

Nottinghamshire Parent Carer Forum
(Registered charity, number 1200559)
Financial statements
for the period 03 October 2022 to 30 September 2023

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**Nottinghamshire Parent Carer Forum
Trustees' annual report
for the period 03 October 2022 to 30 September 2023**

Full name Nottinghamshire Parent Carer Forum

Other names by which the charity is known NPCF, Notts PCF and Nottinghamshire PCF

Organisation type Charitable incorporated organisation

Registered charity number 1200559

Principal address

Northgate Business Centre Ltd, 38 Northgate, Newark, Notts, NG24 1EZ

Trustees

John Bennett, Chair, from 01/03/23

Alison Bryant, from 03/10/22

Maria Charles, from 03/10/22

Glynn Hopkins, from 03/10/22

Antonia Wallace, from 03/10/22

Helen Hassell, until 01/03/23

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 3 October 2022 and most recently amended 12 January 2023.

As per our constitution, Trustees are nominated and seconded by voting members and then elected at our AGM. Additional trustees upto our maximum can be appointed by the trustees but they must then resign at the next AGM.

Objectives and activities

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in Nottinghamshire and the surrounding area, in order to improve their quality of life, promote their inclusion in their local communities and to help support them to reach their full potential.

Summary of the main activities undertaken for the public benefit

- Meeting and liaising with local authority, NHS Integrated Care Board (ICB) and other agencies to represent views of parent carers and ensure services are delivered as set out in legislation and guidance.
- Engaging with parent carers to gather views on local services and other issues affecting children and young people with special educational needs and / or disabilities (SEND).
- We work alongside local authorities, education, health, and other service providers to ensure the services they plan, commission, deliver and monitor meet the needs of children and families with SEND in Nottinghamshire.

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- Visiting education establishments to establish and support parent forums and deliver the Autism in Schools project.

These activities benefit the public by:

1. Providing information and signposting to services and resources for parent carers

We provide information about services, events, consultations, policy changes and other relevant issues through our monthly newsletter, email, our website, and various social media platforms.

We help provide access to timely and relevant information enabling families to access the services and support they need to gain a better quality of life, become more informed, connected, active and empowered citizens. It helps families get help tailored to their individual needs.

2. Providing peer support

We visit support groups and Children's Centres, visit schools, set up and establish new parent forums, and deliver the mini forums as part of the Autism in Schools project.

Supporting parents of children and young people with disabilities or additional needs in Nottinghamshire means families meet, share, and learn from each other. It reduces isolation and increases confidence and knowledge and provides a sense of inclusion and understanding, building connections with others in similar situations.

3. Engagement and Representation

We engage with parent carers through various channels, including holding stalls at relevant parent carer marketplace events, distributing the forum's leaflets out to groups, holding workshops and sharing out surveys and other initiatives to capture their challenges and concerns, hearing from individual parents through their shared stories, emails, and phone calls, and help establish new parent support groups.

We engage with parent carers in diverse ways so that different voices are heard and gather views on the local services and other issues affecting children and young people with SEND (Special Educational Needs and Disabilities) and their families. We collect feedback and get parents and carers' lived experiences to service commissioners, providers and OFSTED /CQC.

These activities mean there is a constructive channel of communication between parents, carers, and strategic partners to influence positive change, create quality services, and provision that meets the needs of all children and young people with SEND in Nottinghamshire.

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4. Influencing and transforming services and attitudes

We meet and liaise with the local authority, NHS Nottingham and Nottinghamshire ICB (Integrated Care Board) and other agencies and ensure that the collective voice of parent carers and their children, as well as young people with disabilities, are represented and influence the planning, shaping, commissioning and delivery of services.

We review and co-produce information in partnership with the local authority, ICB and others.

We advocate for wider parent engagement and the value of hearing directly from families and support the development of meaningful opportunities for engagement.

We promote co-production in decision making and planning for future service provision, so that parents and carers can contribute to the development of services that meet their needs.

We undertake evidence gathering projects to enable in-depth data to be collected to evidence the lived experiences of these families and to validate the need for change and improvement.

Increasing knowledge and awareness of the barriers faced by families helps build understanding and an equitable and inclusive quality of life for children with any disability, special educational need, condition, or impairment in Nottinghamshire and creates quality services that meet the needs of all.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

We hosted workshops and attended several parent carer marketplace events with parent numbers of up to 200. Here we got to meet and engage with parent carers, shared publicity material, got new members and heard families' experiences. Feedback shown that participants believed they were better informed and more engaged as a result.

We attended strategic governance meetings, mostly virtually, but with a number now resumed in-person. Meetings included the ICS SEND Health Assurance Group, SEND Accountability Board, and the Local Area Quality Assurance EHC plan Steering Group.

We had parent representatives engaged in many areas of service delivery including Short Breaks - SEND Local Offer Groups, Short Breaks Steering Group, NottAlone Steering Group, Preparing for Adulthood workstreams, Joint Notts/City SEND Employment Core Group and the neurodiversity website coproduction group. In total

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we participated in more than 200 meetings achieved by 375 parental representatives attending work-stream meetings, steering groups or conferences.

We maintained a website of relevant information and several social media platforms as well as continuing to email regularly to parents on our database and to send out a monthly newsletter.

The Steering Group met monthly with a hybrid option. This enabled participation from a more diverse team. The Steering Group plans the work of the Charity, coordinates representation, parent participation and engagements, and plans events.

As members of the National Network of Parent Carer Forums we work to keep the voice of parents and carers loud and clear, and influence and shape the delivery of services for disabled families. This includes attending work stream meetings and acting as representatives from Nottinghamshire at these strategic meetings.

Forums work in their local areas but should also connect regionally. Nottinghamshire Parent Carer Forum are active within the East Midlands network of forums, and we attend regular meetings for our area, discussing diverse topics and ensuring that local concerns are heard regionally and nationally.

At the forum's regular quarterly meeting with colleagues from the Local Authority, we raised parent carers' increasing experience and concern about the use of part-time timetables, how they are being monitored, whether it was a growing problem, and the effect it could have on families and children's outcomes. Coming out of that discussion the forum was invited to submit a scoping document to carry out a review into this area. The document details the purpose of the review, methodology, key lines of enquiry and key questions, reporting mechanisms, and anticipated outcomes. It has now undertaken a project to enable in-depth data to be collected to evidence the lived experiences of families and to validate any need for change and improvement.

In late January Nottinghamshire became the first Local Area to be inspected under the new framework. The forum worked extremely hard to raise awareness of the inspection and to encourage parent carers to complete the OFSTED/CQC survey, and a great many parents did. The Steering Group worked laboriously over several long days, putting in many hours, to ensure that the limited time with the inspection team would be put to best use. We were able to present a detailed breakdown of the areas where children and young people with SEND were being failed, covering the top priorities for parents e.g. statutory failings, unacceptable waits and gaps in services. We used data, evidence and referenced surveys to validate everything that was raised. The parent voice of life in Nottinghamshire was communicated strongly and clearly to the inspection team.

The OFSTED/CQC Inspection report said "The Nottinghamshire Parent Carer Forum (NPCF) take an active role in representing the families of children and young people with SEND. NPCF is represented on the SEND accountability board. Members of the

forum use their own and their members' experiences to challenge partnership leaders when services and provision are not good enough. NPCF is involved in the

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partnership's planning to improve services and provision. However, they are rightly concerned that leaders' planning is reactive rather than forward looking."

In the light of the OFSTED/CQC Inspection outcome in May 2023 of, "widespread and/or systemic failings" the forum has been committed to ensuring parent carers are involved in the improvement work arising. Parent representatives from the forum are engaged at all strategic levels under the SEND Improvement Plan including attendance at the SEND Executive Leadership Group, SEND Partnership Improvement Board and SEND Partnership Assurance and Improvement Board (PAIG).

Financial review

We are in a good financial position at the end of our financial year with a significant surplus in funds. We have secured additional funding streams in addition to our annual Department of Education grant which has funded our increased workload and will allow us to increase our engagement parent carers and our influence with statutory bodies.

The charity's policy on reserves

The trustees agreed at their meeting in September 2023 an unrestricted reserve of £6,000 be maintained in the current account to ensure that the charity has sufficient funds to withstand financial issues or to accommodate a four month winding up period for the charity in an organised manner as required by the charity's constitution. The designated reserves amount will be reassessed annually at the first business meeting of the trustees following the AGM.

Financial risks

The majority of our income is received in the form of grants from public bodies, this funding may be affected by changes in national and local government policies.

Signed on behalf of the charity's trustees:

Signed  _____
John Bennett, Trustee

Date 24/1/24

**Independent examiner's report to the trustees of
Nottinghamshire Parent Carer Forum
for the period 03 October 2022 to 30 September 2023**

I report to the trustees on my examination of the accounts of Nottinghamshire Parent Carer Forum (the charity) for the period 03 October 2022 to 30 September 2023.

Responsibilities and basis of report

As the 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 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.

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.

Signed  Date 25/01/2024
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

Nottinghamshire Parent Carer Forum
Receipts & payments account
for the period 03 October 2022 to 30 September 2023

| | | Unrestricted Funds £ | Restricted Funds £ | 2023 Total Funds £ |
|---|------|----------------------------|--------------------------|-----------------------------|
| | Note | | | |
| Receipts | | | | |
| Grants & donations | 2 | - | 26239 | 26239 |
| Fees for services | | 15816 | - | 15816 |
| Bank interest | | 75 | - | 75 |
| Opening transfer from previous entity | | 20795 | - | 20795 |
| Total receipts | | 36686 | 26239 | 62925 |
| Payments | | | | |
| Events | | 294 | 95 | 389 |
| Meetings | | 123 | 752 | 875 |
| Training | | - | 491 | 491 |
| Staffing costs | | - | 9483 | 9483 |
| Seldom Heard | | - | 441 | 441 |
| Infrastructure | | 845 | 2183 | 3028 |
| Development info & resources | | - | 1022 | 1022 |
| Web development | | 360 | 74 | 434 |
| Parent Carer expenses | | 826 | 2095 | 2921 |
| Parent Carer remuneration | | 497 | 2360 | 2857 |
| Total payments | | 2945 | 18996 | 21941 |
| Net receipts/(payments) | | 33741 | 7243 | 40984 |
| Cash funds at end of this period | | 33741 | 7243 | 40984 |

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Statement of assets and liabilities
at 30 September 2023

| | | 2023 |
|--|------|---------------|
| Cash assets | Note | £ |
| Bank accounts | | 40984 |
| | | <u>40984</u> |
| Other monetary assets | | |
| Debtors | 4 | 400 |
| | | <u>400</u> |
| Assets retained for the charity's own use | | |
| Laptop, purchased Dec 2022, cost £750. | | |
| General equipment. | | |
| Liabilities | | |
| Creditors | 5 | (3060) |
| | | <u>(3060)</u> |

These financial statements are accepted on behalf of the charity by:

Signed

John Bennett, Trustee

Dated 24/1/24

Nottinghamshire Parent Carer Forum
Notes to the accounts
for the period 03 October 2022 to 30 September 2023

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

| | Unrestricted £ | Restricted £ | Total £ |
|--------------------------------------|-------------------|-----------------|--------------|
| Department for Education via Contact | - | 26240 | 26240 |
| | <u>-</u> | <u>26240</u> | <u>26240</u> |

3. Funds analysis

| | Receipts (Payments) | | Closing balance |
|--------------------------------|---------------------|----------------|--------------------|
| | £ | £ | £ |
| Restricted funds | | | |
| Contact a Family | 26239 | (18947) | 7292 |
| DfE Parent Carer Participation | - | (49) | (49) |
| | <u>26239</u> | <u>(18996)</u> | <u>7243</u> |
| Unrestricted funds | | | |
| General | 36686 | (2945) | 33741 |
| | <u>36686</u> | <u>(2945)</u> | <u>33741</u> |

The specific purposes for which these funds are held for:

Contact a Family – funding for the running of the forum as set out by the Department for Education, through Contact, in the conditions of their grant.

DfE Parent Carer Participation – this project is starting in 23/24 and will be funded by Nottinghamshire County Council.

4. Debtors

| | £ |
|-------------------------------|------------|
| Infrastructure (insurance) | 44 |
| Web development (web hosting) | 356 |
| | <u>400</u> |

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5. Creditors

| | £ |
|---------------------------------|-------------|
| Staffing costs - Wages (Sept) | 2130 |
| Staffing costs - HMRC & pension | 450 |
| Independent examination fee | 480 |
| | <u>3060</u> |

6. Trustees' remuneration

During the accounting period, the charity purchased Trustee Indemnity Insurance at a cost of £20.

Trustees received no expenses, remuneration or benefits in this period.

7. Previous period comparison

The previous period's figures have not been included for comparison because this is the charity's first accounting period.

8. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.