



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2022 Period start date To 31<sup>st</sup> 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          | <p>'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'.'</p> |
| 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><b>Events and activities</b></p> <p>Our Parent Forum Meetings are now held in person at the Leamore 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><b>Core Costs</b><br/> 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><b>Work undertaken</b><br/> Attending monthly SEND Strategy meetings - Local Offer, Engagement and Communication workstream, providing highlights of work achieved.<br/> Attending meetings with SEND Team and other support organisations on Engagement, Advice and Information<br/> Attending quarterly SEND Programme Board Meetings<br/> Attending monthly Local Offer meetings<br/> Set up and running Kaleidoscope Children's Centre Drop in with other local support groups<br/> Attending meetings on Kaleidoscope building (children's centre),<br/> Running our regular board meetings, attending webinars and online training<br/> Started regular meetings with our new head of SEN Integrated Services<br/> 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><b>Other work</b></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> |
|--|--|---|

|  |           |   |
|--|-----------|---|
|  |           | 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><b>Achievements and performance</b></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><b>General</b></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. |
|--|--|--|

## 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<br>(trust deed, royal charter)   | Para 1.25 | <b>Constitution</b>  |
| How is the charity constituted?<br>(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 | 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<br>Bonfield Road<br>Lewisham<br>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

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

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





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Lewisham Parent and Carer's Forum

1159533

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## Receipts and payments accounts

| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|
|                     | 1st April 2022    |    | 31st March 2023 |

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| 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                         |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>1,240</b>                              | <b>48,151</b>                        | <b>-</b>                            | <b>49,391</b>                   | <b>52,498</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>1,240</b>                              | <b>48,151</b>                        | <b>-</b>                            | <b>49,391</b>                   | <b>52,498</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| 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   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>1,096</b>                              | <b>50,778</b>                        | <b>-</b>                            | <b>51,874</b>                   | <b>48,296</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>1,096</b>                              | <b>50,778</b>                        | <b>-</b>                            | <b>51,874</b>                   | <b>48,296</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>144</b>                                | <b>- 2,627</b>                       | <b>-</b>                            | <b>- 2,483</b>                  | <b>4,202</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>9</b>                                  | <b>(9)</b>                           | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>2,323</b>                              | <b>13,380</b>                        | <b>-</b>                            | <b>15,703</b>                   | <b>11,501</b>                 |
| <b>Cash funds this year end</b>                       | <b>2,476</b>                              | <b>10,744</b>                        | <b>-</b>                            | <b>13,220</b>                   | <b>15,703</b>                 |



# Receipts and payments accounts

For the period  
from

Period start date  
1st April 2022

To

Period end date  
31st March 2023

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

| Categories  | Details  | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £   | Endowment funds<br>Total<br>to nearest £   |
|---|--|---|--|--|
| <b>B1 Cash funds</b>                                | <div>Unity Trust Bank Account</div> <div>Lloyds Business Card</div> <div>Cash</div> <div><b>Total cash funds</b></div> | <div>2,467</div> <div>-</div> <div>9</div> <div>2,476</div>   | <div>10,744</div> <div>-</div> <div>-</div> <div>10,744</div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div>  |
|   | (agree balances with receipts and payments account(s))   | OK  | OK   | OK   |
| <b>B2 Other monetary assets</b>                     | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>                               | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  |
| <b>B3 Investment assets</b>                         | <div></div> <div></div> <div></div> <div></div> <div></div>  | <div></div> <div></div> <div></div> <div></div> <div></div>   | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>   | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>   |
| <b>B4 Assets retained for the charity's own use</b> | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>            | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> |
| <b>B5 Liabilities</b>                               | <div></div> <div></div> <div></div> <div></div> <div></div>  | <div></div> <div></div> <div></div> <div></div> <div></div>   | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>   | <div></div> <div></div> <div></div> <div></div> <div></div>  |

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

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
| N. Salih  | N. SALIH   | 20/12/23         |
|           |            | 12/12/2023       |