

**BRISTOL PARENT CARERS**

**FINANCIAL STATEMENTS**

**31 MARCH 2024**

**Charity Number 1197806**

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# **BRISTOL PARENT CARERS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

### **Trustees' Annual Report for the year ended 31 March 2024**

**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 pan disability Charity dedicated to assisting parents and carers of children who have special educational needs and disabilities (SEND), from diverse communities within 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 families on local SEND Services. We also passively gather feedback from parent carers using their valuable insights to shape and enhance local SEND service across Education, Health, and Social Care systems in Bristol and monitor change over time. This passive feedback focuses on 5 key areas:

1. Awareness and feedback on social care support
2. Awareness and feedback on the support offered by the health services
3. Awareness and feedback on how families experience inclusion, transitions and other educational issues within the city
4. Families' experiences of Education, Health and Care plans, Phase transfers 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 change that is 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.

# **BRISTOL PARENT CARERS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

### **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**

As a relatively new charity, Bristol Parent Carers have been working on developing internal processes and systems to ensure the long-term strategic vision and sustainability of the organisation. In the last accounting year, we have:

- Employed 10 additional staff members and developed comprehensive HR approaches
- Strengthened our trustee board with 7 trustees from a range of backgrounds and with a wealth of experience
- Worked closer with a Development and Fundraising lead to secure additional grant funding and development plans
- Restructured the day-to-day operations of the charity with clear management pathways and great support for staff
- Increased the number of volunteers and developed a clear induction process.
- Appointed an Equality and Diversity lead to ensure that our forum's activities and support are inclusive and address the diverse needs of all parent carers and their children.
- Developed a new digital monthly newsletter for school staff and parent carers
- Developed a Friends of the Forum network of SEND group leaders who will be working with us to devise an action plan for the next 3 years to work collaboratively to achieve positive outcomes across agreed areas.

#### **Peer Support Sessions**

- Following the success of our peer support sessions in the last accounting year, this year we doubled our capacity to attend school-based peer support sessions and we also established a community event in North Bristol, in addition to our established session in south Bristol.

## BRISTOL PARENT CARERS

### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

- In the previous (22/23) accounting year we supported 266 families at peer support sessions, offering expert advice and information on local SEND services in Bristol in addition to delivering invaluable peer support for families. In this accounting year we supported 486 parent carers in 121 school sessions and 63 parent carers at 14 community peer support events.
- 98% of parent carers who come to the peer support sessions say they feel better supported as a result of attending and would recommend it to a friend.
  - ★ *"I was having a bit of a crisis regarding my child's behaviour, and I needed to talk to someone who would be supportive. I was supported and listened to without judgement which was really great. I left the session feeling more confident."*
  - ★ *"Being new to the SEND world following my daughter's recent diagnosis, I attended my first coffee morning this morning. Being neurodiverse myself, I was feeling a little vulnerable, but there was no pressure to speak, and it felt good to hear from families who face the same struggles that I face. I left with lots of information and places I can go for support. Thank you!"*
- School staff feedback is also gathered with 100% of staff saying they would rebook for a second peer support session for their school community.
  - ★ *"The Parents and Carers found having representatives from Bristol Parents Forum coming along to the coffee morning really useful. They were able to find out new information that they did not already have for support for their children, especially clubs/groups in the holidays."*
  - ★ *"The volunteers were so helpful and knowledgeable and really put the families at ease and made them feel more positive about their own situations"*
- Looking ahead to next year we will be increasing our school-based offer by 30% with the addition of an East Bristol community venue each month. We will be joined in East Bristol by SEND and You and Carers Support Centre as we are at our North and South venues. We will also be working with Friends of the Forum to develop a stronger community support network for families who have children with medically complex needs.

#### Practitioner led guidance and support sessions

- We've delivered 34 practitioner led guidance and support sessions in this accounting year (we delivered 21 sessions in the last accounting year, this represents an increase of 61% sessions this year). These sessions are tailored to parent carers, addressing a wide array of topics such as ADHD, financial planning, EHCPs, school transitions and supporting children's behaviour.

## **BRISTOL PARENT CARERS**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

- The selection of sessions is based on feedback from the parent carer community, our collaboration with Friends of the Forum, and alignment with our co-production project planner to ensure that events complement our co-production sessions.
- 2,109 parent carers have registered to attend these sessions (last year 1,223 parent carers registered, this represents an increase of 72% in attendees this year) which were offered both online and in-person formats for maximum accessibility. Some sessions were also recorded so that families could access the recording for up to two weeks after the event.
- Notably, our practitioner led guidance and support sessions serve a diverse audience, with 20% of attending families having a child diagnosed with Autism, while the remaining 80% encompass other needs.
- 30% of parent carers who registered to attend our practitioner led guidance and support session belong to global majority groups and 34% belong to seldom heard groups. The term 'seldom-heard groups' refers to under-represented people who are less likely to be heard by social service professionals and decision-makers.
- 91% of parent carers who attended a practitioner led guidance and support session said they found the sessions extremely or very informative and 93% said they found the sessions extremely or very supportive. 96% of attendees said they'd recommend the session to a friend.
  - ★ *The event was absolutely inspiring and every parent carer should get the chance to attend. Please run it again!*
  - ★ *This course was invaluable. Hearing from parents in the same boat, understanding more about demand avoidance and how I can help my child was encouraging.*

#### **Engagement and Representation**

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

- Our mailing list has seen a 13% increase in family sign-ups.
- Our social media channels have experienced substantial growth, with a reach of 92,996 and 4,505 followers. A 275% increase compared to the last financial year.
- A substantial 26% of our members belong to Global Majority groups, reflecting our commitment to inclusivity.
- At our peer support sessions, 29% of attendees represent Global Majority groups.
- In our parent carer information workshops and family events, 30% of participants belong to Global Majority groups, ensuring a broad spectrum of voices.

## **BRISTOL PARENT CARERS**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

- Our events cover a wide range of needs, with 20% of attendees reporting a diagnosis of Autism, while the remaining 80% 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.

#### **Coproduction**

- Co-Production Charter and MoU: We have developed a Co-Production Charter and Memorandum of Understanding (MoU) with Bristol City Council and the Integrated Care Board (ICB). This initiative, now in its final stages, aims to facilitate effective joint working and forward planning.
- Outreach Project: In collaboration with Bristol City Council, we co-produced the Outreach Project, designed to support schools in becoming more inclusive. This project is supported by outreach workers funded by the Council and was developed with direct input from parent carers, in addition to schools and children and young people. The service is anticipated to launch in January 2025.
- Local Area SEND Strategy: We provided over 1,700 parent carer responses to Bristol City Council to inform a new local area SEND strategy. This strategy, which is still being finalised, aims to improve the lives of children and families and improve the outcomes for children and young people across the City.
- Neurodiversity Transformation Project: In partnership with the ICB and Sirona Care and Health, we contributed to the first phase of the Neurodiversity Transformation Project. This project focuses on transforming Autism and ADHD health pathways to ensure earlier identification of needs and faster support for children and young people. The project will continue into the next financial year.
- PINS Project: We collaborated with the ICB on the PINS Project (Partnerships for Inclusion of Neurodiversity in Schools), working with 20 schools in Bristol to deliver support and co-produce school policies. This initiative aims to enhance collaboration between schools, families, and children for better educational outcomes. The planning phase started in the 23/24 financial year and the project will continue into the next financial year.
- Autism and More Project: In collaboration with the Integrated Care Board (ICB) and eight local schools, the Autism and More Project aims to enhance support for autistic learners by tailoring educational strategies to meet their individual needs. The project involves developing and implementing a range of locally available support tools and resources designed to improve learning experiences and outcomes for autistic students. This includes personalized support plans, teacher training, and classroom adjustments to better accommodate the diverse needs of autistic learners within the school environment.

## **BRISTOL PARENT CARERS**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

- Private Autism Assessments Leaflet: We co-produced a leaflet with the ICB and Sirona Care and Health, providing guidance on private Autism assessments. This resource is in the last stages of being finalised and will help parents ensure they are obtaining high-quality reports for their children.

#### **Looking ahead**

Starting in September 2024, BPC will be expanding the peer support sessions available into East Bristol, both in schools and community settings. We will also be working with partners to strengthen the peer support session that is available for families who have children with medically complex needs and for those who have children who are not able to attend school due to high levels of anxiety.

As part of our commitment to accessibility, we're creating a library of easy-to-digest resources for families. These resources will be translated into various languages, alongside our surveys which will all be available on our website which will be relaunched in late 2024.

We have set the target of increasing the number of volunteers supporting BPC to 35 by the end of 2025, 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 Bristol's largest pan-disability, parent carer-led charity, we are uniquely positioned to significantly enhance the lives of children and young people with special educational needs and disabilities. Our priority is to ensure that parent carers receive timely and effective support, empowering them to better navigate their families' needs and access the resources they require.

#### **Financial Review**

The year ended 31 March 2024 has seen a significant increase in funding, with grants being awarded by the Department for Education, the Integrated Care Board and Bristol City Council. Due to the increased funds available the charity has also seen an increase in investment income during the year. Expenditure has increased but not as sharply, partly as some specific projects funded by grants were still in early stages by the year end, and so those funds still had significant balances in March.



## **BRISTOL PARENT CARERS**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

The budget for 24/25 is higher again, due to a further increase in funding from the ICB as well as the completion of those projects carried over from 23/24. Unrestricted reserves at the year end amounted to just over 3 months of budget excluding those projects to be completed (24/25 budget excluding projects to be completed is £162,446). The trustees consider this level of reserves to be sufficient, particularly as by the time of writing this report in July 2024, over 80% of the income for the year ended 31 March 2025 has been received.

#### **Supporters**

The Trustees thank all the organisations and individuals who have supported our charity this year. In particular we would like to thank:

NHS BNSSG ICB  
Department for Education  
Bristol City Council  
The Bristol 500  
Air Support

#### **Structure, Governance and Management**

Bristol Parent Carers is a Charitable Incorporated Organisation with wider membership. At the end of the accounting period there were 7 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 (resigned 25<sup>th</sup> September 2023)  
Stella Hudson (resigned 19th October 2023)  
Zainab Wahid (Appointed 25<sup>th</sup> September 2023)  
Alice Marshment (Appointed 25<sup>th</sup> September 2023)  
Elizabeth Newton (Appointed 25<sup>th</sup> September 2023)  
Claire Arnott (Appointed 25<sup>th</sup> September 2023)  
Emily Williams (Appointed 25<sup>th</sup> September 2023)

**BRISTOL PARENT CARERS**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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 16 September 2024

*Claire Scaife*

.....  
Claire Scaife, Trustee

# **BRISTOL PARENT CARERS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

### **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 2024.

### **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').

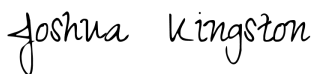
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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.



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

Date: 16 September 2024

**BRISTOL PARENT CARERS**  
**YEAR ENDED 31 MARCH 2024**  
**RECEIPTS AND PAYMENTS ACCOUNT**

	Unrestricted funds	Restricted Funds	Total Funds 2024	Total Funds 2023
<b>RECEIPTS</b>				
Grant income	48,720	105,000	153,720	12,173
Donations	148	-	148	102
Bank Interest Received	811	-	811	57
Other Income	11,935	-	11,935	-
<b>Total Receipts</b>	<b>61,614</b>	<b>105,000</b>	<b>166,614</b>	<b>12,332</b>
<b>PAYMENTS</b>				
<b>Cost of sales</b>				
Event, Hard to reach	-	82	82	-
Event, Engagement	-	1,721	1,721	1,820
Event, Training	-	5,106	5,106	1,055
Production of literature as commissioned	-	2,880	2,880	2,880
Coffee Mornings	-	970	970	1,673
Travel account - taxis	-	-	-	1,411
Production of resources	-	1,000	1,000	-
Annual Event - speakers	993	1,120	2,113	-
Annual event - printing & stationery	303	62	365	-
<b>Administrative Costs</b>				
Staff/Volunteer Travel & Subsistence	364	123	486	244
Equipment	4,064	1,029	5,093	66
Fees, Accountancy & Auditing	-	1,500	1,500	-
Fees, Consultancy, Professional, Legal	660	660	1,320	330
Fundraising	520	-	520	-
Hard to reach - Translation	-	120	120	-
Insurance	-	258	258	298
Meetings, Internal	30	114	144	124
Office supplies, Consumables & Sundries	-	500	500	4
Signposting material	-	452	452	191
Marketing and promotion	124	387	511	-
Recruitment Expenses (\$)	154	-	154	-
Rent & service charges	-	640	640	1,401
Staff and volunteer Costs, Other	-	120	120	266
Subscriptions	-	35	35	531
Technical support, Website	-	92	92	110
Telephone, mobile	198	30	228	134
Salaries	18,909	12,515	31,424	9,912
Staff/Volunteer training	84	592	676	668
IT software	463	2,843	3,306	1,579
Promotional merchandise	2,516	893	3,409	-
Volunteer coproduction payments	190	-	190	140
Trustee childcare to attend meetings	7	-	7	-
<b>TOTAL PAYMENTS</b>	<b>29,578</b>	<b>35,842</b>	<b>65,420</b>	<b>24,837</b>
<b>Cash funds at the beginning of the year</b>	9,619	13,552	23,171	35,676
<b>NET RECEIPTS/(PAYMENTS)</b>	32,036	69,158	101,194	(12,505)
<b>Transfers</b>	3,072	(3,072)	-	-
<b>Cash funds at the end of the year</b>	<b>44,727</b>	<b>79,638</b>	<b>124,365</b>	<b>23,171</b>

**BRISTOL PARENT CARERS**  
**YEAR ENDED 31 MARCH 2024**  
**STATEMENT OF ASSETS AND LIABILITIES**

	Unrestricted funds	Restricted Funds	Total Funds 2024	Total Funds 2023
<b>Fixed Assets</b>				
Office Equipment	3,254	-	3,254	-
Event Equipment	1,550	-	1,550	-
	<u>4,804</u>	<u>-</u>	<u>4,804</u>	<u>-</u>
<b>Cash funds</b>				
Bank and cash balances	<u>44,310</u>	<u>80,054</u>	<u>124,364</u>	<u>23,171</u>
<b>Current Assets</b>				
Trade Debtors	<u>225</u>	<u>-</u>	<u>225</u>	<u>15,360</u>
	<u>225</u>	<u>-</u>	<u>225</u>	<u>15,360</u>
<b>Liabilities</b>				
Accruals	<u>840</u>	<u>-</u>	<u>840</u>	<u>1,500</u>
	<u>840</u>	<u>-</u>	<u>840</u>	<u>1,500</u>

	At 1 April 2023	Income	Expenditure	Transfers	At 31 March 2024
<b>Unrestricted funds</b>					
General Fund	9,202	61,614	(29,578)	3,072	44,310
<b>Restricted Funds</b>					
Department for Education	-	17,500	(17,500)	-	-
Bristol City Council	2,619	28,000	(5,939)	-	24,680
Clinical Commissioning Group - Neurodiverse Child Project	9,655	(2,000)	(2,880)	(2,775)	2,000
National Lottery Community Fund	1,398	-	(1,398)	-	-
NHS England	297	-	-	(297)	-
Integrated Care Board Neurodiversity Transformation and schools projects	-	57,500	(5,693)	-	51,807
BNSSG Autism courses	-	4,000	(2,432)	-	1,568
<b>Total restricted funds</b>	<u>13,969</u>	<u>105,000</u>	<u>(35,843)</u>	<u>(3,072)</u>	<u>80,054</u>
<b>Total</b>	<u>23,171</u>	<u>166,614</u>	<u>(65,421)</u>	<u>-</u>	<u>124,364</u>

Signed on behalf of the trustees on 16 September 2024.

*Claire Scaife*  
 Claire Scaife, Trustee