

**BRISTOL PARENT CARERS**

**FINANCIAL STATEMENTS**

**31 MARCH 2023**

**Charity Number 1197806**

# **BRISTOL PARENT CARERS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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# **BRISTOL PARENT CARERS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

### **Trustees' Annual Report for the year ended 31 March 2023**

**Charity name:** Bristol Parent Carers

**Charity registration number:** 1197806

#### **Objectives and Activities**

##### **1. Summary of the purposes of the charity as set out in its governing document**

The object of the CIO is to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Bristol area, 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.

##### **2. 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.**

Bristol Parent Carers (BPC) is an inclusive organisation dedicated to assisting parents and carers of children with diverse disabilities in Bristol City Council or those whose children attend educational facilities within the Bristol City Council area. Our primary goal is to provide parents and carers with essential guidance, directing them to the most suitable services to meet their family's needs.

Whilst providing this signposting service we actively gather feedback from parent carers, using their valuable insights to shape and enhance services in the realms of Education, Health, and Social Care. We also carry out five parent carer surveys each year to actively seek out the views of parent carers covering the topics of:

1. Awareness and feedback on social care support
2. Feedback on the support offered by the health services
3. Feedback on how families experience inclusion, transitions and education support within the city
4. Families' experiences of Education, Health and Care plans, Phase transfer and home to school transport
5. Parent Carer well being

We collaborate closely with department managers in each area (Education, Health and Social Care) engaging in a cooperative process known as coproduction to drive positive changes ensuring changes to local services are informed by parent carers' experiences and preferences. This collaborative approach can lead to more tailored and effective services that better address the specific needs of the community being served.

Early in the financial year, we encountered challenges in our coproduction efforts due to Bristol City Council's decision not to collaborate with us as strategic partners. Consequently, the primary funding for our charity from both BCC and the Department for Education was

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withdrawn. Nevertheless, during this period, we redirected our energies toward strengthening the organisation itself and forging valuable connections with other parent carer support groups within the community. We also continued and strengthened our relationship with both Contact (who administer the DfE grants for parent carer forums) and Bristol City Council and have now re-established the relationship with BCC so that the DfE funding has been reinstated from 1 April 2023.

### **3. Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit**

The Trustees believe that Bristol Parent Carers has undertaken the delivery of services in line with its objectives and that those objectives are aligned to the public benefit.

### **Achievements and Performance 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.**

#### **Internal strengthening**

Feedback from our community in the previous accounting year highlighted the need for increased transparency within Bristol Parent Carers and clarity about our organisation's purpose. In response to this valuable input:

- New trustees were elected during an extraordinary general meeting, and our constitution was amended to grant more members voting rights, culminating in the decision to register BPC as a charity.
- Bristol Parent Carers achieved formal charity registration on February 4th, 2022, transferring to the new charity from 1 April 2022.

During this accounting period:

- We have undergone a significant transformation, embracing modernization by integrating technology to streamline operations and project management.
- A comprehensive review of all policies and procedures has been completed, with a robust process for regular updates now in place.
- Our volunteer base has expanded from 5 to an impressive 22, and we've introduced a 'Friends of the Forum' initiative, welcoming an additional 12 (and counting) families to engage in non-confidential activities at their convenience.
- Regular steering group meetings are held and documented; actions arising from meeting are promptly addressed and reviewed.
- We are committed to providing clear information on funding sources and progress of work with our partners. We keep our community informed through direct mail and updates in the 'news' section of the BPC website.

These positive changes reflect our dedication to better serving our community and enhancing our transparency and effectiveness.

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#### **New Resources**

Valuable feedback from parent carers illuminated a common challenge: the difficulty in identifying sources of support. In direct response to this insight, we initiated a collaborative effort with 30 dedicated parent carers to create a comprehensive Special Educational Needs and Disability (SEND) organization and support brochure.

- This resource encompasses a wealth of knowledge, featuring more than 40 invaluable signposting suggestions.
- Our digital leaflet has made a significant impact, with over 1000 downloads and views.
- During in person events, we distribute a paper version of the leaflet that has seen remarkable engagement, with over 800 QR codes scanned in person. This has facilitated families in connecting with various organizations throughout the city, truly enhancing their access to vital resources.
- Looking ahead, we're excited to announce our plans to translate this leaflet into multiple languages in the upcoming financial year. This initiative underscores our commitment to inclusivity and ensuring that all families in our community can benefit from these essential resources.
- Our website which will be complete end of September 2023 will also include many coproduced visual guides and supportive information for families to access.
- We've introduced a Central SEND Calendar that serves as a unified platform for organizations throughout Bristol to share their events, providing families with a convenient, one-stop resource for accessing support across the city.
- Since its launch, the calendar has been warmly received, with 1390 visits, highlighting its significance as a valuable tool for our community

These changes mean that our community will have easier access to the support and information they need to navigate the challenges of parenting children with special needs. Illustrating our dedication to making a positive difference in the lives of local families.

#### **Coffee Mornings**

- Our South Bristol Community Coffee Mornings have been instrumental in assisting 247 parent carers, with SOS!SEN providing invaluable advice to 56 families on complex areas of SEND.
- In September 2022, we introduced school-based coffee mornings, as a first port of call for families who needed a gentle introduction to the SEND landscape of Bristol, these sessions have been a welcomed addition that has already made a significant impact.
- These sessions have proven to be a valuable resource for 266 families, offering expert advice and information on local SEND services in Bristol.

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- Impressively, these sessions were booked directly by school staff, and their feedback has been overwhelmingly positive, with 100% expressing their intent to book another coffee morning.
- Here's what school staff had to say:
  - ★ 'A wonderful opportunity to strengthen the bonds between our families, our staff, and the services available to support them.'
  - ★ 'Our families thoroughly enjoyed the experience and found it incredibly worthwhile. They appreciated the connections forged and the firsthand insights shared by fellow attendees.'
  - ★ 'Having representatives from Bristol Parents Forum join our coffee morning was incredibly beneficial. Our families gained access to new support information, particularly regarding clubs and groups during holidays.'
- Parent carer feedback mirrors this positivity, with 100% of attendees expressing their intention to join another BPC event.
- An impressive 95% of families, who provided feedback, reported feeling better supported in communicating with school staff about their child's needs.
- 98% of families felt better equipped to find support and advice for their child.
- An encouraging 86% reported increased confidence in supporting their child's unique needs.
- Here's a glimpse of what parent carers had to say:
  - ★ 'A fantastic platform for sharing ideas and information on what's available.'
  - ★ 'We received a wealth of information and resources, alongside a deep understanding of special needs children, which was truly empowering.'
  - ★ 'The well-structured sessions, led by knowledgeable group leaders, provided invaluable signposting to essential resources.'

To meet the growing demand, we've expanded our peer support co-ordinator team with an additional staff member, aiming to double our capacity. By August 2024, we aspire to have supported approximately 350 parent carers within school. These achievements underscore our commitment to empowering and supporting our vibrant community.

#### **Parent Carer information workshops and family events**

- We've organized 21 enriching workshops and events tailored to parent carers, addressing a wide array of topics such as ADHD, financial planning, EHCPs, school transitions, and community outings.
- These events have garnered the participation of 1223 parent carers, offered both online and in-person formats for maximum accessibility.
- Notably, our events serve a diverse audience, with 6% of attending families having a child diagnosed with Autism, while the remaining 94% encompass other needs, including families who do not have a diagnosis.

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- The satisfaction of our attendees is striking, with a resounding 100% expressing their intent to book another BPC Event. Feedback from families is positive and includes the following:
  - ★ 'An invaluable insight into the complexities of an annual review from the perspective of a school team striving for the best service for our children.'
  - ★ 'Precious moments of connection with fellow parent carers who truly understand. A facilitated space for tears, laughter, chats, and creativity.'
  - ★ 'The ADHD Foundation's involvement is a testament to Bristol Parent Carers' commitment to offering the best resources to our city.'
- In response to growing demand, we've welcomed a part-time staff member to facilitate even more parent carer workshops."

These achievements exemplify our dedication to empowering and enriching the experiences of parent carers in our community.

### **Engagement and Representation**

We are thrilled to report significant progress in engaging our community and ensuring diverse representation:

- Our mailing list has seen a remarkable 50% increase in family sign-ups.
- Our social media channels have experienced substantial growth, with views skyrocketing from 236 in November 2021 to an impressive 9245 in November 2022.
- Nearly 2000 parent carers have actively participated in surveys, addressing crucial topics including health services, social care support, and progress against the written statement of action.
- A substantial 25% of our members hail from Global Majority groups, reflecting our commitment to inclusivity.
- At our school-based coffee mornings, 33% of attendees represent Global Majority groups, further enhancing diversity.
- In our parent carer information workshops and family events, 24% of participants belong to Global Majority groups, ensuring a broad spectrum of voices.
- Our events cover a wide range of needs, with 6% of attendees reporting a diagnosis of Autism, while the remaining 94% representing other areas of SEND such as down syndrome, Tourette's, visual impairment, ADHD, hearing impairment, learning disabilities and many others.

These achievements underscore our dedication to fostering engagement and promoting inclusivity within our community.

### **Looking ahead**

Starting in September 2023, BPC is excited to announce the expansion of our parent carer workshop offerings, both in online and in-person formats. We're grateful for the support

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from our local Integrated Care Board, enabling us to delve into a wide range of health topics, with a particular focus on mental health to better serve our local families.

Additionally, we've launched a community coffee morning in North Bristol, complementing our existing offerings in the south of the city. These sessions will often feature the presence of the Carer Support Centre and SEND and You, creating a one-stop destination for families to access a multitude of resources and support.

As part of our commitment to accessibility, we're in the process of creating a library of easy-to-digest resources for families. These resources will be translated into various languages, alongside our surveys. Our goal is to make all our surveys available in at least two other languages by the end of 2024, in addition to our SEND leaflet.

We have set the target of increasing the number of volunteers supporting BPC to 35 by the end of 2024, with 30% of the BPC team belonging to global majority groups and 50% of the BPC team belonging to seldom heard groups such as families whose children have rare conditions, families from the Polish, Romanian, Somali, Syrian, African, Indian, & Pakistani communities, very low-income families, LGBTQ+ families and families whose children have learning disabilities.

These endeavours are aimed at ensuring that all families, regardless of needs, language or location, can access the support they need effectively.

We are excited about the possibilities that lie ahead for improving local SEND services and promoting a positive, inclusive and diverse future for the SEND community. As the largest pan-disability parent carer-led charity in Bristol, we are well-positioned to make a meaningful impact in the lives of children and young people with special educational needs and disabilities.

#### **Financial Review**

The funds and assets held by the constituted group Bristol Parent Carers were transferred to the CIO on 1 April 2022.

Due to the decision from Bristol City Council to stop working with BPC and the resulting withdrawal of funding by both BCC and the DfE, the charity needed to run on its reserves for some months. However, due to the successful bid for National Lottery funding in Autumn 2022 and an ongoing project with the ICB, as well as other donations and the hard work of our volunteers, we were able to continue our core activities during the year.

In Spring 2023 the charity received confirmation from the ICB that it intended to fund the charity and indeed increase the funding, and BCC confirmed that it would be happy to support the charity's application for DfE funding as the approved DfE forum. This application was successful, and BPC has moved forward into the 23/24 year with core funding from both ICB and DfE, in addition to funding for specific projects funded by ICB and BCC.

Some of the charity's costs are wholly project specific and would not be incurred until the funding directly related to them was received. However, ongoing core costs including staffing and



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infrastructure must be covered in the event of a gap in funding. The trustees consider that the level of unrestricted reserves should remain at 3 months of core costs.

#### Supporters

NHS BNSSG ICB  
Department for Education  
Bristol City Council  
National Lottery Community Fund  
Osborne Clarke Charitable Fund

#### Structure, Governance and Management

Bristol Parent Carers is a Charitable Incorporated Organisation with wider membership. At the end of the accounting period there were 4 Trustees. New trustees are voted in by the wider membership at a general meeting.

#### Reference and Administrative details

Charity name	<b>Bristol Parent Carers</b>
Other name the charity uses	<b>Bristol Parent Carer Forum</b>
Registered charity number	<b>1197806</b>
Charity's principal address	<b>c/o Burton Sweet, The Clock Tower, Farleigh Court, Old Weston Rd, Flax Bourton, Bristol BS48 1UR</b>

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

The trustees in the accounting year were:

Hayley Hemming (Chair)  
Claire Scaife (Treasurer)  
Jen Smith  
Stella Hudson

All the trustees were in post during the whole year.

#### Independent examiner:

Josh Kingston ACA, BSc.  
Burton Sweet Limited  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Signed on behalf of the trustees on ..... 19 September 2023

..... *Claire Scaife*  
Claire Scaife, Trustee

## **BRISTOL PARENT CARERS**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

#### **Independent examiner's report to the trustees of Bristol Parent Carers**

I report to the trustees on my examination of the accounts of Bristol Parent Carers (the Charity) for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity'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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*Joshua Kingston*

Josh Kingston ACA, BSc.  
Burton Sweet Limited  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: 19 September 2023

# BRISTOL PARENT CARERS

YEAR ENDED 31 MARCH 2023

## RECEIPTS AND PAYMENTS ACCOUNT

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
<b>RECEIPTS</b>			
Grant Income	2,235	9,938	12,173
Donations	102	-	102
Bank Interest	57	-	57
<b>TOTAL RECEIPTS</b>	<b>2,394</b>	<b>9,938</b>	<b>12,332</b>
<b>PAYMENTS</b>			
<b>Cost of Sales</b>			
Event, Training	-	1,055	1,055
Research sessions	-	1,820	1,820
Production of literature as commissioned	-	2,880	2,880
Coffee Mornings	-	1,673	1,673
Travel Account (Taxis)	-	1,411	1,411
<b>Administrative Costs</b>			
Equipment	-	66	66
Fees, Consultancy, Professional, Legal	-	330	330
Insurance	-	298	298
Meetings, Internal	-	124	124
Office supplies, Consumables & Sundries	-	4	4
Promotional material	-	191	191
Rent & service charges	-	460	460
Staff Costs, Other	-	226	226
Subscriptions	-	531	531
Technical support, Website	8	102	110
Telephone, mobile	16	118	134
Volunteer rewards	40	-	40
Salaries	1,873	8,039	9,912
Staff/Volunteer Costs	5	907	912
Storage	-	941	941
IT Costs	51	1,528	1,579
Volunteer coproduction payments	-	140	140
<b>TOTAL PAYMENTS</b>	<b>1,993</b>	<b>22,844</b>	<b>24,837</b>
<b>Cash funds at the beginning of the year</b>	<b>9,218</b>	<b>26,458</b>	<b>35,676</b>
<b>NET RECEIPTS/(PAYMENTS)</b>	<b>401</b>	<b>(12,906)</b>	<b>(12,505)</b>
<b>Cash funds at the end of the year</b>	<b>9,619</b>	<b>13,552</b>	<b>23,171</b>

# BRISTOL PARENT CARERS

AS AT 31 MARCH 2023

## STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Cash funds</b>			
Bank and cash balances	9,202	13,969	23,171
<b>Current Assets</b>			
Trade Debtors	15,360	-	15,360
	15,360	-	15,360
<b>Liabilities</b>			
Accruals	1,500	-	1,500
	1,500	-	1,500

### Fund balances at 31 March 2023

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
<b>Unrestricted funds</b>					
General fund	8,801	2,394	(1,993)	-	9,202
<b>Restricted funds</b>					
Department for Education	9,193	(7,944)	(1,249)	-	-
Bristol City Council core funding	2,844	5,575	(5,800)	-	2,619
Family Transport Scheme	41	2,317	(2,358)	-	-
NHS England	297	-	-	-	297
Clinical Commissioning Group Neurodiverse Child Project	14,500	-	(4,845)	-	9,655
National Lottery Community Fund	-	9,990	(8,592)	-	1,398
	26,875	9,938	(22,844)	-	13,969
<b>Total</b>	<b>35,676</b>	<b>12,332</b>	<b>(24,837)</b>	<b>-</b>	<b>23,171</b>

The brought forward fund balances relate to funds held by the constituted group Bristol Parent Carers which were transferred to the newly formed CIO on 1 April 2022.

Signed on behalf of the trustees on 19 September 2023

..... *Claire Scaife*  
Claire Scaife, Trustee