



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st July 2023 Period start date
To 30th June 2024 Period end date

Charity name: Kent Parents and Carers Together

Charity registration number:

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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: a. 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. b. 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; c. 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.
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	• In response to the SEND improvement notice placed on the Local Authority by the Department of Education, we have collaborated Local Authority and Health partners to reflect family voice in strategic planning and service development. • We serve as Co-Vice Chair on the Kent County Council and ICB SEND Strategic Improvement Board, contributing lived experience to high-level decision-making.

		• We have jointly commissioned short break services for children and young people, ensuring they align with families' needs effectively capture and represent parent and carer feedback. • We have attended Local Authority and NHS children and young people's programme board. • We actively participated in countywide Information, Advice, and Guidance (IAG) roadshows, strengthening relationships with families and strategic partners across the LA and DfE. • We have identified training needs and delivered tailored sessions to empower families. • We regularly evaluate services and engage strategically to drive continuous improvement. • In partnership with the LA Communications Team, we adapted DfE review materials into more accessible, family-friendly formats. • We reviewed standard communications from Education, Health, and Educational Psychology teams to ensure they are clear and supportive for parents and carers. • We have developed digital tools to effectively capture and represent parent and carer feedback. • We have attended Local Authority and NHS children and young people's programme board. • We actively participated in countywide Information, Advice, and Guidance (IAG) roadshows, strengthening relationships with families and strategic partners across the LA and DfE. • We are supporting the development and delivery of Neurodiversity (ND) services in schools, in line with the DfE/NHSE PINS pilot framework.
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 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	The SEND environment is a difficult space nationally. The Charity recognises that Volunteers are valuable and we continue to engage with our demographic to encourage people to join us. Current volunteers continue to contribute time, expertise, and commitment to support Governance and Charity direction.
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	○ Please also see summary of activities para 1.17 ○ 4,000 More families now receive the termly SEND newsletter from the LA. ○ LA backlog of Annual reviews were reduced by @20% due to input from the charity. ○ Produced and delivered Webinars for families to inform of Inclusive Education ○ Improved our online reach and engagement sharing by 100%, making SEND information more widely available and accessible in Kent.

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		

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 an acceptable position at the year end. Forecasts are robust as possible with enough back up to manage the financial crisis in the public sector in the short term. Further funding from the LA has been agreed. However, long term funding for financial security is still desired.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
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	DfE PCF Grant Kent County Council (KCC) Small charitable donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Securing funding from the public sector is becoming increasingly challenging. Moving forward, we will proactively explore and pursue alternative funding sources to ensure sustainability and resilience.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution CIO
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	Trustees may nominate themselves or others for consideration. In line with the National Network of Parent Carer Forums (NNPCF) AND contact guidance, trustees In particular welcome nominations from individuals with direct lived experience as a parent or carer of a child or young person with SEND, as this perspective is vital to the integrity and relevance of our work. Nominations are subject to approval by a vote of the Board of Trustees.

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	Charities Commission Trustee Governance Induction through HR Relevant DBS Safeguarding Training. GDPR training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	NNPCF National Network of Parent Carer Forums. CONTACT
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 Old Court House, 8 Tufton St, Ashford TN23 1QN

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	Aylee Richmond		1/4/21-28/9/23	
2	Sharon King		1/4/21	
3	Bernadette Hannon	chair	21/11/22	
4	Colette Tanner		5/12/22	
5	Brian McDonnell		28/9/23	
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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

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Monthly Profit and Loss reports

Kent Parents and Carers Together For the year ended 30 June 2024

	DfE	KCC	OTHER	TOTAL
Turnover				
201 - DfE grant	17,500.00	-	-	17,500.00
202 - KCC contract income	-	79,384.75	-	79,384.75
204 - Fundraising /donations	-	-	333.34	333.34
206 - Commissioned work	-	-	2,000.00	2,000.00
270 - Interest Income	-	-	113.15	113.15
Total Turnover	17,500.00	79,384.75	2,446.49	99,331.24
Gross Profit	17,500.00	79,384.75	2,446.49	99,331.24
Administrative Costs				
246 - AGM	227.50	20.00	-	247.50
402 - Employee Assistance Programme	150.90	762.54	-	913.44
403 - Party in the Park 2023	-	420.24	-	420.24
404 - Bank Fees	-	60.00	-	60.00
405 - SEND network event	93.60	434.34	-	527.94
406 - Workforce engagement	13.08	59.52	-	72.60
412 - Consulting	4,377.34	13,366.36	-	17,743.70
425 - Postage, Freight & Courier	-	98.89	-	98.89
426 - Registered address fee	25.00	-	-	25.00
429 - General Expenses	-	2,257.54	-	2,257.54
430 - Room Hire	-	232.00	-	232.00
433 - Insurance	-	506.24	-	506.24
461 - Printing & Stationery	42.20	330.60	-	372.80
462 - Website and domains	9.20	149.98	-	159.18
463 - IT Software and Consumables	15.99	593.35	-	609.34
464 - ICT support and infrastructure	650.55	4,952.64	-	5,603.19
477 - Salaries	7,575.66	23,132.53	-	30,708.19
478 - Consultant	-	785.52	-	785.52
482 - Pensions Costs	103.23	315.22	-	418.45
485 - Subscriptions	300.00	161.78	-	461.78
489 - Telephone & Internet	150.00	4,777.92	-	4,927.92
493 - staff travel and subsistence- National	39.36	456.02	-	495.38
495 - Trusttes expenses	126.39	866.26	-	992.65
496 - Back office administration	3,600.00	8,400.00	-	12,000.00
Total Administrative Costs	17,500.00	63,139.49	-	80,639.49
Operating Profit	-	16,245.26	2,446.49	18,691.75
Profit on Ordinary Activities Before Taxation	-	16,245.26	2,446.49	18,691.75
Profit after Taxation	-	16,245.26	2,446.49	18,691.75

section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest£	to nearest£	to nearest£
81 Cash funds	Bank current account	53,770	-	..
		-	-	-
		-	-	.
		-	-	
	Total cash funds	53,770	-	
(agree balances with receipts and payments account(s))				

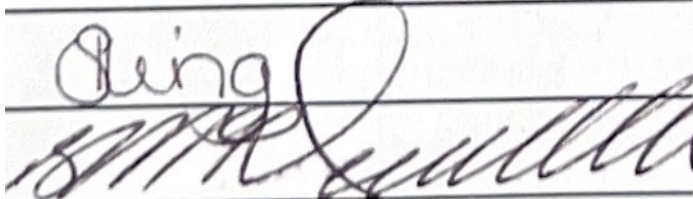
Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest£	to nearest£	to nearest£
82 Other monetary assets	None	-	-
		-	-
		-	-
		.	.
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
83 Investment assets	None		-
			-
			-
			-
			-
			-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
84 Assets retained for the charity's own use	None	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
85 Liabilities	Wages, PAYE, Pensions	Unrestricted	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Sharon King	27/3/25
	Brian McDonnell	2/4/25



Receipts and payments accounts

For the period from	01/07/2023	To	30/06/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
R1 Receipts					
Grants	96,885	.	.	96,885	259,954
Donations	333	.	.	333	30
Bank interest	113	.	.	113	108
Commission work	2,000	.	.	2,000	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
Sub total (Gross income for AR)	99,331	.	.	99,331	260,092
A2 Asset and investment sales, (see table).					
	.	.	.	.	.
	.	.	.	.	.
Sub total	.	.	.	.	.
Total receipts	99,331	.	.	99,331	260,092
A3 Payments					
Wages, PAYE, Pensions	29,654	.	.	29,654	411
Other operating costs	52,920	.	.	52,920	46,483
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
	.	.	.	.	.
Sub total	82,574	.	.	82,574	281,894
A4 Asset and investment purchases, (see table)					
	.	.	.	.	.
	.	.	.	.	.
Sub total	.	.	.	.	.
Total payments	82,574	.	.	82,574	281,894
Net of receipts/(payments)	16,757	.	.	16,757	21,802
AS Transfers between funds	.	.	.	.	.
AG Cash funds last year end	16,757	.	.	16,757	21,802
Cash funds this year end		.	.		