

# BROMLEY PARENT VOICE

England & Wales · Charity number 1172718

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-04-24

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

## Contact

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**Address** Community House  
South Street  
Bromley  
BR1 1RH

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**Website** [www.bromleyparentvoice.org.uk](http://www.bromleyparentvoice.org.uk)

## Activities

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**Objects:** TO RELIEVE THE NEEDS AND ADVANCE THE EDUCATION OF CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES, THEIR PARENTS, CARERS AND FAMILIES, IN PARTICULAR BUT NOT EXCLUSIVELY BY:THE CREATION OF A LOCAL PARENT/CARER COMMUNITY THAT REDUCES ISOLATION AND STRENGTHENS THE CAPACITY OF PARENTS AND CARERS TO SUPPORT THEIR FAMILY;THE PROVISION OF OPPORTUNITIES FOR PARENTS AND CARERS TO INFLUENCE THE DECISIONS THAT AFFECT THEIR FAMILIES AND TO CONTRIBUTE TO DEVELOPING SERVICES THAT MEET THE NEEDS OF THEIR FAMILIES BY RAISING AWARENESS OF ISSUED FACED BY CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES AND THEIR FAMILIES;THE PROVISION OF INFORMATION TO INFORM AND EMPOWER PARENTS/CARERS ABOUT THE SERVICES AND ISSUES THAT AFFECT THEIR FAMILIES;SHARING EXPERIENCES, KNOWLEDGE AND SKILLS WITH OTHER RELEVANT ORGANISATIONS AND INDIVIDUALS.

**Activities:** Bromley Parent Voice (BPV) is an independent charity representing the needs of children & young people 0-25 with special educational needs & disabilities (SEND) living in the London Borough of Bromley. BPV provides an opportunity for parents/carers to express their views & input into the planning & delivery of SEND services. BPV provides parents & carers with training and networking opportunities.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Disability
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

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- Bromley

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-06-30	-	-	-	-
2024-03-31	£85	£10,651	-	-
2023-03-31	£13,048	£13,255	-	-
2022-03-31	£21,000	£15,000	-	-
2021-03-31	£24,674	£21,436	-	-
2020-03-31	£27,171	£36,706	-	-

## Trustees

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Name	Role	Appointed
Helen Buckley		2021-10-06
Ingeborg Marianne Lake		2019-03-11

**BROMLEY PARENT VOICE**

England & Wales - Charity number 1172718

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# Accounts

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**Bromley Parent Voice Annual Report**

**&**

**Statement of Financial Accounts**

**1 April 2023 – 31 March 2024**

**Charity Commission Number: 1172718**

## **Contents**

**Team Introduction**

**Trustees Report Summary**

**Funding**

**Membership**

**Outcomes & Outreach of BPV's Work**

**Future BPV Strategy**

**Financial Summary**

**Receipts and Payments Accounts**

**Notes to the Accounts**

**Report Approval**

**Independent Examiner**

## **BPV TEAM INTRODUCTION**

**Trustees:** Helen Buckley  
Tanya Smith  
Inge Lake (Treasurer)

### **Steering**

**Committee:** Kayla Dodd  
Jo Seymour  
Cherry Masterson  
Kerry Demello

### **Volunteers:** Atikah Chowdhury

Inge Lake  
Gwilym Dodd  
Delia Barton

## **Trustees Report**

We are now several years into our new journey, independent from our previous funders, and able to be autonomous in how we offer services and the direction we travel in as an organisation. This continues to be a big step for Bromley Parent Voice; but our members, Steering Group and Trustees have embraced it and we have had another successful year.

We have again successfully secured funding to provide IPSEA courses to local parents and these have been well received - the need for them is evident from the feedback we received. At a time when underfunding puts increased pressure on systems of support, few organisations are able to provide such assistance, and our independence enables us to fill this void without fear of any conflict of interests. We plan to provide more of these opportunities to assist parents and carers of local SEND children in understanding their rights and how to navigate a complicated set of systems to get their children the help that are entitled to.

We have been able to continue our popular coffee mornings where parent carers are able to find peer support and have worked with other local organisations to help offer assistance and training to 'hard to reach' groups. We have also been able to increase our presence and influence on social media platforms, and at school information events. Being able to diversify has been a great help in finding new parent carers who benefit from our events and services.

As the cost-of-living crisis continues, there is likely to be increased pressure on traditional resources for families with SEND children and future elections, both local and national will bring additional uncertainty. We shall continue to provide our much-needed services in the local area and will look at opportunities for co-production only where this will benefit our members.

None of this would be possible without our dedicated volunteers, most of whom are parent carers themselves. We are extremely grateful for all they do, and I'd like to officially thank every one of you for your contribution.

With best wishes from

Helen Buckley

On behalf of Bromley Parent Voice Trustee Board

29 July 2025

## Summary

This is the annual report & financial accounts of Bromley Parent Voice between the reporting period of 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. The report gives an overview of the work of the charity and will outline our plans beyond April 2024.

Bromley Parent Voice is an independent charity which welcomes all parents or carers of a child or young person up to the age of 25 with a disability or additional need that live in the London Borough of Bromley. BPV started life many years ago as the recognised Contact/DfE parent carer forum working with the local authority to represent local families which later became independent in from Contact 2022.

The charity has since navigated the SEND landscape in Bromley independently by staying true to its original mission of providing support for parents & carers of children with additional needs & disabilities. Our philosophy is to ensure that no carer is left behind and alone while on their SEND journey with their child or young person and our aim is to amplify their voices in the design and delivery of local SEND services with stakeholders.

### **Objectives and Activities:**

Bromley Parent Voice is a small charity supporting local families and carers of children and young people with SEND overseen by a board of trustees and the community engagement activities are overseen by a group of parent carers. The trustees manage the governance & strategic direction of Bromley Parent Voice to ensure it fulfils its vision and objectives as a fully independent charity. Our main objective now is to rebuild our Trustee Board so that it can increase its capacity to support the BPV Steering Group by seeking additional external funding and charitable partnerships.

The objectives of the charity are:

- To empower parents & carers of children/young people with SEND to get the best possible services & outcome for them
- To inform and collaborate with local stakeholders to improve disability services
- To provide a signposting service and a safe space for parents & carers to connect and get support

The steering group of parent/carer representatives carry out the strategic objectives of the trustee board as well as managing the charity's operational activities. The BPV steering group delivers community engagement work & since becoming fully independent in 2022 the representatives have forged new community links and explored new ways of developing community engagement.

The Steering Group and Board of Trustees are made up of local parents and carers of children with SEND, all of whom are deeply committed to supporting fellow SEND families. The BPV team is further supported by a dedicated volunteer administrator and a volunteer treasurer. The Steering Group meets monthly to represent the views of a broader community of parents and carers of children and young people with SEND. By focusing on the charity's activities, the group helps inform, support, and empower families; ultimately working to improve services and outcomes for children and young people with SEND.

## **Funding**

The financial situation of BPV has been a concern for the charity and steps are being taken to diversify its income streams. The steering committee is developing a fundraising strategy and donation campaign to increase its future income; currently BPV has been using a combination of its reserves and a grant to continue to operate over the current financial period. The charity does not have any paid staff and it is completely led by a board of trustees and volunteers who are only paid expenses incurred. Bromley Parent Voice was successful in obtaining a **£10,000** Awards For All Grant from the National Lottery in February 2023. The grant was used to provide a series of legal training sessions on SEND Law for parents & carers provided by IPSEA ([Independent Providers of Special Education Advice](#)).

Until 2022, Bromley Parent Voice received an annual grant from the Department for Education. With the conclusion of this funding, the charity has taken steps to reduce its expenditure while continuing to offer its vital free signposting service to local parents and carers. In response to the current economic climate, BPV recognises the need to diversify its income streams. However, the organisation remains committed to keeping its training sessions and parental engagement events free of charge, acknowledging that many parents are unpaid carers, often reliant on benefits or are from low-income households. To ensure long-term sustainability, BPV is exploring alternative financial models, including charging schools and organisations a modest fee for consultancy services to help subsidise its free services for SEND families.

Bromley Parent Voice (BPV) is actively working to diversify its income streams to ensure the long-term sustainability of its vital services. This includes:

- Applying for additional grants
- Launching community fundraising initiatives
- Forming charitable partnerships with local businesses



In response to overwhelming demand, our dedicated volunteers are also developing a crowdfunding campaign to raise funds for additional IPSEA solicitor-led training sessions, which have been consistently oversubscribed.

These efforts reflect BPV's commitment to maintaining free, high-quality support for parents and carers of children and young people with SEND; many of whom are unpaid carers or from low-income households.

As a user-led volunteer charity, **Bromley Parent Voice (BPV)** faces unique challenges. All our volunteers are parents and carers of children with SEND, and their time is often limited by their own caring responsibilities. This has naturally impacted the scale of grant applications and fundraising activities we can undertake and has also made it difficult to expand our volunteer base.

In recent years, BPV has observed a significant increase in the complexity of queries from parents and carers many of which require specialist legal knowledge. At the same time, the local SENDIASS service has been overwhelmed, particularly after the COVID-19 pandemic and the ongoing cost-of-living crisis. The number of children and young people with additional needs requiring specialist educational support has increased significantly, with many still not having their needs adequately met by educational institutions. In response to this need, BPV successfully secured a **National Lottery grant** to provide an alternative source of **independent SEND legal advice**. The grant was used to commission **IPSEA** to deliver a series of **specialist legal training sessions and guidance** for parents and carers. These sessions were extremely well-received and oversubscribed, highlighting the urgent need for accessible legal expertise to fill a critical gap in SEND services in Bromley.

Despite being a volunteer-led organisation, where all team members balance their roles with caring responsibilities, BPV continues to adapt and respond to the evolving needs of local families. The charity is now exploring additional funding streams, including community fundraising, charitable partnerships, and a crowdfunding campaign, to expand access to these vital services.

## **Membership (Our Reach)**

Bromley Parent Voice continues to be a voice for parent carers in Bromley working with external stakeholders, parents & carers, educational settings, and voluntary sector partners. However, our primary focus now as an independent charity is to represent the voices of our SEND parents & carers. BPV is open to all parents or carers of a child or young person with a disability or additional need who live in the London Borough of Bromley.



## Strengthening Capacity and Representation

**Bromley Parent Voice (BPV)** continues to be a vital, user-led charity supporting families of children and young people with Special Educational Needs and Disabilities (SEND) in Bromley. Our organisation is led by a small but dedicated team of volunteers, all of whom are parents and carers of children with SEND. This lived experience is our strength, but it also presents challenges, as caring responsibilities often limit the time volunteers can commit.

Currently, BPV has **three trustees**, with a fourth joining in the next quarter. We are actively seeking to recruit **two additional trustees** to strengthen our governance and strategic capacity. Over the past year, **six parent representatives** have attended meetings with external stakeholders, and many more parents have contributed their experiences through **social media, coffee mornings, surveys, and consultations**.

Since April 2023, we have welcomed additional **new parent representatives** who have supported and represented the charity in the community and at external meetings. However, our ability to reach a wider audience particularly in **disadvantaged areas of the borough** remains limited by our small volunteer base.

BPV recognises that while SEND parents are best placed to support one another, their capacity to volunteer is often constrained. This makes it even more critical for us to secure **additional funding, volunteers, and employed staff** to continue delivering the **independent support, information, and listening ear** that families in Bromley so urgently need.

We are at a **pivotal moment** in our journey. Without increased resources, our ability to meet growing demand and expand our reach will be significantly limited.

Platform	Engagement Numbers 23/24
Twitter X	1213
BPV Membership (MailChimp database)	1106
Facebook	773

## Our Events

Over the year BPV has carried out the following activities to reach more parents and to develop participation during April 2023 to March 2024.

Event	Numbers of attendees
BPV Coffee Mornings	300+
BPV Connects Schools Project	150 +

Bromley Parent Voice (BPV) is committed to reaching families whose voices are often underrepresented—particularly those from **minority ethnic backgrounds, the traveller community, and low-income households**, as well as families whose children attend **mainstream schools**. These groups often face additional barriers in accessing SEND support and services.

The **BPV Schools Connect Project** has been instrumental in helping us engage with families in mainstream education settings and identify gaps in provision for children and young people with SEND. This targeted outreach has enabled us to better understand and respond to the needs of a broader cross-section of the community.

In response to increased social isolation following the COVID-19 pandemic, **Bromley Parent Voice** reintroduced its **Coffee Mornings**, creating informal, welcoming spaces where parents and carers of children with SEND can connect, share experiences, and access support. These sessions have proven to be **highly successful**, offering both emotional reassurance and practical guidance.

The coffee mornings are held in **multiple locations across the borough**, facilitated through BPV’s **Schools Connect Project** and in partnership with a **local social enterprise café led by neurodivergent staff**. Hosting events in a **central Bromley location** has significantly improved accessibility, enabling families from diverse communities to participate more easily.

Like many London boroughs, **Bromley is marked by stark contrasts**, with both affluent and disadvantaged areas. The **cost-of-living crisis** has widened these gaps, disproportionately affecting families of children and young people with SEND (Trust for London). These households are more likely to experience **financial hardship**, as carers often work in low-paid roles, reduced hours, or are forced to leave employment entirely due to their caring responsibilities.

In addition to financial strain, **social isolation** is a significant issue for SEND carers. To help address this, the BPV **informal coffee mornings** provide a safe, welcoming space where parents and carers can connect with others who understand their experiences. These gatherings offer not only emotional support but also access to valuable information and resources as well as guest speakers invited from the local community, health & voluntary sectors to share information about their services.

## Other Key Areas of work

Date	Event
April 2023	21/04 Coffee Morning St Michael's church 26/04 CASPA/BPV coffee morning
May 2023	5/5 Coffee morning Bromley Picture house Café 19/5 Coffee morning at St Michael's Church, Beckenham – SEND health visitor attended 22/5 IPSEA Post 16 SEND Law Training Workshop 24/05 SEND Champions meeting
June 2023	9 <sup>th</sup> June Coffee Morning Penge East Community Centre 22/06 Coffee morning with Julie Cook – Local offer 23/6 Coffee morning at St Michael's church Beckenham 28/6 - Blenheim Children's Centre One Stop Coffee Shop where we had a stall.
July	3/7 IPSEA Introduction to SEND Law Training Session 07/07 Coffee morning
August 2023	Summer Picnic for Carers
September 2023	08/09 Coffee morning Rhiannon's café 23/09 ??SEND law level 1 IPSEA 23/09 Coffee morning at Bromley Football club
October 2023	04/05 SEND Network Champions 06/10 Coffee morning Rhiannon's Cafe 20/10 Coffee morning “
November 2023	04/11 Coffee morning Bromley Football club 06/11 IPSEA training session EHCP existing plans 16/11 Bromley Y AGM

	17/11 Coffee morning Rhiannon's café 20/11 IPSEA Send Law level 1 Training Session
December 2023	02/12 Coffee morning Bromley Football Club 13/12 BTSE Associate members meeting
January 2024	11/01 Coffee morning 15/1 IPSEA masterclass - how to obtain an EHCP 26/01 Coffee morning 31/1 SEND champions meeting
February 2024	9/2 Coffee morning Rhiannon's Cafe 26/2 IPSEA tribunals 29/2 Consultation with CPFC regarding disabled access for proposed alterations to Crystal Palace Stadium
March 2024	8/3 Coffee morning Rhiannon's café 14/3 BTSE meeting 22/3 Coffee morning – Petts wood 26/3 Autism Show for CASPA Oakley House - ran a stall

## Outcomes and Impact of BPV Work

### After our workshop on 'Masterclass in Obtaining an EHCP'

- 95.8% of parents said they felt more informed about the EHCP process
- 90.8% of parents said they were more confident about applying for an EHCP
- 84.6% understood what information was relevant to an EHCP
- 78% of parents felt more hopeful for the future

### Following the workshop on 'Masterclass for those with existing EHCP's'

- 78.6% of parents found the session useful
- 92.9% of parents said the session content was relevant to their situation
- 92.9% of parents found the trainer informative.

### Parental comments:

“Thank you for all your time and efforts”

“Thank you so much...a wealth of extremely useful information. Much appreciated!”

“Very useful. Everyone should know all of this!!”

“it was really invaluable!”

“I can’t say how much I appreciate the support”

“IPSEA courses are amazing! Best thing I have done on my SEN journey. Would highly recommend. Thanks, BPV for funding these and empowering our community”

## **The Future BPV Strategy**

Bromley Parent Voice (BPV) remains committed to its mission: to inform and empower parents and carers of children and young people with SEND, improve services, and ultimately enhance their quality of life.

To meet growing demand, BPV aims to deliver more **independent SEND information sessions** - subject to funding - to increase awareness, knowledge, and parent carer engagement. We believe that **partnership working** with other third sector organisations such as the Bromley Children and Family Forum, Dyslexia Association, CASPA, and Bromley Mencap will further strengthen the support we offer to our members.

In response to lessons learned during the COVID period, BPV is prioritising **financial stability** through the **diversification of income streams**. This includes applying for a combination of grants and exploring sponsorship opportunities with local businesses. Our goal is to raise **£30,000 over the next few years** to maintain our current level of service and reappoint a part-time administrator. The recruitment of paid staff will enhance our governance, increase operational capacity, and allow volunteers and trustees to focus on strategic development.

BPV currently has **three trustees**, with a fourth joining soon, and is actively seeking to recruit **two more** to strengthen the board. In 2022/23, **six parent representatives** engaged with external stakeholders, and many more parents contributed through social media, coffee mornings, surveys, and consultations. Since April 2023, we have welcomed new parent representatives who are actively supporting and representing their peers.

However, our ability to reach **disadvantaged areas of the borough** remains limited by our small team. While SEND parents are best placed to support one another, their capacity to volunteer is understandably constrained by caring responsibilities. BPV is now looking to **broaden its volunteer base** by engaging individuals from the wider community—those who may not be direct carers but are passionate about SEND issues and want to make a difference.



We are at a **critical juncture**. Without additional funding, volunteers, and staff, we risk being unable to meet the increasing demand for our services. With the right support, BPV can continue to be a trusted, independent voice for SEND families in Bromley.

## Bromley Parent Voice Balance Sheet As of March 31, 2024

	Total	
	As of Mar 31, 2024	As of Mar 31, 2023 (PY)
<b>Fixed Asset</b>		
<b>Tangible assets</b>		
Computer	1,270.08	1,270.08
Fixtures & Fittings	1,004.00	1,004.00
	£	£
<b>Total Tangible assets</b>	<b>2,274.08</b>	<b>2,274.08</b>
	£	£
<b>Total Fixed Asset</b>	<b>2,274.08</b>	<b>2,274.08</b>
<b>Cash at bank and in hand</b>		
Cash on hand	65.69	65.69
Lloyds	6,864.00	17,417.98
	£	£
<b>Total Cash at bank and in hand</b>	<b>6,929.69</b>	<b>17,483.67</b>
	£	£
<b>Net current assets</b>	<b>6,929.69</b>	<b>17,483.67</b>
<b>Creditors: amounts falling due within one year</b>		
<b>Current Liabilities</b>		
Accruals	500.00	500.00
Payroll Clearing	0.00	-298.55
Payroll Liability	0.00	286.19
Pension Liability	105.56	105.56
	£	£
<b>Total Current Liabilities</b>	<b>605.56</b>	<b>593.20</b>
	£	£
<b>Total Creditors: amounts falling due within one year</b>	<b>605.56</b>	<b>593.20</b>
	£	£
<b>Net current assets (liabilities)</b>	<b>6,324.13</b>	<b>16,890.47</b>
	£	£
<b>Total assets less current liabilities</b>	<b>8,598.21</b>	<b>19,164.55</b>
	£	£
<b>Total net assets (liabilities)</b>	<b>8,598.21</b>	<b>19,164.55</b>
<b>Capital and Reserves</b>		
Retained Earnings	19,164.55	19,369.65
Profit for the year	-10,566.34	-205.10
	£	£
<b>Total Capital and Reserves</b>	<b>8,598.21</b>	<b>19,164.55</b>

Tuesday, Jun 24, 2025 06:36:46 pm GMT+1 - Accrual Basis

## Bromley Parent Voice Profit and Loss

**April 2023 - March 2024**

	<b>Total</b>	
	<b>Apr 2023 - Mar 2024</b>	<b>Apr 2022 - Mar 2023 (PY)</b>
<b>Income</b>		
<b>All Project Grant</b>		10,000.00
<b>DFE Grant</b>		3,043.83
<b>Donations</b>	84.64	5.00
	<b>£</b>	<b>£</b>
<b>Total Income</b>	<b>84.64</b>	<b>13,048.83</b>
<b>Expenses</b>		
<b>Admin &amp; governance</b>		
<b>Accountancy</b>	500.00	500.00
<b>Computer repairs Office/General</b>	732.62	857.98
<b>admin</b>	408.00	1,161.36
<b>Telephone</b>	193.92	187.51
<b>Travel</b>		14.39
<b>Catering</b>	281.00	
	<b>£</b>	<b>£</b>
<b>Total Travel</b>	<b>281.00</b>	<b>14.39</b>
<b>Workshop fees</b>	7,369.80	
<b>Total Admin &amp; governance</b>	<b>9,485.34</b>	<b>2,721.24</b>
<b>Events</b>		289.03
<b>Independent Support</b>	396.94	
<b>Meetings</b>		
<b>Rent</b>	565.00	1,270.00
<b>Zoom</b>	203.70	158.29
	<b>£</b>	<b>£</b>
<b>Total Meetings</b>	<b>768.70</b>	<b>1,428.29</b>
<b>Payroll expenses</b>		
<b>Pension</b>		113.40
<b>Taxes</b>		241.97
<b>Wages</b>		8,460.00
<b>Total Payroll expenses</b>	<b>0.00</b>	<b>8,815.37</b>
	<b>£</b>	<b>£</b>
<b>Total Expenses</b>	<b>10,650.98</b>	<b>13,253.93</b>
	<b>-£</b>	<b>-£</b>
<b>Net Operating Income</b>	<b>10,566.34</b>	<b>205.10</b>
	<b>-£</b>	<b>-£</b>
<b>Net Income</b>	<b>10,566.34</b>	<b>205.10</b>

## **REPORT APPROVAL**

This annual and financial statement report is an accurate reflection of the 2022/23 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).

It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members & wider team who have enabled BPV to inform and involve local families to influence positive change.

We continue to adhere to our financial procedures policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.

This policy will also be reviewed by all existing and newly appointed trustees at the charity's annual general meeting (AGM) and signed on their behalf by:

**Helen Buckley**

**Trustee - Bromley Parent Voice Trustee Board**

**July 2025**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV**

I report on the financial statements for the period ended 31<sup>st</sup> March 2023 set out on pages 10 & 11.

### ***Respective responsibilities of trustees and examiner:***

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the charities act 2011 (the charities act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the 2011 charities act,

Follow the procedures laid down in the general directions given by the charity commission (under section 145(5)(b) of the 2011 act, and state whether particular matter have come to my attention.

My examination was carried out in accordance with general directions given by the charity commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

### ***Independent examiner's statement:***

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the 2011 act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Joanna Josiah FCCA

26/06/2025

12 Mead Crescent, Dartford, Kent, DA1 2SH

**BROMLEY PARENT VOICE**

England & Wales - Charity number 1172718

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# Accounts

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# **Bromley Parent Voice Annual Report**

**&**

## **Statement of Financial Accounts**

**1 April 2022 – 31 March 2023**

**Charity Commission Number: 1172718**

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## **BPV TEAM INTRODUCTION**

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Tanya Smith  
Inge Lake (Treasurer)

### **Steering**

**Committee:** Kayla Dodd  
Jo Seymour  
Cherry Masterson  
Kerry Demello

### **Volunteers:** Atikah Chowdhury

Inge Lake  
Gwilym Dodd

## **Trustees Report**

Last year we started out on our new journey, independent from our previous funders, able to be autonomous in how we offer services and the direction we travel in as an organisation. This was a big step for Bromley Parent Voice; but our members, Steering Group and Trustees embraced it and made it another successful year.

We managed to secure funding to provide IPSEA courses to local parents and these have been well received - the need for them is evident from the feedback we received. At a time when underfunding puts increased pressure on systems of support, few organisations are able to provide such assistance and our new independence enables us to fill this void without fear of any conflict of interests. We plan to provide more of these opportunities to assist parents and carers of local SEND children in understanding their rights and how to navigate a complicated set of systems to get their children the help that are entitled to.

We have been able to continue our popular coffee mornings where parent carers are able to find peer support and have worked with other local organisations to help offer assistance and training to 'hard to reach' groups. We have also been able to increase our presence and influence on social media platforms. Being able to diversify has been a great help in finding new parent carers who benefit from our events and services.

As the cost-of-living crisis continues, there is likely to be increased pressure on traditional resources for families with SEND children and elections, both local and national will bring additional uncertainty. We shall continue to provide our much-needed services in the local area and will look at opportunities for co-production where this will benefit our members.

None of this would be possible without our dedicated volunteers, most of whom are parent carers themselves. We are extremely grateful for all they do, and I'd like to officially thank every one of you for your contribution.

With best wishes from

Tanya Smith

On behalf of Bromley Parent Voice Trustee Board

29 January 2024

## Summary

This is the annual report & financial accounts of Bromley Parent Voice between the reporting period of 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. The report gives an overview of the work of the charity and will outline our plans beyond April 2023.

Bromley Parent Voice is an independent charity which welcomes all parents or carers of a child or young person up to the age of 25 with a disability or additional need that live in the London Borough of Bromley. BPV started life many years ago as the recognised Contact/DfE parent carer forum working with the local authority to represent local families which later became independent in 2022.

## Objectives and Activities:

Bromley Parent Voice is a small charity supporting local families and carers of children and young people with SEND overseen by a board of trustees. The trustees manage the governance & strategic direction of Bromley Parent Voice to ensure it fulfils its vision and objectives. Now that we are fully independent, we can be more responsive to the needs of those we serve and pursue alternative avenues of funding and partnerships than before. Our Trustee Board capacity to support our Steering Group and seek additional funding will increase now that the demands on our time from elsewhere have reduced. We can enhance our social media offer and forge closer links with organisations that would be beneficial to our members. We will be able to better utilise help from skilled members of our community who may not be parent carers themselves but still share our values and want to help us in supporting you.

The objectives of the charity are:

- To empower parents & carers of children/young people with SEND to get the best possible services & outcome for them
- To inform and collaborate with local stakeholders to improve disability services
- To provide a signposting service and a safe space for parents & carers to connect and get support

The steering group of parent/carer representatives set the strategic direction and vision as well as managing the charity's daily activities. The steering group carries out the community outreach work in the borough for Bromley parent Voice. The steering group and trustees are all local parents & carers of children with SEND who are passionate about supporting fellow SEND carers. The BPV team is also supported by an administration volunteer.

The steering group is responsible for collecting and representing the views of a wider group of parents/carers of children/young people with SEND & they meet monthly to discuss the



charity's activities. By focusing on these activities, we aim to inform and empower parents & carers of disabled and SEN children & young people and to improve services and outcomes for them.

## **Funding**

In previous years, Bromley Parent Voice successfully applied for an annual £15,000 participation grant from the Department for Education. However, this grant has now come to an end as BPV officially parted company with the DfE, LBB & Contact by becoming an independent charity in 2022.

Over the past year, BPV has been using a combination of its reserves and National Lottery grant funds to continue its operations as well as conducting a cost cutting exercise. As part of its economising strategy, the charity is wholly run by volunteers as its only paid staff member left in December 2022 and volunteers are only paid expenses incurred on behalf of the charity.

BPV has acknowledged the need to diversify its income streams and is in the process of applying for additional grants and developing community fundraising activities and a donation link for its website and social media channels.

Bromley Parent Voice was successful in obtaining a £10,000 Awards For All Grant from the National Lottery in February 2023. The grant was used to provide a series of solicitor led training sessions on different aspects of SEND Law for parents & carers provided by [IPSEA \(Independent Providers of Special Education Advice\)](#).

BPV over the past few years has noticed that the queries parents & carers contacted them about required more specialist, legal expertise that they weren't able to provide. The local SENDIASS service were also overwhelmed with similar queries, particularly after COVID, hence the reason to apply for a grant from the National Lottery to provide parents with an alternative source of independent SEND legal advice.

## **Membership (Our Reach)**

Bromley Parent Voice continues to be a voice for parent carers in Bromley working with external stakeholders, parents & carers, educational settings, and voluntary sector partners. However, our primary focus now as an independent charity is to represent the voices of our SEND parents & carers. BPV is open to all parents or carers of a child or young person with a disability or additional need who live in the London Borough of Bromley.

The current number of trustees that we have are three with an additional member joining us in the next quarter; however, we want to recruit another two trustees to strengthen our trustee board. BPV has six parent representatives who have attended meetings with external

stakeholders during the past year and many parents have contributed their experiences of SEND services via social media, coffee mornings, surveys and consultations during 2022/23.

Since April 2022, BPV has successfully trained four new parent representatives who have risen to the challenge and got involved in supporting their fellow parents & carers and representing their voices when required. However, our capacity to reach a wider audience particularly within the disadvantaged areas of the borough is limited by our small team of volunteers. BPV acknowledges that the capacity of SEND parents to volunteer is limited due to their caring obligations although it is this group of parents & carers who are best placed to provide support to their fellow SEND carers. We are at a pivotal moment in our journey as an organisation because without additional funds, volunteers and employed staff, we will be unable to provide the independent support, information and listening ear that is so desperately needed in Bromley.

<b>Platform</b>	<b>Engagement Numbers</b>
Twitter X	1218
BPV Membership (MailChimp database)	1139
Facebook	290

## **Our Events**

Over the year BPV has carried out the following activities to reach more parents and to develop participation during April 2022 to March 23.

<b>Event</b>	<b>Numbers of attendees</b>
BPV Coffee Mornings	200+
BPV Connects Schools Project	100+

The objectives of the above projects are to reach more families whose children attend mainstream schools and families whose voices are seldom heard particularly those from the minority ethnic, traveller community and low-income households. The BPV Schools Connect Project has enabled us to reach families of children in mainstream schools and to identify gaps in services and provision for this group of children and young people. The BPV Coffee Mornings were reintroduced after the Covid lockdown and have been very successful. In

August 2021, BPV successfully applied for a small grant of £400 from the National Lottery Connections Fund to continue the coffee mornings in different locations across the borough.

[Bromley](#) has both affluent and disadvantaged areas like many London boroughs and the gaps between these different communities are becoming wider due to the cost-of-living crisis ([Reference Trust for London](#).) [SEND households are particularly more likely to experience financial hardship](#) due to carers having to work minimum wage jobs, or limited hours or give up work completely due to their caring responsibilities. SEND carers are also more likely to experience social isolation and the aim of the informal coffee mornings is to provide a safe space where they can connect over a coffee with fellow carers and receive information and support.

### **Other Key Areas of work**

**April 2022** – Bromley Children & Family Forum Easter Egg Hunt – provided an information stall

X 2 BPV coffee mornings

LBB SEND Transition Event - provided an information stall

Children & Family Project Autism Support Coffee morning

Coffee morning with the KCUT Learning Disability Liaison Nurse

**May 2022** - x 2 school visits - 19<sup>th</sup> & 25<sup>th</sup> May

SEND Review Engagement sessions

X 2 BPV Coffee mornings

**June 2022** - Joint BPV coffee morning with Bromley SEND Dept

**July 2022** - Parents/Carers Coffee Morning x 2

London Borough of Bromley SEND Governance Board

London Borough of Bromley Autism Board

Marjorie McClure SEND Specialist School Information vent

**Sept 2022** - BPV Carers Coffee Morning x 2

During the Autumn of 2022, BPV worked with Contact, LBB & the NNPCF on governance & strategy training.

**Oct 2022** - School Visit: Stuart Flemming

London Borough of Bromley SEND Governance Board

BPV becomes an official Children in Need Essential Grant Referrer

**Nov 2022** - London Borough of Bromley Autism Board

BPV SEND Carers Coffee Morning x 2

Bromley Voluntary Sector Meeting

**Dec 2022** - SEND Diversity Project Launch

BPV SEND Carers Coffee Morning x 2

London Borough of Bromley Innovation Project Launch

LBB Integration Therapy Project Collaboration

**Jan 2023** – x 2 SEND Carers Coffee Mornings

**February 2023** – x 2 BPV SEND Carers Coffee Mornings

BPV becomes fully independent

BPV receives the Awards for All Grant from the National Lottery

**March 2023** - x 2 SEND Carers Coffee Mornings

Throughout 2022 & 2023 BPV was involved in a working group organised by Oakonsult developing Project Me, a disability outreach initiative targeting the minority ethnic communities in Bromley.

## **Health Engagement**

In previous years, BPP regularly met with the Children’s Commissioner for Health from the Clinical Commissioning Group. There was past involvement with parents to help review the Health Local Offer and we also attended regular Children & /young People work stream meetings. During and after the pandemic, there were renewed efforts from the CCG, LBB and BPV to inform parents on the latest COVID related health news and COVID vaccine roll out to vulnerable children and young people in the borough. BPV regularly met with the local authority & external partners during this time and was instrumental in cascading this information to our members via newsletters, online coffee mornings and social media.

During 22/23, BPV organised a coffee morning with the Bromley GP Alliance to inform parents about the post 14 health checks that are available via local GP practices. Throughout the year, BPV has hosted several coffee mornings involving the Learning Disability Liaison Nurse from Kings College NHS Trust, the Bromley SEND Nurse and the Adult Carers Support Coordinator from Bromley Well.

Informal coffee mornings involving various health partners & external stakeholders gave parents the opportunity to provide professionals, insights into issues affecting CYP with SEND. The informative conversations focused on initiatives various organisations were involved in (such as neurodiversity support, post 14+ health checks & Asthma pathways etc) in Bromley.

## **Outcomes and Impact of BPV work**

### **After our workshop on 'Masterclass in Obtaining an EHCP'**

- 95.8% of parents said they felt more informed about the EHCP process
- 90.8% of parents said they were more confident about applying for an EHCP
- 84.6% understood what information was relevant to an EHCP
- 78% of parents felt more hopeful for the future

### **Following the workshop on 'Masterclass for those with existing EHCP's'**

- 78.6% of parents found the session useful
- 92.9% of parents said the session content was relevant to their situation
- 92.9% of parents found the trainer informative.

### **Parental comments:**

"Thank you for all your time and efforts"

"Thank you so much...a wealth of extremely useful information. Much appreciated!"

"Very useful. Everyone should know all of this!!"

"it was really invaluable!"

"I can't say how much I appreciate the support"

"IPSEA courses are amazing! Best thing I have done on my SEN journey. Would highly recommend. Thanks, BPV for funding these and empowering our community"

## **The Future BPV Strategy**

We aim to continue to inform and empower parents and carers of children & young people with SEND and to improve services for them and ultimately their quality of life. BPV intends to deliver more independent SEND information sessions (subject to funding) to ensure increased knowledge of SEND issues & parent carer engagement.

Partnership working with other third sector organisations e.g. Dyslexia Association, CASPA, Bromley Mencap and similar voluntary sector groups can only enhance & strengthen the service that we provide to our members. Diversification of our income streams is a necessary task this year and one that the organisation is working on; lessons have been learnt from the COVID period. Bromley Parent Voice needs to prioritise its financial stability and develop sustainable pathways to ensure its survival in the future by applying for a combination of grants and considering sponsorships from local businesses.

BPV aims to raise £30,000 in the next few years to continue to provide the current level of service as well as reappointing a part time administrator. The recruitment of paid staff will help the charity to strengthen its governance structures, expand more quickly and allow the volunteers and trustees to focus on their strategic priorities.

BPV has recognised that it can benefit from the skill set of the local community who may not be direct carers of children with SEND but have a SEND child in their wider social circle or who just want to help raise awareness of SEND issues. We have made progress in developing relationships with external organisations and individuals who want to be allies in our quest to obtain better services for our members.

We want to recruit additional trustees and volunteers from all sections of our community to help us to reach our strategic objectives more quickly. The demand for our service has increased considerably since lockdown and we aim to answer all queries and engagement opportunities where possible, however the capacity of our small team is extremely limited.

## Bromley Parent Voice Balance Sheet

As of March 31, 2023

	Total	
	As of Mar 31, 2023	As of Mar 31, 2022 (PY)
<b>Fixed Asset</b>		
<b>Tangible assets</b>		
Computer Costs	1,270.08	1,258.08
Fixtures and Fittings Cost	1,004.00	1,004.00
<b>Total Tangible assets</b>	<b>£2,274.08</b>	<b>£2,262.08</b>
<b>Total Fixed Asset</b>	<b>£2,274.08</b>	<b>£2,262.08</b>
<b>Cash at bank and in hand</b>		
Cash on hand	65.69	65.69
Treasurers Account (4268)	17,417.98	17,228.74
<b>Total Cash at bank and in hand</b>	<b>£17,483.67</b>	<b>£17,294.43</b>
<b>Net current assets</b>	<b>£17,483.67</b>	<b>£17,294.43</b>
<b>Creditors: amounts falling due within one year</b>		
<b>Trade Creditors</b>		
Creditors	0.00	0.00
<b>Total Trade Creditors</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Current Liabilities</b>		
Accruals	500.00	
Other Payroll Deductions	0.00	0.00
Payroll Clearing	-298.55	-47.70
<b>Payroll Liabilities</b>		
HMRC	286.19	99.60
Pension	105.56	134.96
<b>Total Payroll Liabilities</b>	<b>£391.75</b>	<b>£234.56</b>
Tax and National Insurance	0.00	0.00
<b>Total Current Liabilities</b>	<b>£593.20</b>	<b>£186.86</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£593.20</b>	<b>£186.86</b>
<b>Net current assets (liabilities)</b>	<b>£16,890.47</b>	<b>£17,107.57</b>
<b>Total assets less current liabilities</b>	<b>£19,164.55</b>	<b>£19,369.65</b>
<b>Total net assets (liabilities)</b>	<b>£19,164.55</b>	<b>£19,369.65</b>
<b>Charity funds</b>		
Retained Earnings	19,369.65	13,489.65
Surplus/(Deficit)	-205.10	5,880.00
<b>Total Charity funds</b>	<b>£19,164.55</b>	<b>£19,369.65</b>

## Bromley Parent Voice Financial Activities

April 2022 - March 2023

	Total	
	Apr 2022 - Mar 2023	Apr 2021 - Mar 2022 (PY)
<b>Income</b>		
All Project Grant	10,000.00	
DFE Grant	3,043.83	20,134.98
Discretionary Grant		400.00
Donations and legacies	5.00	210.78
<b>Total Income</b>	<b>£13,048.83</b>	<b>£20,745.76</b>
<b>Total</b>	<b>£13,048.83</b>	<b>£20,745.76</b>
<b>Expenditures</b>		
<b>Admin &amp; governance</b>		
Accountancy	500.00	500.00
Computer repairs	857.98	827.98
Office/General Administrative Expenses	1,161.36	408.00
Telephone	187.51	174.89
Travel and Accommodation	14.39	
<b>Total Admin &amp; governance</b>	<b>£2,721.24</b>	<b>£1,910.87</b>
Events	289.03	100.00
<b>Meetings</b>		
Rent	1,270.00	1,190.00
Zoom	158.29	172.68
<b>Total Meetings</b>	<b>£1,428.29</b>	<b>£1,362.68</b>
<b>Miscellaneous</b>		
Refreshments		33.00
<b>Total Miscellaneous</b>	<b>£0.00</b>	<b>£33.00</b>
<b>Payroll Expenses</b>		
Pension	113.40	151.20
Taxes	241.97	28.01
Wages	8,460.00	11,280.00
<b>Total Payroll Expenses</b>	<b>£8,815.37</b>	<b>£11,459.21</b>
<b>Total Expenditures</b>	<b>£13,253.93</b>	<b>£14,865.76</b>
<b>Net Operating Income</b>	<b>-£205.10</b>	<b>£5,880.00</b>
<b>Net Income/(Expenditure)</b>	<b>-£205.10</b>	<b>£5,880.00</b>



## **REPORT APPROVAL**

This annual and financial statement report is an accurate reflection of the 2022/23 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).

It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members & wider team who have enabled BPV to inform and involve local families to influence positive change.

We continue to adhere to our financial procedures policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.

This policy will also be reviewed by all existing and newly appointed trustees at the charity's annual general meeting (AGM) and signed on their behalf by:

**Tanya Smith**

**Member of Bromley Parent Voice Trustee Board**

**27 January 2024**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV**

I report on the financial statements for the period ended 31<sup>st</sup> March 2023 set out on pages 10 & 11.

### ***Respective responsibilities of trustees and examiner:***

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the charities act 2011 (the charities act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the 2011 charities act,

Follow the procedures laid down in the general directions given by the charity commission (under section 145(5)(b) of the 2011 act, and state whether particular matter have come to my attention.

My examination was carried out in accordance with general directions given by the charity commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

### ***Independent examiner's statement:***

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the 2011 act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Joanna Josiah FCCA

21/01/2023

12 Mead Crescent, Dartford, Kent, DA1 2SH

**BROMLEY PARENT VOICE**

England & Wales - Charity number 1172718

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# Accounts

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**Bromley Parent Voice**

# **BROMLEY PARENT VOICE**

Annual Report  
2021/22

**Charity Commission Number: 1172718**

# **ANNUAL REPORT**

Official Information

Highlights of the Year

Trustees Report

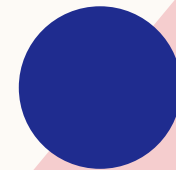
Financial Summary

Receipts and Payments Accounts

Notes to the Accounts

Report Approval

Independent Examiner



# INTRODUCTION

**Trustees:** Inge Lake (Treasurer)  
Helen Buckley  
Tanya Smith

**Lead:** Atikah Chowdhury

**Steering**

**Committee:** Kayla Dodd  
Jo Seymour  
Cherry Masterson  
Kerry DeMello

# OFFICIAL INFORMATION

## **Objectives and Activities:**

**Bromley Parent Voice is an independent charity & parent carer forum overseen by a board of trustees.**

**The trustees manages the governance of Bromley Parent Voice to ensure it fulfils its vision and objectives.**

## **The objectives of the forum are:**

- To empower parents & carers of children/young people with SEND to get the best possible services & outcome for them**
- To work in coproduction with stakeholders to improve services**
- To provide a signposting service and a safe space for parents & carers to connect and get support**

**The steering group of parent/carers representatives set the strategic direction and vision as well as managing the forum's activities. The steering group carries out the forum's community outreach work in the borough. The steering group and trustees are both supported by the administration lead.**

**The steering group is responsible for representing the views of a wider group of parents/carers of children/young people with SEND & they meet monthly to discuss the charity's activities.**

# **IMPORTANT ANNOUNCEMENT ON THE FUTURE OF BPV & HOW IT IS FUNDED**

**Until recently Bromley Parent Voice was, like many NNPCF Parent Carer Forums, funded in part by a small grant from the Department for Education. To be awarded this grant, we needed to fulfil a set of criteria which has increasingly placed great demands upon us particularly as BPV is a tiny organisation run by a small but dedicated group of carer volunteers.**

**BPV has represented the voice of carers over many years but for this to continue, we need more parents & carers to join our organisation to represent the voices of families of children/YP with SEND. BPV is a small organisation dependent on the goodwill of a group of volunteers and a board of trustees and we felt that we were better able to support our members as an independent charity.**

**A great deal of the Trustee & Steering group's time has been spent trying to ensure that we meet the conditions to access the DofE grant. This has, at times, taken us away from where we believe our time is best spent – helping our members and their children and young people with SEND.**

## **What does this mean for our members?**

- You do not need to take any action if you wish to remain a member of BPV and continue to receive the benefits of that membership.**
- We will continue to work closely with other charities and organisations involved in SEND locally including the Local Authority and schools.**
- Now that we are fully independent, we can be more responsive to the needs of those we serve and pursue alternative avenues of funding and partnerships than before.**
- Our Board capacity to support our Steering Group and seek additional funding will increase now that the demands on our time from elsewhere have reduced.**
- We can enhance our social media offer and forge closer links with organisations that would be beneficial to our members.**
- We will be able to better utilise help from skilled members of our community who may not be parent carers themselves but still share our values and want to help us in supporting you.**

# **BPV Activities 2021 - 2022**

**April 21 – Virtual Coffee Morning La Fontaine School**

**April 21 - London Borough of Bromley SEND Governance Board (online)**

**May 21 – Virtual Coffee Morning Crofton Junior School**

**June 21 Coffee Morning Caspa Café**

**July 21 – London Borough of Bromley SEND Governance Board (online)**

**Sept 21 - London Borough of Bromley SEND Governance Board (online)**

**Oct 21 – LBB Transition Event, St. Justus School**

**March 22 - LBB Pop up SEND event at Bromley Shopping centre**

**X 2 BPV coffee mornings**

**April 22 – Bromley Children & Family Forum Easter Egg Hunt**

**X 2 BPV coffee mornings**

**LBB SEND Transition Event**

**Children & Family Project Autism Support Coffee morning**

**Coffee morning with the KCUT Learning Disability Liaison Nurse**

**May 22- x 2 school visits – 19<sup>th</sup> & 25<sup>th</sup>**

**SEND Review Engagement sessions**

**X 2 BPV Coffee mornings**

**June 22 - Joint BPV coffee morning with Bromley SEND Dept**

**July 22 - Parents/Carers Coffee Morning x 2**

**London Borough of Bromley SEND Governance Board**

**London Borough of Bromley Autism Board**

**Sept 22 - BPV Carers Coffee Morning x 2**

**Oct 22 - School Visit: Stuart Flemming**

**London Borough of Bromley SEND Governance Board**

**BPV becomes an official Children in Need Essential Grant Referrer**

**Nov 22 - London Borough of Bromley Autism Board**

**BPV SEND Carers Coffee Morning x 2**

**Bromley Voluntary Sector Meeting**

**Dec 22 - SEND Diversity Project Launch**

**BPV SEND Carers Coffee Morning x 2**

**London Borough of Bromley Innovation Project Launch**

**LBB Integration Therapy Project Collaboration**

## MEMBERSHIP GROWTH

	December 2020	December 2021	December 2022	
E-Bulletin	1018	1075	1107	
Twitter	350	860	1115	

# FINANCE REPORT

**BPV received its final 21/22 parent/carer participation grant from the Department for Education in two tranches in Dec 2021 & Jan 2022.**

**In the 2021/22 financial year, the forum has used the grant to fund IT infrastructure & helpdesk support, IT security packages, training and mentoring for BPV volunteers, Trustee training and remunerate parent/carers for their time participating in official meetings with stakeholders.**

**The pandemic has hit BPV quite hard financially as the contract with LBB came to an end in 2020 as well as the DfE grant from 2022 onwards so BPV is now self funded. BPV received a grant of £400 from the National Lottery Community Fund in the summer of 2021 so that we can continue hosting our popular coffee mornings for SEND parents & carers.**

**To ensure BPV can continue providing support to parents and carers in Bromley we have had to make many changes, most of which were cost saving exercises. Atikah Chowdhury will no longer be a paid member of staff starting January 2023 with most of her duties being fulfilled by members of the steering committee, she will continue to be involved as an unpaid volunteer.**

**Without additional funding or grants BPV will be able to continue operating for approximately 2 years. Applications for new funding are ongoing.**

**RECEIPT & PAYMENT ACCOUNT  
FINANCIAL ACTIVITIES APRIL 21 – MARCH 22**

Bromley Parent Voice Financial Activities April 2021 - March 2022		
Total		
	Apr 2021 - Mar 2022	Apr 2020 - Mar 2021 (PY)
<b>Income</b>		
COVID Grant		4,000.00
DFE Grant	20,134.98	
Discretionary Grant	400.00	
Donations and legacies	210.78	5,000.00
LBB Contact Grant		15,674.29
<b>Total Income</b>	<b>£ 20,745.76</b>	<b>£ 24,674.29</b>
<b>Total</b>	<b>£ 20,745.76</b>	<b>£ 24,674.29</b>
<b>Expenditures</b>		
Admin & governance		
Accountancy	500.00	500.00
Computer repairs	827.98	3,801.16

**RECEIPT & PAYMENT ACCOUNT  
FINANCIAL ACTIVITIES APRIL 21 – MARCH 22 – PART 2**

Insurances					230.16
Office/General Administrative Expenses		408.00			307.08
Service Charge					500.00
Telephone		174.89			235.74
Total Admin & governance	£	1,910.87	£		5,574.14
Events		100.00			
Independent Support (E)					
Parent carer remuneration					163.68
Total Independent Support (E)	£	0.00	£		163.68
Meetings					
Rent		1,190.00			1,140.00
Zoom					172.68
Total Meetings	£	1,362.68	£		1,140.00
Miscellaneous					29.99
Refreshments					33.00
Total Miscellaneous	£	33.00	£		29.99

**RECEIPT & PAYMENT ACCOUNT  
FINANCIAL ACTIVITIES  
APRIL 21 – MARCH 22 – PART 3**

Total				
Miscellaneous	£	33.00	£	29.99
Other				
Professional				
Services				504.00
Payroll				
Expenses				
Pension		151.20		129.60
Taxes		28.01		44.70
Wages		11,280.00		15,240.00
Total				
Payroll				
Expenses	£	11,459.21	£	15,414.30
Staff Costs				
Payroll				
Expenses				-1,380.00
Total Staff				
Costs	£	0.00	-£	1,380.00
Total				
Expenditures	£	14,865.76	£	21,446.11
Net				
Operating				
Income	£	5,880.00	£	3,228.18
Other				
Expenditures				
Pensions				-9.84
Total Other				
Expenditures	£	0.00	-£	9.84
Net Other				
Income	£	0.00	£	9.84
Net				
Income/(Expe				
nditure)	£	5,880.00	£	3,238.02

**Bromley Parent Voice  
Balance Sheet  
As of March 31, 2022**

	<b>Total</b>	
	<b>As of Mar 31, 2022</b>	<b>As of Mar 31, 2021 (PY)</b>
<b>Fixed Asset</b>		
<b>Tangible assets</b>		
<b>Computer Costs</b>	1,258.08	1,258.08
<b>Fixtures and Fittings Cost</b>	1,004.00	1,004.00
<b>Total Tangible assets</b>	<b>£ 2,262.08</b>	<b>£ 2,262.08</b>
<b>Total Fixed Asset</b>	<b>£ 2,262.08</b>	<b>£ 2,262.08</b>
<b>Cash at bank and in hand</b>		
<b>Cash on hand</b>	65.69	65.69
<b>Treasurers Account (4268)</b>	17,228.74	11,392.93
<b>Total Cash at bank and in hand</b>	<b>£ 17,294.43</b>	<b>£ 11,458.62</b>
<b>Net current assets</b>	<b>£ 17,294.43</b>	<b>£ 11,458.62</b>
<b>Creditors: amounts falling due within one year</b>		
<b>Trade Creditors</b>		
<b>Creditors</b>	0.00	0.00
<b>Total Trade Creditors</b>	<b>£ 0.00</b>	<b>£ 0.00</b>
<b>Current Liabilities</b>		
<b>Other Payroll Deductions</b>	0.00	0.00
<b>Payroll Clearing</b>	-47.70	-0.18
<b>Payroll Liabilities</b>		
<b>HMRC</b>	99.60	125.67
<b>Pension</b>	134.96	105.56
<b>Total Payroll Liabilities</b>	<b>£ 234.56</b>	<b>£ 231.23</b>
<b>Tax and National Insurance</b>	0.00	0.00
<b>Total Current Liabilities</b>	<b>£ 186.86</b>	<b>£ 231.05</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£ 186.86</b>	<b>£ 231.05</b>
<b>Net current assets (liabilities)</b>	<b>£ 17,107.57</b>	<b>£ 11,227.57</b>
<b>Total assets less current liabilities</b>	<b>£ 19,369.65</b>	<b>£ 13,489.65</b>

# BPV BALANCE SHEET CONTINUED

<b>Total net assets (liabilities)</b>	<b>£ 19,369.65</b>	<b>£ 13,489.65</b>
<b>Charity funds</b>		
<b>Retained Earnings</b>	13,489.65	10,251.63
<b>Surplus/(Deficit)</b>	<u>5,880.00</u>	<u>3,238.02</u>
<b>Total Charity funds</b>	<b>£ 19,369.65</b>	<b>£ 13,489.65</b>

# NOTES TO THE ACCOUNTS

BPV applied for the £17,500 participation grant from the Department for Education in two tranches and received the funding for the year 21/22 but not for the financial year 22/23.

BPV is currently using its reserve funds to operate a full service for its members.

2021/22 resulted in the funding of:

£17,500 raised from the 2020/2021 DfE participation grant

£400 from National Lottery Community Fund

Total        £17,900

BPV parent representatives are to be reimbursed for expenses.

➤ Reserves at the period end are £5880.00 March 2022 of unrestricted expenditure.

# REPORT APPROVAL

**This report is an accurate reflection of the 2021/22 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).**

**It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members & wider team who have enabled BPV to inform and involve local families to influence positive change.**

**We continue to adhere to our financial procedures policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.**

**This policy will also be reviewed by all existing and newly appointed trustees at the charity's annual general meeting (AGM) and signed on their behalf by:**

**Mrs. Inge Lake**

**ACTING CHAIR OF TRUSTEES**

**30 JAN 2023**

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV

I report on the financial statements for the period ended 31<sup>st</sup> March 2022 et out on pages.

*Respective responsibilities of trustees and examiner:*

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the charities act 2011 (the charities act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the 2011 charities act,

Follow the procedures laid down in the general directions given by the charity commission (under section 145(5)(b) of the 2011 act, and

State whether particular matter have come to my attention.

*Continued on next page*

**My examination was carried out in accordance with general directions given by the charity commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.**

***Independent examiner's statement:***

**In connection with my examination, no matter has come to my attention**

**1) which gives me reasonable cause to believe that, in any material respect, the requirements:**

- To keep accounting records in accordance with section 130 of the 2011 act and**
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 act have not been met; or**

**2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.**

**Joanna Josiah FCCA**

**12 Mead Crescent**

**Dartford**

**DA1**

**2SH**

# THANK YOU

The Bromley Parent Voice Team  
info@bromleyparentvoice.org.uk  
[www.bromleyparentvoice.org.uk](http://www.bromleyparentvoice.org.uk)  
Twitter: @BPVForum

**BROMLEY PARENT VOICE**

England & Wales - Charity number 1172718

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# Accounts

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# ANNUAL REPORT 20-21

Bromley Parent Voice  
Charity Commission Number: 1172718



## BROMLEY PARENT VOICE ANNUAL REPORT



BACKGROUND  
SUMMARY



FINANCIAL SUMMARY



FUTURE PLANS

# ANNUAL REPORT

- Official Information
- Highlights of the Year
- Trustees Report
- Financial Summary
- Receipts and Payments Accounts
- Notes to the Accounts
- Report Approval
- Independent Examiner

## CONTENTS PAGE

**Charity Commission  
Number: 1172718**



**Bromley Parent Voice**

# ANNUAL REPORT

- 
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- **Trustees:** Yvonne Sallis (Acting Chair)
- Inge Lake (Treasurer)
- Helen Buckley
- Tanya Smith
- Sally Hodgson
- Margaret Stephenson
- Warm wishes and thanks are extended to Sally Hodgson and Margaret Stephenson, who relinquished their roles as trustees in Autumn 2021. We would also like to thank Yvonne Sallis who retired from her trustee duties on 31<sup>st</sup> of December 2021 and wish her well for the future.
- **Administration Lead:** Atikah Chowdhury
- 



## Official Information

### Registered Address:

Community House,  
South Street,  
Bromley,  
BR1 1RH

Tel No: 07803 28783

Email: [info@bronleyparentvoice.org.uk](mailto:info@bronleyparentvoice.org.uk)

<http://www.bromleyparentvoice.org.uk>

**Charity Commission Number: 1172718**



## OFFICIAL INFORMATION

### ◦ **Objectives and Activities:**

- Bromley Parent Voice is a charity and parent carer forum overseen by a board of trustees. The trustees manages the governance of Bromley Parent Voice, currently there are four trustees with two having stepped down in the Autumn term.
- The steering group of parent/carers representatives set the strategic direction and vision as well as managing the forum's activities. The steering group carries out the forum's community outreach work in the borough. The steering group and trustees are both supported by the administration lead.
- The steering group is responsible for representing the views of a wider group of parents/carers of children/young people with SEND & they meet monthly to discuss the charity's activities. .
- BPV is Bromley's DfE recognised Parent Carer forum and has been representing the views of local parents and carers of children with SEND for over 12 years.
- As a member of the National Network of Parent Carer Forums, BPV is one of the 152 Parent Carer forums in the Country who work with Local Authorities and Health services to ensure they deliver services that meet the needs of children with SEND.
- BPV does this by gathering the real lived experiences of families and using this information to influence the local authority, healthcare providers and educational settings where there are problems or gaps in provision as well as when services are working well.
- BPV receives a grant from the Department of Education to enable them carry out their work. BPV as part of the National Network of Parent Carer Forums also has to ensure that the views and experiences of Bromley families are included in the legislation and service development at a national and government level too.



## OFFICIAL INFORMATION CONTINUED

- “Parent Carer Forums are representative local groups of parents and carers of children and young people with disabilities who work alongside local authorities, education, health and other service providers to ensure the services they plan, commission, deliver and monitor the needs of children and families. Parent Carer Forums have been established in most local areas and local authorities are actively encouraged to work with them.” Department for Education. (January 2015) Special Educational Needs and Disability 0 to 25 years: Code of Practice.
- **Our aim is to:**
- ➤ Inform parents about what is going on locally and nationally ➤ Involve parents in shaping of local services and national priorities ➤ Influence local service providers and decision makers



## OFFICIAL INFORMATION CONTINUED

- By doing these things, we aim to inform and empower the parents of children & young people with special educational needs & disabilities (SEND) and to improve services and outcomes for families affected by SEND.
- The vision for Bromley Parent Voices includes:
  - A co-produced engagement activity programme, free and accessible to all families in the London Borough of Bromley.
  - The collation of parent/carer views and experiences of SEND services.
  - Extending contact with hard to reach communities within the Borough.
  - The recruitment of volunteers & parent/carer representatives to hear from as many families as possible.
  - Representation on key Local Authority Strategic Boards.
  - Partnership working with other voluntary service organisations & charities.
  - Full engagement in shaping, developing, implementing and evaluating services and systems available to families within Bromley.
- BPV is committed to working to ensure that families with Children and Young People with SEND living in Bromley are able to achieve the best possible outcomes.

# BPV TRUSTEES REPORT

The pandemic and subsequent lockdowns presented a set of challenges to Bromley Parent Voice which we are continuing to overcome whilst providing a range of services to our members. We adapted for the pandemic, working and supporting our members virtually. This has been made possible by applying for various grants to enable us to provide training for our team and support for our members. A lot has happened to BPV since the first lockdown that has been summarised in this report.

BPV has represented the voice of parent/carers over the past 12 years but for this to continue, we need more people to join the parent/carer steering group which is small group who represent the voices of families of children/YP with SEND in Bromley.

Several of our trustees and steering group have resigned & without office holders, BPV cannot continue. It is all the more important that the forum represents the voices of parent/carers of children with SEND in Bromley & also continues the excellent

work of previous members. However, to do this we need a large & active group of committee members.

To say that the past 18 months has not been a challenge for the forum would not be true. Just prior to the first lockdown, the parent participation contract with the London Borough of Bromley came to an end.

Due to financial reasons, BPV decided not to renew its office lease and switched to a virtual office arrangement with Community House instead. The committee met regularly via Zoom so that the business of the forum could continue, whilst caring for our own children, many of whom have SEND.

During lockdown BPV adapted & reached out to parent/carers solely online and via telephone. Our social media following increased as parents were desperate for advice & support because many of their children's support & therapy services were cancelled or reduced due to covid-19.

# BPV TRUSTEES REPORT

- BPV held online coffee drop ins, hosted joint workshops with the dyslexia association and some local organisations to reach out to more new families in Bromley. For our members who didn't use zoom, we kept in contact via our monthly newsletter and regular posts on social media. We supported them with advice on how to get services/help for their SEND child or were just on the end of a telephone to provide a listening ear.
- The unique feature of the forum is the our volunteers are parent/carers of children with SEND and are able to empathise with other parent/carers as they too have gone through similar experiences.
- Due to our link with the National Network of Parent Carer forums, we shared their lockdown survey with our members and shared the results with the NNPCF. The NNPCF collated & shared the results from the lockdown survey regionally and nationally to improve outcomes for children with SEND.
- BPV used lockdown and the pandemic period as a time to reflect and undertake a process of restructuring with the help of Contact, our DfE grant sponsors. Some new parent/carers reps were recruited during lockdown and Contact arranged for an independent trainer to familiarise them with the work of the forum and of the role of a parent/carers rep.
- Contact also decided that BPV would benefit from mentoring, so another independent facilitator was contracted to work with us for 6 months. We hope that at the end of this period of training, restructuring and self-reflection that we will emerge in a better and stronger position than before so that we can effectively support the families of children with SEND in Bromley.
-

# ACTIVITIES FROM APRIL 2020 TO MARCH 2021

- **Highlights of the Year 1st April 2020 until 31st March 2021:**
- Annual BPV Survey - July 2020 BPV's Independent Annual Survey on life under lockdown in the borough was distributed to all Parent/Carers to discover how the pandemic has affected our members
- BPV Community & Schools Connects Project – May 2021 – on going BPV community outreach project was switched to online format, and we held sessions for Crofton Junior School & La Fontaine school. Bromley Well & Bromley Well Young Carers joined.
- LBB Covid-19 Issues meeting – consisted of BPV, local authority & community & health stakeholders who identified issues and problems families were facing under lockdown and signposted them to the right organisations who could provide them with appropriate help.
- Representatives sit on SEND Governance Board, Transformation board, Bromley's Children Executive Board (CEB to set the strategic priorities and represent the views of parent/carers of children with SEND. BPV are waiting for dates to attend the LBB Learning Disability Board and the Bromley All Age Autism Partnership Board.
- BPV co-hosted My Child has Dyslexia sessions with Bromley Dyslexia Association and London Borough of Bromley (Sept 2020 & Jan 2020) online for parent/carers
- BPV co-hosted parent information sessions on short breaks provision for parent/carers of children with SEND (Nov 2020)

## ACTIVITIES OF APRIL 2020 TO MARCH 2021

- BPV co-hosted parent information sessions **with London Borough of Bromley on My Child has SEND** for parent/carers of children with SEND
- **NNPCF Life Under Lockdown Survey** - Dec 20 / Jan 21 – BPV shared results of the NNPCF survey with the NNPCF & the local authority. LBB then used the results of this survey to inform its SEND strategy to improve outcomes for YP/Children with SEND.
- **SELCCG Big Health Week Dec 2020** – BPV in partnership with the local CCG promoted the Big health Week for young people with SEND for the second year running
- **NNPCF Online National Conference (Feb 21)** – BPV attended the annual online NNPCF Conference, sessions attended included the keynote speeches by the Minister for Children and



## FINANCIAL SUMMARY

- BPV successfully applied for the 20/21 £15,000 participation grant from the Department for Education in two tranches in Aug and Nov 2020.
- In the 2020/21 financial year, the forum has used the grant to fund new IT infrastructure & helpdesk support, IT security packages, training and mentoring for BPV volunteers, Trustee training, purchased a video conferencing package ZOOM to provide parent/carer information events during lockdown & remunerate parent/carers for their time participating in official meetings with stakeholders.
- BPV purchased the survey monkey package because a requirement of the DfE grant is to survey its members annually in order to set the forum's strategic vision and objectives for the following year.
- From the 2020/21 financial year BPV lost the funding and parent participation contract from the London Borough of Bromley so is now only in receipt of the DfE £15,000 funding for 20/21.
- DfE funding grant of £17,000 for 21/22 has been approved now that the LA has endorsed the MOU.
- Bromley Parent Voice has received additional funding through the COVID-19 Direct Line Emergency Fund **£4,000** in July 2020.
- BPV also received some additional funds from the dissolved Community Waves Charity **£5,000**

# RECEIPT & PAYMENT ACCOUNT

## FINANCIAL ACTIVITIES APRIL 20 – MARCH 21

Bromley Parent Voice			
Financial Activities			
April 2020 - March 2021			
	Total		
	Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	
<b>Income</b>			
COVID Grant	4,000.00		
DFE Grant			12,916.00
Donations and legacies	5,000.00		255.00
LBB Contact Grant	15,674.29		14,000.00
<b>Total Income</b>	<b>£ 24,674.29</b>	<b>£ 27,171.00</b>	
<b>Total</b>	<b>£ 24,674.29</b>	<b>£ 27,171.00</b>	
<b>Expenditures</b>			
<b>Admin &amp; governance</b>			
Accountancy	500.00		500.00
Computer repairs	3,801.16		5,151.98
Insurances	230.16		801.66
Office/General Administrative Expenses	307.08		1,341.21
Printing, Postage and Stationery			554.72
Service Charge	500.00		
Telephone	235.74		451.33
Travel and Accommodation			464.07
<b>Total Admin &amp; governance</b>	<b>£ 5,574.14</b>	<b>£ 9,264.97</b>	
<b>Events</b>			
Awards			34.30
Cake and Share			382.00
<b>Total Events</b>	<b>£ 0.00</b>	<b>£ 572.43</b>	
<b>Independent Support (E)</b>			
Parent carer expenses			2,257.82
Parent carer remuneration	163.68		230.00
<b>Total Independent Support (E)</b>	<b>£ 163.68</b>	<b>£ 2,487.82</b>	
<b>Meetings</b>			
Rent	1,140.00		3,414.00
<b>Total Meetings</b>	<b>£ 1,140.00</b>	<b>£ 4,685.25</b>	
<b>Miscellaneous</b>			
Miscellaneous	29.99		16.00
Refreshments			463.20
<b>Total Miscellaneous</b>	<b>£ 29.99</b>	<b>£ 479.20</b>	
<b>Other Professional Services</b>			
	504.00		1,276.58
<b>Staff Costs</b>			
Pension	119.76		127.92
Taxes	44.70		0.00
Wages	13,860.00		17,940.00
<b>Total Payroll Expenses</b>	<b>£ 14,024.46</b>	<b>£ 18,067.92</b>	
<b>Total Expenditures</b>	<b>£ 21,436.27</b>	<b>£ 36,834.17</b>	
<b>Net Operating Income</b>	<b>£ 3,238.02</b>	<b>£ 9,663.17</b>	
<b>Net Income/(Expenditure)</b>	<b>£ 3,238.02</b>	<b>£ 9,663.17</b>	



# RECEIPT & PAYMENT ACCOUNT

## BALANCE SHEET AS OF MARCH 21

Bromley Parent Voice Balance Sheet As of March 31, 2021		
	Unrestricted	
	As of Mar 31, 2021	As of Mar 31, 2020
Fixed Asset		
Tangible assets		
Computer Costs	1,258.08	1,258.08
Fixtures and Fittings Cost	1,004.00	1,004.00
Total Tangible assets	£ 2,262.08	£ 2,262.08
Total Fixed Asset	£ 2,262.08	£ 2,262.08
Cash at bank and in hand		
Cash on hand	65.69	140.59
Treasurers Account (4268)	11,392.93	10,229.22
Total Cash at bank and in hand	£ 11,458.62	£ 10,369.81
Net current assets	£ 11,458.62	£ 10,369.81
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0.00	933.62
Total Trade Creditors	£ 0.00	£ 933.62
Current Liabilities		
Payroll Clearing	-0.18	1,352.83
Payroll Liabilities		
HMRC	125.67	24.93
Pension	105.56	68.88
Total Payroll Liabilities	£ 231.23	£ 93.81
Tax and National Insurance	0.00	0.00
Total Current Liabilities	£ 231.05	£ 1,446.64
Total Creditors: amounts falling due within one year	£ 231.05	£ 2,380.26
Net current assets (liabilities)	£ 11,227.57	£ 7,989.55
Total assets less current liabilities	£ 13,489.65	£ 10,251.63
Total net assets (liabilities)	£ 13,489.65	£ 10,251.63
Charity funds		
Retained Earnings	10,251.63	19,914.80
Surplus/(Deficit)	3,238.02	-9,663.17
Total Charity funds	£ 13,489.65	£ 10,251.63





## NOTES TO THE ACCOUNTS

- BPV applied for the £17,500 participation grant from the Department for Education in two tranches and is yet to receive the funding as we are still waiting for the MOU from the local authority.
- BPV is currently using its reserve funds to operate a full service while waiting for the DfE funding for the 21/22 financial year to be awarded. Contact , our DfE grant sponsors, confirmed that the grant will be paid in January 2022.
- 2020 -21 resulted in the funding of:
  - £15,000 raised from the 2020/2021 DfE participation grant (June ( Dec 2020)
  - £4,000 from Direct Line grant (July 2020)
  - £5,000 Community Waves grant (July 2020)
  - Total           **£24,000**
- BPV Parent Representatives are to be reimbursed for expenses.
- Reserves at the period end are **£ 3,238.02 March 2021** of unrestricted expenditure.



## REPORT APPROVAL

This report is an accurate reflection of the 2020/21 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).

It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members, parent reps and employee, who have enabled BPV to inform and involve local families to influence positive change.

We continue to adhere to our Financial Procedures Policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.

This policy will also be reviewed by all existing and newly appointed trustees at the charity's Annual General Meeting (AGM) and signed on their behalf by:

**Helen Buckley**

**Acting Chair of Trustees**

**25<sup>th</sup> January 2022**



## ○ **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV**

- I report on the financial statements for the period ended 31<sup>st</sup> March 2018 set out on pages 8 and 9.
- *Respective responsibilities of trustees and examiner:*
- The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
- It is my responsibility to:
- examine the accounts under section 145 of the 2011 Charities Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- state whether particular matter have come to my attention.
- *Basis of independent examiner's statement:*
- My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

○ Continued on next page



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV

*Independent examiner's statement:*

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Joanna Josiah FCCA  
12 Mead Crescent  
Dartford  
DA1 2SH