



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2021 Period start date To 31<sup>st</sup> 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	<b>Events and activities</b> Whilst some meetings and workshops are online, we are now meeting face to face. 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. 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. 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. 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>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><b>Work Undertaken</b></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	<b>The trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.</b>

#### 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><b>Achievements and performance</b></p> <p>Run our regular board meetings, attending webinars and online training</p> <p>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.</p> <p>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><b>General</b></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. 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 <sup>st</sup> 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	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
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	<b>N/A</b>
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	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
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	<b>No related parties</b>
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

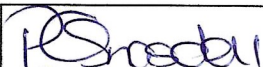
## Names of the charity trustees who manage the charity

	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**

31<sup>st</sup> 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 31<sup>st</sup> 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:**

*Kathleen Moss*

**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

### 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 £
<b>A1 Receipts</b>					
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
			-	-	-
			-	-	-
<b>Sub total (Gross income for AR)</b>	133	52,365	-	52,498	41,526
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	133	52,365	-	52,498	41,526
<b>A3 Payments</b>					
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	-	-	-	-	-
<b>Sub total</b>	-	48,296	-	48,296	47,249
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	48,296	-	48,296	47,249
<b>Net of receipts/(payments)</b>	133	4,069	-	4,202	(5,723)
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	2,190	9,311	-	11,501	17,224
<b>Cash funds this year end</b>	2,323	13,380	-	15,703	11,501



# Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st April 2021

To

Period end date  
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 £
<b>B1 Cash funds</b>	Unity Trust Bank Account	2,323	13,371	-
	Lloyds Business Card	-	-	-
	Cash	-	9	-
	<b>Total cash funds</b>	<b>2,323</b>	<b>13,380</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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

*[Signature]*  
Paula Snosdell

JULIE TRAQUAIR  
Paula Snosdell

26/1/23  
26.1.23