



# 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

- 
- 
- 
- 
- 
- 
- 
- 

**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 manage 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/carers views and experiences of SEND services.
  - • Extending contact with hard to reach communities within the Borough.
  - • The recruitment of volunteers & parent/carers 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/carer 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/carer 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/carers 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
Income		
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
Total Income	£ 24,674.29	£ 27,171.00
Total	£ 24,674.29	£ 27,171.00
Expenditures		
Admin & governance		
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
Total Admin & governance	£ 5,574.14	£ 9,264.97
Events		156.13
Awards		34.30
Cake and Share		382.00
Total Events	£ 0.00	£ 572.43
Independent Support (E)		
Parent carer expenses		2,257.82
Parent carer remuneration	163.68	230.00
Total Independent Support (E)	£ 163.68	£ 2,487.82
Meetings		1,271.25
Rent	1,140.00	3,414.00
Total Meetings	£ 1,140.00	£ 4,685.25
Miscellaneous	29.99	16.00
Refreshments		463.20
Total Miscellaneous	£ 29.99	£ 479.20
Other Professional Services	504.00	1,276.58
Staff Costs		
Pension	119.76	127.92
Taxes	44.70	0.00
Wages	13,860.00	17,940.00
Total Payroll Expenses	£ 14,024.46	£ 18,067.92
Total Expenditures	£ 21,436.27	£ 36,834.17
Net Operating Income	£ 3,238.02	£ 9,663.17
Net Income/(Expenditure)	£ 3,238.02	£ 9,663.17



# 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