



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2021 Period start date To 31<sup>st</sup> March 2022 Period end date

Charity name: Kent PACT (Parents and Carers Together)

Charity registration number: 1194016

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                      | Para 1.17          | <p>To relieve the needs of children and young people with disabilities and special educational needs aged between 0 and 25, and their families/carers, in Kent through:</p> <ul style="list-style-type: none"><li>a) the provision of opportunities for parents and carers to influence the decisions that affect their families and to contribute to developing services that meet the needs of their families;</li><li>b) the provision of advice and support to parents and carers via forums, workshops and other means to inform and empower them about the services and issues that affect their families;</li><li>c) liaising and forming partnerships with statutory authorities and other agencies to represent the views of families, influence positive change in the delivery of services for children and young people with disabilities and special educational needs and ensure the best possible outcomes for them.</li></ul> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <ul style="list-style-type: none"><li>• Business plan submitted to the Local Education Authority to enable us to create a staff team able to deliver our objectives across Kent which is a vast area with over 18000 families having children or young people with an Education Health and Care Plan</li><li>• 3 year funding agreed, staff recruited, registered as an employer and engaged employment support through Shoosmiths (formerly Lex Leyton)</li><li>• We have built strong professional relationships with strategic partners with the Local Authority and the Kent &amp;</li></ul>                                                                                                                                                                                                                                                                                                                                              |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|  |  | <p>Medway Clinical Commissioning Group</p> <ul style="list-style-type: none"> <li>• Due to restrictions of Pandemic, we have run campaigns through social media to grow membership and increase our reach.</li> <li>• We have created 15 Facebook Closed Groups to enable parents to ask questions, share experiences and provide feedback on hot topics</li> <li>• We also have a group for other professionals and support groups within the SEND arena to share information, ideas or seek opinions from our members</li> <li>• We were able to hold a delayed face to face launch event where parents could hear from some of our strategic partners within the Local Authority SEND Directorate and the local CCG as well as attend a marketplace featuring services available to support families of children and young people with SEND</li> <li>• Our AGM followed a similar format with speakers and a marketplace focused on Post 16 transition</li> <li>• We have held one round of Parent Participation Training to enable parents to represent the views of others with our strategic partners</li> <li>• We have held virtual coffee mornings to enable parents to share experiences and knowledge</li> <li>• We have run a series of Meet the Professional sessions virtually to enable parents to engage directly with members of the SEND Team from the local authority</li> <li>• One staff member and one trustee have received training to enable them to conduct quality assurance reviews on EHCPs for the local authority</li> <li>• We have represented parents at all the SEND Improvement Board meetings this year</li> <li>• We have represented parents at quarterly DfE reviews of progress towards the local authority's Written Statement of Action</li> <li>• In response to widespread parental concern, we raised the issue of SEND Transport at SEND Improvement Board level. Highlighting to senior Directors issues that they had previously been unaware of.</li> </ul> |
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|  |  | <ul style="list-style-type: none"> <li>• Following this we have worked closely with the three areas that are involved in agreeing and allocating transport to improve services and communications with parents</li> <li>• We conducted a virtual Q&amp;A around transport with the Service Manager on behalf of parents. This was subsequently released on our YouTube channel to encourage wider engagement</li> <li>• We took the voice of parents to a Cabinet Meeting regarding Transport</li> <li>• We have been involved in representing parent views to the Formal Investigation which is currently underway</li> <li>• For this work, we received a Healthwatch Recognition Award</li> <li>• We have sat on Stakeholder Interview Panels for senior positions within the KCC SEND Directorship and the local health authority, helping to ensure people appointed to decision making posts listen to the voice of parents</li> <li>• We have worked on Kent's Co-Production Charter, the local SEND Strategy, the Mainstream Core Standards and the County Approach to Inclusive Education documents. Again, ensuring parent views are considered</li> <li>• We have co-produced Kent's Local Offer, working to ensure it is presented in a parent friendly way and that information is easy to find</li> <li>• We have worked with the KCC Communications Department to review letters and documents sent to parents ensuring they are less corporate and easier to understand</li> <li>• We have co-produced mandatory training for all staff working within the SEND Department at the Local Authority</li> <li>• We were identified within a joint bid to NHS England by KCC and the CCG to recruit, employ and manage a team of 4 Peer Associates as part of the Key Worker Project supporting families of children with SEND and Mental Health difficulties</li> <li>• The role of the Peer Associates is to support the families as they approach crisis and are at risk of their child being hospitalised under Tier 4 support. They attend meetings, visit families, offer telephone support and help children to re-engage with their education. The aim</li> </ul> |
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|                                                                                                                              |           |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                              |           | is to reduce the number of children and young people with SEND facing a mental health admission                                               |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees can confirm that they have taken regard to the guidance contained in the Charity Commission's general guidance on public benefit |

### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      |                                                                                                                                                                                                                                                                                                                      |
| Policy on social investment including program related investment | Para 1.38      |                                                                                                                                                                                                                                                                                                                      |
| Contribution made by volunteers                                  | Para 1.38      | In this, our first year our trustees have volunteered a considerable amount of their time and expertise to ensure Kent PACT could meet its objectives and operate strong financial control over its funds. Also to ensure all relevant employment law has been complied with taking professional advice as necessary |
| Other                                                            |                |                                                                                                                                                                                                                                                                                                                      |

## **Achievements and Performance**

|  | SORP reference |  |
|--|----------------|--|
|--|----------------|--|

|                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | See bullet points under Summary of Main Activities. All of this work has led to the Parents, carers and families of children and young people with Special Educational Needs and Disabilities within Kent having an effective forum that can take their views to the highest level where they can be heard and taken into consideration when services are planned and policies are set. |
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Achievements against objectives set                          | Para 1.41 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Performance of fundraising activities against objectives set | Para 1.41 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Investment performance against objectives                    | Para 1.41 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Other                                                        |           | <p>We are proud to have received some positive feedback from the parents and carers we serve as well as our professional strategic partners and wish to share some examples here:</p> <ul style="list-style-type: none"> <li>As a health partner, your representation at the EHCP appreciative inquiry audit for health advice and being a member of the interview panel at the Deputy DCO positions have been invaluable. The voice of parents is pivotal but the movement towards having you as an equal partner in everything that we do, has been such a positive shift in culture. (from the DCO Kent &amp; Medway Quality, and Safeguarding Directorate. NHS Kent &amp; Medway Clinical Commissioning Group)</li> <li>From Parents:</li> </ul> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <ul style="list-style-type: none"> <li>- I am under no illusion this will change tomorrow but a collective pressure from a group like this can gradually make the voice of parents heard.</li> <li>- I stand back and applaud the help I have gotten from a system and forums such as yours.</li> <li>- Without Kent PACT although it is not for individual families or cases, without it we wouldn't have a voice as a whole. So thank you and continue your great efforts.</li> </ul> <p>From the Corporate Director for Children, Young People and Education KCC</p> <ul style="list-style-type: none"> <li>- I am writing to express my sincere thanks to you and all the other parents at Kent PACT who have engaged so readily with us at KCC during the course of the pandemic. The last 12 months have been incredibly challenging for all of us, none more so than for parents of children and young people with SEND. The way you have worked with us throughout this time has been incredible, given the other demands on your time. You have helped us in our improvement work to understand parents' perspectives better, and also reached out to other parents to hear their views and then represent them to us. You have done this while also building a new parents organisation from scratch, and managing the huge demands of your own children and families at this most challenging of times. You have done this with good humour, honesty and integrity and many long hours of work in your own time. Thank you and all the other parents in PACT very much – I am very grateful for your work, and I am sure all parents of children and young people with SEND are</li> </ul> |
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|  |  |                   |
|--|--|-------------------|
|  |  | equally grateful. |
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## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The Trustees feel the charity is in a strong position at the year end. Forecasts were robust and spending has been rigorously monitored. The DfE grant was spent in accordance with the rules and there is no reason to believe our application for this year's grant will not be successful. The KCC funding has been agreed for a 3 year period. We plan to begin negotiations in October of this year (mid way through year 2) to secure further funding. The Key Worker project is a closely monitored by the overall project team and reported to NHS England. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Trustees believe it is prudent to hold reserves to cover salaries and other expenses for at least 3 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Amount of reserves held                                                          | Para 1.22 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Reasons for holding zero reserves                                                | Para 1.22 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Details of fund materially in deficit                                            | Para 1.24 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | The Department for Education<br>Kent County Council SEND Directorate<br>Kent & Medway CCG with KCC through NHSE<br>Fundraising: Nurture Community Group<br>ASDA green tokens<br>ACUIT                                                                      |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Kent PACT does not intend to invest funds – our principal income streams are directly to cover salaries and other expenses. Any fund raising is small and used to the benefit of our members such as the provision of Wellbeing Packs during the Pandemic. |
| A description of the principal risks facing the charity                         | Para 1.46 | The principal risk is that funding from the DfE or KCC is not renewed.                                                                                                                                                                                     |
| Other                                                                           |           |                                                                                                                                                                                                                                                            |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                     |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Constitution                                                                                        |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | Charitable Incorporate Organisation                                                                 |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Any member can indicate that they would like to become a trustee. Trustees are voted in by members. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |  |
|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties                                                     | Para 1.51 |  |
| Other                                                                                     |           |  |

### Reference and Administrative details

|                             |                                                                            |
|-----------------------------|----------------------------------------------------------------------------|
| Charity name                | Kent Parents and Carers Together                                           |
| Other name the charity uses | Kent PACT                                                                  |
| Registered charity number   | 1194016                                                                    |
| Charity's principal address | The Howard de Walden Centre<br>Bluett Street<br>Maidstone<br>Kent ME14 2UG |
|                             |                                                                            |

### **Names of the charity trustees who manage the charity**

|    | Trustee name     | Office (if any) | Dates acted if not for whole year         | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-----------------|-------------------------------------------|---------------------------------------------------------------|
| 1  | Alison White     | Chair           |                                           |                                                               |
| 2  | Fiona Handscombe | Vice Chair      |                                           |                                                               |
| 3  | Clare Winwood    | Secretary       |                                           |                                                               |
| 4  | Aylee Richmond   | Treasurer       |                                           |                                                               |
| 5  | Sharon King      |                 |                                           |                                                               |
| 6  | Brian Griggs     |                 |                                           |                                                               |
| 7  | Kim Daniels      |                 | Appointed to join trustees at AGM 24/5/22 |                                                               |
| 8  |                  |                 |                                           |                                                               |
| 9  |                  |                 |                                           |                                                               |
| 10 |                  |                 |                                           |                                                               |
| 11 |                  |                 |                                           |                                                               |
| 12 |                  |                 |                                           |                                                               |
| 13 |                  |                 |                                           |                                                               |
| 14 |                  |                 |                                           |                                                               |
| 15 |                  |                 |                                           |                                                               |
| 16 |                  |                 |                                           |                                                               |
| 17 |                  |                 |                                           |                                                               |
| 18 |                  |                 |                                           |                                                               |
| 19 |                  |                 |                                           |                                                               |
| 20 |                  |                 |                                           |                                                               |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| Description of the assets held in this capacity                                                                               |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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#### Name of chief executive or names of senior staff members (Optional information)

|                                                             |
|-------------------------------------------------------------|
| Kent PACT employees Mrs Vicky Edwards as Operations Manager |
|-------------------------------------------------------------|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

Resubmission of Annual Report following discussion with Charities Commission regarding human error in transferring information between submitted documents and Commission reporting questions.

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                 |  |
|-------------------------------------|-----------------|--|
| Signature(s)                        | <i>S King</i>   |  |
| Full name(s)                        | Mrs Sharon King |  |
| Position (eg Secretary, Chair, etc) | Trustee         |  |

|      |             |
|------|-------------|
| Date | 24/03/2024. |
|------|-------------|

211194016

|          |                          |          | £         | £         |
|----------|--------------------------|----------|-----------|-----------|
| Income   | KCC                      | Grants   | 138265.00 |           |
|          | Space 2 Be Me            | Grant    | 12577.63  |           |
|          | Contact A Family (DfE)   | Grant    | 15408.79  |           |
|          | Ian Community (Nurture)  | Donation | 740.00    |           |
|          | Acuit                    | Donation | 500.00    |           |
|          | Canon Europa             | Donation | 500.00    |           |
|          |                          |          |           | 167991.42 |
|          |                          |          |           |           |
|          |                          |          | £         |           |
| Expenses | Salaries                 |          | 71609.78  |           |
|          | PAYE                     |          | 9480.57   |           |
|          | NEST Pension             |          | 2563.08   |           |
|          | HR                       |          | 2365.42   |           |
|          | Staff training           |          | 266.73    |           |
|          | Postal address           |          | 25.00     |           |
|          | Software                 |          | 4779.06   |           |
|          | Stationery and marketing |          | 2296.70   |           |
|          | Postage                  |          | 44.23     |           |
|          | Hardware                 |          | 6758.33   |           |
|          | Telephone                |          | 2905.10   |           |
|          | Travel                   |          | 1177.45   |           |
|          | Events                   |          | 749.05    |           |
|          | Quadrant meetings        |          | 661.36    |           |
|          | Susbcriptions / fees     |          | 200.00    |           |
|          | Parent training          |          | 550.00    |           |
|          | Insurance                |          | 665.28    |           |
|          | DBS checks               |          | 57.50     |           |
|          | Bank charges             |          | 80.00     |           |
|          | Website                  |          | 2138.20   | 109372.84 |
| Excess   |                          |          |           | 58618.58  |
|          | Balance at bank          |          |           | 58618.58  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Kent Parents and Carers Together

On accounts for the year  
ended

31 March 2022

Charity no  
(if any)

1194016

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/22

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*AM Kite*

Date:

24/04/2024

Name:

Andrew Kite

Relevant professional  
qualification(s) or body

Fellow of the Institute of Accountants and Bookkeepers, Fellow of the International Association of Accounting Professionals, ICPA (Fellow)

(if any):

|  |
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|  |
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Address:

Lombard House, 12-17 Upper Bridge Street, Canterbury, CT1 2NF

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## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

There are no items to disclose.