



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 Leemore 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").

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: *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
		Nalan Salih	Nalan Salih	18/01/2025