



Trustees' Annual Report for the period

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

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'.

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 stress (food and drink).

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)

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

Section G Declaration

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

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:

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



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 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 to nearest £	Total
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	
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
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		
	Nalan Salih	Nalan Salih	19/01/2022		