



Bromley Parent Voice

Working in partnership to give parents and carers a voice

**Be informed
Get Involved
Have influence**



**Annual Report
and
Accounts**

**April 2017 to
March 2018**

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 2018

Charity Commission number 1172718

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Trustees: Yvette Connor (Chair)
Hayley Andrews (Vice Chair & Safe
Guarding Lead)
Funke Adeloje (Secretary)
Andrew Shrimpton (Treasurer)
Margaret Travers
Pelin Ahmet

Objectives and Activities:

Bromley Parent Voice is overseen by a board of trustees. The trustees set the direction and strategy on the work of the forum management team. Currently there are five trustees. The management team perform the day to day tasks for the forum. The management team are supported by a team of parent representatives.

All are responsible for representing the views of a wider group of parents. Each member has a system of networking and disseminating information to other parents. The Bromley Parent Voice management team meets on a regular basis. The trustees meet every two months. Venues and meeting times are arranged for the convenience of parents/carers.

Official Information

Charity Number 1172718

Bromley Parent Voice is a parent carer forum which welcomes all parents or carers of a child or young person up to the age of 25 with a disability or additional need that live in the London Borough of Bromley.

“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 meet 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

By doing these things, we aim to inform and empower parents of disabled and SEN children, young people and to improve services and outcomes for families, children and young people affected by disability.

The forum is supported by Contact (www.contact.org.uk), the national delivery partner for Parent Participation. Bromley Parent Voice is a member of the National Network of Parent Carer Forums (www.nnpcf.org.uk) and attends regular regional meetings with forums from across London. This ensures local issues are raised at a regional and national level.

Highlights of the Year

- In April 2017 BPV became a Charitable Incorporated Organisation.
- Over the year members were asked to participate in several Focus Groups covering Health, Preparing for Adulthood, Out of Borough Placements, Short Breaks and the Health Local Offer. These Parent Focus Groups enabled BPV to gather Parent/Carer views in order to inform the London Borough of Bromley Local Authority (LBB) & Bromley Clinical Commissioning Group (CCG) in development & improvement of services for children and young people with Special Educational Needs and Disabilities (SEND). We were joined by LBB and/or CCG partners for a number of these focus groups.
- BPV attended meetings for Pre-School parents to explain the Education Health and Care (EHC) needs assessment process, EHC Plan, the Local Offer (LO) and signpost for support.
- BPV continued in the role of a consortium* partner delivering Independent Support workshops. These workshops aimed to assist parent/carers understand the EHC process, develop a personal profile for their child/young person and consider outcomes for the EHC. This was as part of the transition period for families transferring from a Statement of Education to an EHC plan. * Independent Support Consortium: Bromley Mencap (Lead), BPV, BAT and XbyX
- We received a Department for Education discretionary grant for a time limited project. The aims was to reach out to more families of children with additional needs who attend mainstream schools, especially those at SEN support level who may not be aware of BPV. We used this funding to start Cake and Share groups which have been a great success. These groups enable parents to meet other parents in similar situations, share experiences and information, build connections and friendships. It has also helped BPV gather information to inform strategic work with LBB & CCG.
- The culmination of the 'Cake & Share' grant in March saw a very successful conference event at the Warren entitled 'Education for Everyone'. Our Key note speaker was Carrie Grant, TV Presenter and mother of four children. She spoke about the different ways SEND presents in her children and also her experiences accessing education for them. Carrie also managed to get us all singing in harmony!. We had presentations from LBB on their work around Autism Champions and Mental Health leads in schools. Driver Youth Trust spoke about their work to improve literacy and how they help inform Government policy. The day was a huge success which saw a large increase in our membership and some parents going on to become BPV representatives.
- We help fund the Bromley Film Club which offers a fun, secure, inclusive Film viewing along with themed arts and crafts activities.

Highlights of the Year cont.

- Our ever popular Annual Conference, in October 2017, was entitled 'Time for a Change - what does good SEND look like'. Despite our Keynote Speaker falling ill we managed to deliver a packed and informative itinerary. This included a presentation by Mary Busk, NHS England on health outcomes and SEND4Change who were carrying out independent reviews of arrangements for SEN and SEMH in Bromley.
- In partnership with LBB, we held a Local Offer Live event for children and young people with additional needs and their families. The purpose of the day was to promote awareness of the Local Offer. We were joined by many of the voluntary sector organisations and families were able to network with other SEND families.
- Our membership signing up has been strengthening in numbers by using social media, twitter, e-bulletins and reaching more families within mainstream schools.
- BPV undertook a review of School Information reports to see if they were compliant with the duties set out in the DfE SEND Code of Practice. Many were missing the link to the Bromley Local Offer so we highlighted this with LBB who have since worked with schools to amend any errors/omissions from the reports.
- BPV helped to evaluate the CCG tender for children's health services. This involved a meeting with the other stakeholders in the evaluation team to jointly assess the bids for this tender exercise.
- Other partnership working saw BPV involved in a Key working pilot. This was led by LBB and included partners from health, SEN caseworkers, Early support professionals along with BPV representatives. The pilot looked a support model including Advice, Signposting & Key working. We trialled this with some families and they were all very pleased with the graduated approach. We are hoping to revisit the learning gleaned from the pilot along with the current LBB SEND team to see where this model can inform the review of services.
- We were delighted to be invited by CASPA to meet their members at a 'meet the professionals' event at Bromley College. This provided a great opportunity to raise awareness of the forum.
- Other work saw us respond to Riverside consultation, inform the LBB EHC Outcomes project and meet/share with our wider networks via regional parent carer forum cluster meetings and the National Network of Parent Carer Forums (NNPCF) i.e. help inform London Councils on High Needs Funding.

Trustees Report

April 2017 to March 2018

Achievement and Performance:

We are most proud of becoming a Charity meaning we will be able to become more independent in what we offer as a charity.

BPV is represented on the newly established LBB Children Executive Board and SEND Governance Board. These afford an opportunity to share the views of parents into strategic planning with key partners across Education, Health and Care (birth-25).

The 'Cake & Share' project has enabled us to reach families of children in mainstream schools and to identify gaps in services and provision for this group of children and young people. The weekly sessions provide families with the opportunity to meet other parents, share information and peer support as well as inform BPV strategic roles. Whilst these were part of a time limited grant targeted for those in Mainstream schools, we have decided to continue providing these. We are delighted to now be able to widen the audience to include any family with SEN(D) across education provisions.

There was a renewed focus on the SEND Implementation in Bromley to ensure that the Local Area is meeting it's statutory duties and is ready for the Ofsted/CQC inspection. This presented BPV with the opportunity to have parent representation across 6 key thematic work streams and to ensure that co-production is an underpinning principle in the SEND strategy being developed.

During the course of the year we continued to build on the Accepting Diversity event in reaching out to the BME and EAL groups in the borough and to begin to build strong and trusting relationships with these parents. In addition, the forum has established links with a number of parent support groups across the borough which has enabled us to listen to the views of more families and be more representative.

BPV have also been invited to join the Children's Safeguarding Board Community Engagement sub group. We welcome the opportunity to work with the board to make our community safe, inclusive and accessible for our children and young people.

Quotes from our Parents & Carers

"This was fantastic to hear what resources are available, to meet other parents."

"Very well organised. First event attended - great service you provide."

"Lots of information provided for someone new to the world of SEND."

Trustees Report

April 2017 to March 2018

Achievement and Performance:

What Next?

We aim to continue to inform and empower parents of SEN(D) children and young people. By sharing their views with our strategic partners we aim to help shape services for families. We will continue to work in partnership with LBB, Bromley CCG and their statutory partners (including our schools and academies) and the voluntary sector.

We intend to secure a new office which offers us a central Bromley location with the benefit of being alongside some of the other charities and voluntary sector organisations who support our families. To ensure we are able to run effectively we are aiming to hire two employees; an Operations Lead and an Administrator.

The BPV 'Offer'

As we look to life beyond March 2018 BPV aim to deliver the following activity (subject to continued funding) to ensure parent carer engagement across the LB Bromley.

- Host Website including events calendar and holding information around the EHC processes developed as part of the Independent Support consortium
- Partnership working with other third sector organisations e.g. Dyslexia Association, CASPA, Bromley Mencap and support groups
- Social Media/Online Forum
- Workshops/Focus groups
- Cake and Share sessions/School roadshow - offered to all parent/carers with CYP with SEND
- Maintain an issues log
- Signposting/peer to peer support
- Annual Conference
- Fun Day to promote Local Offer
- Parent Representation on operational groups and strategic boards
- Input to relevant Government surveys, consultations and reviews including Local Area SEND Inspection
- Continue to network with other parent forums via South London Cluster group and the National Network of Parent Carer Forums, including the NNPCF AGM & national conference
- Attendance at London Regional Events
- Continue to spread the reach of BPV across communities to expand membership and ensure views are representative

Quotes from our Parents & Carers

“(You) helped me join the dots – thanks BPV.”

“Relevant, Current, Interactive, Personal, Professional and Great!”

“A wonderful event with great talks from great people!”

Financial Summary

- BPV successfully applies for a £15,000 participation grant from the Department for Education in two phases.
- 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 reforms brought in by the Children and Families Act 2014.
- 2017/18 BPV has continued to receive funding from LB Bromley to support parent engagement in embedding the SEND Reforms.
- In addition, Bromley Parent Voice has received additional funding through our role in the Independent Support Consortium and the Key Working Project.
- BPV successfully applied for a small discretionary grant from DfE to fund a time limited project. The aims of the project was to reach more families whose children attend mainstream schools and families whose voices are seldom heard.
- BPV became a Charitable Incorporated Organisation in April 2017, these accounts cover the period from incorporation.

Balance Sheet

Statement of assets and liabilities at 31 March 2018				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Cash at Bank	21,818	-	-
		-	-	-
		-	-	-
	Total cash funds	21,818	-	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer Equipment	Unrestricted	1,258	-
		-	-	-
		-	-	-
		-	-	-
Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one trustee on behalf of all the trustees		Yvette Connor		30/01/2019

Notes to the Accounts

- 2017-18 resulted in funding of:

£15,000 raised from the DfE participation grant
£7,150 from DfE discretionary grant
£11,250 LBB grant
£75.00 balance for the Key working project
(straddled financial reporting years)
£1,822 Independent Support contract
£282 Donations

Total £35,579

- Parent Representatives are paid on an hourly basis based on projects that BPV work on. Some Parent Representatives worked voluntarily and others were paid between £10.00 & £12.50 an hour. All Parent Representatives can be reimbursed for expenses.
- Reserves at the period end are £23,066 of unrestricted expenditure.

Trustees Report

Approval and Signature

During 2017/18 a Financial Procedures Policy was established by the Trustees. All risks to the charity were assessed and the significant ones were identified. Strategies are being developed to counteract and prevent these risks and they will be reviewed by the trustees at the regular trustees meetings.

The policy will be reviewed at the each AGM and amended if necessary.

And signed on their behalf by:

Yvette Connor
Chair of Trustees

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 2018 set out on pages 8 and 9.

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.

Elizabeth Butler
Chartered Accountant
Manor Road House
42 Manor Road
Beckenham
BR3 5LE

Signed on 30/1/2019