

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
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Contents

Administrative information	Page 3
Mission, Aims, Objectives and Vision	Page 4
Ensuring our activities achieve our objects and benefit the public.	
Page 5	
Review of activities	Page 6
Future and financial planning	Page 13
Management and Membership	Page 14
Financial information	Page 15

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	0	15000	15000	
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	0	12323	12323	
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		20463	12506	32969	

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	
Unrestricted funds	Restricted funds			Total funds			
Department for Education					15000	15000	11189
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- HSBC Mar-20	31888.04	31- HSBC Mar-21	33206.85
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