



Bromley Parent Voice

Working in partnership to give parents and carers a voice

Be informed
Get Involved
Have influence



Annual Report
and
Accounts

April 2019 to
March 2020

Charity: 1172718

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Official Information

Charity Number 1172718

Bromley Parent Voice (BPV)

<http://www.bromleyparentvoice.org.uk>

Report of the Trustees for the financial year ended 31 March 2020

Charity Commission number: 1172718

Principal address:: Community House
South Street
Bromley
BR1 1RH
Email: info@bronleyparentvoice.org.uk
Tel No: 07803 28783

Trustees: Yvette Connor (Chair)
Nick White
Hayley Andrews (Safeguarding Lead)
Rhian Arrenburg (Secretary)
Inge Lake (Treasurer)
Funke Adeloye
Lewis McKale
Yvonne Sallis

Operations Manager: Pip Rastall

Administrator: Atikah Chowdhury

Objectives and Activities:

Bromley Parent Voice is a charity and parent carer forum overseen by a board of trustees. The trustees sets the strategic direction and vision of Bromley Parent Voice, currently there are eight trustees. The operations team manages the forum's activities and are supported by a group of parent/carers representatives who carry out the forum's community outreach work.

All trustees are responsible for representing the views of a wider group of parents/carers of children/young people with SEND. Each member has a system of networking and disseminating information to other parents. The trustees meet regularly and venues and meeting times are arranged for the convenience of parents/carers.

Official Information

Charity Number 1172718

BPV is Bromley's Parent Carer forum and has been representing the views of local parents and carers of children with SEND for over 12 years. As a member of the National Network of Parent Carer Forums, BPV is one of the 152 Parent Carer forums in the Country who work with Local Authorities and Health services to ensure they deliver services that meet the needs of children with SEND. BPV does this by gathering the real lived experiences of families and using this information to influence the local authority, healthcare providers and educational settings where there are problems or gaps in provision as well as when services are working well. BPV receives a grant from the Department of Education to enable them carry out their work. BPV as part of the National Network of Parent Carer Forums also has to ensure that the views and experiences of Bromley families are included in the legislation and service development at a national and government level too.

“Parent Carer Forums are representative local groups of parents and carers of children and young people with disabilities who work alongside local authorities, education, health and other service providers to ensure the services they plan, commission, deliver and monitor the needs of children and families. Parent Carer Forums have been established in most local areas and local authorities are actively encouraged to work with them.”

Department for Education. (January 2015) *Special Educational Needs and Disability 0 to 25 years: Code of Practice*. 1.13

Our aim is to:

- Inform parents about what is going on locally and nationally
- Involve parents in shaping of local services and national priorities
- Influence local service providers and decision makers

Official Information continued

Charity Number 1172718

By doing these things, we aim to inform and empower the parents of children & young people with special educational needs & disabilities (SEND) and to improve services and outcomes for families affected by SEND.

The vision for Bromley Parent Voices includes:

- A co-produced engagement activity programme, free and accessible to all families in the London Borough of Bromley.
- The collation of parent/carers views and experiences of SEND services.
- Extending contact with hard to reach communities within the Borough.
- The recruitment of volunteers & parent/carers representatives to hear from as many families as possible.
- Representation on key Local Authority Strategic Boards.
- Partnership working with other voluntary service organisations & charities.
- Full engagement in shaping, developing, implementing and evaluating services and systems available to families within Bromley.

BPV is committed to working to ensure that families with Children and Young People with SEND living in Bromley are able to achieve the best possible outcomes.

Highlights of the Year

1st April 2019 until 31st March 2020:

Cake and Share Parent Support Group - Sept 2018 to June 2019

Met every Wednesday (term time only) from 9:30am-11:30am in various venues across the borough to listen to parental feedback & to signpost to appropriate information.

Primary School Summit – June 2019

For this project, BPV collaborated with schools to encourage children to think creatively about what good inclusion should look like in school.

SEND Matters Live - Live Q&A Sessions with Parent/Carers and LBB.

BPV held monthly sessions on topics such as 1. Inclusion 2. Information 3. Autism 4. Transitions 5. PFA 6. Annual Reviews.

EHCP Portal Project

To scrutinise the standard of letters going to be on the EHC portal & to provide constructive feedback to the LA.

Local SEND Inspection Parent Focus Group

Ofsted and CQC carried out a joint inspection of London Borough of Bromley local area in September 19. A Parent/Carer Focus Group in August asked parent/carers about their views and experiences on how well they fulfil their responsibilities for children and young people with SEND following the implementation of the Children and Families Act 2014.

Annual BPV Survey - July 2019

BPV's Independent Annual Survey on Short breaks provision in the borough was distributed to all Parent/Carers to seek their views for BPV priorities, feedback, services offered to the LA.

BPV Connects Project - July 2019 – on going

BPV's new community outreach project involved taking a team of professionals & organisations to meet Parent/Carers directly in schools.

CYP Wellbeing and Mental Health Co-Design Network

The Co-design group consisted of 15 key professionals and CYP who analysed current data into meaningful proposals. The work of the Co-design group approved by the Network before being actioned.

Bromley's Children Executive Board (CEB)

BPV represented parents at the Bromley CEB to set the strategic priorities for the welfare and safeguarding of children across Bromley and the Partnership.

Highlights of the year cont.

Issues Log – Daily

BPV compiled an issues log to report SEND related issues, problems and good practices in the borough of Bromley.

Empowering Parents - May 2019

BPV hosted two parent empowerment workshops in March & May 2019 to equip parents with the skills they need when dealing with the LA & CCG.

Local Strategy on Autism/ 100 Days Autism Challenge - May – to Sept 2019

BPV attended the Autism Strategy and 100 day Autism Challenge meetings.

Informed on topics that affect autistic YP such as school exclusion, preparing for adulthood and post 18 services, lack of short breaks, CAMHS and autism, other health services and autism, transforming care and youth justice.

Active Involvement in Education, Health and Care Services

Reported to BPV members and the LA on any active involvement in service design, delivery and evaluation where Parents and carers of CYP with SEND have been involved.

The Local Offer and the Short Breaks statement – September 2019

As the current Local Offer website is not fit for purpose, BPV advised the local authority to review and improve the local offer and the Short Break Statement on an ongoing basis.

Bromley Parent Voice Annual Conference – October 2019

The theme for the 2019 BPV Annual Conference was empowering parents and equipping them with the skills and knowledge to improve outcomes for their child and to challenge the authorities.

NNPC Annual Conference – November 2019

BPV represented Bromley parents at the NNPC Annual Conference in Chester and networked to with other parent/carers from across the country to exchange ideas and to share best practice.

Trustees Report

April 2019 to March 2020

BPV has seen yet another successful year that includes high levels of engagements with parent/carers of children/YP with SEND

throughout Bromley.

Some of the highlights of the BPV team, including all Volunteers, Trustees and Parent Reps are:

Continued Parent/Carer representation on key strategic boards, including SEND Governance, CYP Wellbeing and Mental Health Co-Design Network, & Children's Executive Board. BPV have been able to speak on behalf of Bromley Families at these strategic board meetings and feed back the information to the wider team and parents when necessary.

Continued attendance at National Network of Parent Carer Forum Events, including the national conference and South London Cluster meetings. This has strengthened BPV's position in both the national and local picture and enabled us to seek advice from other forums on relevant issues and share ideas about opportunities to engage with parents.

The continued success of SEND Matters Live has given parents access to professionals they may not usually have the opportunity to meet and similarly ask questions that directly affect them. Subjects covered include Inclusion, The EHCP Process, Autism, Transitions through the stages and Annual Reviews

The introduction of BPV Connects has been a great way to meet new families across the borough. BPV has literally connected with many new families and introduced both schools, professionals and families to the range of services that are available for families with C/YP with SEND across LBB. BPV were lucky enough to attend over 12 schools and many more were scheduled for the next year. Partners from other agencies have joined us on our BPV Connects school roadtrip including IASS, Bromley Well, Bromley Young Carers, Bromley Dyslexia Association, LODO, SELCCG Speech & Language Therapists and other professionals from LBB/SELBCCG. BPV are seeing a gradual increase in membership and new families are accessing information and sign posting available via BPV. BPV are also able to collect further issues that Bromley families are facing and are accessing more families, in more areas of the borough.

Quotes from our Parents & Carers

**"(You) helped
me join the dots
– thanks BPV."**

**"Thank you so
much for the zoom
meeting today it's
really so helpful
and reassuring to
hear similar issues
with schools and
getting the right
help for our kids!"**

**"A wonderful
event with great
talks from great
people!"**

Trustees Report continues

The biggest challenge for BPV as a PCF has been the **Local Area SEND Inspection by Ofsted and CQC**. BPV were very much involved with this process. BPV members/parents attended various focus groups/sessions throughout the inspection period including over 70 parents who attended the Ofsted Open Parents meeting on Tuesday 17th September 2019. BPV Parent Representatives also attended a number of focus groups throughout the inspection week. The results of the inspection, which were

What's Next for BPV.....

At the point in time that this report covers, we had no idea as a nation what lay ahead. BPV had so many plans to extend our projects such as SEND Matters Live and BPV Connects School Roadshow. But Coronavirus has shaken everybody to the core, especially vulnerable children, families and Young people with SEND. School placements, specialist provision and most (if not all) support services where stopped, leaving families isolated and more desperate then ever. Throughout the lockdowns BPV has still been able to offer the support that families need by simply listening. We have noted the themes and experiences that have been repeatedly experienced by families and used this information to form a Covid-19 Issues Response team. The CV19 Response team meets on a weekly basis and once issues have been identified, BPV then created a programme of informative Zoom events to connect with parents and provide direct access to professionals to help them get the information they wanted/needed.

BPV are looking forward to the time when BPV can meet with families and listen face to face with a cuppa in hand. Hopefully this will be soon.

Financial Summary

- BPV successfully applied for a £15,000 participation grant from the Department for Education in two tranches.
- This year the forum has used this grant to fund our annual conference, provide information events, facilitate focus, remunerate parent/carers for their time participating in Council/Health meetings. As part of this grant BPV are required to complete a termly survey from the Department of Education on the local implementation of the SEND 4 Change reforms brought in by the Children and Families Act 2014.
- 2019/20 BPV has continued to receive funding from LB Bromley to support parent engagement in embedding the SEND Reforms. However, for the 2020/21 financial year BPV lost the funding and parent participation contract from the London Borough of Bromley.
- In addition, Bromley Parent Voice has received additional funding through our role in the Independent Support Consortium and the Key Working Project, True Colours Foundation.
- BPV successfully applied for a small discretionary grant from DfE to fund the first ever BPV Awards Ceremony. This was an evening of celebration in recognition of the achievements of families, children and young people with SEND and the community and professionals that support them. BPV also received some additional funds from the sponsors of six of the eight awards. These additional funds helped cover the cost of the event.
- BPV became a Charitable Incorporated Organisation in April 2017, these accounts cover the period from incorporation.

Receipts and Payments accounts

Bromley Parent Voice	
Financial Activities	
April 2019 - March 2020	
	Total
Income	
DFE Grant	12,916.00
Donations and legacies	255.00
L88 Contact Grant	14,000.00
Total Income	£ 27,171.00
Total	£ 27,171.00
Expenditures	
Admin & governance	
Accountancy	500.00
Computer repairs	5,151.98
Insurances	801.66
Office/General Administrative Expenses	1,341.21
Printing, Postage and Stationery	554.72
Telephone	451.33
Travel and Accommodation	464.07
Total Admin & governance	£ 9,264.97
Events	156.13
Awards	34.30
Cake and Share	382.00
Total Events	£ 572.43
Independent Support (E)	
Parent carer expenses	2,257.82
Parent carer remuneration	230.00
Total Independent Support (E)	£ 2,487.82
Meetings	1,271.25
Rent	3,414.00
Total Meetings	£ 4,685.25
Miscellaneous	16.00
Refreshments	463.20
Total Miscellaneous	£ 479.20
Other Professional Services	1,276.58
Payroll Expenses	
Taxes	0.00
Total Payroll Expenses	£ 0.00
Staff Costs	
Payroll Expenses	17,940.00
Total Staff Costs	£ 17,940.00
Total Expenditures	£ 36,706.25
Net Operating Income	-£ 9,535.25
Other Expenditures	
Pensions	127.92
Total Other Expenditures	£ 127.92
Net Other Income	-£ 127.92
Net Income/(Expenditure)	-£ 9,663.17
Tuesday, Jan 26, 2021 11:04:58 PM GMT0 - Accrual Basis	

Balance Sheet

[illegible]

Trustees Report

Approval and Signature

This report is an accurate reflection of the 2019-20 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).

It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members, parent representatives and employed staff, who have enabled BPV to inform and involve local families to influence positive change.

We continue to adhere to our Financial Procedures Policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.

This policy will also be reviewed by all existing and newly appointed trustees at the charity's Annual General Meeting (AGM) and signed on their behalf by:

Yvette Connor

Chair of Trustees 2019 - 2020

Independent Examiner

Report to the BPV Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BPV

I report on the financial statements for the period ended 31st March 2020 set out on pages 10 & 11.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Charities Act,
follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
state whether particular matter have come to my attention.

Basis of independent examiner's statement:

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

Independent examiner's statement:

In connection with my examination, no matter has come to my attention

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jo Josiah
Chartered Accountant
JJ Accounting
12 Mead Crescent
Dartford
DA1 2SH

Signed on 28/1/2021