

Nottinghamshire Parent Carer Forum
(Registered charity, number 1200559)
Financial statements
for the year ended 30 September 2024

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**Nottinghamshire Parent Carer Forum
Trustees' annual report
for the year ended 30 September 2024**

Full name Nottinghamshire Parent Carer Forum

Other names by which the charity is known NPCF

Organisation type Charitable incorporated organisation

Registered charity number 1200559

Principal address

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

Trustees

John Bennett, Chair

Alison Bryant

Maria Charles

Helen Dennehey, from 09/02/24

Claire Johnson, from 09/02/24

Glynn Hopkins, until 09/02/24

Antonia Wallace, until 09/02/24

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 up to our maximum can be appointed by the trustees but they must then resign at the next AGM stand for re-election.

Objectives and activities

To relieve the needs of children and young people (CYP), 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 and 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

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

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

We keep families informed about relevant services, resources, events, consultations, policy updates, and pertinent issues. Through our monthly newsletter, email updates, website, social media page, stalls at community events, peer-to-peer phone calls and parent group engagements, we endeavour to provide families with access to relevant information.

This enables families to access the services and support they need to become more informed, connected, active and empowered citizens and get support tailored to their family's particular needs.

2. Providing peer support

We connect with support groups and Children's Centres; visit schools, set up and establish new parent groups, receive frequent emails from individual parents seeking advice and support, and deliver participation peer support groups as part of the Autism in Schools and the Partnership for Inclusion of Neurodiversity in Schools projects.

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, organising workshops/ engagement sessions on subjects relevant and useful to families with a child or young person with SEND, sharing out information about surveys and other activities used to capture parent carers' challenges and concerns, hear from individual parents through their shared stories, emails, and phone calls, and encourage and actively support the establishment of parent-led 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), school staff and other agencies and ensure that the experiences, challenges and ideas of parent carers and their children, are represented and heard, and that they can be used to influence the planning, shaping, commissioning and delivery of services.

As equal partners, we offer constructive feedback, acting as a critical friend while remaining fully independent.

We champion parent engagement and the value of hearing directly from families and working together with them. The forum wants as many parent carers as possible to become involved in the way that is possible for them. The forum consistently encourages parent carers to get involved whenever possible, whether by participating in surveys or joining focus groups. We advocate for the huge benefits that peer support brings. These opportunities allow families to share their experiences directly with those who can make a difference. This is rooted in the knowledge that children and young people, along with their parents, are the most qualified to determine the services they need in their local area.

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 a number of workshops, for example delivering Makaton taster sessions, and attended several parent carer marketplace events with parent numbers of up to 250. Here, we connected with a diverse group of parent carers, distributed informational materials, gained new members, and listened to families' experiences of services and concerns. Feedback from these events indicated that participants felt they had gained useful information, were better informed, heard, and more involved as a result.

We maintained a website of relevant information, sent out a monthly newsletter, and continued to reply to emails and phone calls from individual parents who contacted us to seek support, advice and signposting.

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We attended strategic governance and Board meetings. Strategic decision-making and planning sessions have continued to expand, and there has been a growing emphasis on attending more meetings in person.

In January 2023 Nottinghamshire became the first Local Area to be inspected under the new OFSTED/CQC framework. Following the SEND local area inspection outcome of "widespread and/or systemic failings" the engagement work for the forum has increased considerably. Parent carers from the forum are members of three boards within the new governance structure: the SEND Partnership Assurance and Improvement Group (PAIG), the SEND Executive Leadership Group, and the SEND Partnership Improvement Board.

Our parent representatives contributed to numerous service delivery areas, including Short Breaks, the SEND Local Offer Groups, the Neurodevelopmental Assessment Task & Finish Group, the Early Years EHCP Development Group, the Joint Nottinghamshire and City SEND Employment Core Group, the Including Parents Conference Planning Group, and the Nottingham & Nottinghamshire Children and Young People's Integrated Care System Board. Additionally, the forum has been actively involved in two major projects: the Autism in Schools project and the Partnerships for Inclusion of Neurodiversity in Schools (PINS) project. Altogether, we dedicated over 300 hours to participating in work stream meetings, steering groups, and conferences.

The Steering Group held monthly meetings, offering a hybrid option to encourage strong participation and support a more diverse team. The Steering Group plans the work of the Charity, coordinates representation, parent participation and engagements, and plans events.

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 Local Authority colleagues, we address issues that families have shared with forum representatives. One such concern was the increasing use of part-time timetables, which many parent carers had highlighted as a significant issue. This prompted the forum to raise the matter formally, leading to an invitation to conduct an in-depth review to fully understand the experiences of children and families affected by part-time timetables, provide a comprehensive overview of the procedures involved, and identify areas for improvement with actionable recommendations.

To accomplish this, we conducted semi-structured interviews with key stakeholders, including parents and young people, distributed an online survey with both qualitative and quantitative questions to parents and carers, analysed data from the Local Authority, and reviewed relevant policies. We are now at the point of sharing and presenting the findings with those in a position to influence potential change and shape meaningful improvement in the use of part-time timetables.

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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. Through the Partnerships for Inclusion of Neurodiversity in Schools (PINS) project we will have generated additional income which will continue into our next financial year.


The charity's policy on reserves

The trustees agreed at their meeting in March 2024 an unrestricted reserve was increased from £6,000 to £10,000 to 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. This change was made to reflect in increased wage costs due to increased workload. 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 effected by changes in national and local government policies.

Signed on behalf of the charity's trustees:

Signed  _____
John Bennett, Trustee

Date 5/6/25

**Independent examiner's report to the trustees of
Nottinghamshire Parent Carer Forum
for the year ended 30 September 2024**

I report to the trustees on my examination of the accounts of Nottinghamshire Parent Carer Forum (the charity) for the year ended 30 September 2024.

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 17/06/2025
John O'Brien MSc, FAIA, FCIE
Employee of Community Accounting Plus

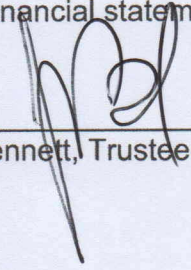
Nottinghamshire Parent Carer Forum
Receipts & payments account
for the year ended 30 September 2024

2023			Unrestricted	Restricted	2024
Total		Note	Funds	Funds	Total
Funds			£	£	Funds
£					£
	Receipts				
75	Bank interest		592	-	592
26239	Grants & donations	2	20000	53440	73440
15816	Services / Fees		15000	-	15000
20795	Opening transfer		-	-	-
<u>62925</u>	Total receipts		<u>35592</u>	<u>53440</u>	<u>89032</u>
	Payments				
389	Events		234	3727	3961
875	Meetings		1460	111	1571
491	Training		656	-	656
9483	Staffing costs		24407	20847	45254
441	Seldom Heard		-	-	-
3028	Infrastructure		1000	3879	4879
1022	Development info & resources		45	-	45
434	Web development		205	-	205
2921	Parent Carer expenses		1877	2218	4095
2857	Parent Carer remuneration		38	-	38
<u>21941</u>	Total payments		<u>29922</u>	<u>30782</u>	<u>60704</u>
40984	Net receipts/(payments)		5670	22658	28328
-	Cash funds at start of this period		33741	7243	40984
<u>40984</u>	Cash funds at end of this period		<u>39411</u>	<u>29901</u>	<u>69312</u>

Nottinghamshire Parent Carer Forum
Statement of assets and liabilities
at 30 September 2024

2023			2024
£	Cash assets	Note	£
<u>40984</u>	Bank accounts		<u>69312</u>
<u>40984</u>			<u>69312</u>
	Other monetary assets		
<u>400</u>	Debtors	4	<u>2267</u>
<u>400</u>			<u>2267</u>
	Assets retained for the charity's own use		
	Laptop, purchased Dec 2022, cost £750.		
	General equipment.		
	Liabilities		
<u>(3060)</u>	Creditors	5	<u>(942)</u>
<u>(3060)</u>			<u>(942)</u>

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

Signed  _____
 John Bennett, Trustee

Date 5/6/25

Nottinghamshire Parent Carer Forum
Notes to the accounts
for the year ended 30 September 2024

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 £
Nottinghamshire County Council	-	22050	22050
NHS Nottingham and Nottinghamshire ICB	20000	13890	33890
Department for Education via Contact	-	17500	17500
	<u>20000</u>	<u>53440</u>	<u>73440</u>

3. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
Restricted funds				
Department for Education via Contact	7292	17500	(15666)	9126
Nottinghamshire County Council	(49)	22050	(12141)	9860
AiS Project	-	13890	(2975)	10915
	<u>7243</u>	<u>53440</u>	<u>(30782)</u>	<u>29901</u>
Unrestricted funds				
General	33741	35592	(29922)	39411
	<u>33741</u>	<u>35592</u>	<u>(29922)</u>	<u>39411</u>

The specific purposes for which these funds are held for:

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

Nottinghamshire County Council – funding for additional work relating to the SEND Improvement Program and targeted research work.

AiS Project – funding for parent/carers resources and training support.

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4. Debtors

	£
Staffing costs (HMRC)	1917
Prepayment - Infrastructure (Insurance)	114
Prepayment - Web hosting	236
	<u>2267</u>

5. Creditors

	£
Staffing costs (Pension)	251
Payroll fees	151
Independent examination fee	540
	<u>942</u>

6. Trustees' remuneration

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

7. Related party transactions

There were no related party transactions in this 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.