisham. Our training and workshops give knowledge, resilience and some reduction of isolation to our parents and carers. We are included and involved in all that is asked of us and we feel that this positive outlook can ensure more positive outcomes for the Forum.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year totalled £52,498 (2021: £41,526) of which £133 was unrestricted. Expenditure in the year amounted to £48,296 (2021: £47,249). All expenditure related to restricted income funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to build up modest reserves to cover unexpected costs, funding delays and other cashflow needs. At 31 st March 2022 our unrestricted general funds stand at £2,323 with Restricted funds carried forward of £13,380. The Trustees feel that, given the funding agreed for the following year, these reserves are sufficient to continue operations.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of funding is from the Department of Education and we have a yearly contribution from the Local Authority.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	As our main funder, if the Department of Education were to cut or withdraw our funding, we would need to seek other funding and make changes to our work.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity's constitution states that we are required to have a minimum of 4 trustees with a maximum of 15. Trustees must be appointed by resolution passed at a properly convened meeting of the charity's trustees. The charity's trustees must have regard to the skills, knowledge, experience and ability needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have policies and procedures in place to cover the induction and training of trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a charity organisational structure in place.
Relationship with any related parties	Para 1.51	No related parties
Other		

Reference and Administrative details

Charity name	Lewisham Parent and Carer's Forum
Other name the charity uses	LPCF
Registered charity number	1159533
Charity's principal address	Leemore Centre Bonfield Road Lewisham London SE 13 5EU


Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nalan Salih	Chair		
2	Abi Tobun		To 27.12.2021	
3	Nicole Gayle	Treasurer	To March 2022	
4	Elaine King		To March 2022	
5	Chantelle Francois-Grime		To February 2022	
6	Julie Traquair		Appointed March 2022	
7	Paula Snasdell		Appointed March 2022	
8	Louise Hill		Appointed March 2022	
9				
10				

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paula Carolyn Snasdell	
Position (eg Secretary, Chair, etc)	Trustee	
Date	30.1.23	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Lewisham Parent and Carer's Forum

**On accounts for the year
ended**

31st March 2022 **Charity no
(if any)** 1159533

Set out on pages

8 & 9

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2020. As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

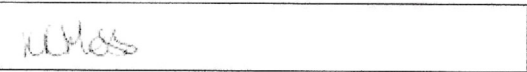
**Independent
examiner's statement**

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

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

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

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

Signed: 

Date: 23/01/2023

Name: Kathleen Moss

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

Chartered Institute of Management Accountants

Address: 48 Lawn Terrace
London
SE3 9LP



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lewisham Parent and Carer's Forum

1159533

Receipts and payments accounts

CC16a

For the period from	1st April 2021	To	31st March 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Department for Education		19,865	-	19,865	19,130
LB Lewisham salary grant		12,500	-	12,500	-
Fundraising & donations	133		-	133	136
City Bridge Trust		14,000	-	14,000	19,300
The National Lottery			-	-	1,880
Contact & Pears Foundation		6,000	-	6,000	1,080
			-	-	-
			-	-	-
Sub total (Gross income for AR)	133	52,365	-	52,498	41,526
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	133	52,365	-	52,498	41,526
A3 Payments					
Staff costs	-	34,014	-	34,014	29,120
Office rent	-	2,979	-	2,979	1,738
PPS & office costs	-	2,366	-	2,366	3,916
Parent Forum meetings	-	530	-	530	-
Website & publicity	-	3,131	-	3,131	4,702
Governance	-	93	-	93	428
Events & activity costs	-	4,372	-	4,372	4,817
Independent examination	-	390	-	390	-
Accountancy software	-	144	-	144	204
Training & supervision	-	166	-	166	2,211
Bank charges	-	111	-	111	113
Volunteer expenses	-	-	-	-	-
Other	-	-	-	-	-
Sub total	-	48,296	-	48,296	47,249
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	48,296	-	48,296	47,249
Net of receipts/(payments)	133	4,069	-	4,202	(5,723)
A5 Transfers between funds					
A6 Cash funds last year end	2,190	9,311	-	11,501	17,224
Cash funds this year end	2,323	13,380	-	15,703	11,501



Receipts and payments accounts

For the period
from

1st April 2021

To

31st March 2022

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds Total to nearest £
B1 Cash funds	Unity Trust Bank Account	2,323	13,371	-
	Lloyds Business Card	-	-	-
	Cash	-	9	-
	Total cash funds	2,323	13,380	-

(agree balances with receipts and payments account(s))

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JULIE TRAVAR Paula Snosdell	26/1/23 26.1.23

LEWISHAM PARENT AND CARER'S FORUM

England & Wales - Charity number 1159533

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2020		Day 31 st	Month March	Year 2021

Section A Reference and administration details

Charity name Lewisham Parent and Carer's Forum

Other names charity is known by LPCF

Registered charity number (if any) 1159533

Charity's principal address Leemore Central Community Hub, Bonfield Road
 Lewisham
 London
Postcode SE13 5EU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nalan Salih	Chair		
2	Joyce Brako-Amofo	Treasurer	Up to 28.02.21	
3	Annee Rust	Secretary	Up to 11.03.20	
4	Bel Corette		Up to 05.03.19	
5	Abi Tobun			
6	Nicole Gayle			
7	Chantelle Francois-Grimes			
8	Dulcie King			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mrs Sue Stocks – Parent Participation Officer

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership at the annual general meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is structured by the appointment of 7 Parent/Carer Volunteer Trustees and facilitated by a paid Parent Participation Officer.

The Charity works closely with the London Borough of Lewisham Local Authority and Contact (a national charity supporting families with disabled children and young people). LPCF has contacts and a good working relationship with many of the main voluntary organisations relating to disabilities.

LPCF is affiliated with the National Network of Parent Carer Forums and is supported by the Department of Education. The London Forums have an allocated parent participation adviser to assist with any concerns and advice.

As LPCF is a small charity there is limited risk. Funding is provided by the Department of Education. Additional funding has been provided by Lewisham Local Authority and this funding is allocated for salary purposes.

LPCF received 3 years funding from City Bridge Trust in January 2020 to work with young people aged 16 to 25 years.

A finance policy is in place and expenditure requires authorisation from the Chair and the Treasurer.

The Charity has Insurance Cover from Markel (UK) Limited that covers the following:

Public Liability/Products Liability
Professional Liability
Management Liability
Entity Defence
Employers Liability

Summary of the objects of the charity set out in its governing document

'To relieve the needs of children with disabilities and/or additional needs and their parent and families in Lewisham, London; through participation in shaping local services, the provision of education information and support. In advancing these purposes the charity shall within the London Borough of Lewisham:

- a. develop strategy and represent families of 'Children with Special Needs';
- b. to ensure parent participation to enable parents to get involved in service planning and decision making so that services meet the needs of families with disabled children;
- c. provide a liaison point for statutory and voluntary agencies;
- d. raise awareness of issues faced by 'Children with Special Needs' and their families;
- e. share experiences, knowledge and skills with other relevant organisations and individuals; and
- f. inform the London Borough of Lewisham of any actual or potential breaches of current policy regarding 'Children with Special Needs'.'

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Events

This year started off with the Corona Virus pandemic so was an unusual year, and we changed our remit in order to support parents and carers at this very difficult time. All events are online and free to parents and carers.

We ran the following workshops:

SIBS – Supporting siblings of all ages into their needs and experiences, together with ideas for explaining disability and supporting siblings with their feelings.

Drumbeat Outreach – useful tips for families and discussing experiences.

Universal credit for young people on eligibility, applications and what can be expected.

2 x Preparing for Adulthood – NDTi – plus SENDIASS – what should happen from 16 plus and mental capacity. Plus looking at what should happen at Year 9.

Anxiety in young people – grounding techniques.

4 week course for parents/carers on Anxiety, including panic attacks, social anxiety, phobias and habits. Well attended throughout.

8 week Non-Violent Resilience Course (NVR) – this event was well attended throughout.

Meditation for parents/carers – 6 week course, a series of 6 coffee mornings, yoga for parents and carers, natural techniques to reduce anxiety and street (food and drink).

Also, meditation and yoga for young people during the summer break.

Online counselling for 4 parent/carers.

Further work

Our work with the local authority and other organisations was minimal at this time, whilst we were all adjusting to meeting online, and services having changed during the lockdowns.

We met with Lewisham Speaking Up about Annual Health reviews for disabled people.

We continued to provide newsletters and update our website with information about Covid 19 and the many online activities that became available.

We took surveys to gather feedback from parents/carers to find out how things were for them and passed this information on to the NNPCF.

Meetings

Board of trustees meet approximately every 6 weeks (term time only)

Meetings in general were not taking place as we would usually attend the following:

SEND Programme Board, SEND Strategy and subsequent workstream
Local Offer - Engagement and Communication, regional cluster meetings

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteers play a necessary and vital role in maintaining the Parent Forum and its activities.

Our Trustees and other volunteers attend many meetings, consultations, our drop in sessions, help with workshops/training and organising our main event, and we have much to thank for their loyalty and diligence for the work they undertake on behalf of the parents and carers in Lewisham.

Summary of the main achievements of the charity during the year

Board meetings ensure the smooth running of the charity and encourage engagement and planning.

Due to the Corona Virus pandemic we were advised that we could do as much as possible to help support our parents/carers and their families at this time.

The events that we ran during the year were all online via Zoom and we sought feedback from parents and carers to find out what support they would need at this time.

The majority of the events were well attended, with regular attendance for the courses. Parents gave good feedback from the workshops and felt that they had benefited.

Meditation and Yoga which we provided to benefit the parents/carers and also the children and young people, were not so well attended, and it was felt that more practical help was of interest, even though these therapies were suggested.

Our co-production work did not take place during this year.

Infrastructure

To allow the PPO and Trustees to run an efficient Parent Forum.

Development and Resources - web development

Increasing parents and carers knowledge, to increase membership by sharing with schools, nurseries and colleges and to inform/encourage seldom heard of groups or those that are hard to reach.

Our training and workshops give knowledge, resilience and some reduction of isolation to our parents and carers.

We are included and involved in all that is asked of us and we feel that this positive outlook can ensure more positive outcomes for the Forum.

Through our events this year we have raised the profile of the Parent Forum. We have held workshops and training events which have encouraged engagement and participation from parents/carers, and increased our membership. Feedback has been very positive, showing that parents and carers find these events very worthwhile

Our newsletter is reaching more and more parents as schools continue to engage with us, they then share our information, which is great achievement for us.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity aims to build up modest reserves to cover unexpected costs, funding delays and other cashflow needs. At 31st March 2021 our Unrestricted general funds are £2,190, with Restricted funds carried forward of £9,311. The Trustees feel that, given the funding agreed for the following year, these reserves are sufficient to continue operations.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Parent Forum are currently funded by the Department of Education and to show their support of the work that we do, Lewisham Local Authority also provide some funding towards the salary costs.

In January 2020 we received funding from City Bridge Trust to work with young people through transition to adulthood over a 3 year period. This project is coming to the end of its second year.

It had been a fairly quiet time, but we did arrange a work experience day for 8 of our young people two weeks before Christmas 2020. We had funding to purchase essential items and children's gifts for families and, the young people organised themselves and packed the bags following written instructions on content. They also provided their own feedback on how the session could have been improved.

Section F

Other optional information


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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nalan Salih	
Position (eg Secretary, Chair, etc)	Chair	
Date	19/01/2022	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Lewisham Parent and Carer's Forum

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1159533

Set out on pages

8 & 9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 /03/2021**.

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

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

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

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

Signed:

KMoss

Date:

19/01/2022

Name:

Kathleen Moss

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

Chartered Management Accountant

Address:

48 Lawn Terrace

London

SE3 9LP



Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2020

To

Period end date
31st March 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Department for Education	-	19,130	-	19,130	18,050
LB Lewisham salary grant	-	-	-	-	25,000
Fundraising & donations	136	-	-	136	236
City Bridge Trust	-	19,300	-	19,300	3,125
The National Lottery	-	1,880	-	1,880	-
Contact & Pears Foundation	-	1,080	-	1,080	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	136	41,390	-	41,526	46,411
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	136	41,390	-	41,526	46,411
A3 Payments					
Staff costs	-	29,120	-	29,120	20,140
Office rent	-	1,738	-	1,738	3,227
PPS & office costs	-	3,916	-	3,916	1,478
Parent Forum meetings	-	-	-	-	817
Website & publicity	-	4,702	-	4,702	3,593
Governance	-	428	-	428	750
Events & activity costs	-	4,817	-	4,817	775
Independent examination	-	-	-	-	350
Accountancy software	-	204	-	204	144
Training & supervision	-	2,211	-	2,211	323
Bank charges	-	113	-	113	108
Volunteer expenses	-	-	-	-	39
Other	-	-	-	-	507
Sub total	-	47,249	-	47,249	32,251
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	47,249	-	47,249	32,251
Net of receipts/(payments)	136	(5,859)	-	(5,723)	14,160
A5 Transfers between funds	(141)	141	-	-	-
A6 Cash funds last year end	2,195	15,029	-	17,224	3,064
Cash funds this year end	2,190	9,311	-	11,501	17,224



Receipts and payments accounts

For the period
from

Period start date
1st April 2020

To

Period end date
31st March 2021

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds Total to nearest £
B1 Cash funds	Unity Trust Bank Account	2,190	9,302	-
	Lloyds Business Card	-	-	-
	Cash	-	9	-
	Total cash funds	2,190	9,311	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>N. Salih</i>	Nalan Salih	19/01/2022	