

Every Parent & Child
(formerly Enfield Parents & Children)
(A company limited by guarantee)

Annual Report and Financial Statements
For the Year Ended 31 March 2017

Community House
311 Fore Street
London N9 0PZ

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Legal & Administrative Information

Charity name Every Parent & Child (known as EPC)
(formerly Enfield Parents & Children)

Registered office and operations address Community House
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Directors (also known as Trustees)

Chair Vishnee Sauntoo (appointed 13/07/2016)
Wendy Anderson (resigned 13/07/2016)

Treasurer Felix Magyan

Company Secretary Sally Redmond (resigned 13/07/2016)

Directors Andy Love
Ellis Keith Griffith (resigned 13/07/2016)
Ingrid Cranfield
Mark Webb (resigned 13/07/2016)
Thomas Boadu
Wendy Anderson (resigned 26/10/2016)

Chief Executive Judith Mulligan (resigned 15/02/2017)
Jaspal Dhani (appointed 18/4/2017)

Finance & HR Manager Christina Wright
Company Secretary Christina Wright (appointed 01/02/2017)

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Charity registration number 1087969
Company registration number 4226256

Message from the chair of trustees

On behalf of the Board of Trustees, I have great pleasure in presenting EPC's Annual Report and Accounts 2016-2017. Every Parent and Child (formerly known as Enfield Parents and Children) has a 21-year history as an integral part of the Enfield community, providing support, information and advice to parents and their children who have special educational needs.

The staff and volunteers have worked tirelessly to ensure that we have the best quality service and a consistent approach, even when times have been hard in the voluntary sector and access to resources and funding has been uncertain.

This report will give you an overview of our work and the many programmes that we offer to children and young people. EPC takes great pride in involving parents, young people and children in helping us develop our services so that we know we are meeting the needs of all our current and potential users.

We recognise that we can always improve and we constantly strive to offer more services. Therefore, this year, we took the strategic decision to extend our reach to surrounding boroughs. The needs of children are not confined to one borough; in fact, many children living in Enfield go to school in a different area and vice versa. By expanding in this way, we are ensuring we give the best care to as many families as possible.

We look forward to next year, when we will see EPC growing and diversifying even further in response to the needs of families.

I would like to thank our staff, volunteers, trustees, suppliers and our many stakeholders for helping us deliver genuine impact and making a difference for families in Enfield.

Vishnee Sauntoo
Chair

About EPC

Every Parent & Child (EPC) is a well-known and respected local charity that provides much needed services to children, young people and families. We are valued by families, professionals and other voluntary organisations for our expert and timely advice, practical help and emotional support that we give to families. Many of our families tell us how much they value our services and the difference our support makes to their lives.

This report features our services and the impact they had on our service users during 2016-17. We are pleased to share these highlights with you.

Charitable Objective

To advance the education of children resident or educated in the London Borough of Enfield and surrounding areas regardless of culture, beliefs or language who, because of difficulties in the school or home environment, require special assistance to help them complete their education.

We achieve this through:

Enabling children and young people with social, emotional, and mental health needs to access appropriate support.

- Informing children, young people and their families about the Special Educational Needs and Disability reforms and their entitlements.
- Engaging with children, young people and parents using our services to ensure their voice is heard when decisions affecting their lives are being made.
- Ensuring parents and carers have the knowledge to make decision on the services and support their families need.

SENDIASS & ISS

Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) is a statutory service funded by London Borough of Enfield in accordance with the SEND Code of Practice 2015. It operates independently from the local authority. It provides impartial, confidential information, advice and support to children and young people between 0 and 25 years who have, or may have, SEN or a disability and to parents of children and young people with SEND. The service also facilitates parents and young people's engagement in decision-making about special education needs provision and policies. Our parents' and young people's steering groups are growing strong and are more able to take part in borough-wide consultation events and services reviews.

EPC has also been delivering an Independent Support Service since 2014. It is funded by the Council for Disabled Children (CDC) and supports parents and young people in making a request for and completing Section A of an Education Health and Care Plan (EHCP).

The service also delivers information sessions to parents and young people. IASS and ISS work very closely together to ensure that the parent and child/young person receive timely and appropriate support.

We monitor and gauge the effectiveness of our service through our impact evaluation. We also seek feedback from users and conduct a quarterly service users' satisfaction survey.

Our service provided:

- Support to 677 families
- Attended 56 Team Around the Family* meetings
- Supported 263 parents and 30 young people with their Educational, Health and Care Plans.

The Independent Support Service:

- Supported 92 parents and 34 young people with their EHCP
- Held 28 workshops and information sessions attended by 154 parents
- Held 10 young people's workshops attended by 42 young people
- Held 2 conversion training sessions in partnership with the Enfield Council Parent Consultant attended by 17 parents

Also during the year:

- We set up a Young People's Steering Group composed of seven young people with SEND aged from 16 to 24 years old.
- We continued to strengthen our Parents' Steering Group which is currently composed of 10 parents.
- We attended partnership meetings to contribute to local discussions about SEND provision and participated in local and borough-wide events.
- We worked in partnership with relevant voluntary sector groups, as well as schools, colleges and other services in Enfield.
- We successfully contributed our ideas at the Ofsted inspection of local areas' effectiveness in identifying and meeting the needs of children and young people who have Special Educational Needs and/or Disabilities.
- We have been assisted to perform our tasks by 5 skilled and committed volunteers.

79% (537) of our service users were self-referrals, indicating the visibility of the service in the community.

70% (479) of our service users identify themselves as from Black, Asian and Minority Ethnic (BAME) communities, reflecting the diversity of the London Borough of Enfield.

Over 85% of the children and young people we supported have reported that they achieved outcomes related to their education including...

- 31% Active and informed role in the child's needs assessment
- 21% Increased participation in their education and the EHCP process
- 18% Increased participation in the EHC Process
- 12% Better able to apply information to their own situation
- 11% Better able to build positive relationships
- 7% Better able to express their wishes and feelings

Our satisfaction survey revealed...

- 100% found it easy or very easy to get in touch with us.
- 100% found that the advice given was neutral and unbiased
- 83% said that the information, advice and support made a difference or a great deal of difference.
- 100% said they were very satisfied or satisfied with the service.
- 100% said that they are likely or extremely likely to recommend the service to other parents.

What next ...

We anticipate greater demand for both IASS and IS Services as the year 2017-18 is the date that the government has set for all conversions from Statements to EHCPs to be completed. We also find that the issues faced by parents are more complex than in previous years, meaning they need more intensive support. This poses a big challenge, as the resources available to us are also decreasing. However, we have been reconfiguring the service to meet the service users' needs using our current resources.

We will continue to engage parents and young people so that they will have a say in how the services are run. We will encourage our Young People's Steering Group to take part in discussions at the strategic level including the Enfield Youth Parliament and SEN-related partnership boards.

We will be improving our service evaluation to determine the impact of the service on families by developing a more robust impact evaluation system. We will continue to gauge the satisfaction of service users via a quarterly survey. We will be recruiting and training more volunteers but we will also be exploring how we can better use new technology to enhance our communications and accessibility and increase our visibility. Information on SEND will be made more accessible to families through our website and newsletter.

TRANSITION AND PREFERENCE ADVICE SERVICE (TPAS)

The Transition and Preference Advice service is funded by the Enfield Schools Admission Service (ESAS). The service provides information and support to parents and carers who are struggling to understand the school admission system. It also explains the system to parents and manages expectations of parents who do not get their school of choice or have to take their children to different schools due to absence or shortage of places.

Many of the service users are speakers of other languages and do not understand the UK education system. Some of our families are also new to Enfield and apply for school places during the school academic year. In addition, many schools in Enfield are heavily over-subscribed and there is high degree of mobility in the east and south of the borough. The demand for school places in Enfield is ever-increasing and whilst the majority of children are allocated a preferred school, many parents exercise their right of appeal and the TPA service provides parents with information and advice on how the appeal process works.

We provided information to parents and schools so that pupils move on with confidence and optimism at times of school transitions, when families often feel anxious, fearful and overwhelmed. We held workshops in schools and other settings in order to reach as many parents as possible, and each workshop was tailored to meet the information needs of the specific groups of parents.

TPAS Activities, achievements and performance

The objectives for the year 2016-17 were:

- To support on-going referrals from Enfield Admissions Service, Pupil Support Unit, Schools, EPC and other services.
- To support parents/carers and schools with admissions.
- To support parents and ESAS with online applications.
- To run information and advice workshops to help parents/carers with school applications and appeal processes.
- To follow up late secondary admissions applications – details given to our service by Enfield School Admissions.

TOTAL SUPPORTED: 202

Gave individual support on 147 cases

Supported 58 parents at information sessions in 4 schools

Enquiry & Information given:

8 x Information and advice sessions provided

Early Years & Nursery:

5 nursery places allocated

Primary Admissions:

1 – information given

2 – allocated preferred school

2 – allocated a school place

Secondary Admissions

102 – admission applications submitted online to ESAS and awaiting allocation letters

Primary 'in year' Applications

14 pupils offered school places and are on the waiting list

Secondary 'in year' Applications

3 pupils allocated school places

Primary Appeals

None

Secondary Appeals

5 school places allocated

Managing 5 ongoing appeals

TPAS Workshops and information sessions

- Gave useful information and practical support to parents/carers and professionals.
- Helped with application form completion/information on the online application system and its benefits; explained the admission process and how to make realistic choices.
- Gave information and advice on how to write a statement when appealing for secondary schools.
- Updated school professionals on admissions arrangements and options available for parents with regard to school preferences
- 25 transition to secondary school information sessions held at Houndsfield School
- 22 transition to secondary school information sessions held at Eldon School
- 5 transition to secondary school information sessions
- 6 appealing allocated school and options available held at Wilbury School

What next ...

The support provided by the Transition and Preference Advice Service has been welcomed by schools and parents across the Borough. The parents/carers and schools gained insight into writing school appeals and how to express their views, and, regardless of the outcome, parents felt better knowing that they had done everything possible to secure preferred place.

Sadly, due to funding cuts, this 8 year old service will be closed from 2017. EPC will endeavour to secure new funding. However, Trusts and Charitable grant making organisations are not keen to subsidise, what they see as a Statutory service. This leaves EPC concerned about where parents will turn to for emotional and procedural support. Nonetheless, we will continue our conversation with the Council with a view to supporting local Authority as well as families, through our experience and expertise.

Starfish

The Starfish project supports primary aged children with Special Educational Needs and Disability to enable them to develop their communication, narrative, social and self-advocacy skills in order to prepare for transitions and reach their full potential.

Children at risk of social exclusion have access to an enriching programme of support which enables them to practise and develop strategies in a small group environment. This leads to an improvement in emotional well-being, increased participation in school and the wider community and greater belief in their capacity to progress and do well both socially and academically.

Children are encouraged to speak up both in school and in their lives outside school; they learn how to present themselves positively and how to engage with other people as well as developing strategies they can use to progress and achieve.

The Starfish project is funded by EPC for the period from September 2016 to July 2017.

What went well

- ❖ Team building sessions with children and staff from Pilot school 1.
- ❖ Planning, storyboarding and filming with Starfish children and facilitator, Tiger Monkey.
- ❖ Produced a DVD of the children's personal narratives; DVD uploaded to EPC and school website.
- ❖ Ran a full school assembly celebration event with participation of Starfish children. Colleagues from statutory Health Services and Behaviour Support Service attended, as did parents.
- ❖ Delivered staff CPD sessions on sustaining Starfish methodology and practice.
- ❖ Engaged a second local primary school to take part in the project and adapted the Starfish project to deliver to younger children (Year 3) with speech, language and communication issues.
- ❖ Delivered a structured programme of sessions for 16 targeted children in Year 3. The approach is based on developing advocacy, confidence and communication skills, developing tools for enquiry and asking questions, enhancing well-being, happiness and motivation and developing coping mechanisms and the ability to deal with setbacks.
- ❖ Presentation to LBE SENCO Conference in July. Developed future funding opportunities – Enfield Speech and Language team's project with the Youth Offending

Outcomes

- ❖ Children are more confident about expressing their ideas and opinions and can make their thinking clear to themselves and others.
- ❖ Children report a positive view of themselves and improved emotional well-being.
- ❖ Increased children's capacity for involvement and participation in school activities (especially in review meetings concerning specific needs).

All of the children say they have found the project helpful and that they have enjoyed coming; the majority of the children (over 98%) say they feel more confident, find it easier to tell people about themselves, that they are more able to ask for help when they need it, that they can work better as part of a group and that they speak up more in class.

What next...

- ❖ The Starfish Project has received development funding from EPC for the next academic year 2017/18. We will deliver the project in West Lea Special School (2017/18) and further develop the project methodology and reach.
- ❖ Develop the narrative framework materials to be used with different target groups.
- ❖ Proposal for commissioned piece of work with Enfield SALT Youth Offending Project to support young people attending the Youth Offending Service to develop their communication skills and self image, to be able to speak about their personal circumstances, present themselves positively and engage with other people. The aim will be to encourage collaborative learning and team work as well as developing resilience, problem solving skills, active participation and setting and achieving personal goals.

My Time Counselling

Funded by BBC Children in Need, My Time Counselling service for children and young people is now in its second year.

Most of our volunteers are on placement from training organisations working towards either counselling or psychotherapy qualifications with children and young people. Volunteering enables them to gain clinical experience. One of our counsellors is a qualified and retired Systemic Family Therapist.

Children and young people are offered an initial 12 sessions; this is then reviewed on a-case-by-case basis and extended if it is felt appropriate. We have found that most of the children and young people that have been referred to the service have complex emotional needs and so a lot of the work has been long term.

The counselling we offer is age appropriate and includes a mixture of psycho-dynamic, play therapy, drama therapy and art therapy. We have a fully equipped room of toys, art materials and a doll's house. We work integratively, at the child's or young person's pace and level.

- We ran 840 counselling sessions
- We have 7 counselling volunteers
- 25 children and young people attended 1:1 sessions and 24 attended groups
- We worked with a total of 49 children and young people

We ran two therapeutic groups in Brettenham Primary School and one in Oasis Academy Enfield.

Therapeutic groups provide a safe and supportive environment for the children, promoting social development, tolerance, empathy and other interpersonal skills. Children can achieve self-awareness through the process of interacting with others in the group as well as explore trust, intimacy, rivalry, peer pressure and similarities and differences.

- 25 showed significant progress and 19 started to experience progress in *self-esteem*.
- 19 experienced significant progress and 25 started to experience progress in *being better able to cope with feelings*.
- 18 showed significant progress and 26 started to experience progress in *being better able to maintain/sustain relationships*.
- The age groups we worked with are:
 - 21 aged between 5 and 9
 - 18 aged between 10 and 15
 - 3 aged between 16 and 18

Working with Parents

We have developed our capacity to work with parents of the children and young people attending counselling. Being alongside the parent looking at attachment styles, neuroscience and other issues, we help to strengthen the parent-child relationship, which contributes to long-lasting therapeutic change in children and young people.

What next ...

Continue to work with 49 children and young people in 1:1 counselling sessions and therapeutic group work.

BBC Children in Need (BBC CIN) normally don't let projects provide services within school hours because on principle, they avoid subsidising statutory provision. However, we felt we had good evidence to show that our work in schools would be beneficial to the children and are therefore, planning to set up in primary, secondary schools and Pupil Referral units within Enfield.

Run three more 10-week therapeutic groups in primary schools, secondary schools and Pupil Referral Units in Enfield.

This will be the final year of our BBC CIN funding, so we are hoping that our application for a further 3 years will be successful to enable us to continue to grow and develop this much-needed service. This bid will also include setting up a 'well-being' service in secondary schools that will provide a space for young people to drop-in, for older young people to come alone or with friends, to learn self-managing techniques such as mediation, visualisation and mindfulness, or to access therapeutic interventions. This is intended to help young people address challenges, build emotional resilience and develop coping strategies.

Enfield Parent Infant Partnership

Enfield Parent Infant Partnership (EPIP) is a service for parents-to-be and parents with babies up to 18 months old. It is for parents who are finding things more difficult than they expected or for those that have been feeling low or depressed and concerned that this is having a negative impact on their baby. EPIP is a partnership between EPC, NHS's Child and Adolescent Mental Health Services (CAMHS), the NHS, Children's Centres and PIPUK. It consists of a specialist health visitor, parent infant psychotherapists and an adult therapist. Babies need to be wanted, loved, protected, valued and cared for by emotionally available and sensitive responsive parents. Where this occurs in the early years, the child's development will continue in a positive way. We work with the parent and the baby to help form a stronger bond and provide the right environment for the child to flourish.

“I have bonded with my baby so much better. We are closer now. THIS really helped us as a family. 100% would recommend.” – Parent

“We're able to communicate with each other a lot better. We're able to confront issues that might be difficult and resolve them or find a way to address them so the sessions have been helpful.” – Parent

“I have become more confident in my abilities as a parent and feel that I have formed a good bond with my son. A great service, it really helped me to understand how I was feeling and my child.” - Parent

MELLOW Babies

Run from Craig Park Children's Centre, Mellow Babies is a 14-week personal group programme for mothers with babies up to 18 months old. The course is delivered by a Health Visitor, a Child Psychotherapist and a Counsellor and Parenting Trainer to provide better outcomes for mums and babies by improving maternal well-being and mother-child interaction as well as increasing self-esteem and confidence. Mothers are able to attend the course whilst their baby is being cared for in a crèche.

During the course, mums get a chance to explore their own childhood and current experiences. This helps them reflect and consider how their past may be adversely affecting their care giving. This gives them the support they need to develop stronger relationships with their babies.

The programme is aimed towards vulnerable and hard-to-reach parents who often have trouble engaging in other services. The course covers bonding with baby and emotional and social development.

The first course had 5 participants who stayed the duration of the programme and who engaged really well. The feedback was really positive. This year's course started in February 2017 with 9 participants.

The Ready, Steady... Mentoring project

The Ready, Steady... Mentoring Project aims to raise the aspirations, confidence and self-esteem of local children & young people, living and/or educated in Enfield.

We carefully recruit and train Volunteer Mentors and match them with a mentee based on each mentor's strengths, skills and attributes and the precise needs of the child/young person.

Volunteer Mentors meet their mentee once a week for 10-15 weeks providing fun activities whilst encouraging small, goal-orientated targets for their mentee to work towards. Mentoring sessions take place at the mentee's school ensuring a safe, secure and familiar setting for them to work towards making changes that they have identified and chosen to address with the help and support of their mentor. The project is jointly funded by Lloyds TSB Foundation and Enfield's Community Support Fund.

What we did

From April – June we focussed on recruiting Volunteer Mentors and developing our in-house training programme. We interviewed 13 applicants and invited 11 to training which took place over two days in August. The training was delivered by Volunteer Mentor Officer Sylvie Leithgoe and Volunteer Officer Renata Carlet. Our two day training programmes were well received by all volunteers and feedback was extremely positive. **88% 'strongly agreed'** that the training would be useful to their role and that the trainers were knowledgeable about the topics covered.

April – June: 13 referrals received from partner schools. 11 matched with trained Volunteer Mentors.

Mentoring sessions began from September with Volunteer Mentors meeting their mentees weekly during term time. A total of 118 x 1.5 hours sessions were held, an average of almost 11 per mentee.

In November and December we advertised for more volunteers. We received 10 applications and recruited 6. Training took place in February, enabling us to respond to a further 6 referrals from our partner schools. 5 of these 6 referrals have now been matched with a Volunteer Mentor and their sessions will begin from April 2017.

Our impact

The Volunteer Mentor Officer and Volunteer Mentor worked together throughout each match ensuring that the precise needs of the child were identified and supported. The issues faced by children included friendships, coping when things go wrong and transition to secondary school. All children were identified as needing support because of one or more of the following:

- Caring responsibilities within the family
- Child identified for school support (SEN or behaviour)
- Child not engaged in learning
- Family experiencing low-income, unemployment, housing issues
- Lack of skills for independence
- Needs support with language and communication
- No male role model
- Parent/carer finding it difficult to be consistent with rules/boundaries
- Parent/carer requesting advice to manage child's behaviour
- Parent/carer with physical health difficulties
- Parental relationship difficulties that affect child
- Poor self-esteem
- Reduced opportunities for pursuit of hobby or interests
- Siblings with additional needs / disability

The 11 matches have resulted in a range of positive outcomes and impacts for both children, parents and volunteers.

My mentor is a very helpful person and funny and creative. She helped me with my secondary school preparation - it was really good." Mentee, aged 11

"My mentor was like a friend because she always helped me when I needed it. She helped me with my SATs and some things I was finding hard and now I feel much better." Mentee, aged 11

"My son enjoyed the chance to get to know a new person and I appreciated the dedicated time each week. He talks about his feelings better now."
Parent

"I am much more willing to listen to my son now and see things from his perspective. Previously, I would often blame him and he would shut off because of this. He and I are talking much more now." Parent

"Volunteering as a mentor helped me to become an approved respite foster carer. With EPC I gained experience of working with children, training and supervision as well as a reference, all of which helped with my application."
Volunteer Mentor

Our partner schools have been dedicated to ensuring that all matches have been successful and rewarding for everyone involved. Both schools wanted to take part in the project in order to offer their pupils an opportunity that was lacking within their own staffing and resources. The schools dedicated time for children needing one-one support and who otherwise may not meet school thresholds for support.

“The project appealed to our school because mentoring is a way we can give our vulnerable children the chance to build relationships with new people outside of their circles in a safe environment. Mentors have wide range of experiences and skills that are different to teachers and parents and because they are available after school we can ensure children are benefitting from the opportunity without missing their lessons.

It has been a positive experience for the children and they all loved having a mentor. They felt happy and special and learnt a lot about the world, other jobs, communities and cultures. Children’s confidence increased and they feel less worried about the challenges they face. We hope the project continues so we can provide the opportunity for more of our children and would be very happy to work in partnership with EPC again.” - Ulfet Read, Lead Teacher for Vulnerable Groups at Fleecefield Primary School.

What next ...

Funding for the project ends in June 2017. A full evaluation for both funders and EPC will be written by the Volunteer Mentor Officer and reviewed by CEO and the Board of Trustees. The evaluation will help us to develop the project, learning from the successes as well as the challenges of this, EPC’s first ever mentoring project.

We hope to re-fund the project from July 2017 and will endeavour to develop and sustain relationships with our partner schools. We will maintain contact with community groups for volunteer recruitment to ensure that, with funding, we can continue to provide support to local children and young people and embed Ready, Steady... Mentoring as one of EPC’s core services for the future.

EPC Volunteering

Our volunteers play an important role in our work in a range of ways. They provide support to children, young people and parents in our community as counsellors, mentors, and advisers; they support our teams with project work or administration; they raise money for us to continue our work and they sit on our Trustee board. They all make a big difference within our community.

Every Parent & Child is an organisation which embraces diversity. Our volunteers come from different backgrounds and cultures, and possess varied skills and experience, as do the parents and children they work with.

Last year 58 of our dedicated volunteers offered their time and commitment to help us to deliver services that helped parents and children in Enfield to live a more fulfilling life and get the support they need.

Our volunteers made a real difference to children/young people and parents.

Our counsellors and mentors supported 60 children & young people and delivered 958 one-to-one sessions to improve their well-being.

Our receptionists ensured that all parents and children/young people felt welcomed and relaxed.

Our IASS and IS volunteers complemented the work of staff in responding to parents' queries over the phone, receiving referrals, updating records in the database, attending information sessions for parents and workshops for young people, and supporting some parents on a one-to-one basis.

18 volunteers completed 100 hours of volunteering with EPC and 5 were able to attend Enfield Council's 100 Hours Volunteering award ceremony.

Last year EPC volunteers spent 3004 hours of their time volunteering with our charity.

EPC VOLUNTEERING SERVICE AREA		VOLUNTEER AGE PROFILE	
		16-24	4
Admin	2	25-29	9
Bookkeeper	1	30-34	6
Counsellor	13	35-39	5
Trustee	14	40-44	11
SENDIASS	3	45-49	8
Receptionist	3	50-54	4
I.S.	5	55-59	3
Mentor	18	60-64	4
		65+	5

Volunteer of the Year

Last year the Volunteer of the Year award was presented to Roz Jones (pictured). She was presented with a trophy, certificate and a shield with her name engraved in it.

Roz did some fantastic work for the SENDIASS team. Roz started volunteering in 2012, and our staff voted for her because she is always very reliable, helpful, good natured, deals with clients in a very professional manner and sometimes volunteers for an extra day per week to carry out and finish certain tasks.

She also worked hard at gathering the information for the surveys and collating the information into a report.

What next:

We intend to continue with our volunteering roles and seek more funding opportunities.

We want to recruit a phone line volunteer in order to support more parents with their enquiries regarding the local offer. We would also like to explore recruitment of more volunteers, or to use our current ones to act as interpreters for parents whose first language is not English.

In February 2011 we were awarded an Investing in Volunteers award for the first time. Investing in Volunteers is the UK quality standard for good practice in volunteer management. Achieving the standard shows to volunteers – and potential volunteers – how much they are valued and gives them confidence in our ability to provide an outstanding volunteer experience.

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 31 May 2001 and registered as a charity on 10 August 2001. The company was established under a Memorandum of Association which defined the objects and powers of the charitable company. It is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The Charity was established in 1996 as Enfield Parents Centre.

Recruitment and appointment of members of the Board of Directors

The Directors of the company are also charity Trustees for the purposes of charity law. The Board tries to ensure that it reflects the diversity and needs of the community that is being served, by using a variety of avenues for recruitment. These include approaching individuals with particular skills by the Enfield Volunteer Centre and the national Do-It.org website, and approaching the charity's service users via the charity's website and mailings. The Directors are appointed by members of the Company.

Directors' induction and training

The charity has an information pack for new trustees, and prospective trustees are interviewed by the Chief Executive and Chair. They are offered support prior to the board meetings to explain the duties and responsibilities of trustees. The charity takes up training on governance offered by local and national organisations. Trustees may also attend conferences on governance.

Risk management

The trustees and staff reviewed the updated risk register and the measures taken to manage or alleviate the key risks. As reported last year, funding and sustainability are still a real challenge for the charity for the medium term and are a serious constraint on our work.

Organisational structure

The charity has a board of not fewer than 3 nor more than 16 trustees. The trustees meet approximately every 6 weeks to review and agree major areas of policy and the strategic direction of the charity. At present the board has 5 members from a variety of professional backgrounds.

A scheme of delegation is in place and the day-to-day responsibility for the provision of services rests with the Chief Executive. He manages the operations of the charity, supervises the staff and ensures that the teams continue to develop their skills and working practices. The operations of the charity are reported to the Board through project and Chief Executive reports and periodic attendance and presentations by project leaders. Responsibility for reviewing key areas and reporting to the Board is taken by the Governance, Finance and Human Resources, and Marketing and Volunteering sub-groups which meet between the Board meetings or as required. Volunteers are supervised by the Volunteer Officer.

Pay policy for senior staff

The Board of Trustees is responsible for defining EPC's Management Pay Policy and deciding on the salaries of the Chief Executive, managers and staff salaries.

It is essential for EPC to have leaders who bring professional expertise, significant leadership experience and strong capability to develop and grow the organisation to be reputable in the borough. The pay for the management is benchmarked against pay levels in other voluntary sectors in Outer London.

All the trustees give their time freely and no trustee received remuneration in the past year. Details of trustees' expenses and related party transactions are disclosed in note 3 on page 34.

Related parties

The charity works in partnership with Enfield's Schools and Children's Services Directorate and other professionals in the local authority, as well as the voluntary and community sector. This year EPC had representation on the Family Nurse Partnership Board, Parent Engagement Panel steering group, Early Help working group, CCG VCS stakeholder group, Children with Disabilities Partnership Board, London region IAS group, London region IASS Children and Young People's Network, SEND Quality Assurance Sub-group and SEND Steering Group. EPC also provides a representative to sit on the Board of Trustees for Enfield Voluntary Action.

None of our directors receives remuneration or other benefit from their work with the charity. There is no connection between trustees or senior managers of the charity with suppliers of services to the charity.

Public benefit

The trustees confirm that they have paid due regard to the guidance given by the Charities Commission on public benefit in deciding what activities the charity should undertake.

Financial Review

With the continuing challenging economic circumstances, we have a drop of 17% in our overall income. We secured funding from National Children’s Bureau to deliver the changes in regard to the new SEND Code of Practice for the third year. Knowing that we had less income, we managed to cut our overall cost by 4.5%.

With the cut in funding from the local authority, we had designated free reserves to continue delivering our core services and still maintain the level of unrestricted reserves in accordance with our reserves policy. Looking forward, we aim to seek funding to continue and grow our services.

Our principal source of income remains the London Borough of Enfield’s Schools and Children’s Services, with whom we have a close relationship, in particular running the statutory SEND IASS.

Reserves policy and going concern

The reserves policy is to hold 6 month’s running costs as free reserves. Free reserves are those funds not tied up in fixed assets or held as designated or restricted funds. Free reserves are held to ensure the continuity of educational services and, given the relative uncertainty of future funding and the long term viability of the charity, adequate funds are available to cover the running costs for 6 months.

Six months’ running costs are calculated as £192,100. The trustees and management are pleased that the reserves are at the desired level and have decided to use the reserves to invest in further services for our beneficiaries in the forthcoming year. The trustees are of the view that EPC is a going concern.

This report has been prepared in accordance with the provisions in part 15 of the Companies Act 2006 applicable to companies subject to the small companies’ regime.

Approved by the Board on 13 July 2017 and signed on its behalf by:

Vishnee Sauntoo.....Director

Independent Examiner's report to the Trustees of Every Parent & Child

I report on the accounts of the company for the year ended 31 March 2017 set out on pages 26 to 37.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 statement below.

Independent examiner's statement

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

- "accounting records have not been kept in accordance with section 386 of the Companies Act 2006; "
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102);
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

.....
Harry Nicolaou FCA
Of Harry Nicolaou and Co Limited
Chartered Accountants
38b Stroud Green Road, London N4 3ES

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2017

	Note	Unrestricted funds	Restricted funds	Total funds 2017	Total funds 2016
		£	£	£	£
INCOME FROM:					
Donations and legacies		810	-	810	6,607
Charitable activities:					
Grants receivable	2	366,413	26,865	393,278	468,273
Release of provision no longer required		24,562	-	24,562	29,624
Other income		3,175	-	3,175	4,015
Investments					
Bank interest		2,166	-	2,166	2,317
TOTAL INCOME		397,126	26,865	423,991	510,836
EXPENDITURE ON:					
Charitable activities:					
Enfield SEND IASS & IS (EPPS)		304,829	-	304,829	282,733
Family Support & Volunteering Service		9,688	-	9,688	8,503
Starfish		6,410	-	6,410	2,600
Transition & Preference Service		26,471	-	26,471	16,710
Training & Counselling Service		44,279	17,280	61,559	62,630
Turnaround		-	-	-	24,782
MASH		-	-	-	35,984
Mentoring		1,226	15,917	17,143	12,373
TOTAL EXPENDITURE	3	392,903	33,197	426,100	446,315
Net (expenditure)/income for the year		4,223	(6,332)	(2,109)	64,521
Net movement in funds		4,223	(6,332)	(2,109)	64,521
Reconciliation of funds					
Total funds brought forward		404,362	9,667	414,029	349,508
Total funds carried forward	11	408,585	3,335	411,920	414,029

Every Parent & Child

Company No. 4226256

Balance Sheet

As at 31 March 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	6	869	1,086
Total fixed assets		869	1,086
Current assets			
Debtors	7	47,991	28,188
Short term deposits		81,123	225,153
Cash at bank and in hand		407,844	301,149
Total current assets		536,958	554,490
Creditors: Amounts falling due within one year	8	(125,907)	(141,547)
Net current assets		411,051	412,943
Total assets less current liabilities and total net assets	10	411,920	414,029
The funds of the charity:			
Unrestricted funds			
General funds		271,906	273,555
Designated funds		136,679	130,807
Total unrestricted funds		408,585	404,362
Restricted income funds		3,335	9,667
Total charity funds	11	411,920	414,029

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the Board on and signed on its behalf by:

.....
Vishnee Suantoo
Director

.....
Felix Magyan
Director

Every Parent & Child

Statement of Cash Flows

For the year ended 31 March 2017

	2017	2016	
	£	£	
Cash flow from operating activities			
Net (expenditure)/income for the year	(2,109)	64,521	
Interest received	(2,166)	(2,317)	
Depreciation of tangible fixed assets	217	272	
(Increase)/decrease in debtors	(19,803)	(24,193)	
Increase/(decrease) in creditors	(15,640)	(37,254)	
Net cash flow from operating activities	(39,501)	1,029	
Cash flow from investing activities			
Interest received	2,166	2,317	
Net cash flow from investing activities	2,166	2,317	
Net increase/(decrease) in cash and cash equivalents	(37,335)	3,346	
Cash and cash equivalents at 1 April 2016	526,302	522,956	
Cash and cash equivalents at 31 March 2017	488,967	526,302	
Analysis of cash and cash equivalents			
	At 1 April 2016	Cash flows	At 31 March 2017
Cash at bank and in hand	301,149	106,695	407,844
Short term deposits	225,153	(144,030)	81,123
	526,302	(37,335)	488,967

Notes to the Accounts for the Year Ended 31 March 2017

1. Accounting policies

Basis of accounting

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these accounts and have decided that the charity is able to continue as a going concern.

The charity has adopted the SORP (FRS102) for the first time in the year ended 31 March 2017. The policies applied under the previous accounting framework are not materially different to FRS 102 and so no prior year adjustments are necessary.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. Grant income received in advance of the period to which they are intended are deferred to that period,

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is inclusive of VAT.

Accounting Policies ...cont'd

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity. Governance costs which cannot be allocated directly are apportioned on an appropriate basis.

Fund accounting

Unrestricted funds are grants, donations and other incoming resources receivable for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are grants, donations and other incoming resources which are to be used for specific purposes as laid by the donor. Expenditure which meets these criteria is charged to the fund.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Fixed assets

Fixed assets are stated at cost less accumulated depreciation. If the cost of a fixed asset is below £500 it is not capitalised.

Depreciation is provided at rates calculated to write off the cost of each asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office furniture	20% reducing balancing
Equipment	20% straight line
Computers	33.33% straight line

Accounting policies ...cont'd

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Short term deposits

Short term deposits are deposits with a maturity date of one year or less from the date of acquisition.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The costs of the defined contribution arrangements are charged to the SOFA as incurred.

Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease

2. Grants receivable

	Unrestricted	Restricted	Total 2017 £	Total 2016 £
Education Service				
Enfield SEND IASS (EPPS)				
London Borough of Enfield	181,954	-	181,954	214,710
National Children's Bureau	119,295	-	119,295	95,272
Transition & Preference Service				
London Borough of Enfield	20,000	-	20,000	20,000
Training & Counselling Service				
4Children	-	-	-	1,069
PIP UK	39,201	-	39,201	47,024
BBC CIN	2,724	16,011	18,735	16,275
Brettenham Primary School	-	-	-	426
Community Service				
Family Support & Volunteering Service				
London Borough of Enfield	-	-	-	1,735
Starfish Project				
Boshier-Hinton	2,335	-	2,335	2,600
Enfield Turnaround Project				
4Children	-	-	-	15,268
London Borough of Enfield	-	-	-	3,140
Income MASH				
London Borough of Enfield	-	-	-	35,000
Income Mentoring				
TSB	642	8,617	9,259	8,262
London Borough of Enfield	262	2,237	2,499	7,492
	366,413	26,865	393,278	468,273

Notes to the Accounts

For the Year Ended 31 March 2017

3. Analysis of expenditure on charitable activities

	Enfield Parents Partnership Service (SEN) £	Volunteering Service £	Starfish £	Transition & Preference Service £	Training & Counselling Service £	Turnaround £	MASH £	Mentoring £	Governance £	Total 2017 £	Total 2016 £
Costs directly allocated to activities											
Staff costs	175,827	7,529	-	13,052	18,844	-	-	13,191	5,035	233,478	263,610
Volunteer costs	270	-	-	-	6	-	-	128	-	404	143
Family trips and other projects	-	-	-	-	-	-	-	-	-	-	980
Equipment & computer maintenance	14,347	-	-	986	737	-	-	99	-	16,169	10,265
Insurance	2,079	-	-	281	109	-	-	59	-	2,528	1,696
Subscriptions and books	283	2,142	-	-	535	-	-	-	-	2,960	612
Printing, postage and stationery	2,802	17	14	264	199	-	-	162	-	3,458	5,442
Telephone	1,557	-	-	139	253	-	-	600	-	2,549	1,597
Rent, room hire and services	21,866	-	-	2,905	2,065	-	-	205	-	27,041	24,996
Independent Examiner's fee	-	-	-	-	-	-	-	-	3,000	3,000	3,000
Workshops	336	-	6,396	-	27,400	-	-	1,320	-	36,452	38,740
Miscellaneous	1,217	-	-	49	93	-	-	49	111	1,519	3,412
Depreciation	217	-	-	-	-	-	-	-	-	217	272
Governance apportioned to charitable activities	6,490	-	-	679	874	-	-	103	(8,146)	-	-
	227,291	9,688	6,410	18,355	51,115	-	-	15,916	-	328,775	354,765
Analysis of support costs											
Staff costs - finance and administration	72,022	-	-	7,539	9,700	-	-	1,139	-	90,400	87,824
Equipment and computer maintenance	1,898	-	-	199	256	-	-	30	-	2,383	1,930
Postage, printing and stationery	229	-	-	229	31	-	-	4	-	288	569
Telephone	252	-	-	26	34	-	-	4	-	316	157
Miscellaneous	443	-	-	46	60	-	-	7	-	556	600
Volunteer costs	34	-	-	4	5	-	-	4	-	43	108
Insurance	224	-	-	23	30	-	-	4	-	281	362
Fundraising costs	-	-	-	-	-	-	-	-	-	-	-
Rent and services	2,436	-	-	255	328	-	-	39	-	3,058	-
	77,538	-	-	8,116	10,444	-	-	1,227	-	97,325	91,550
Total expenditure	304,829	9,688	6,410	26,471	61,559	-	-	17,143	-	426,100	446,315

Support and governance costs are apportioned to charitable activities on a consistent and rational basis.

Notes to the Accounts

For the Year Ended 31 March 2017

3. Analysis of expenditure on charitable activities (continued)

	2017	2016
	£	£
Staff costs:		
Salaries and wages	278,735	303,646
Social security costs	22,412	23,002
Pension costs	15,251	12,352
Staff travel, training and recruitment	7,480	12,434
	<u>323,878</u>	<u>351,434</u>

No employee earned £60,000 or more per annum.

The average number of employees during the year was 15 and the average number of full time equivalent employees was 9.

The trustees received no remuneration and no expenses were reimbursed to them.

The average number of volunteers during the year was 58.

There were no related party transactions that require disclosure during the year.

4. Net income for the year

	2017	2016
	£	£
This is stated after charging:		
Depreciation	217	272
Independent Examiner's fee	3,000	3,000
	<u>3,217</u>	<u>3,272</u>

5. Taxation

The charity has no corporation tax liability because income from its activities is in pursuance of its charitable objectives and all income is applied for charitable purposes.

6. Tangible fixed assets

	Office furniture £	Equipment £	IT/Computer equipment £	Total £
Cost				
At 1 April 2016	8,088	1,622	8,779	18,489
At 31 March 2017	8,088	1,622	8,779	18,489
Depreciation				
At 1 April 2016	7,002	1,622	8,779	17,403
Charge for the year	217	-	-	217
At 31 March 2017	7,219	1,622	8,779	17,620
Net book value				
At 31 March 2017	869	-	-	869
<i>At 31 March 2016</i>	<i>1,086</i>	<i>-</i>	<i>-</i>	<i>1,086</i>

7. Debtors

	2017 £	2016 £
Prepayments	694	1,331
Other debtors	47,297	26,857
	47,991	28,188

8. Creditors: amounts falling due within one year

	2017 £	2016 £
Deferred income (note 8)	23,911	16,956
Other creditors and accruals	97,257	118,658
Taxation and social security	4,739	5,933
	125,907	141,547

9. Deferred income

Balance at 1 April 2016	16,956
Amount released to incoming resources	(16,956)
Amount deferred in period	23,911
Balance at 31 March 2017	23,911

Deferred income comprises grants received in advance of the period to which they are intended.

Notes to the Accounts

For the Year Ended 31 March 2017

10. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	869	-	869
Current assets	533,623	3,335	536,958
Current liabilities	(125,907)	-	(125,907)
Net assets at 31 March 2017	408,585	3,335	411,920

11. Statement of funds

	At 1 April 2016	Incoming resources	Outgoing resources	Transfers	At 31 March 2017
Unrestricted funds					
General funds	273,555	397,126	(290,688)	(108,087)	271,906
Designated funds					
Management team structure	29,022	-	(29,022)	67,027	67,027
Admin support for EPC	13,221	-	(13,221)	13,071	13,071
Volunteer Co-ordinator	11,228	-	(11,228)	11,182	11,182
Website & IT maintenance	12,000	-	(11,434)	(566)	-
Rent	29,050	-	(29,050)	29,050	29,050
Mentoring	1,260	-	(1,260)	-	-
Starfish	7,000	-	(7,000)	7,000	7,000
SEND service	18,766	-	-	(18,766)	-
Training and Counselling Service	9,260	-	-	89	9,349
Total designated funds	130,807	-	(102,215)	108,087	136,679
Total unrestricted funds	404,362	397,126	(392,903)	-	408,585
Restricted funds					
Training and Counselling Service	4,091	16,011	(17,280)	-	2,822
Mentoring	5,576	10,854	(15,917)	-	513
Total restricted funds	9,667	26,865	(33,197)	-	3,335
Total funds	414,029	423,991	(426,100)	-	411,920

Continued

11. **Statement of funds** *(continued)*

Designated funds

The directors have earmarked funds for particular purposes and these designated funds are shown above.

- **Management Team Structure** fund is to provide for any shortfall in management salaries
- **Admin support for EPC** fund is for an admin worker to support EPC's structure.
- **Volunteer Co-ordinator** fund is to provide a post to support all EPC's volunteers.
- **Website maintenance** fund is to provide support for EPC's database.
- **Rent** fund is to provide for rent not funded by incoming resources.
- **Mentoring** is to provide training for mentors in order to facilitate the project.
- **Starfish** project aims to enable children to develop their communication, narrative, social and educational skills.
- **SEND Service** is to provide help to parents and children to convert Special Educational Statements to Education, Health and Care Plan.
- **Counselling Service** is to provide counselling sessions for parents whose children are in receipt counselling sessions.

Restricted funds

- **Training and Counselling Service** is to provide counselling sessions for children and young people between the ages of 5-18.
- **Mentoring** - service to provide mentoring programme to selected Primary and Secondary Schools around the area.

12. **Pension costs**

The charity participates in defined contribution arrangements for members of staff. The employer contribution rate is 6% and the cost for the year was £15,250. There was no outstanding amount at the year end.

EPC Funders & sponsors

London Borough of Enfield
PIP UK
Council for disabled
children
Lloyds TSB
Safestore

BBC Children in Need
Free Cakes for Kids Enfield
Broadfoot (Enfield
Wellbeing Showcase)
CDG Leisure
Waitrose Palmers Green
Store