

MEDWAY PARENTS AND CARERS FORUM

England & Wales · Charity number 1183372

Details

Other names MPCF

Status Registered

Legal form CIO

Registered 2019-05-13

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

Contact

Address C/o Snapdragons Childrens Centre
Cliffe Road
Rochester
Kent
ME2 3FF

Phone 07813123984

Email info@medwaypcf.org.uk

Website WWW.MEDWAYPCF.ORG.UK

Activities

Objects: TO RELIEVE THE NEEDS OF CHILDREN AND YOUNG PEOPLE, INCLUDING THEIR PARENTS, CARERS AND FAMILIES, WHO HAVE DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS IN MEDWAY IN ORDER TO IMPROVE THEIR QUALITY OF LIFE, PROMOTE THEIR INCLUSION IN THEIR LOCAL COMMUNITIES AND TO HELP AND SUPPORT THEM TO REACH THEIR FULL POTENTIAL.

Activities: MPCF is a parent led organisation working within Medway to give parents and carers a collective voice to shape and in the delivery of services for SEN. To be a meeting point so parents can gain mutual support

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, People With Disabilities

Geography

- Medway

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£47,307	£48,629	-	-
2024-03-31	£77,916	£38,052	-	-
2023-03-31	£27,263	£28,006	-	-
2022-03-31	£17,312	£13,806	-	-
2021-03-31	£15,000	£12,323	-	-

Trustees

Name	Role	Appointed
Anita Kay Oxenham		2020-09-01
Felicity Baker		2023-01-05
Joanne Howcroft-Scott		2026-02-05
Keith Wiliam Clear		2019-05-13
Nicola Lambert		2024-04-04
Sharon Jackson		2026-01-15
Victoria Crone-Kontemeniotis		2025-10-09

MEDWAY PARENTS AND CARERS FORUM

England & Wales - Charity number 1183372

Accounts

Annual Report and Financial Statements

Year ended 1st April 2024– 31st March 2025

Charity Number: 1183372

**Report dated
January 2026**



Medway Parent Carer Forum

c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF

Tel: 07813 123 984

Email: info@medwaypcf

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Administrative information

Trustee's during the reporting period

Keith Clear
Shenda Williams
Anita Oxenham
Felicity Gallacher
Jennie Fretwell
Nicky Lambert

Steering Group

Angela Debont
Jayne Pardesi
Lisa Scarrott
Elizabeth Bradley
Leigh Baseley
Maxi Card
Krystal Sutton

Volunteers

Sonia Melia
Sandra Barrett
Sarah Buttery
Beth Morgan
Heather Stuart
Rebecca Wozencroft

Employees

Jayne Pardesi
Elizabeth Bradley
Lisa Scarrott
Gem Baukham
Kira Ramsden
Claire Clayton

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQK
CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Vision statement

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

Mission

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production. We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children and young people
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children and young people is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We support our families and carers with our Family Support Team, in helping with filling in forms and guidance of how to complete them with one-to-one support.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that they felt the sessions achieved what the session objectives were. We have completed co-production training with the local authority and ICB staff, where we led the training.

We have collaborated and worked with the LA the first year of the PINS Project (Partnership for Inclusion of Neurodiversity in Schools), and ensured that we hit all targets for inclusion, and support at all the schools we were given. After we put in a tender for this project and were awarded it.

Community events we have been part of included Welcome to Medway, Carers week, Days out with a male role model, The Big ConSENDSation, Children's mental health, Sticks and Stones, Child friendly Medway, and All together now Music sessions.

We have reviewed and coproduced letters for Health providers and education, run Healthy Parent Carer courses and training for many groups, assisted with the tender modernisation for child health services, and attended Medway Youth Council Conference.

So, you can see we are a huge part of Medway serving our families.

Review of activities

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page, also LinkedIn, Instagram and Twitter.

We also attend Local Authority meetings for Health, Social Care, and Education. Here are some of the events we attended between 1st April 2024 and 31st March 2025.

Strategic meetings 355 an increase of 91

Training and Events attended 109 a slight decrease of 5

Coffee mornings/meetings 19 a decrease of 12

Internal down to 41 from 47

A total of 3656 hours of input, which does not include talking to families, managing the social media posts, or creating newsletters, this is further 87% increase year on year in the amount of time the team put into attendance at these meeting and events.

This indicates a further huge surge in need, of co production and participation from a forum perspective. At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

Strategic meetings included interviews for commissioning and ICB for the role of deputy DCO.

The one-to-one support that the team offer with form filling, and sign posting when in need, has the team in great demand. In this year alone they saw 209 parents and carers. This is an increase of 72 families compared to the previous year. Our family support team go above and beyond to help those in need. The feedback that we receive from families about the team is wonderful and shows the amazing differences they make.

We continued to facilitate the Parent Carer Panel (Family Hubs and start for life Parent Carer Panel) Helping make sure that all parents and carers can access services from pregnancy through to their child's early years. The voice of this panel is growing in strength and attracting more families to help develop services across Medway.

One of our team Angela DeBont was nominated for a Pride in Medway Award 2025, which she unfortunately did not win, for her continuous volunteering for Medway Parent Carers Forum since day one.



MEETINGS AND EVENTS: 2024/2025 TOTALS



Strategic



School and Events



Coffee



Internal

355	19	109	41
(1420 hours)	(190 hours)	(1308 hours)	(738 hours)

Total: 3656 hours of time.

Future plans

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Carry on supporting individual family needs with applying for EHCP's, and Form filling.

Carry on supporting parents/carers and the Local authority with independent evaluation of ECHP plans.

To employ further administration staff to help with supporting our digital voice.

To employ further family support officers to support our families and carers with the administration requirements they need.

To implement support for our 18-25 young people moving forward, to ensure their voice is heard.

To gain further support with funding and grants to ensure the longevity of the forum and to continue offering the family support service.



Financial planning

Every year, we work tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities.

It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next 5 years, which is reviewed yearly.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 16 years. Since we were formed in 2009.

We have sought funding from various establishments for costs incurred in employment of staff, core costs and events, these can be seen on the financial records. Our funding for the family support team for the one-to-one work they do, has been funded from alternative sources that we have bidden for funding for.

We are truly grateful for any funding we receive that supports our families, carers and allows us to keep doing what we are passionate about for the last 16 years.





Jayne and Maxi, being visited at our stand by Cllr Teresa Murrey. The team spend a lot of time out and about at events. Meeting parents and carers around Medway, networking with other charities and service providers.

Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet monthly to support the needs of the steering group and the forum overall.

The work of implementing most of the policies is carried out by the members of the Steering Group, who meet monthly, to plan and enable events to take place, to meets with the needs of our parents and carers.

The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year.

Expenses were paid in the year.

No trustee received any benefit from the Medway Parent Carers Forum. Lisa Scarrott is employed by us, due to a conflict of interest, (Lisa's Mum is one of our Trustee's) we sought and received permission from the Charity commission for this, and Anita Oxenham is not involved in anything regarding the employment of Lisa.



Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

In 2024/2025 we had around 1216 members recorded, having completed a membership application form this is an increase from 1014 on the previous year. These members have full voting rights. 49 are associate members with no voting rights. All members have been supplied with a new membership number and membership card.

We also have members divided amongst our Family pages of 830.

The Professional page has 126 members.

The Professional Parent page has 149 members.

Our public page has 1.6k followers at present. The members of the public page do not have voting rights as they are not signed up members.

This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, through the children's centre at Snapdragons and promotion by other council services.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people. Members include those whose young people are now over our 0-25 remit, and wish to stay in touch and help others within the SEND world.



Statement of Accounts

Please see separate document for statement of accounts 2025

In summary and in accordance with our governing document and financial policy, the forum should have funds available, in case of any need arising. This should consist of 4 months of running costs including salaries or £1000 whichever is greater, which currently stands at £15000. Total cash fund at year end was £74,566 from which £31,651 is unrestricted. Unrestricted cash fund decreased by £8327 on last year from the previous year's closing amount of £39,978

Our team has worked hard to ensure funding coming into the forum and enable us to be employers and ensure the running of the forum. Funding is harder to come by for core costs such as wages, and the forum has unfortunately missed out on some funding streams. This is represented in our overall cash funds and has dropped since the previous year.

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2025. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

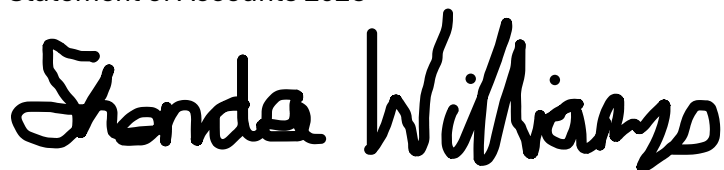
Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum CIO (Charitable Incorporated Organisation) has income over £25,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

We have had our accounts audited as we are now receiving higher funding. Late in 2024 we changed our accounting system to QuickBooks. Which has enabled our team to keep the records and streams of funding clearer, and in line with what the auditors need to submit to the Charity Commission. Our thanks to our very dedicated team for this.

Approved by the Trustees and signed on its behalf by: Anita Oxenham and Keith Clear on the Statement of Accounts 2025



Shenda Williams Trustee

Date 20th January 2026

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	Notes	2025 Unrestricted funds	2025 Restricted funds	2025 Total funds	2024 Total funds
Receipts	1				
	2				
Participation Grant DfE administered by Contact		0	17,494	17,494	17,256
Grants - Other		0	2,465	2,465	25,286
Grants - PINS		0	20,000	20,000	0
Grants - Healthy Parent Carers		0	5,966	5,966	0
Parent Carer Panel		0	0	0	33,891
Interest		752	0	752	415
Paypal Donations		0	0	0	241
Donation & Refunds		630	0	630	827
Total Receipts		1,382	45,925	47,307	77,916
Payments					
Bank Charges		35	60	95	120
DBS Checks		0	260	260	73
Insurance		0	519	519	873
IT Support		794	847	1,641	1,533
Laptops & tablets		0	299	299	438
Meetings and Events		408	1,523	1,931	2,305
Mobile Phone SIM Free Handset		0	0	0	0
Mobile Phone SIM only Contract		102	536	638	540
Office Costs ink stationery etc		217	2,125	2,342	1,763
Parent Carer Expenses	3	147	1,096	1,243	652
Professional Fees	4	425	1,720	2,145	393
Promotional Items		644	2,270	2,914	1,397
Software licences		0	0	0	0
Storage Unit		0	1,177	1,177	1,451
Training		364	450	814	536
Uniform		0	0	0	76
Wages and Salaries	4	0	32,367	32,367	24,462
Website		0	244	244	1,440
Total Payments		3,136	45,493	48,629	38,052
Net of receipts/(payments)		(1,754)	432	(1,322)	39,864
Transfer of Funds		(6,573)	6,573	0	0
Cash Funds last Year End		39,978	35,910	75,888	36,024
Cash Funds this Year End		31,651	42,915	74,566	75,888

Medway Parents and Carers Forum CIO
Statement of Assets and Liabilities
As at 31st March 25

Charity No 1183372

Notes			2025	2025	2025	2024
			Unrestricted	Restricted	Total Funds	Total Funds
			funds	funds		
			£	£	£	£
Cash Funds						
Current Accounts	HSBC	Account Closed Nov 24	0	0	0	6,343
Current Accounts	CAF		19,539	26,685	46,224	41,860
Savings	CAF		11,871	16,230	28,101	27,444
Paypal	CAF		241	0	241	241
			<u>31,651</u>	<u>42,915</u>	<u>74,566</u>	<u>75,888</u>
Other Monetary Assets						
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Assets Retained for the Charity's own use						
			<u>0</u>	<u>143</u>	<u>143</u> *	<u>742</u>
			<u>0</u>	<u>143</u>	<u>143</u>	<u>742</u>
* based on the estimated valuation of the assets used.						
Liability						
Outstanding Supplier Invoices			0	0	0	0
Accounts Fees			0	882	882	840
			<u>0</u>	<u>882</u>	<u>882</u>	<u>840</u>

Signed by one or two trustees on behalf of the trustees

Signature.....

Name.....Anita Oxenham

Date of Approval.....03/03/26

Signature.....

Name.....

Date of Approval.....

Notes to the Accounts
For the period ended 31 March 2025

Notes

1 Basis of preparation

This Financial Statement has been prepared on a Receipts and Payments basis, inline with Charity Commission guidance

2 Funding

				2025	2025	2025	2024	
				Unrestricted funds	Restricted funds	Total funds	Total funds	
i	Participation Grant	DfE administered by Contact	Grant	1 Year	0	17,494	17,494	17,256
ii	Partnership for Inclusion of Neurodiversity in Schools (PINS)		Grant	1 Year	0	20,000	20,000	0
iii	Healthy Parent Carer	(Joy funding administered by MVA)	Grant	1 Year	0	5,966	5,966	0
iv	Parent Carer Survey	NHS Engagement			0	2,000	2,000	2,000
v	Live Music Now Events				0	280	280	0
vi	Supported internship event	(Medway Council)			0	185	185	0
vii	Parent Support Project	Philip & Connie Phillips Foundation	Grant	1 Year	0	0	0	7,786
viii	Participation Grant	Medway Council (Public Health)	Grant	2 Years	0	0	0	15,000
ix	Universal Parent Carer Panel	Medway Council	Contract	2 Years	0	0	0	33,891
x	MLG IT Equipment				0	0	0	500
					0	45,925	45,925	76,433

- i Department for Education Annual Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.
- ii Grant to enable MPCF to fulfil their tasks as part of PINS Project(Kent and Medway ICB and Medway Council)
- iii Grant to enable MPCF to provide wellbeing training for parent carers
- iv Funding to provide feedback on a specified group of questions within an agreed timescale
- v Funding to enable MPCF engagement at SEND Music events
- vi Funding to enable MPCF to support virtual supported intership event
- vii Continuation of our project to help parent carers with form filling and peer to peer support
- viii To fund forum running costs to support participation and co production within Medway
- ix MPCF were successful in their bid for a 2 year contract to set up and facilitate a universal panel for parents using family hubs
- x Funding to purchase 2 tablets and cases

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.
Travel costs that have been reimbursed at HMRC approved rates are included in this category.

4 Staffing Costs

	2025	2024
Employed Staff	31,403	24462
Self employed Staff	732	0
Pensions	231	0
Payroll Costs	525	393
	32,891	24,855

5 Restricted Funds

Current Year

	Balance				Balance
	1 Apr	Receipts	Payments	Transfers	31 Mar 25
	24				
DfE	7	17,494	17,500	0	1
Transfer from MPCF General Fund	0	0	6,588	6,588	0
Parent Support	2,484	0	2,469	(15)	0 *
Parent Carer Panel	33,419		11,138	0	22,281
PINS	0	20,000	6,900	0	13,100
Healthy Parent Carer	0	5,966	283	0	5,683
Live Music Now	0	280	280	0	0
Supported Internship Event	0	185	185	0	0
NHS Engagement	0	2,000	150	0	1,850
	<u>35,910</u>	<u>45,925</u>	<u>45,493</u>	<u>6,573</u>	<u>42,915</u>

* Balance on completed projects transferred to Non restricted

Previous Year

	Balance				Balance
	1 Apr	Receipts	Payments	Transfers	31 Mar 24
	23				
DfE	1,493	17,304	18,790	0	7
Parent Support	5,836	7,786	11,138	0	2,484
Medway	7,133	0	7,110	(23)	0 *
MLG	0	500	470	(30)	0 *
Parent Carer Panel	0	33,931	512	0	33,419
NHS Engagement	0	2,000	120	(1,880)	0 *
	<u>14,462</u>	<u>61,521</u>	<u>38,140</u>	<u>(1,933)</u>	<u>35,910</u>

* Balance on completed projects transferred to Non restricted

6 Taxation

Medway Parents and Carers Forum is not registered for VAT or Gift Aid

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Medway Parent and Carer Forum on the accounts for the year ended 31st March 2025.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters 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 Commissioners. An examination includes a review of the accounting records kept by the organisation 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 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 statement below.

INDEPENDENT EXAMINER'S STATEMENT

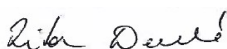
In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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

Zita Derbak MAAT AATQB
Independent Examiners Ltd
The Grain Store
Hills Barns
Appledram Lane South
Chichester, West Sussex
PO20 7EG

Sign: 

Date: 04.03.2026

MEDWAY PARENTS AND CARERS FORUM

England & Wales - Charity number 1183372

Accounts

Annual Report and Financial Statements

Year ended 1st April 2023 – 31st March 2024

Charity Number: 1183372

**Report dated
January 2025**



Medway Parent Carer Forum

c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF
Tel: 01634 333315 (term time mornings only) or 07813 123 984
Email: medwaypcf@googlemail.com

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Administrative information

Trustee's during the reporting period

June Patey (Retired 20.03.2024)

Keith Clear

Shenda Smith

Anita Oxenham

Hannah Burke (Resigned 28.06.24)

Felicity Baker

Jennie Fretwell

Steering Group

Angela Debont

Jayne Pardesi

Lisa Scarrott

Elizabeth Bradley

Leigh Baseley

Maxi Card

Krystal Sutton

Volunteers

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Sandra Barrett

Sarah Buttery

Beth Morgan

Heather Stuart

Employees

Jayne Pardesi

Elizabeth Bradley

Lisa Scarrott

Belinda Woodhams

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQK

CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Vision statement

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Mission

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We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We support our families and carers with our Family Support Team, in helping with filling in forms and guidance of how to complete them with one to one support.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that they felt the sessions achieved what the session objectives were.

Review of activities

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, Social Care, and Education. Here are some of the events we attended between 1st April 2023 and 31st March 2024.

Strategic meetings 264

Training and Events attended 114

Coffee mornings/meetings 31

Internal 47

A total of 3200 hours of input, which does not include talking to families, managing the social media posts, or creating newsletters, this is 3 times the figure of the previous year.

This indicates a huge surge in need, of co production and participation from a forum perspective. At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

The one to one support that the team offer with form filling, and sign posting when in need, has the team in great demand. In this year alone they saw 137 parents and carers.

We received funding this year to facilitate the Parent Carer Panel (Family Hubs and start for life Parent Carer Panel) Helping make sure that all parents and carers can access services from pregnancy through to their child's early years.

We were nominated for a Pride in Medway Award 2024, unfortunately we did not win this year.



medway
parents & carers
forum

Registered Charity 1183372

WHAT HAVE WE BEEN DOING IN 23-24?

264
Strategic
meetings
attended

Over 3200
hours of
input

31 coffee
meetings

114
events/schools
and training
sessions
attended

47 internal
meetings

Strategic meetings are any meeting where decisions are made and parents views are raised
Many events/schools and training sessions are approx 5hours per session usually needing more than 1 colleague.

Future plans

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Carry on supporting individual family needs with applying for EHCP's, and Form filling.

Carry on supporting parents/carers and Local authority with independent evaluation of ECHP plans.

To employ further administration staff, for day to day running of the office.

To employ further family support officers to support our families and carers with the administration requirements they need.



Financial planning

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively. We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 15 years. Since we were formed in 2009.

We have sought funding from various establishments for costs incurred in employment of staff, core costs and events, these can be seen on the financial records. Our funding for the family support team for the one to one work they do, has been funded from alternative sources that we have bided for funding for.

We are truly grateful for any funding we receive that supports our families, carers and allows us to keep doing what we are passionate about for the last 15 years.



In 2024 we celebrated our 15th Birthday of the forum being founded. In this photo our Trustee's Keith Clear, Shenda Smith and June Patey are cutting the celebration cake.

Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet monthly to support the needs of the steering group and the forum overall.

The work of implementing most of the policies is carried out by the members of the Steering Group, who meet monthly, to plan and enable events to take place, to meets with the needs of our parents and carers.

The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year.

Expenses were paid in the year.

No trustee received any benefit from the Medway Parent Carers Forum. We have employed Lisa Scarrott in the previous year, due to a conflict of interest, (Lisa's Mum is one of our Trustee's) we sought and received permission from the Charity commission for this and Anita is not involved in anything regarding the employment of Lisa.

The below photo is Keith Clear receiving his life time achievement award. Fantastic.



Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum CIO (Charitable Incorporated Organisation) has income over £25,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Last year we had our accounts, audited as we received higher funding for the first time, we were late submitting them to the charity commission once they had been verified, unfortunately. However, they were all passed. Late in 2024 we changed our accounting system to QuickBooks. We have taken the time to update all the accounts from 2023-2024 to QuickBooks to enable the auditors a speedier time of checking them. Our thanks to our very dedicated team for this achievement.



Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

In 2023/2024 we had around 1014 members recorded, having completed a membership application form this is an increase of 340 on the previous year. These members have full voting rights. 30 are associate members with no voting rights. All members have been supplied with a new membership number and membership card. This figure has risen from the previous figure of 674 members.

We also have members divided amongst our Family pages

The Professional page has 110 members.

The Professional Parent page has 131 members.

Our general public page has 1000+ followers at present. The members of the general public page do not have voting rights as they are not signed up members.

This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, through the children's centre at Snapdragons and promotion by other council services.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people.

Instagram has 245 followers

Twitter has 585 followers

Statement of Accounts

Please see separate document for statement of accounts 2024

In summary and in accordance with our governing document and financial policy, the forum should have funds available, in case of any need arising. This should consist of 4 months of running costs including salaries or £1000 whichever is greater, which currently stands at £15000.

Total cash fund at year end was £75,888 from which £39,978 is unrestricted. Unrestricted cash fund increased by £18,416 on last year from the previous year's closing amount of £21,562.

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2024. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:
Anita Oxenham and Keith Clear on the Statement of Accounts 2024

A handwritten signature in black ink that reads "Shenda Smith". The signature is written in a cursive, flowing style.

Shenda Smith Trustee
Date 28th January 2025

Medway Parents and Carers Forum CIO
Receipts and Payments for year ended 31st March 2024

Charity No 1183372

	Notes	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds	2023 Total funds
Receipts	1				
	2				
Participation Grant DfE administered by Contact		0	17,256	17,256	14,734
Grants Other		15,000	10,286	25,286	11,765
Parent Carer Panel		0	33,891	33,891	0
Interest		415	0	415	61
PayPal Donations		241	0	241	0
Donations		827	0	827	703
Total Receipts		16,483	61,433	77,916	27,263
Payments					
Bank Charges		0	120	120	132
DBS Checks		0	73	73	73
Insurance		0	873	873	600
IT Support		0	1,533	1,533	1,485
Laptops & tablets		0	438	438	1,137
Meetings and Events		0	2,305	2,305	2,667
Mobile Phone SIM Free Handset		0	0	0	260
Mobile Phone SIM only Contract		0	540	540	421
Office Costs ink stationery etc		0	1,763	1,763	1,526
Parent Carer Expenses	3	0	652	652	948
Professional Fees	4	0	393	393	387
Promotional Items		0	1,397	1,397	1,994
Software licences		0	0	0	427
Storage Unit		0	1,451	1,451	1,295
Training		0	536	536	2,130
Uniform		0	76	76	114
Wages and Salaries	4	0	24,462	24,462	12,410
Website		0	1,440	1,440	0
Total Payments		0	38,052	38,052	28,006
Net of receipts/(payments)		16,483	23,381	39,864	(743)
Transfer of Funds	5	1,933	(1,933)	0	0
Cash Funds last Year End		21,562	14,462	36,024	36,767
Cash Funds this Year End		39,978	35,910	75,888	36,024

Medway Parents and Carers Forum CIO
Statement of Assets and Liabilities
As at 31st March 24

Charity No 1183372

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total Funds £	2023 Total Funds £
Cash Funds	5				
Current Account	HSBC	0	6,343	6,343	6,492
Current Account	CAF	15,000	26,860	41,860	27,518
Savings	CAF	24,737	2,707	27,444	2,014
PayPal		241	0	241	0
Total Cash Funds		39,978	35,910	75,888	36,024
Other Monetary Assets		0	0	0	0
		0	0	0	0
Assets Retained for the Charity's own use		0	742	742 *	2,307
		0	742	742	2,307
<i>* based on the estimated valuation of the assets used.</i>					
Liability					
Outstanding Supplier Invoices		0	0	0	2,707
Accounts Fees		0	840	840	780
		0	840	840	3,487

Signed by one or two trustees on behalf of the trustees



Signature.....

A Oxenham

Name.....

27/01/2025

Date of Approval.....



Signature.....

K Clear

Name.....

28/01/2025

Date of Approval.....

Medway Parents and Carers Forum CIO

Charity No 1183372

Notes to the Accounts
For the period ended 31 March 2024

Notes

1 Basis of preparation

This Financial Statement has been prepared on a Receipts and Payments basis, inline with Charity Commission guidance

2 Funding

		2024	2024	2024	2023
		Unrestricted funds	Restricted funds	Total funds	Total funds
i Participation Grant DfE administered by Contact	Grant 1 Year	0	17,256	17,256	14,734
ii Parent Support Project Philip & Connie Phillips Foundation	Grant 1 Year	0	7,786	7,786	11,765
iii Participation Grant Medway Council (Public Health)	Grant 2 Years	15,000	0	15,000	0
iv Parent Carer Survey NHS Engagement		0	2,000	2,000	0
v Universal Parent Carer Panel Medway Council	Contract 2 Years	0	33,891	0	0
vi MLG IT Equipment		0	500	500	0
		<u>15,000</u>	<u>61,433</u>	<u>42,542</u>	<u>26,499</u>

- i Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.
- ii Continuation of our project to help parent carers with form filling and peer to peer support
- iii To fund forum running cost to support participation and co production within Medway
- iv Funding to provide feed back on a specified group of questions within an agreed timescale.
- v MCPF were successful in their bid for a 2 year contract to set up and facilitate a universal panel for parents using family hubs
- vi Funding to purchase 2 tablets and cases

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.
Travel costs that have been reimbursed at HMRC approved rates are included in this category.

4 Staffing Costs

	2023/24
Employed Part-time Staff	24,462
Payroll Costs	393
	<u>24,855</u>

We employ 4 part-time staff to support the daily running of the Forum and our Parent Support Project.

5 Restricted Funds

Current Year

	Balance 1 Apr 23	Receipts	Payments	Transfers	Balance 31 Mar 24
DfE	1,493	17,256	18,742	0	7
Parent Support	5,836	7,786	11,138	0	2,484
Medway	7,133	0	7,110	(23)	0 *
MLG	0	500	470	(30)	0 *
Parent Carer Panel	0	33,891	472	0	33,419
NHS Engagement	0	2,000	120	(1,880)	0 *
	<u>14,462</u>	<u>61,433</u>	<u>38,052</u>	<u>(1,933)</u>	<u>35,910</u>

* Balance on completed projects transferred to Unrestricted funds

Previous Year

	Balance 1 Apr 22	Receipts	Payments	Transfers	Balance 31 Mar 23
DfE	4,026	14,734	17,267	0	1,493
Medway	11,770	0	4,637	0	7,133
Parent Support	0	11,765	5,929	0	5,836
	<u>15,796</u>	<u>26,499</u>	<u>27,833</u>	<u>0</u>	<u>14,462</u>

Grant from Medway to support participation within Medway as per agreed business plan.

Taxation

6 Medway Parents and Carers Forum is not registered for VAT or Gift Aid

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Medway Parent and Carer Forum on the accounts for the year ended 31st March 2024.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters 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 Commissioners. An examination includes a review of the accounting records kept by the organisation 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 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 statement below.

INDEPENDENT EXAMINER'S STATEMENT

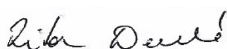
In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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

Zita Derbak MAAT AATQB
Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

Sign: 

Date: 29.01.2025

MEDWAY PARENTS AND CARERS FORUM

England & Wales - Charity number 1183372

Accounts

Annual Report and Financial Statements

Year ended 1st April 2022 – 31st March 2023

Charity Number: 1183372

**Report dated
January 2024**



Medway Parent Carer Forum
c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF
Tel: 01634 333315 (term time mornings only) or 07813 123 984
Email: medwaypcf@googlemail.com

Contents

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Mission, Aims, Objectives and Vision	Page 4
Ensuring our activities achieve our objects and benefit the public.	Page 5
Review of activities	Pages 5 to 7
Future plans and financial planning	Page 8 to 9
Management	Page 10 to 11
Membership	Page 12
Statement of declaration	Page 13



Administrative information

Trustee's during the reporting period

June Patey
Keith Clear
Shenda Smith
Anita Oxenham
Hannah Burke
Jennifer Fretwell
Felicity Baker

Steering Group

Angela Debont
Jayne Pardesi
Lisa Scarrott
Emma Kelliher
Elizabeth Bradley

Volunteers

Krystal Sutton
Harriet Chatwell
Leigh Baseley

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQK
CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Governing documents

CIO-association registered 13th May 2019
Amended on the 6th April 2023

Vision statement

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

Mission

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production.

We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We support our families and carers with our Family Support Team, in helping with filling in forms and guidance of how to complete them with one to one support. This is a new initiative for the forum, which were able to undertake due to funding received from Kent Community foundation and the National lottery.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents and carers the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that felt the sessions achieved what the session objectives were.

Review of activities

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, Social Care, and Education. Here are some of the events we attended between 1st April 2022 and 31st March 2023.

At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

We joined 8 school coffee meetings or SEND events. There were 7 sessions of training for staff around IT, social media, and Forum Participation. This also includes events that the forum attended such as Medway Carnival, Grain Carnival, Family Hub Fun Days, Road Safety Training days for Children and Young People, our preparing for Adulthood event, a SEND Education event and a Health and Social Care event where parents got to meet professionals and senior leaders from Medway Council.



WHAT HAVE WE BEEN DOING IN 22-23?

169
Strategic
meetings
attended

Over 1100
hours of
input

16 coffee
meetings

35
events/schools
and training
sessions
attended

37 internal
meetings

Strategic meetings are any meeting where decisions are made and parents views are raised
Many events/schools and training sessions are approx 5hours per session usually needing more than 1 colleague.



Future plans

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Carry on supporting individual family needs with applying for EHCP's, and Form filling.

Carry on supporting parents/carers and Local authority with independent evaluation of ECHP plans.

To employ further administration staff, for day to day running of the office.

To employ further family support officers to support our families and carers with the administration requirements they need.

Financial review

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 14 years. Since we were formed in 2009.

We have sought funding from various establishments for costs incurred in employment of staff, core costs and events, these can be seen on the financial records.

We are truly grateful for any funding we receive that supports our families, carers and allows us to keep doing what we are passionate about for the last 14 years.

In accordance with our governing document and financial policy, the forum should have funds available, in case of any need arising. This should consist of 4 months of running costs including salaries or £1000 whichever is greater, which currently stands at £9335

Total cash fund at year end was £36,024 from which £21,562 is unrestricted. Unrestricted cash fund increased slightly last year from the previous year's closing amount of £20,971



Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet monthly to support the needs of the steering group and the forum on the whole.

The work of implementing most of the policies is carried out by the members of the Steering Group, who used to meet 6 times a year, but this has been elevated to 12 times a year to meets with the needs of our parents and carers.

The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year.

Expenses were paid in the year.

No trustee or person connected with a trustee received any benefit from the Medway Parent Carers Forum.

Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011. The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This is the first year where we an income above this threshold and we will have our accounts independently verified.



Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

We currently have around 674 members recorded, having completed a membership application form. These members have full voting rights. The membership is currently under review, and all members are being asked to submit a new membership form and being supplied with a new membership card. This figure has risen from the previous figure of 93 members. We started to have a real deep dive of data and membership this year, and ensuring we were 100% compliant in all areas. In doing so, all members received a new membership card and membership number.

We also have members divided amongst our Facebook pages, The Professional page has 64 members, The Professional Parent page has 100 members, up from 90 members.

The Professional page has 100 members.

The Family page has 1800 up from 1179 members the previous year.

This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, and through the children's centre at Snapdragons. These members do not have voting rights until they have completed a membership application form.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people.

Statement of declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2023. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

The Trustees declare that they have approved the Trustees report above

Signed on behalf of the Charities Trustees:

A handwritten signature in black ink that reads "Shenda Smith". The signature is written in a cursive style with a large initial 'S'.

Shenda Smith Trustee
Date 28th February 2024

Receipts and Payments for year ended 31st March 2023

	Notes	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds	2022 Total funds
Receipts					
Grants DfE		0	14,734	14,734	9,304
Grants Other		0	11,765	11,765	7,500
Interest		61	0	61	0
Donations & Refunds		703	0	703	508
Total Receipts		<u>764</u>	<u>26,499</u>	<u>27,263</u>	<u>17,312</u>
Payments					
Parent Carer Expenses	3	0	948	948	922
Staffing Cost	4	0	12,797	12,797	0
Laptops		0	1,137	1,137	987
Mobile Phone		0	260	260	0
Storage Unit		0	1,295	1,295	1,139
Insurance		0	600	600	363
Meetings and Events		0	2,667	2,667	139
Training		173	1,957	2,130	1,867
Promotional Items		0	1,994	1,994	2,931
Uniform		0	114	114	339
DBS Checks		0	73	73	122
Software licences		0	427	427	892
Professional Fees		0	0	0	800
Bank Charges		0	132	132	111
IT Support		0	1,485	1,485	1,187
Telephone		0	421	421	344
Office Costs ink stationery etc		0	1,526	1,526	1,230
Website		0	0	0	2,379
Total Payments		<u>173</u>	<u>27,833</u>	<u>28,006</u>	<u>15,752</u>
Net of receipts/(payments)		591	(1,334)	(743)	1,560
Cash Funds last Year End		20,971	15,796	36,767	35,207
Cash Funds this Year End		<u>21,562</u>	<u>14,462</u>	<u>36,024</u>	<u>36,767</u>

Statement of Assets and Liabilities as at 31st March 23

		Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total Funds £	2022 Total Funds £
Monetary Assets		5				
Current Accounts	HSBC		0	6,492	6,492	23,072
	CAF		19,548	7,970	27,518	11,695
Savings	CAF		2,014	0	2,014	2,000
			<u>21,562</u>	<u>14,462</u>	<u>36,024</u>	<u>36,767</u>
Other Monetary Assets			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Assets Retained for the Charity's own use			<u>0</u>	<u>2,307</u>	<u>2,307</u>	<u>3,876</u>
			<u>0</u>	<u>2,307</u>	<u>2,307</u>	<u>3,876</u>
Liability						
Outstanding Supplier Invoices			1,440	1,267	2,707	288
Accounts Fees			0	780	780	0
			<u>1,440</u>	<u>2,047</u>	<u>3,487</u>	<u>288</u>

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

Signature: 

Signature: 

Name: A. OXENHAM

Name: KEITH CLEAR

Date of Approval: 11/04/24

Date of Approval: 11/04/24

Notes to the Accounts for the period ended 31 March 2023

For the period ended 31 March 2023

Notes

1 Basis of preparation

This Financial Statement has been prepared on a Receipts and Payments basis, inline with Charity Commission guidance

2 Grants

	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds	2022 Total funds
Department for Education	0	14,734	14,734	9,304
Parent Support Project	0	11,765	11,765	0
CCG	0	0	0	7,500
	<u>0</u>	<u>26,499</u>	<u>26,499</u>	<u>16,804</u>

Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.

Parent Support Funding to setup and train staff & volunteers to assist parents with completion of DLA & PIP forms

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.

Travel costs that have been reimbursed at HMRC approved rates are included in this category.

4 Staffing Costs

Employed Part-time Staff	12,309
Self Employed Parent Reps	100
Payroll Costs	<u>387</u>
	<u>12,796</u>

This was our first year employing part-time staff to support the daily running of the Forum and to set up our Parent Support Project.

5 Restricted Funds**Current Year**

	Balance				Balance
	1 Apr 22	Receipts	Payments	Transfers	31 Mar 23
DfE	4,026	14,734	17,267	0	1,493
Medway	11,770	0	4,637	0	7,133
Parent Support	0	11,765	5,929	0	5,836
	<u>15,796</u>	<u>26,499</u>	<u>27,833</u>	<u>0</u>	<u>14,462</u>

Grant from Medway to support participation within Medway as per agreed business plan.

Previous Year

	Balance				Balance
	1 Apr 21	Receipts	Payments	Transfers	31 Mar 22
DfE	10,430	9,304	15,708	0	4,026
Medway	4,314	7,500	44	0	11,770
	<u>14,744</u>	<u>16,804</u>	<u>15,752</u>	<u>0</u>	<u>15,796</u>

Taxation

6 Medway Parents and Carers Forum is not registered for VAT or Gift Aid

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Medway Parent and Carer Forum on the accounts for the year ended 31st March 2023.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters 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 Commissioners. An examination includes a review of the accounting records kept by the organisation 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 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 statement below.

INDEPENDENT EXAMINER'S STATEMENT

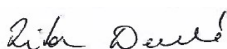
In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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

Zita Derbak MAAT AATQB
Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

Sign: 

Date: 12.04.2024

MEDWAY PARENTS AND CARERS FORUM

England & Wales - Charity number 1183372

Accounts

Medway Parent Carers Forum Charity number 1183372

Annual Report and Financial Statements

Year ended 1st April 2021 - 31st March 2022.

Charity Number: 1183372

**Report dated
January 2023**



Medway Parent Carer Forum

c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF

Tel: 01634 333315 (term time mornings only) or 07813 123 984

Email: medwaypcf@googlemail.com

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Administrative information

Trustee's during the reporting period

June Patey
Keith Clear
Shenda Smith
Anita Oxenham
Hannah Burke

Steering Group

Angela Debont
Jayne Pardesi
Lisa Scarrott
Emma Kelliher
Elizabeth Bradley
Victoria Crone-Kontemeniotis (until June 2021)

Volunteers

Krystal Sutton
Harriet Chatwell
Sally Congram (until February 2022)
Kate Fenner (until January 2022)
Leigh Baseley

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQK
CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Vision statement

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

Mission

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production.

We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that felt the sessions achieved what the session objectives were.



Review of activities

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, Social Care, and Education.

Here are some of the events we attended between April 2021 and 31st March 2022.

At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

April 2021

9th Medway Voluntary Action group meeting

10th Trustees and Angela Finance lead

14th Grant Training Lisa and Angela listened in.

Team get together

16th Sue Gibbons Parent strategy leaflet. From Clinical Commissioning Group

19th Coffee meeting with Local Offer Officer

20th Clinical Commissioning Group catch up

22nd Team meeting 11am

Introduction to Sue and Wendy 2pm from Clinical Commissioning Group and Local authority

23rd Medway Voluntary Action group meeting

27th Family action

May 2021

4th Coffee evening with Sendias Lisa Omer

6th Sue Gibbons 11.15

Laura from Sendias 2pm

7th Clinical Commissioning Group

Southeast National Network Parent Carer Forums regional meeting LS

Task and Finish Group SEND Assurance framework LS

11th Send Operational Group

Overview & Scrutiny Performance Data Workshop

14th Adult Social care Strategy Information and Q&A session

18th Liaison Medway Council, education, and Clinical commissioning group

19th Kent /Medway integrated Partnership Group

26th Kent Foetal Awareness spectrum disorders partnership group

27th Jack Rye Commissioning group

June 2021

4th Medway Voluntary Action Covid response

15th Forum/Clinical commissioning group

Medway Parent Carers Forum Charity number 1183372

- 16th Kent/Medway Intergrated Partnership
- 18th Medway Voluntary Action Covid response
- 21^{st Post} 16 event held online
- 22nd Post 16 employment event held online
 - Inaugural Children's Professional Advisory Board
 - Children and Young People Overview & Scrutiny Data Workshop
- 23rd Post 16 event Health held online
- 24th Post 16 event Social Options held online
- 25th National Network Parent Carer Forums SE regional meeting
- 28th Coffee morning with Raising youth
- 30th MPCF Liaison with Medway Council and Clinical Commissioning Group

July 2021

- 2nd Medway Voluntary Action Covid response
- 15th MPCF/Sendias
- 16th Medway Voluntary Action Covid response
- 20th MPCF/Clinical Commissioning Group
 - Send Partnership Board
- 21st Intergrated care Partnership board-cancelled
- 22nd Trustees meeting
- 26th Coffee meeting with Adult Social Care
- 29th Trustee training

August 2021

- 3rd Medway and Swale Children's Clinical and Professional advisory board
- 11th Sit on panel for Interviews for partnership commissioner
- 18th Intergrated Childrens Partnership group
- 19th Kent and Medway Intergrated Childrens Delivery Board
- 28th Sticks and Stones event (All day) Fort Amhurst

September 2021

- 1st Childrens and Young People Overview & Scrutiny Data workshop
- 3rd Hidden Disability Rochester Cathedral
- 6th Medway Council Accelerated Progress Plan Monitoring meeting
- 7th Youth Medway Foundation
- 9th Online coffee meeting with SEN Transport
- 10th Medway Voluntary Action Covid response
- 14th Send Operational group
 - Preparation For Adulthood group
- 16th Coffee morning with Medway Engagement Group and Network (MEGAN CIC (Community Interest Company))
 - Kent and Medway Intergrated Children's Group
- 16th Liaison MPCF/Medway Council/Clinical commissioning group
 - Accelerated Progress Plan from Ofsted prep
- 17th Meeting facilitated between SEN transport and Featherby school parents
- 20^{th Accelerated} Progress Plan review meeting/SEND Accelerated Progress Plan monitoring meeting with Department for Education and NHS England

Medway Parent Carers Forum Charity number 1183372

- 21st MPCF/Clinical commissioning group with Medway Community Healthcare
- 22nd Patient experience strategy MST
- 23rd Accelerated Progress Plan and Trustees feedback
- 27th Coffee meeting with SEN transport
- 28th SEND Partnership Board

October 2021

- 1st Coffee morning at Snapdragons
 - Sendias catch up
 - National Network Parent Carers Southeast regional meeting
- 4th Coffee morning with Think Forward
- 6th Facilitated Paediatric First aid training for parents at Bridgewood Manor
- 7th Interviewing for partnership commissioner and post debrief (all day)
- 8th Medway Voluntary Action covid response
- 13th Coffee meeting with Prevent (online)
- 15th Accelerated Progress Plan moving forward meeting with Medway Council
- 19th MPCF/Clinical commissioning group
- 20th Kent and Medway Childrens Intergrated Partnership group
- 25th Catchup meeting with commissioners re NHS England project
- 26th SEND partnership board
- 28th Kent & Medway Intergrated children's delivery board

November 2021

- 8th Small Steps meeting Magpie Hall Road
- 10th SEND OP/ Accelerated Progress Plan moving forward meeting
 - Saxon Way Primary School SEND event
- 11th MPCF/Medway Council/Clinical commissioning Group Liaison
- 12th Medway Voluntary Action Covid response
- 15th What is SEMH (Social Emotional Mental Health) coffee meeting
- 16th Clinical Commissioning Group/MPCF
- 17th Kent and Medway Intergrated Childrens Partnership group
- 24th Coffee meeting on Zoom with speaker re Wills and Trusts
- 25th Kent & Medway Intergrated Childrens Delivery Board
 - MPCF/SEN team/Sendias
- 29th Coffee morning – speaker (Ed Psych cancelled but meeting went ahead)
- 30th National Network Parent Carers Forum Conference all day

December 2021

- 1st National Network Parent Carer Forums Conference all day
- 2nd Coffee meeting on Zoom with speaker re Wills and Trusts
- 3rd Introductory meeting to MPCF of Local Authority's new Assistant Director of SEND and Education- Celia Buxton
- 4th Mid Kent College

Medway Parent Carers Forum Charity number 1183372

7th Introduction to Parent Carer Forum's and being a parent rep Ruth Hobbs
(training for volunteers)

10th Sendias/MPCF

Medway voluntary Action covid response

13th Coffee meeting with SEN transport - online
ND steering group

15th Kent Medway Intergrated Childrens Partnership group

16th Trustee legal governance on Zoom

21st MPCF/Clinical Commissioning Group

22nd Kent and Medway Childrens Intergrated Delivery Board

January 2022

6th Children and Young Person Overview & Scrutiny committee

6th Feedback re survey

11th Trustees Meeting

13th MPCF/Medway Council/Clinical Commissioning Group Liaison

14th Medway voluntary Action Group

19th Kent and Medway Integrated Childrens Partnership

20th Kent and Medway Intergrated children's Delivery Board
Preparing for Adulthood Housing conference

25th Featherby Rd School

MPCF/Clinical Commissioning Group

SEND Partnership Board

31st Lordswood coffee meeting

February 2022

2nd MPCF/Medway Community Healthcare Memorandum of understanding
discussion

7th MPCF/Medway Council catch up

8th Medway & Swale Childhood Obesity taskforce inaugural meeting

16th Kent and Medway Intergrated children's partnership group

21st Trustees meeting

22nd MPCF/Clinical Commissioning Group

23rd CYP Overview & Scrutiny Data workshop

24th Autism SE sensory workshop - stall

25th Meeting with SEN transport

28th EHCP training

March 2022

1st Online meeting with parents and SEN transport

3rd Understanding and improving coproduction session 1

MPCF/Medway Council/Clinical Commissioning Group liaison

CYP Overview & Scrutiny committee

4th Understanding and improving coproduction session 2

Facilitate an online meeting with Parents of Hope view school and Send transport

6th Meet with new Junior reps to discuss Young Peoples Facebook page

7th Coffee meeting with parents and Assistant Director of SEND and Education

8th Local Offer MPCF/Medway Council Local Offer Officer

9th Developing a logic model for Intergrated children's service Medway and Swale

Preparing For Adulthood group

10th MPCF/Medway Council/Clinical Commissioning Group liaison

Facilitate online meetings between SEN transport and parents of Elaine school

11th Southeast Parent Carers Forum regional meeting

16th Developing a practitioner framework to support delivery of Intergrated Childrens Service Swale & Medway

17th Kent and Medway's Intergrated Children's delivery board

18th Medway Headteachers Secondary Association virtual meeting

Discussion re Meet Social care - Andrew Oates /LS

21st MPCF Annual General Meeting- online

22nd EYFS leaders' discussion

EHCP fit for purpose workshop for parents - online

Meeting re Peer associates cover for Medway with Joanne Waller Kent

23rd Task and Finish group Early years Covid response

MPCF/Clinical Commissioning Group

25th Catch up with Celia Buxton Assistant Director SEND and Education and MPCF Forum leadership team

28th Tunbury school

30th Child Health conference

Future plans

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Support individual family needs with applying for EHCP's, and Form filling.

Support parents/carers and Local authority with independent evaluation of ECHP plans.

To employ administration staff, for day to day running of the office, a volunteer coordinator, and a family support officer.

Financial planning

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact.

Which we have been successful in receiving for the last 13 years. Since we were formed in 2009. The other form of finance we received came from the Local Authority.

Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet a minimum of 4 times a year. The work of implementing most of the policies is carried out by the members of the Steering Group, who meet at least 6 times a year. The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year. Expenses were paid in the year.

No trustee or person connected with a trustee received any benefit from the Medway Parent Carers Forum.

Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011. The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.



Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated. Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

We currently have around 93 members recorded, having completed a membership application form. These members have full voting rights. The membership is currently under review, and all members are being asked to submit a new membership form and being supplied with a new membership card.

We also have members divided amongst our Facebook pages, The Professional page has 64 members, The Professional Parent page has 90 members, and the Family page has 1179 members. This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, and through the children's centre at Snapdragons. These members do not have voting rights until they have completed a membership application form.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people.



Statement of Accounts

		2022				2021				2020			
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
<p>Medway Parents and Carers Forum CIO Financial Statements Income and Expenditure 1st April 2021 - 31 March 2022</p>													
		Charity No 1183372											
Receipts													
Grants DfE	1	-	9304	9304	-	15000	15000	-	11189	11189	-	7500	7500
Grants Medway Council		-	-	0	-	-	0	-	-	-	-	-	-
Grants CCG		-	7500	7500	-	-	-	-	-	-	-	-	-
Donations		508	-	508	508	-	508	508	-	-	-	-	-
Total Receipts	2	508	16804	17312	0	15000	15000	0	16689	16689	0	7500	7500
Payments													
Parent Carer Expenses	3	1127	1127	1127	1084	1084	1084	4560	4560	4560			
Laptops		987	987	987	3594	3594	3594						
Mobile Phone		-	-	0	239	239	239						
Storage Unit		1139	1139	1139	983	983	983						
Insurance		363	363	363	387	387	387						
Meetings and Events		139	139	139	0	0	0						
Training		1667	1667	1667	0	0	0						
Promotional Items		780	780	780	2194	2194	2194						
Uniform		339	339	339	0	0	0						
DBS Checks		122	122	122	106	106	106						
Software Licences		748	748	748	1353	1353	1353						
Microsoft		144	144	144	144	144	144						
Zoom		800	800	800									
Professional Fees		111	111	111									
Bank Charges		1187	1187	1187	947	947	947						
IT Support		344	344	344	314	314	314						
Telephone		1230	1230	1230	950	950	950						
Office Costs ink stationery etc		2379	2379	2379	28	28	28						
Website													
Net Surplus/(Deficit) for the Period	4	0	13806	13806	0	12323	12323	0	8660	8660	0	8860	8860
Cash and Bank balance brought forward		508	2998	3506	20463	9829	2677	20463	9829	2677	20463	9829	2677
Cash and bank balance transferred from unincorporated organisation	5										20463	0	20463
Cash and bank balances carried forward		20971	13504	36275	20463	12506	32969	20463	9829	32969	20463	9829	30292

Medway Parent Carers Forum Charity number 1183372

Medway Parents and Carers Forum CIO

Charity No 1183372

Notes to the Financial statement
For the period ended 31 March 2022

Notes

1 Basis of preparation

This Financial Statement has been prepared on a income and expenditure basis inline with our DfE grant monitoring return administered by Contact

2 Grants

	2022 Unrestricted funds	2022 Restricted funds	2022 Total funds	2021 Unrestricted funds	2021 Restricted funds	2021 Total funds	2020 Unrestricted funds	2020 Restricted funds	2020 Total funds
Department for Education		9304	9304		15000	15000		11189	11189
CCG		7500	7500						
Medway Council		-	0		-	-		7500	7500
	-	16804	16804	-	15000	15000	-	18689	18689

Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.

Medway Council and CCG Grant is restricted to the tasks defined in an agreed business plan

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period. This category includes travel expenses for volunteers and parent carers paid at HMRC approved rates.

4 Payments	£44 Medway Council funding
	<u>£13,762 DfE</u>
	<u>£13,806</u>

5 Cash and Bank Balance

Medway Parents and Carers Forum registered as a Charitable Incorporated Organisation (CIO) on 13th May 2019. Prior to registration it was operating on an unincorporated basis. All assets and liabilities of the unincorporated group were transferred to the CIO on this date. MPCF hold a current account with HSBC and a current account and savings account with CAF Bank

6 Fixed Assets

Medway Parents and Carers Forum maintain a register of fixed assets. Fixed assets were transferred from the unincorporated group, valued at £1969

Items have been purchased are now valued as follows after depreciation

	2021/22 Purchases		2020/21 Purchases		Items Transferred	
Laptop	454		laptop x 6	2157	iphone6	0
Ipad	319		Samsung phone	149	ipads x 5	797
Value March 22	773			2306		797
						£3,876

8 Taxation

Medway Parents and Carers Forum is not registered for VAT or Gift Aid

Medway Parents and Carers Forum CIO Charity No 1183372

Statement of Assets and Liabilities
As at 31 March 2022

	Notes	2022	2021	2020
Current Assets				
Current Account	HSBC	23072	30969	30292
	CAF	<u>13403</u>	<u>2000</u>	<u>30292</u>
		<u>36475</u>	<u>32969</u>	<u>30292</u>
<i>Comprising</i>				
		20971	20423	20463
		<u>15504</u>	<u>12506</u>	<u>9829</u>
		<u>36475</u>	<u>32929</u>	<u>30292</u>
Fixed Assets for the charity's use	6	3876	4742	1969
Total Assets		40351	37671	32261
Current Liabilities				
Creditors		nil	nil	nil

These financial statements were approved by trustees on 30/01/2023
and signed on their behalf by the Chair

Shenda Smith
Chair of Trustees

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2022. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Shenda Smith

Shenda Smith Trustee
Date 30th January 2023

MEDWAY PARENTS AND CARERS FORUM

England & Wales - Charity number 1183372

Accounts

Annual Report and Financial Statements

Year ended 1st April 2020 - 31st March 2021.

Charity Number: 1183372

Report dated January 2022.



Medway Parent Carer Forum

c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF
Tel: 01634 333315 (term time mornings only) or 07813 123 984
Email: [**medwaypcf@googlemail.com**](mailto:medwaypcf@googlemail.com)

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Administrative information

Trustees during the reporting period

June Patey

Keith Clear

Shenda Smith

Anita Oxenham

Steering Group

Angela Debont

Jayne Pardesi

Lisa Scarrott

Michelle Dewar

Victoria Crone-Kontemeniotis

Emma Kelliher

Bank

HSBC 231 High Street, Chatham, Kent, ME4 4BQ

CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent. ME19 4JQ

Vision statement

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

Mission

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production.

We signpost, support, and empower families to obtain the best possible support and services for their children.

Our Aims

- To have a collective voice around common issue.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

Objectives

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

Ensuring our activities achieve our objects and benefit the public.

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social care and Health services.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet the Vision, Mission, Objects, and objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that felt the sessions achieved what the session objectives were.

Review of activities

The forum maintains 3 different Facebook pages.

MPCF Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, social care, and Education.

Here are some of the events we attended between April 2020 and 31st March

2021, fully adapted to working remotely due to COVID-19. At these meetings we

represent our membership of parents and carers, engage with the committees

and local authority on parents and carers views, feeding back to parents and

carers after also.

APRIL 2020

17th Medway Voluntary Sector Covid response meeting

20th Planning meeting Steering and Trustees

24th Medway Voluntary Sector Covid response meeting

28th SENDIAS (Family action) meeting

30th Terms of reference meeting

Zoom meeting Trustees

MAY 2020

1st Medway Voluntary Sector Covid response meeting

4th Coffee Meeting

7th HR meeting

7th Trustee Meeting

LA meeting Wendy Vincent

8th Team meeting

11th Coffee meeting

16th Trustee Finance Meeting

18th Coffee meeting

LA meeting Wendy Vincent

22nd Medway Voluntary Sector Covid response meeting

25th Coffee Meeting

26th Clinical Commissioning Group meeting

JUNE 2020

1ST Coffee meeting

2nd Overview and Scrutiny meeting

5th MVA Voluntary Sector Covid response meeting

8th Coffee meeting Russell

10th Liaison

11th SENDIAS (family action) meeting

15th Early help hub chat

16th DBS Lisa, Anita, Shenda

17th Overview and Scrutiny performance workshop

19th MVA Voluntary Sector Covid response meeting

Regional NNPCF meeting

22nd Workstream meeting

Coffee meeting

25th SEND Operational meeting with Local authority

29th Coffee meeting

JULY 2020

1st Preparing for adulthood

2nd DARE resilience training

3rd Medway Voluntary Sector Covid response meeting

6th Coffee Meeting Russell

8th Module 4 RPC Training

13th Early Help Meeting

14th SEND Operational meeting with Local authority

17th Medway Voluntary Sector Covid response meeting

20th Coffee meeting Youth Services

22nd Liaison meeting with Clinical Commissioning group

23rd Overview and Scrutiny meeting with Local authority

27th Coffee meeting
28th SEND Partnership Board with Local authority
30th Setting up CAF Account
31st MVA Voluntary Sector Covid response meeting

AUGUST 2020

3rd Early Help meeting
Coffee meeting Andrew Oates
4th APP rehearsal with Steering and Trustees
5th APP meeting with Local authority
10th Coffee meeting
11th SEND Operational meeting with Local authority
14th MVA Voluntary Sector Covid response meeting
17th Coffee Meeting
20th Coffee evening
Phone call meeting with Imogen Robertson Medway Cultural Project.
24th Coffee meeting Transport
28th Medway Voluntary Sector Covid response meeting
SENDIAS (Family Action) meeting
31st Coffee meeting

SEPTEMBER 2020

2ND Committee/Trustee meeting
3rd Data workshop
4th Lee Anne Farach meeting from Local authority
7th Coffee meeting
9th Liaison meeting
11th Medway Voluntary Sector Covid response meeting
14TH Coffee meeting with Russell from SEN Transport
16th LA meeting with Michael and Aelish from Clinical Commissioning Group
17th MHST

- 18th SENDIAS (family action) meeting
- 21st Coffee meeting Russell
- 24th Area Hub meeting
- 25th Regional NNPCF meeting
- 28th Clinical Commissioning Group Meeting
- 29th Partnership working workshop

OCTOBER 2020

- 1st Overview and Scrutiny meeting with Local authority
- 5th Coffee meeting
- 6th Liz Flaherty DFE PPP meeting from Local authority
- 7th Perinatal meeting
- 8th Preparing for Adulthood meeting with Local authority
Carer's partnership meeting
- 9th Medway Voluntary Sector Covid response meeting
- 11th Integrated care Partnership Event Online
- 12th Coffee meeting
- 13th SEND Operational meeting with Local authority
SENDIAS (Family action) meeting
- 14th Area Hub meeting
- 16th Liaison meeting with Local authority and CCG
- 19th Coffee meeting
- 20TH Clinical Commissioning Group meeting
- 22ND Bill Ronan Public health social isolation and loneliness
Foetal Alcohol Spectrum Disorders meeting
- 23rd Medway Voluntary Sector Covid response meeting
- 26th Coffee Meeting
- 29th catch up with Julia Cox from Local Authority

NOVEMBER 2020

- 2nd Coffee meeting with Martha Thlon Clinical lead for school nursing

3rd Sendiass meeting (Family Action) Monthly meeting
6th SEN Transport meeting
6th Medway Voluntary Sector Covid response meeting
9th Coffee meeting Bill Ronan Public Health Social isolation and loneliness
10th SEND Operation meeting
11th Integrated Care Partnership
13th MVA Voluntary Sector Covid response meeting
PFA meeting
16th Coffee evening with Hannah from Snapdragons New Neurodevelopment pathway
17th Sleep pathway meeting
20th MVA Voluntary Sector Covid response meeting
Regional NNPCF meeting
23rd Clinical Commissioning Group meeting
25th Abbey Court meeting with Russell from SEN Transport
26th Abbey Court meeting with Russell from SEN Transport
27th Abbey Court meeting with Russell from SEN Transport
27th Meeting with LA rep ref events at coffee meeting
30TH Coffee meeting Contact annual conference 30 Nov-4th Dec

DECEMBER 2020

2nd Foetal Alcohol Spectrum Disorders meeting
4th Medway Voluntary Sector Covid response meeting
7th Coffee meeting
7th Michelle interviewing for Local Operating Officer
8th SEND Operational meeting with Local Authority
10th Early help area meeting with CCG
11th Early help strategy with CCG
16th NELFT meeting
18th Medway Voluntary Sector Covid response meeting
21ST Clinical Commissioning Group meeting

JANUARY 2021

12th SEND Operational meeting
14th DFE Liz Flaherty meeting
15TH MVA Voluntary Sector Covid response meeting
19th Clinical Commissioning Group meeting
Preparing for adulthood meeting
21ST Trustees virtual meeting
26TH Whoocares Parent Support Group meeting
SEND partnership Board meeting with Local authority
27th Committee/Trustees meeting
Overview and Scrutiny data workshop
28th Steering Group meeting
29th MVA Voluntary Sector Covid response meeting

FEBRUARY 2021

1st Coffee evening
2nd Whoocares Parent Support meeting
8th Coffee meeting with Wendy Vincent from local authority
9th SEND Operational meeting with Local authority
10th APP meeting with Local authority
12th MVA Voluntary Sector Covid response meeting
15th Coffee meeting
16th Clinical Commissioning Group meeting
26th Medway Voluntary Action Meeting

MARCH 2021

4th Children and Young people overview and scrutiny committee meeting
8th Coffee meeting
9th Send Op meeting with Local authority

Whoocares Parent Support meeting
12th Medway Voluntary Action Meeting
 Steering Group meeting
 SE Regional PCF meeting
16th Clinical Commissioning Group meeting
18TH Meeting with Local Offer Officer
 Trustees meeting
22nd Coffee meeting with SEN Transport
25th Clinical Commissioning Group governing board meeting
26th Medway Voluntary Action Meeting
 Clinical Commissioning Group meeting coproducing parent leaflet
29th Annual General Meeting

We ran a Halloween and Christmas art competition.

We were actively seeking volunteers and recruited a new trustee who took up the role September, Anita. Membership continued to grow.

We have engaged with a wide diverse range of other charities including Medway Voluntary Action group and other specific organisations such as Puzzles, Club Ausome and Whoocares, Music Man Project and Medway Pride.

Following on from the start of the COVID-19 pandemic, we were forced into new ways of working, to support this we heavily invested in our Technology and updated our support system also.

Future

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have. Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.
Ensure training is available to our members for subjects they feel they need support in.
Enlist the help of more professionals for our Meet the professionals Coffee Meetings.
Ensure that co-production carries on between ourselves Health, Education and Social care.
Keep our membership growing, whilst retaining our current members, whilst safeguarding our young people.
Engaging and networking with other charities to support the voice of our parents and carers.

Financial planning

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual, in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact. Which we have been successful in receiving for the last 13 years.

Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet 4 times a year. The work of implementing most of the policies is carried out by the members of the Steering Group and meet at least 6 times a year. The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration or expenses were paid in the year. No trustee or person connected with a trustee received any benefit from the Medway Parent Carers Forum.

Statement of Trustees responsibilities The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011. The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated.

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

We currently have around 350 members recorded, having completed a membership application form. These members have full voting rights.

We also have members divided amongst our Facebook pages, The Professional page has 87 members, The Professional parent page has 62 members, and the Family page has 1158 members. This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, and through the children's centre at Snapdragons. These members do not have voting rights until they have completed a membership application form.

We have updated our membership and have encouraged all members to fill in new forms and supported this with a new membership card.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members

supporting each other and helping us to change the future of services for our young people.

**Medway Parents and Carers Forum
CIO**

Financial Statements

Income and Expenditure 1st April 2020 - 31
March 2021

	Notes	2021 Unrestrict ed funds	2021 Restrict ed funds	2021 Total funds	2021 Un c f
Receipts	1				
Grants DfE		-	15000	15000	
Grants Medway Council		-	-	0	
Total Receipts	2	<u>0</u>	<u>15000</u>	<u>15000</u>	
Payments					
Parent Carer Expenses	3		1084	1084	
Laptops			3594	3594	
Mobile Phone			239	239	
Storage Unit			983	983	
Insurance			387	387	
Meetings and Events				0	
Training				0	
Promotional Items			2194	2194	
Uniform				0	
DBS Checks			106	106	
Software licences			1353	1353	
Microsoft Zoom			144	144	
IT Support			947	947	
Telephone			314	314	
Office Costs ink stationery etc			950	950	
Website			28	28	
	4	<u>0</u>	<u>12323</u>	<u>12323</u>	
Net Surplus/(Deficit) for the Period			2677	2677	
Cash and Bank balance brought forward		20463	9829	30292	
Cash and bank balance transferred from unincorporated organisation	5				
Cash and bank balances carried forward		<u>20463</u>	<u>12506</u>	<u>32969</u>	

Medway Parents and Carers Forum CIO
1183372

Charity No

Notes to the Financial statement
For the period ended 31 March 2021

Notes

1 Basis of preparation

This Financial Statement has been prepared on an income and expenditure basis in line with our DfE grant monitoring return administered by Contact

2 Grants

	2021	2021	2021	2020	2020	2020
	Unrestricted funds		Restricted funds	Total funds		Total funds
Unrestricted funds	Restricted funds		Total funds			
Department for Education 11189				15000	15000	11189
Medway Council			-	-		7500 7500
	-	15000	15000-	18689	18689	

Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned. Medway Council Grant is restricted to the tasks defined in an agreed business plan.

3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.

This category includes travel expenses for volunteers and parent carers paid at HMRC approved rates.

4 Payments £2,550 Medway Council funding

£9,773 DfE

£12,323

5 Cash and Bank Balance

Medway Parents and Carers Forum registered as a Charitable Incorporated Organisation (CIO) on 13th May 2019.

Prior to registration it was operating on an unincorporated basis. All assets and liabilities of the unincorporated group were transferred to the CIO on this date.

During the financial year 20/21 MPCF open a new bank account with CAF Bank and are in the process of moving all funds to these accounts

6 Fixed Assets

Medway Parents and Carers Forum maintain a register of fixed assets. Fixed assets were transferred from the unincorporated group, valued at £1969.

Items have been purchased during the year are now valued as follows

Items	New	
Transferred	Purchases	
Iphone6	280	laptop x 6 3057
ipads x 5	1196	Samsung phone 209
Value March 21	£1,476	£3,266
£4,742		

7 Taxation Medway Parents and Carers Forum is not registered for VAT or Gift Aid

**Medway Parents and Carers Forum
CIO Charity Number 1183372**

Statement of Assets and
Liabilities
As of 31 March
2020,

	Notes	2021	2020
Current Assets			
Current Account	HSBC	30969	30292
	CAF	2000	
<i>Comprising</i>			
<i>Unrestricted</i>			
<i>Funds</i>		20463	20463
<i>Restricted Funds</i>		12506	9829
		<u>32969</u>	<u>30292</u>
Fixed Assets for the charity's use	6	4742	1969
Total Assets		37711	32261
Current Liabilities			
Creditors		nil	nil

These financial statements were approved by the committee on _____ 20th April 2021

and signed on its behalf by:

She
nda
Smi
th

Shenda Smith Chair of Trustees

Bank balance as of 31 March 2019	22821.51	
DfE grant underspend 2018/19	877	restrict ed
outstanding invoices for monitoring period 2018/19	1482	restrict ed
Reserves	<u>20463</u>	unrestricted
	<u>22822</u>	
Spend pre-CIO	-3811	
Portion of DfE grant to cover pre-CIO costs	2934	
Invoices for 2018/19	-1482	
Balance to transfer	20463	

	31- Mar-20	31888.04		31- Mar-21	33206.85
HSBC					
Items relating to 2019/20		1594.2		Items relating to 20/21	1881.86
					312.5
	Opening balance	30293.84			40
					2234.36
	Dfe	15000			
	Medway spend	-2548			
	Transfer to CAF	-2000			
	Dfe Spend	-9773			
		30972.84			30972.49
	Mar-21				
CAF Gold		1000			
CAF Cash		1000			
		32972.84			

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2021. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Shenda Smith

Shenda Smith Trustee
Date 20th January 2022