Company registration number 07955164 (England and Wales)

Charity registration number 1156360 (England and Wales)

WEST SUSSEX PARENT CARER FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2026

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WEST SUSSEX PARENT CARER FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	L Butterfield S Taylor M Hughes S Clarke S-A Kean	
Country of incorporation	United Kingdom (England and Wales)	07955164
Charity registration	England and Wales	1156360
Registered office	C/o West & Berry Nile House Nile Street Brighton BN1 1HW	
Independent examiner	West & Berry Limited Nile House Nile Street Brighton BN1 1HW	

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WEST SUSSEX PARENT CARER FORUM

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WEST SUSSEX PARENT CARER FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WEST SUSSEX PARENT CARER FORUM

I report to the Trustees on my examination of the financial statements of West Sussex Parent Carer Forum (the charity) for the year ended 31 March 2026.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Michelle Westbury FCCA

Michelle Westbury FCCA
West & Berry Limited
Nile House
Nile Street
Brighton
BN1 1HW

Dated: 13 Jul 2026

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WEST SUSSEX PARENT CARER FORUM

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2026

	Notes	Unrestricted funds 2026 £	Restricted funds 2026 £	Total 2026 £	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
Income from:							
Donations and legacies	**3**	170,300	31,909	202,209	176,810	27,400	204,210
Charitable activities	**4**	41,107	-	41,107	38,651	-	38,651
Investments	**5**	4,536	-	4,536	2,461	-	2,461
Total income		215,943	31,909	247,852	217,922	27,400	245,322
Expenditure on:							
Charitable activities	**6**	163,896	31,909	195,805	177,412	27,400	204,812
Total expenditure		163,896	31,909	195,805	177,412	27,400	204,812
Net income and movement in funds		52,047	-	52,047	40,510	-	40,510
Reconciliation of funds:							
Fund balances at 1 April 2025		176,275	-	176,275	135,765	-	135,765
Fund balances at 31 March 2026		228,322	-	228,322	176,275	-	176,275

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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WEST SUSSEX PARENT CARER FORUM

BALANCE SHEET

AS AT 31 MARCH 2026

	Notes	2026 £	2026 £	2025 £	2025 £
Fixed assets					
Tangible assets	**10**		129		652
Current assets					
Debtors	**11**	613		15,522	
Cash at bank and in hand		244,254		193,583	
		244,867		209,105	
Creditors: amounts falling due within one year	**12**	(16,674)		(33,482)	
Net current assets			228,193		175,623
Total assets less current liabilities			228,322		176,275
The funds of the charity					
Unrestricted funds	**15**		228,322		176,275
			228,322		176,275

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2026.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 13 Jul 2026

Maria Hughes

.....

M Hughes

Trustee

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1 Accounting policies

Charity information

West Sussex Parent Carer Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is C/o West & Berry, Nile House, Nile Street, Brighton, BN1 1HW.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

During the year the trustees agreed to enter into a merger with another charity. On 1 April 2026 the charity transferred to Amaze (registered charity number 1078094) and expects to transfer assets and liabilities to Amaze at 1 July 2026. See the trustee report for more detail.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

1.5 Expenditure

Expenditure is accounted for on an accruals basis and is classified under the headings that aggregate all costs related to the category.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Expenditure under £500 is not capitalised.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	4 years straight line

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1 Accounting policies **(Continued)**

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

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1 Accounting policies **(Continued)**

1.11 Pension

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2026 £	Restricted funds 2026 £	Total 2026 £	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
Donations and gifts	25	-	25	503	-	503
Grants	170,275	31,909	202,184	176,307	27,400	203,707
	170,300	31,909	202,209	176,810	27,400	204,210

4 Income from charitable activities

	Unrestricted funds 2026 £	Unrestricted funds 2025 £
Charitable activities		
Performance related grants	40,417	38,151
Other income	690	500
	41,107	38,651

5 Income from investments

	Unrestricted funds 2026 £	Unrestricted funds 2025 £
Interest receivable	4,536	2,461

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6 Expenditure on charitable activities

	Charitable expenditure 2026	Charitable expenditure 2025
	£	£
Direct costs		
Staff costs	158,193	168,296
Depreciation and impairment	129	548
Premises	6,291	6,204
Insurance	1,405	2,571
Client services	8,863	4,377
Office costs	5,851	4,674
Bookkeeping, payroll and accounting	3,548	2,974
Independent examiner	630	600
Trustee expenses	202	326
Travel	2,774	2,456
Memberships	743	741
Training	956	3,129
Legal & professional	3,442	6,314
Sundry	628	620
Small equipment	1,756	967
Loss on disposal of tangible fixed assets	394	-
Interest payable	-	15
	195,805	204,812
Analysis by fund		
Unrestricted funds	163,896	177,412
Restricted funds	31,909	27,400
	195,805	204,812

Included above are Governance costs of £630 for Independent Examination (2025: £600). Other amounts paid to the examiner were £1,350 for other accountancy services (2025: £720).

7 Trustees

Two trustees were reimbursed travel and subsistence expenses during the year totalling £202 (2025: five trustees reimbursed £326 for travel and subsistence).

M Hughes, trustee of the charity was employed by the charity during the year as office coordinator. The total remuneration paid was £4,605 (2025: £3,664), the charity made employer pension contributions of £30 (2025: £10) and health insurance plan payments totalling £33 (2025: £9).

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8 Employees

The average monthly number of employees during the year was:

	2026 Number	2025 Number
	12	14

Employment costs	2026 £	2025 £
Wages and salaries	158,193	168,296

Redundancy and termination payments totalling £438 (2025: £nil) were made in the reporting period.

The total remuneration of key management personnel was £38,475 (2025: £35,436).

There were no employees whose annual remuneration was more than £60,000.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Tangible fixed assets

	Computers £
Cost	
At 1 April 2025	2,191
Disposals	(525)
At 31 March 2026	1,666
Depreciation and impairment	
At 1 April 2025	1,539
Depreciation charged in the year	129
Eliminated in respect of disposals	(131)
At 31 March 2026	1,537
Carrying amount	
At 31 March 2026	129
At 31 March 2025	652

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11 Debtors

	2026	2025
Amounts falling due within one year:	**£**	**£**
Trade debtors	295	11,250
Other debtors	-	1,000
Prepayments and accrued income	318	3,272
	613	15,522

12 Creditors: amounts falling due within one year

	Notes	2026	2025
		£	**£**
Deferred income	**13**	11,667	28,750
Trade creditors		117	723
Other creditors		4,890	4,009
		16,674	33,482

13 Deferred income

	2026	2025
	£	**£**
Arising from Grants received in advance	11,667	28,750

Deferred income is included in the financial statements as follows:

	2026	2025
	£	**£**
Deferred income is included within:		
Current liabilities	11,667	28,750

	2026	2025
	£	**£**
Movements in the year:		
Deferred income at 1 April 2025	28,750	28,901
Released from previous periods	(28,750)	(28,901)
Resources deferred in the year	11,667	28,750
Deferred income at 31 March 2026	11,667	28,750

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14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2025 £	Incoming resources £	Resources expended £	At 31 March 2026 £
Contact Parent Participation Grant	-	26,609	(26,609)	-
Amaze Priority Grant	-	5,300	(5,300)	-
	-	31,909	(31,909)	-

Previous year:	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Contact Parent Participation Grant	-	27,400	(27,400)	-

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2025 £	Incoming resources £	Resources expended £	At 31 March 2026 £
General funds	176,275	215,943	(163,896)	228,322

Previous year:	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	135,765	217,922	(177,412)	176,275

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16 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2026 £	2025 £
Within one year	6,000	4,000
Between two and five years	2,500	2,833
	8,500	6,833

During the year lease payments recognised as a expense totalled £5,500 (2025: £4,000).

17 Events after the reporting date

During the year the trustees agreed to enter into a merger with another charity. On 1 April 2026 the charity transferred to Amaze (registered charity number 1078094) and expects to transfer assets and liabilities to Amaze at 1 July 2026. See the trustee report for more detail.

18 Related party transactions

There were no disclosable related party transactions during the year (2025 - none).

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Audit Trail

Tamper Verification

To check if this file has been modified after being signed, please go to:

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Upload the file. The result will indicate if the file contents have been tampered with.

File 1 of 3: West Sussex Parent Carer Forum 2026 accounts for signing.pdf

Signed By

Signer: Maria Hughes (maria.hughes@wspcf.org.uk)
Identity Check: Login with account
Signature Type: Typed
Time Zone: UTC+01:00, Europe/London (British Summer Time)

Signer: Michelle Westbury (michelle@westandberry.co.uk)
Identity Check: Login with account
Signature Type: Typed
Time Zone: UTC+01:00, Europe/London (British Summer Time)

Event Log

Jul 10, 2026, 5:20:57 PM - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

Jul 10, 2026, 5:20:57 PM - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

Jul 11, 2026, 7:57:39 PM - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated), from 2a09:bac3:375c:ebe::178:219.

Jul 13, 2026, 8:54:58 AM - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document(s), from 90.241.88.238.

Jul 13, 2026, 9:04:54 AM - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document(s), from 90.241.88.238.

Jul 13, 2026, 9:05:36 AM - Email notification sent to Michelle Westbury (michelle@westandberry.co.uk).

Jul 13, 2026, 9:05:36 AM - Email notification delivered to Michelle Westbury (michelle@westandberry.co.uk).

Jul 13, 2026, 9:08:56 AM - Michelle Westbury (michelle@westandberry.co.uk) opened the email notification (estimated), from 81.146.52.8.

Jul 13, 2026, 9:11:56 AM - Michelle Westbury (michelle@westandberry.co.uk) electronically signed or completed the document(s), from 81.146.52.8.

Jul 13, 2026, 9:12:18 AM - Michelle Westbury (michelle@westandberry.co.uk) viewed the document(s), from 81.146.52.8.

END OF LOG

West Sussex Parent Carer Forum

‘Empowering Parent Carers, Enabling Potential’



ANNUAL REPORT

2025 - 2026

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2. Our Vision and Mission
3. Our Objectives
4. Structure and Governance
5. Chair’s Report
6. Financial Overview
7. CEO’s Report
8. Activities and Achievements
9. Our Projects
10. Looking Ahead
11. Acknowledgments

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1. Introduction

West Sussex Parent Carer Forum (WSPCF) is an independent, parent carer led charity dedicated to empowering families of children and young people (0-25) with Special Educational Needs and Disabilities (SEND).

We work in partnership, bringing our SEND families views to positively influence and improve local services for children and young people with SEND.

WSPCF began life in 2008, in the sitting room of a parent carer, and in the beginning was run out of a carrier bag! This initial small group of parent carers quickly became involved in supporting parent participation; helping to shape services for disabled children and their families, and the rest as they say is history.



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1. Introduction

WSPCF is a charitable company limited by guarantee, no. 07955164 and a registered charity, no. 1156360.

Our company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association adopted on the 16th August 2013, and amended subsequently on the 19th January 2024 and on 1st April 2026.

We are a member-led charity with over 2300 members, and we believe that active participation from our members is the foundation of our impact. Parent carers and professionals in West Sussex can join by signing up to become a member and then getting involved.

> "I think WSPCF is amazing and provides lots of help for us Parent Carers and it's great to have this support in our local community as it is so desperately needed. Thank you because it is much appreciated by us all."
>
> Parent Carer Quote

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2. Our Vision & Mission

Vision:

A West Sussex where children and young people with SEND thrive in a culture of inclusion and understanding, and where parent carers, fully informed, equipped, and representative , are empowered to shape services and challenge systems that impact their families.

Mission:

To build strong, respectful relationships between parent carers, professionals and services, co-producing inclusive solutions, improving visibility, and influencing change through active and ongoing participation.

The charitable purposes of WSPCF are:

To relieve the needs of children with disabilities and/or additional needs and their parents and families in West Sussex, through participation in shaping local services, the provision of information and support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.



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3. Our Objectives

In 2025/26 WSPCF focused on delivering three main priorities

- Strengthen our Advocacy, Influence, and Strategic Representation
- Expand and Diversify Our Offer to Families and Services
- Build Organisational Capacity and Sustainability

Achieving these priorities is underpinned by our five values which shape how we work.

Positivity - We focus on solutions, not just problems
Empathy - We understand the challenges families face
Integrity - We act with honesty and transparency
Innovation - We embrace new ideas to make a difference
Coproduction - We work together with parent carers and professionals



"You're brilliant; your work influences, supports, informs and impacts in positive ways for our community. I am so glad that you are there"
Parent carer comment

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4. Structure and Governance

The Board of Trustees

The company's directors are also charity trustees for charity law purposes. Under the Articles of Association, the trustees are appointed by ordinary resolution. The recruitment of new trustees will be informed by the skills and experience gaps identified by the skills matrix and a search conducted for trustees able to strengthen the current Board of Trustees. None of the trustees has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £1 in the event of a winding up









The Board of Trustees has continued to work collectively to strengthen the governance of the Forum, with a shared focus on transparency, accountability, and strategic oversight. Their efforts have centred on ensuring the Forum remains aligned with its mission and continues to deliver meaningful outcomes for families of children and young people with SEND.

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4. Structure and Governance

During the 2025–2026 financial year, governance remained strong across the Board. Trustees maintained a consistent commitment to robust oversight, strategic clarity, and effective stewardship of the Forum's work, ensuring continuity throughout a period of significant organisational change.
In October 2025, John Clifton resigned from the Board of Trustees with effect from 29/10/25. The Board extends its thanks to John for his service and contribution during his tenure.

Following this change, Maria Hughes stepped from Vice Chair into the role of Chair of Trustees to ensure continuity of governance and provide steady strategic direction during the Forum's transition toward becoming a hosted organisation with Amaze. This leadership continuity has been central to maintaining stability and supporting the Board through the due diligence and early merger stages.

The trustees at the end of the 2025–2026 year are:

- Lindsey Butterfield (Secretary)
- Maria Hughes (Chair)
- Sam Taylor
- Sally Clarke
- Sally-Anne Kean

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4. Structure and Governance

The day to day running of the Forum continues to be undertaken by the CEO on behalf of the Board. Rowan Westwood has remained instrumental in driving the Forum's achievements. Her continued commitment has brought ongoing clarity, momentum, and a sustained sense of purpose to the organisation.

Her leadership throughout the year has maintained relationships with strategic partners across education, health, and local authority services, helping to maintain and elevate the Forum's influence and ensuring it is prepared for the shifts expected as regional devolution progresses. The Forum's work has continued to receive positive acknowledgement from Ofsted, recognising its contribution to improving outcomes for children and young people with SEND in the region.

To support more effective governance, the Forum continues to operate through its two established subcommittees, Management and Finance, comprising trustees and senior management. These subcommittees remain central to effective governance, providing agility, depth, and focused oversight. Their work is reported to the full Board at meetings, ensuring continuity, accountability, and strategic alignment across the organisation.



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4. Structure and Governance

Merger and Hosting Arrangements

Following the Forum's commitment to become a hosted organisation and merge with Amaze, a comprehensive due diligence process was undertaken during the latter end of the year. This process involved external accountants, the Forum's solicitor, and an external HR consultant, ensuring that all legal, financial, and operational considerations were thoroughly reviewed.

The due diligence process was successfully completed in March 2026, enabling the first stage of the merger to come into effect from 1 April 2026. This marks a significant milestone in the Forum's development, strengthening its long-term sustainability and enhancing its capacity to support families of children and young people with SEND across West Sussex.

Combined with strong leadership and strategic planning, this governance framework has enabled the organisation to respond proactively to challenges, seize new opportunities, and maintain a clear focus on improving the lives of the families it serves.



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5. Chair's Report

I am pleased to share the Chair of Trustees' report for 2025–26. This year has been about steady delivery, strengthening our foundations, preparing for the changes ahead and continuing our commitment to parent carers across West Sussex.

In October 2025, John Clifton stepped down as Chair. I stepped into the role to ensure continuity and stability. I want to thank John for his leadership and dedication to the Forum. It is a privilege to continue this work alongside our trustees, staff, volunteers and partners.

I would also like to recognise our dedicated staff team, whose commitment, expertise and lived experience underpin everything we deliver. Their work ensures that parent carers are supported, informed and represented every day.
Throughout 2025–26, we have focused on delivering our core work and supporting families:

- We have stayed closely connected with parent carers, making sure your views shape education, health and social care services.
- We have worked with the Local Authority, the NHS and other partners to bring the parent voice into important decisions.
- We have run events, workshops and consultations that help families feel informed, supported and heard.
- We continued with our the Together for Change Panel, creating a space where parent carers can share their lived experiences and directly influence improvements across the system.

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5. Chair's Report

Throughout the year, we explored the idea of a merger with Amaze and began the early work needed to understand what this could mean for both organisations. This included initial conversations, planning and a thorough period of due diligence.

Both trustee boards agreed that moving to a hosted arrangement would be the right step and would bring us in line with the other Parent Carer Forums in Sussex. As a result, we became a subsidiary of Amaze on 1 April 2026, with the final transfer of assets and full closure of WSPCF as an independent charitable company planned for summer 2026.



Financial Stewardship

We have continued to manage our finances carefully and transparently. With rising demand, using our resources wisely is more important than ever. Our merger work with Amaze will strengthen our financial systems and governance, bringing shared expertise, greater efficiency and improved long-term sustainability, helping us continue to support families into the future.

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5. Chair's Report

Digital engagement
We have expanded our digital presence this year, reaching more SEND families through online content, social media and digital consultations. This has helped us engage parent carers who cannot attend in person and gather insight from a wider range of voices.

In West Sussex, SEND Families continue to face significant challenges, and their need for support remains high. Despite this, the commitment of parent carers to share their experiences and drive positive change, remains strong at the heart of our work.

In summary, 2025–26 has been a year of steady progress and important transition. As we move into a hosted model, our focus remains clear: to strengthen our voice, support families and ensure parent carers are at the heart of decision-making, now and in the future.

Maria Hughes
Chair of the Board of Trustees



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6. Financial Overview

The financial statements that accompany this report have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 2019).

Financial Summary

We are pleased to report that the year ending 31 March 2026 has seen us maintain a strong and stable financial position, despite a year of significant operational activity, strategic planning and preparation for organisational change.

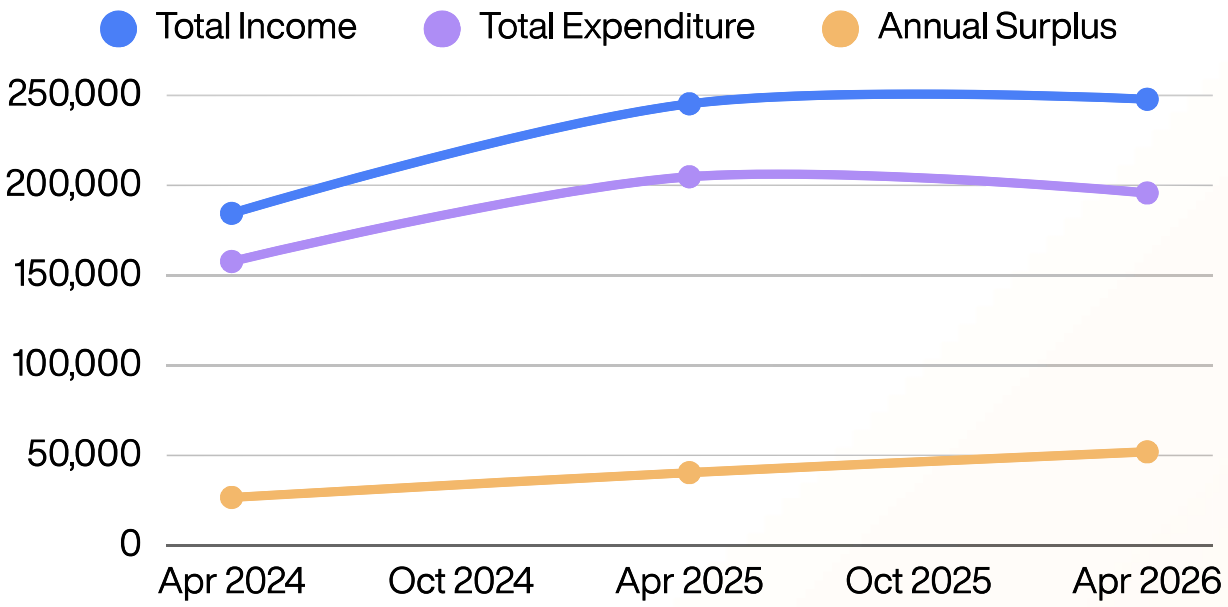
Financial Measure	2023/24	2024/25	2025/26
Total Income	£184,485	£245,322	£247,852
Total Expenditure	£157,756	£204,812	£195,805
Annual Surplus	£26,729	£40,510	£52,047

Over the last three financial years, the charity has maintained a strong financial position, with income remaining stable and reserves increasing to support organisational resilience, future commitments and the transition to a hosted arrangement with Amaze.

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6. Financial Overview

Financial Trends



Funding Streams

We continue to receive the Parent Participation Grant from the Department for Education, administered through Contact. This funding remains essential in defining our role as the Parent Carer Forum for West Sussex and supporting our core costs.

We also have a Partnership Agreement with West Sussex County Council and NHS Sussex. Its renewal demonstrates continued confidence in our work and ensures we can continue to make a meaningful contribution.

In addition to this core funding, we receive project-specific funding for key programmes such as Autism in Schools and PINS, enabling us to support targeted initiatives that improve outcomes for children and young people with SEND.

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6. Financial Overview

Employee costs remain the charity's largest expense, totalling £158,193 this year (2024/25: £168,296). However, they are also our most valuable asset. We take pride in being a disability-confident employer, offering flexible working arrangements and paying a living wage. The majority of our team are parent carers themselves, which not only provides meaningful employment opportunities but also ensures our work is shaped by lived experience and genuine understanding.

Our employees, trustees, and volunteers are spread across the county, and the decision to maintain a physical office has proven beneficial. It enables our growing team to come together for collaborative and focused work, strengthening internal communication and cohesion. Core costs are continuously evaluated for value and necessity, with adjustments made whenever opportunities for improvement arise.



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6. Financial Overview

Reserves Policy

The Trustees continue to review our reserves policy to ensure it reflects the charity's evolving needs and financial landscape. During the year, the minimum reserves target was increased to £110,000 to better reflect future risks and operational needs.

Our reserves at the end of the financial year have been strengthened by the surplus generated, ensuring we remain well positioned to:

- operate effectively for at least six months in the event of financial difficulty
- manage fluctuations in workflow and funding
- meet lease obligations
- respond flexibly to emerging needs

This approach reflects a deliberate decision by Trustees to ensure the charity is appropriately safeguarded during a period of organisational change and wider system uncertainty, while remaining compliant with our reserves policy. The Trustees remain satisfied that appropriate systems are in place to mitigate financial risks.

At 31 March 2026, unrestricted reserves stood at £228,322 (2025: £176,275). While this exceeds the minimum reserves target of £110,000, the Trustees considered it prudent to retain additional reserves during a period of significant organisational change.



Reserves Target: £110,000
Actual Reserves: £228,322



Maintaining additional reserves to support transition, merger activity and continuity of services.

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6. Financial Overview

Reserves Policy cont.

This includes the charity's merger and hosting arrangements with Amaze, costs associated with organisational transition, and wider uncertainty arising from Local Government Reorganisation, Devolution and changes across the NHS.

The year-end position also reflects a combination of planned and unplanned factors. Certain staffing vacancies remained unfilled for periods during the year, resulting in an underspend against budget.

Additional reserves have been retained to provide working capital for ongoing contractual commitments, organisational transition costs, merger-related activity and the transfer of operations to Amaze. The Trustees therefore believe that holding reserves above the minimum policy level is appropriate and proportionate, ensuring continuity of services for families while supporting the charity through this period of significant transition.

Future Outlook

Our merger and hosting arrangement with Amaze will strengthen our financial systems, create economies of scale and improve long-term security for the Forum.



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7. CEO Report

This year has been one of intensity, responsibility and determination for the Forum. At the heart of my work has been a simple but powerful question that families continue to ask:

"What am I supposed to do now?"

That question has shaped how I have prioritised our focus and led the organisation throughout the year.

I have been clear that our work must ensure parent carers are not left feeling lost, unheard or abandoned. This has meant making deliberate choices about where we focus our capacity, strengthening direct engagement with families while ensuring their lived experience is taken into the spaces where decisions are made.

Over the year, we engaged with thousands of parent carers through events, surveys, listening spaces and one-to-one contact, delivering over 120 events. Parents consistently told us these spaces reduced isolation, built confidence and helped them feel heard at a time when many feel worn down by the system.

My priority has been to ensure that what we hear does not sit in reports. WSPCF represented parent carers across more than 720 hours of meetings with education, health and care partners, bringing lived experience directly into SEND improvement work, strategic planning and local and national discussions.

This feedback has not always been easy to hear, but it reflects the reality families are living with, and I have been deliberate in ensuring those voices are not diluted.

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7. CEO Report

A key focus this year has been strengthening our role in challenge and accountability. This has been particularly evident in our contributions to the six-month reviews following the 2023 SEND inspection. Our submissions, built from parent carer feedback, highlighted the gap between strategy and lived experience. Families told us about unclear pathways, poor communication, missed education and exhaustion. Taking this evidence into scrutiny spaces has been a necessary escalation. Our message has remained clear: plans mean little if families are still asking

“what happens next?”

Alongside this, I have prioritised meaningful co-production through the development of our Together for Change Panel, creating a practical space for families and professionals to work together to improve services. This work is influencing practice, changing thinking and building trust.

In addition, I have had to lead through a period of change and uncertainty. Balancing demand, workforce pressures and preparation for merger and system reform has required careful prioritisation and forward planning. This is reflected in our whole approach across the organisation, ensuring we remain resilient and able to continue advocating effectively for families.

Rowan
Westwood
Chief Executive
Officer



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8. Activities & Achievements

2025/2026

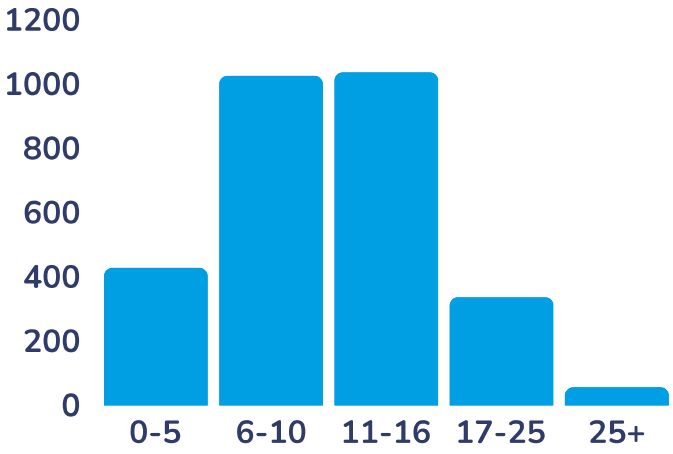
Communications & Engagement

Membership

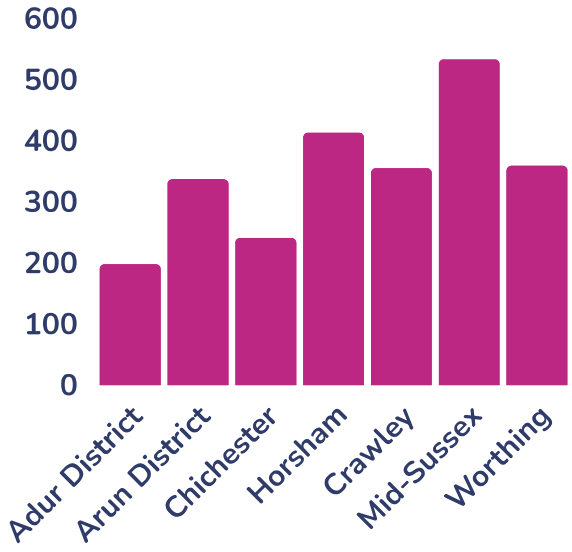
2341 PARENT CARER MEMBERS

27 % ↑

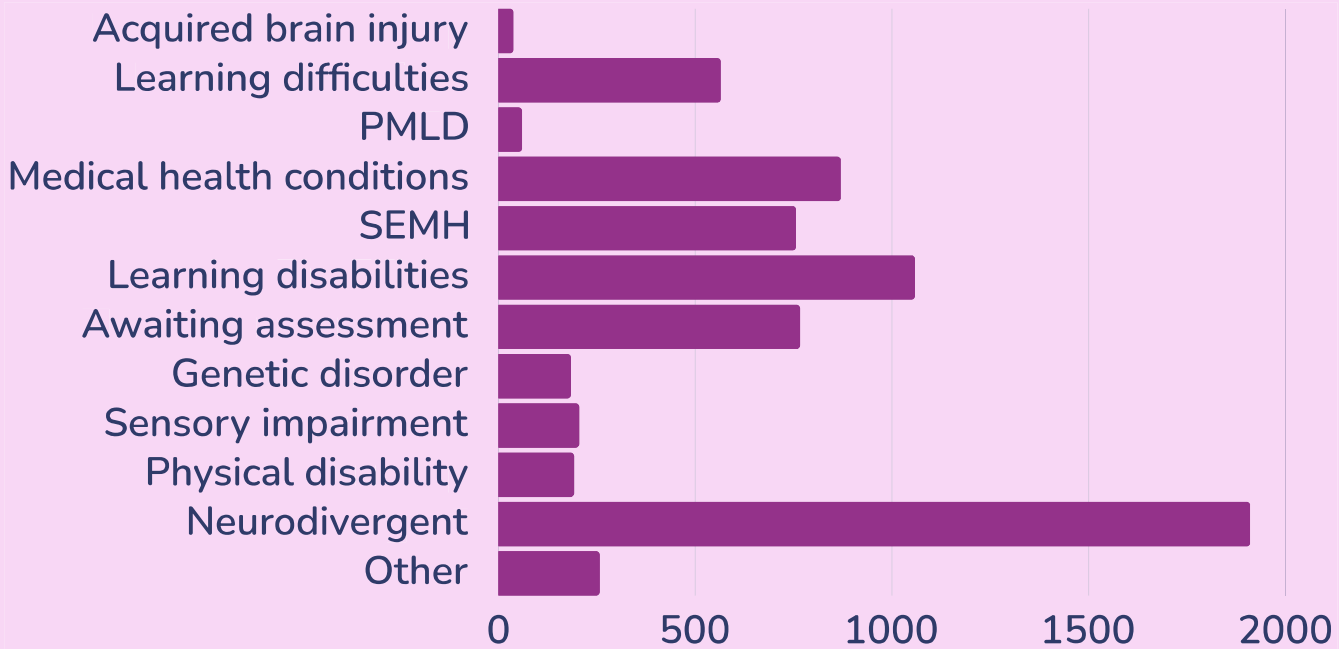
MEMBER'S BY THEIR CHILD'S AGE



MEMBER'S BY THEIR LOCATION



MEMBER'S BY THEIR CHILD'S SEND NEED



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8. Activities & Achievements

2025/2026

Communications & Engagement

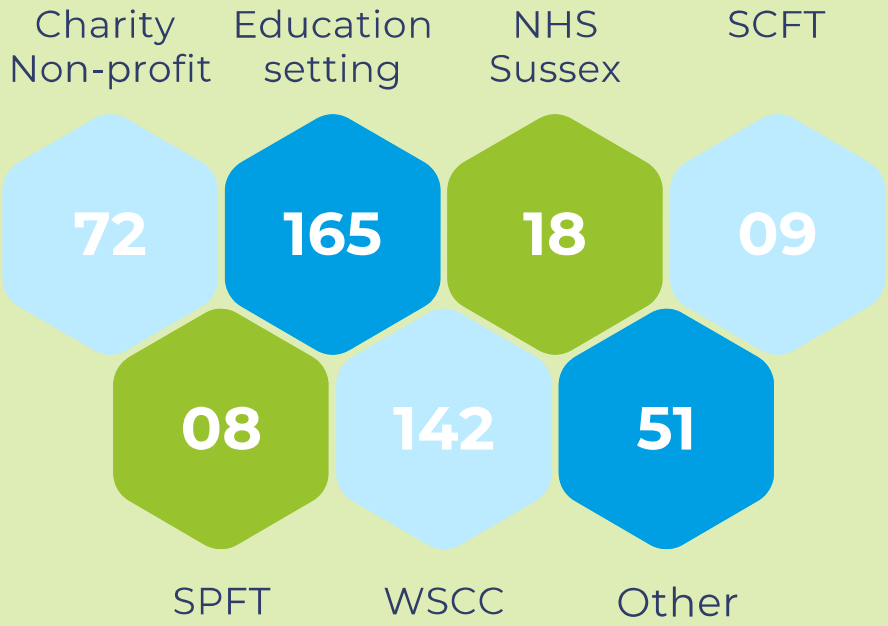
Membership

Ensure professionals and services are better informed and trained in relation to SEND and the lived experience of the families they work with

454 PROFESSIONAL MEMBERS

74% ↑

Our professional members



"'You'll recall at the last board we had an observer from Surrey CC. She was very impressed with the input of PCF (you). Thanks very much."

Excerpt from Brian Pope (Independent Chair of SEND and AP Board)'

8. Activities & Achievements

2025/2026

Social Media

FACEBOOK

6223 FOLLOWERS
371 POSTS AND STORIES
5550 INTERACTIONS
88013 VISITS

INSTAGRAM

412 FOLLOWERS
396 POSTS AND STORIES
1365 INTERACTION
10575 VISITS

LinkedIn

566 FOLLOWERS | **134** POSTS | **1040** INTERACTIONS

TOTAL SOCIAL MEDIA FOLLOWERS:

FOLLOW **7201** 10%↑

WSPCF Website

7539 VISITORS
18763 VIEWS
2151 CLICKS
725 DOWNLOADS



Most Viewed Pages



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8. Activities & Achievements

2025/2026

121 events, some of which were...



- Chat & Chill - **16**
- Information sessions - 11
- Special Schools - 9
- Mental Health & Wellbeing- 5
- Have your voice heard - 3
- Autism in Schools - 24
- Partnerships for Inclusion of Neurodiversity in Schools (PINS) - **31**
- WOWSI - 10

Over 1600

Parent Carer views/voice responses

We responded to over 129 direct parent carer enquiries

Over 1185

Parent Carers attended our events







8. Activities & Achievements

2025/2026

What do Parent Carers say about what we do?

> "It was really helpful to talk to other parents' experiences with send children and share mine. This made me feel listened to and not so isolated which can be a factor when looking after a send child."

Average rating of overall experience at WSPCF event

4.6 out of **5**

> "I have felt listened to and supported. I feel that it is the first time that I have been looked after and supported as well as had my feelings validated, having felt very isolated for a long time."

WHAT PARENT CARERS TOLD US THEY GOT OUT OF THE EVENTS THEY ATTENDED (MULTIPLE RESPONSES SELECTED)



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8. Activities & Achievements

2025/2026

Influence and Change

725 Hours of meetings attended representing parent carer views

266 professionals received lived experience training to help them better understand the parent carer journey

Representing Parent Carer voices across West Sussex including in:

- WSCC Education, Health & Care Assessment Panel
- Area SEND Improvement Work
- SEND & AP Board
- Ofsted / DfE Monitoring visits

Influencing Strategic planning with:

- SEND Strategy
- SEND Outcomes Framework
- Ofsted and DFE - representing families real experiences
- Children and Young People's Plan 2026 – 2029

'Hi Rowan – I just wanted to say a massive thank you for your contribution to the DfE review meeting today. I really do appreciate your input, and I hope you feel assured that I (and my leadership team) are completely committed to maintaining our strong working relationship. Many thanks. Vince Clark, Interim Executive Director of Children, Young People and Learning (DCS)'

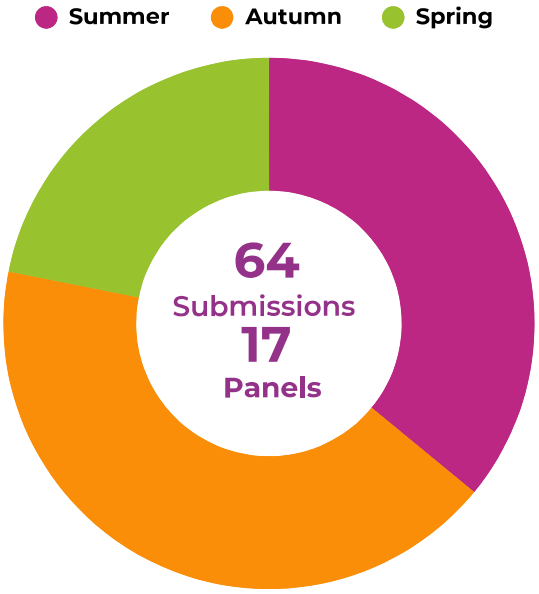
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8. Activities & Achievements

2025/2026

Together for Change Panel

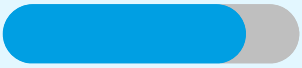
Our Together for Change Panel, is a 'doing space' where parent carers can actively shape the services their children and young people need.



100%

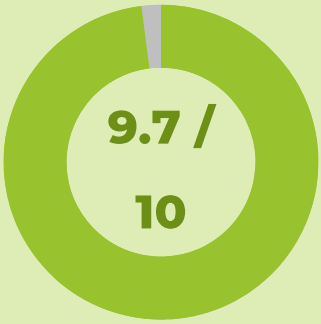
of submitters who gave feedback said the panel feedback has positively impacted their work

How involved the panel felt



4.1 out of **5**

Average Usefulness Rating from Attendees



All respondents would return & recommend the panel!

> *"Really helpful, constructive and clear feedback that I hadn't thought of previously. Very warm and friendly conversations, with a clear passion for working together and doing the best for children and young people with SEND, to ensure that they are all represented."*
>
> *Quote from a submitter*

9. Our Projects

2025/2026

Autism In Schools Project (ASP)

This project is an NHS funded Project which aims to create Autism Affirming Schools. The project offers training to all staff in the school and support for pupils and parent carers

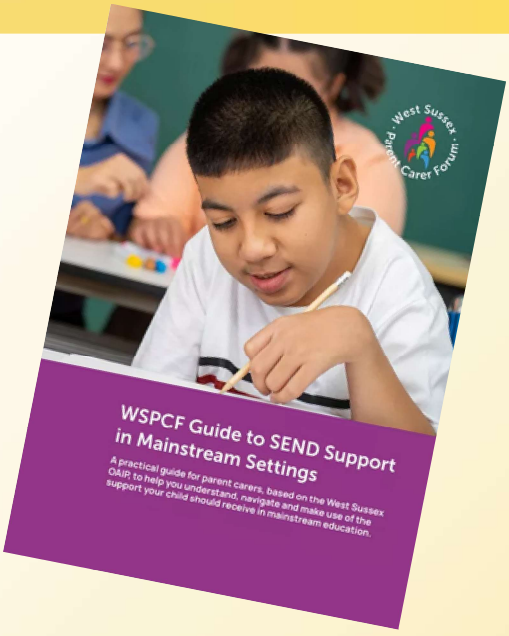
Alongside our coffee mornings, we also delivered various online sessions, including topics of Transitions to Nursery, Sensory Differences, and a secondary Masking. Over 100 parent carers joined us to connect, share experiences and learn together.

As well as coproducing the Parent Carer Involvement Policy with WSCC. We developed several guides for schools and parent carers, including

- SEND support in mainstream settings,
- The WSCC Sensory Package,
- The ASCT Transition Toolkit,
- The WSPCF Engagement Toolkit.

These resources have been very well received by both parent carers and schools.

> "We found this incredibly refreshing and reassuring. We are at a loss at the moment about whether we are doing the right thing by our child and the realistic and kind approach was exactly what we needed. Extremely grateful for this" *Parent Carer*



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9. Our Projects

2025/2026

PINS Project

The PINS Project aims to foster inclusive, needs-led support for neurodiverse students in mainstream schools by strengthening collaboration between education, health, and parent carers. It seeks to upskill school staff in their support, create a joined-up approach to meeting needs, and improve communication and coproduction between parent carers and schools.

We hosted **40** coffee mornings and had **411** parent carer responses to our surveys, sharing their experiences about their children. We co-delivered **2** sessions with the Autism and Social Communication Team on masking in response to parent carer feedback.

> *'The parent carer coffee mornings have been fantastic events. I've learnt such a lot from them and I'm looking forward to developing them further.'*
> *SENCO*

> *'It's so much easier to talk to the school about issues when there are more of us. You don't feel so alone and I think they really listened. I've never spoken about the challenges that my child has before.'*
> *Parent Carer*

School staff have reported greater confidence in their parent engagement work as the largest increase of all the focus areas.

Project schools are now working to create their own mini-Forums for parent carers, and parent carers are also forming their own school peer support networks.

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9. Our Projects

2025/2026

Working on Worries Support and Intervention (WOWSI)

WOWSI is a West Sussex pilot delivered in up to 80 primary schools, supporting children with worries, fears, and anxiety through early intervention. It uses a parent-led, online CBT programme developed by clinical psychologists, with school staff providing regular support as parents work through structured modules.

> "Thank you so much for this session - it has been really good to listen to! I'll be in touch."
> Parent Carer

8 online parent chat/drop-in sessions and **4** newsletters were delivered to families, providing a safe space to share experiences, connect with others, and receive trusted advice and signposting alongside the clinical intervention.

This helped *reduce isolation, increase parental confidence, and strengthen engagement* with the programme. Insights gathered also informed wider project learning and improved understanding of the pressures faced by families supporting children with anxiety.

> "I already feel better knowing you are there."
> Parent Carer

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9. Our Projects

Sussex Parent Carer Forum Collaborative (SPCFC)

(SPCFC) is a partnership between West Sussex Parent Carer Forum (WSPCF), East Sussex Parent Carer Forum (ESPCF), and Brighton & Hove's PaCC. It strengthens the collective voice of parent carers across Sussex, particularly within pan-Sussex health and SEND systems led by NHS Sussex.

During the year, SPCFC delivered "What's Changing for SEND Families" engagement events across Sussex, sharing information on SEND reform and system changes while gathering parent carer views.

It also led a pan-Sussex SES Sight Check Parent Survey, informing the development of a new sight check and spectacle dispensing service.

Through this work, SPCFC has strengthened the influence of parent carer voice at a regional level, ensuring lived experience directly informs health and SEND service design across Sussex.



"I think it will ensure that there is a strong voice no matter what happens with local government and makes sense to get ahead of potential changes. It wouldn't be the first time parent carers have been more organised and proactive than the local authorities!"
Parent Carer

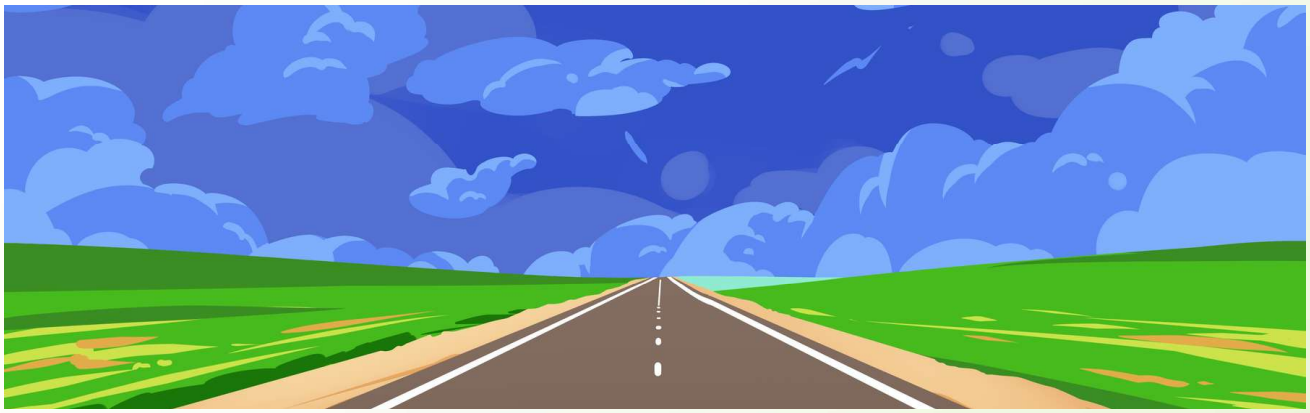
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10. Looking Ahead

Looking ahead, we recognise the continued and increasing pressures facing the system, including rising demand, workforce challenges and the need for more joined-up support. In West Sussex, the growth in Education, Health and Care Plans (EHCPs) and ongoing feedback from families reinforce the need for more consistent outcomes and timely support.

This sits alongside significant national and local SEND reform, representing a period of profound system change. We know that for many families this uncertainty brings anxiety, particularly where experiences are already challenging. It is therefore essential that lived experience continues to shape how these changes are developed and implemented.

In response, our focus remains clear: to ensure that the voices and lived experiences of families continue to influence both local and national developments. We will remain closely connected to the National Network of Parent Carer Forums (NNPCF) and our partners, ensuring that the experiences of West Sussex families are represented in the decisions that affect them.



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10. Looking Ahead

Alongside this, we are entering a significant new chapter as an organisation. Our merger and hosting arrangement with Amaze, alongside closer collaboration with parent carer forums across Sussex, is a deliberate step towards greater sustainability, resilience and collective influence.

At a time of system transformation, including Devolution, Local Government Reorganisation and SEND reform, working together at a pan-Sussex level strengthens our ability to advocate effectively while protecting the importance of local voice.

This transition is ultimately about ensuring that we can continue not only to support families, but to represent them consistently, confidently and for the long term.

By strengthening our foundations as an organisation, we are better placed to navigate change and to keep asking, and answering the question that matters most to families:

"What happens next?"



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11. Acknowledgements

We would like to extend our heartfelt thanks to our dedicated team, volunteers, members, parent carers, and social media followers. Your commitment has been instrumental in our success.

We also express our thanks to all of our funding partners and project supporters, as we couldn't do this without your help.

The Trustee report was approved by the WSPCF Board of Trustees.

Maria Hughes

Board of Trustees
West Sussex Parent Carer Forum
Date: 13 Jul 2026

Thank you
for being part of the
West Sussex Parent Carer Forum journey.

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Audit Trail

Tamper Verification

To check if this file has been modified after being signed, please go to:

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Upload the file. The result will indicate if the file contents have been tampered with.

File 2 of 3: WSPCF Trustees Annual Report FINAL 25-26.pdf

Signed By

Signer: Maria Hughes (maria.hughes@wspcf.org.uk)

Identity Check: Login with account

Signature Type: Typed

Time Zone: UTC+01:00, Europe/London (British Summer Time)

Signer: Michelle Westbury (michelle@westandberry.co.uk)

Identity Check: Login with account

Signature Type: Typed

Time Zone: UTC+01:00, Europe/London (British Summer Time)

Event Log

Jul 10, 2026, 5:20:57 PM - Email notification sent to Maria Hughes (maria.hughes@wspcf.org.uk).

Jul 10, 2026, 5:20:57 PM - Email notification delivered to Maria Hughes (maria.hughes@wspcf.org.uk).

Jul 11, 2026, 7:57:39 PM - Maria Hughes (maria.hughes@wspcf.org.uk) opened the email notification (estimated), from 2a09:bac3:375c:ebe::178:219.

Jul 13, 2026, 8:54:58 AM - Maria Hughes (maria.hughes@wspcf.org.uk) viewed the document(s), from 90.241.88.238.

Jul 13, 2026, 9:04:54 AM - Maria Hughes (maria.hughes@wspcf.org.uk) electronically signed or completed the document(s), from 90.241.88.238.

Jul 13, 2026, 9:05:36 AM - Email notification sent to Michelle Westbury (michelle@westandberry.co.uk).

Jul 13, 2026, 9:05:36 AM - Email notification delivered to Michelle Westbury (michelle@westandberry.co.uk).

Jul 13, 2026, 9:08:56 AM - Michelle Westbury (michelle@westandberry.co.uk) opened the email notification (estimated), from 81.146.52.8.

Jul 13, 2026, 9:11:56 AM - Michelle Westbury (michelle@westandberry.co.uk) electronically signed or completed the document(s), from 81.146.52.8.

Jul 13, 2026, 9:12:18 AM - Michelle Westbury (michelle@westandberry.co.uk) viewed the document(s), from 81.146.52.8.

END OF LOG