

GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales · Charity number 1033109

Details

Other names	GILLSHILL PELICANS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1994-02-12
Register	View on the Charity Commission register

Contact

Address	Cavendish Road Hull East Yorkshire HU8 0JU
Phone	01482788170
Email	elaine@pelicanpreschool.karoo.co.uk
Website	www.gillshillpelicanpreschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Our aim is to provide an environment where both children and adults feel safe, happy, stimulated and valued. We provide a play based curriculum, giving each child the opportunity to develop in all areas of learning. All children, including those with Special Educational Needs and Disabilities (SEND) are supported to reach their full potential in a safe, secure and caring environment.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Kingston Upon Hull City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£193,971	£200,256	-	-
2024-08-31	£171,309	£164,311	-	-
2023-08-31	£158,781	£149,282	-	-
2022-08-31	£152,464	£155,162	-	-
2021-08-31	£150,043	£144,684	-	-

Trustees

Name	Role	Appointed
KAREN ROURKE	Chair	2011-04-15
Caroline Rhodes		2023-01-20
ELAINE MCKENZIE		2023-09-04
Gillian Peachey		2023-09-04
Julie Christie		2020-11-24
Kate Smith		2021-11-25

GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1033109

Accounts

Independent examiner's report to the trustees of Gillshill Pelican Pre-School

I report on the accounts of the Pre-School for the year ended 31st August 2025p

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: TRACEY M. GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER.

Address: 42 HIGHTFIELD SWITON HULL HU7 4TR

Date: 12.3.26.

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

8th July, 2025

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Caroline and Julie C.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2025 intake: We have a full intake for September with 39 children on our register. We have 5 children with possible SEND but none of these currently receive additional SEND funding. We will observe them when they join us and request funding if we feel they require extra support. The staff will remain the same with just a few changes to the hours; Gill is reducing her hours by half a day each week, Leanne will continue to work an extra half day each week and Lauren will revert back to her original hours as Lunchtime Supervisor (as we will not be receiving additional SEND funding to offer her extra hours at this moment in time). Karen has decided to relinquish her role as Cleaner and therefore Sue will start the recruitment process in September.

Transitions: We have been unable to arrange visits into Gillshill/Cavendish schools due to the merger and future building works (34 children will be moving up to the new East Park Primary School). One child will be attending St Marys Queen of Martyrs school, one is attending Westcott Primary School and one is going to Dorchester school. Good transition packages have been put in place for all of them.

We have visited a number of settings and carried out a home visit for some of the children who are joining us and may have additional needs.

School Merger/Our building work: We have decided that we will not be joining the school merger and will continue to operate independently as Pelicans for as long as possible. Lots of rumours have been circulating amongst parents that we are closing and moving to the school and therefore we published a Facebook post stating the facts. We also thanked everyone for their support and donations and although we had not raised enough money to replace the building, we were going to use the funds to renovate the existing building.

Therefore, over the summer holidays the following work will be carried out:

Decorating inside the building and painting the railings.

New flooring and carpeting.

New blinds.

Metal skirting to be fixed around the perimeter of the building.

Repairs to Julies summerhouse in the garden.

We are also replacing the tarmac and the artificial grass as it is very uneven and is a trip hazard. This will probably take place in the October half term.

Most of the work will be funded from our savings account (which includes all donations and money raised from sponsored events) but the tarmac will be taken from our current account.

Budget & Funding: Elaine gave everyone a copy of the 2024/2025 Budget and predicted budget for 2025/2026. Elaine reported that financially we are in the same position as last year and will have £70,000 to start off the new academic year with. We are awaiting some SEN funding that is still due to us. We asked if we could give all the staff a bonus as recognition for their hard work during what has been a challenging and difficult year. We agreed on a £200 bonus each.

Fundraising: Sue advised that we had received the following fundraising money:

Sponsored cram £915.00, Sports Day £650.00, Christmas raffle £293.00 and Voluntary Contributions £698.50.

All monies raised have gone into the building fund.

Animal Visit – Lion Learners visited on the 8th July and brought a selection of animals for the children to learn about and touch.

Party Day – End of term party is Friday 11th July for all of the children and we will be finishing at 2.00 p.m.

Any other business:

We asked if anyone knew where we could get second hand or ex-display kitchen units from as our kitchen needed updating. Pauline Liddle our Quality Improvement Officer from the Local Authority said that it might not meet the Environmental Health regulations if we were inspected. Jenna kindly offered us her units when she replaces her kitchen later in the year.

Present: Sue, Gill, Elaine, Karen, Jenna, Julie S.

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

26th March, 2025

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from James, Kate and Julie S. Resignations have been received from Lauren and Lisa as they are no longer able to make the meetings due to personal circumstances.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2025 intake: Elaine has started contacting the parents on our waiting list asking which sessions they would like for September. So far, we are doing really well with Tuesday, Wednesday and Thursday being very popular. We still have a number of parents to contact, and we may not be able to offer a place to all of them. We have an open evening for our new parents on the 12th & 13th May where we complete the funding forms and other documentation. We have informed the new parents that we have a Breakfast Club and have also asked if they would be interested in an After School Club if we were to offer one. This is something we are thinking about to make us more sustainable in the future but could only operate one if there were enough children interested to make it viable.

EHCPs awarded: Sue notified the Committee that two of our children had been awarded Education, Health & Care Plans and we have received consultation papers from the Local Authority (as this is a legal requirement) to ascertain if we can meet their needs. We have confirmed that we can meet need and the children will continue to stay at Pelicans until July 2025.

Expanded Childcare Entitlement/School Merger: Sue confirmed that the merger of Gillshill and Cavendish schools is going ahead in September and the new school will be named East Park Primary School. We have recently had a meeting with Sue Cornwall from the Local Authority and Sarah Whiteley from Horizon Trust because they had seen our fundraising appeal for a new building and had had a discussion as to whether the Trust had space for us to move to the school premises. We had a long conversation about the implications of Pelicans moving, whether we remained independent or as part of the Trust, whether we would need to pay rent/have the building maintained, whether we would continue to take 3-4 year olds or offer a provision for 2 year olds etc. etc.... The Trust did not have many answers to our questions, they were very vague but did tell us that they will be having a provision for 2 year olds in their current nursery at Gillshill. We requested if we could visit the school to see the space they may allocate to us but we are still waiting for a response.

After discussing the above with the committee members, it was decided that we should wait until the merger was completed and then we could revisit it if we felt it was appropriate. At the moment, our gut feeling is to remain independent in our current building as there is a lot of uncertainty at the moment with the imminent merger and potential job losses.

Budget & Funding: Elaine gave everyone a copy of the 2023/2024 Budget. Elaine reported that financially we are up by £5,000 this year compared to this time last year. Due to the increase in the National Minimum Wage staff have received a 6.7% pay rise. As the funding is only increasing by 5% we will have a £2,500 shortfall on wages this year. National Insurance Contributions are to be increased but as the small firm allowance is doubling we should be ok. We have £6,000 in our savings account from fundraising for our building.

Parental Partnership: We have Parents Evenings on the 31st March & 1st April. Our Stay and Play sessions have begun this week and have been well attended.

Fundraising: Sue advised that we are continuing with our fundraising efforts but we are aware that we may not be able to raise enough funds for a new building but instead may have to use the money for renovations and repairs.

Julie mentioned asking local companies to sponsor the repairs e.g. supply and fit new flooring as long as we advertise their services on social media etc. Sian suggested we advertise our fundraising appeal on TikTok as this gets lots of media attention. Julie suggested we contact Nick Knowles but we confirmed that we had already wrote to DIY SOS. We will continue to think of new ideas for fundraising activities.

We have sent out our Sponsored Cram boxes and had a fundraising day for Comic Relief and raised £57.33.

Any other business:

Sports Day – we are hoping to hold our Sports Day on Monday 2nd June in the afternoon. We are awaiting confirmation from the school that we can use their field.

Bee Lady Day – Julie gave us a copy of the fundraising pack for this event which we will take part in on the 13th May (Jean Bishop's birthday). The children can dress in yellow and black and make a small donation.

Present: Sue, Gill, Elaine, Karen, Jenna, Caroline, Julie C, Sian.

GILLSHILL PELICAN PRE-SCHOOL

AGM COMMITTEE MEETING

13th November, 2024

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. We welcomed our new member, James.

Apologies were received from Julie C, Sian and Lisa.

Introductions: we went around the table and everyone introduced themselves and gave a brief summary of their background and explained why they had joined the Committee.

Responsibilities of Committee/Confidentiality/Safeguarding: Karen explained about the role and responsibilities of the Committee and reminded everyone that all matters discussed at the meetings should remain confidential and not discussed with anyone outside of the Committee.

Sue explained that it was important for all Committee Members to have an understanding of safeguarding and gave out a copy of the Early Years Alliance mini-guide 'Safeguarding Responsibilities for Charity Trustees' to James.

Sue thanked everyone who had taken part in safeguarding training and gave others the dates of the forthcoming training.

DBS and EY2 forms: Sue explained that EY2 forms should be completed individually online (this is a requirement of Ofsted and without it members cannot be officially a Trustee or be registered with the Charities Commission). A DBS application form was given to James to complete and return.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2024 intake: Sue advised that we had a good intake and had 37 children on roll with very few spare sessions. One child is starting with us in January 2025 who is a sibling and has been on the waiting list for a long time but this will be the only extra we can accommodate. Breakfast Club is still operating and we have up to 4 children attend each day. It has been a challenging start to the term but the children have started to settle in now. We have four children who receive SEN Inclusion Support Funding in order for us to provide intensive support and we have applied for funding for one further child. A number of children have speech and language difficulties, and we are currently observing them with a view to making referrals to the Speech and Language Therapy Service. Four children have allergies (mainly to cow's milk). One child has Type 1 Diabetes and the staff have received training from a Paediatric Diabetic Nurse so that we know the procedures to follow if she is low or high and how to administer her insulin. Three children receive Early Years Pupil Premium (EYPP)

which means we receive an extra £388 per year per child to spend on enhancing the child's experience and learning at Pelicans. We will liaise with parents for ideas and will record the impact this has on the child. This is a requirement of the EYFS and Ofsted.

Staffing: Lauren our new Lunchtime Supervisor started in September and is working an extra hour each day to help with the SEND children. Other staff are working the same hours (Leanne has increased her hours by half a day) and are still covering breakfast club, lunches and the cleaning at the end of the day. We have a volunteer who works occasionally and students from the college and university attend throughout the year for work experience. We also have a parent who has volunteered to carry out small maintenance work when necessary.

We have been working hard to support the health and wellbeing of all of the staff and have updated our staff uniforms to include sweatshirts and hoodies.

Budget & Funding: Elaine gave everyone a copy of the 2023/2024 Budget and Financial Statement. Financially we are up by £7,500 this year as we have saved money by not paying staff lunches (they have used the hours earned to pay back for any absences e.g. sick leave) and we have received additional funding for our SEND provision. We have set up a separate bank account for our fundraising appeal. Elaine reported that the increase in the minimum wage next year will cost us an extra £10,000 and as yet we are not sure what the impact of the increase in National Insurance contributions will have on us. Pension contributions will also increase. Although our budget for next year does not look good we hope that it will even itself out as it usually does. We have a cushion of £90,000 in the bank but we will probably have to use it. We have not been informed if our funding for the children will go up next year. The Early Years Alliance have been seeking the opinions of settings as to how they will financially manage with the changes in the Budget and they will be putting a case forward to the Government.

Parental Partnership: Parents Evening in October was very well attended with positive feedback. We will be starting our Stay & Play sessions in the New Year.

Ofsted Inspection: Our last inspection was in January 2020 and therefore we can expect a visit during the coming year. We have been providing safeguarding refresher training for the staff based around 'safeguarding scenarios' and the management team are updating all policies and procedures and practising the learning walk and joint observations in preparation for being 'Ofsted ready'.

School Merger: Sue reported that Cavendish and Gillshill Primary Schools are merging as one with effect from September 2025. We discussed the logistics of this and whether there would be any impact on Pelicans if they increased their nursery. Caroline and Kate said they would keep us up to date with any news they may receive as parents at the schools.

Fundraising: Sue advised that we are continuing with our fundraising efforts to raise £240,000 to purchase a new building. We have written to 60 local companies, applied for numerous grants, set up a GoFundMe Page, Elaine, Jenna and their families organised a golf event and raised over £1000 and we have organised A Christmas

raffle and My Child's Art event. Hull Live contacted us and publicised our fundraising appeal. We discussed in more detail and acknowledged that it is a huge amount of money to raise so some companies/individuals think that their donation won't have much affect on our appeal so do not bother.

Over the coming year we will endeavour to raise as much money as possible.

We have collected Harvest Festival contributions which were donated to Humbercare, a local charity who run hostels and provide support to vulnerable people.

We held a Tickled Pink Day and raised £167.00 for Breast Cancer Care Charity.

We will be fundraising for Children in Need on Friday 15th November.

Christmas Provision: We will be holding Nativity Performances on the 17th & 18th December. We have increased the cost of our tickets to £2.50 each. We will not be inviting the College to film it this year as it did not really work for us. We will be having a Christmas raffle and are seeking donations from local businesses (letter attached if you are able to circulate it please). Our last day of term will be Friday 20th December and we will be holding a party for all children from 9.00 a.m. – 2.00 p.m. which will include a visit from Santa.

Any other business:

None discussed.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Karen Rourke, Jenna Sawyers, Caroline Rhodes, Kate Smith, James Clayton, Julie Sheavyn

Gillshill Pelican Pre-School Playgroup
Financial Statement 1st September 2024 to 31st August 2025

INCOME

Fees	£10,136.25
Funding EHCP	£6,979.00
Funding NEG	£161,984.72
Funding SEN	£4,247.00
Wages	£422.16

FUNDRAISING

Breakfast Club	£832.50
Donations	£1,164.00
Insurance - PLA	£284.30
Nativity Tickets	£235.00
Savings Account	£7,200.92
Sponsored Cram	£30.00
Sports Day	£6.00
Voluntary Contribution	£449.00

Total Income for Group

£193,970.85

EXPENDITURE

Attachment of Earnings	£120.00
Books	£49.99
Business Expenses	£1,147.60
Donations	£45.95
End of Year Presents	£255.30
Equipment	£139.98
Funding EYPP	£191.99
Furniture	£114.00
Gas Electric & Water	£1,495.31
Insurance - PLA	£3,066.25
Insurance - Sage	£2,185.20
Internet	£150.53
Internet/Telephone	£706.85
Ofsted	£50.00
ParentMail	£391.20
Party	£48.38
PAYE Tax & NIC	£17,488.00
Rates	£565.00
Repairs/Maintenance	£16,322.36
Resources	£93.77
Savings Account	£1,194.00
Service Charge	£70.80
Staff Pension	£6,739.78
Staff Uniform	£445.15
Stationery	£60.72
Supplies	£1,332.36
Telephone	£101.99
Training	£136.75
Tapestry	£210.00
Wages	£144,795.78
Waste Disposal	£540.74

Total Expenditure for Group

£200,255.73

Balance Forwards

Current Account	£73,611.17
Petty Cash Account	£108.67

£73,719.84

Income Over Expenditure for the Group

£67,434.96

Balance Carried Forwards

Current Account	£67,326.29
Petty Cash Account	£22.74

£67,349.03

Savings Account

£505.65

CERTIFIED BY
 TM GRIFFITHS
 RETIRED BANK MANAGER
 (LLOYDS) 12.3.26
 [Signature]


GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1033109

Accounts

Gillshill Pelican Pre-School Playgroup
Financial Statement 1st September 2023 to 31st August 2024

INCOME			
	Breakfast Club	£627.50	
	Fees	£7,041.50	
	Funding EYPP	£871.20	
	Funding NEG	£152,808.65	
	Funding SENCO	£6,370.00	
FUNDRAISING			
	Donations	£1,500.00	
	Nativity Tickets	£196.00	
	Plant Sale	£48.00	
	Raffle Tickets	£339.00	
	Sponsored Cram	£868.00	
	Sports Day	£322.65	
	Voluntary Contribution	£316.50	
	Total Income for Group		£171,309.00
EXPENDITURE			
	Attachment of Earnings	£120.00	
	Books	£29.00	
	Business Expenses	£1,689.93	
	End of Year Presents	£250.12	
	Equipment	£374.37	
	Fees (Refund)	£16.00	
	Funding EYPP	£2,142.99	
	Furniture	£10.00	
	Gas Electric & Water	£1,900.09	
	Insurance - Buildings	£1,700.16	
	Insurance - PLA	£1,037.69	
	Insurance - Sage	£2,023.20	
	Internet	£583.20	
	Milk	£13.12	
	Ofsted	£50.00	
	Parentmail	£391.20	
	Party	£67.07	
	PAYE/Tax & NIC	£11,093.36	
	Publications	£8.75	
	Rates	£590.93	
	Repairs/Maintenance	£150.66	
	Resources	£275.62	
	Savings Account	£2,738.65	
	Sports Day	£26.97	
	Staff Pension	£5,914.05	
	Staff Uniform	£540.90	
	Stationary	£82.57	
	Supplies	£1,834.47	
	Tapestry	£192.00	
	Telephone	£195.27	
	Training	£80.00	
	Wages	£127,753.92	
	Waste Disposal	£434.92	
	Total Expenditure for Group		£164,311.18
Balance Forwards	Current Account	£66,613.35	
	Petty Cash Account	£3.52	
			£66,616.87
	Income Over Expenditure for the Group		£73,614.69
Balance Carried Forwards	Current Account	£73,611.17	
	Petty Cash Account	£108.67	
	Savings Account	£3,051.95	
			£73,719.84

CERTIFIED BY
T. M. GRIFFITHS
RETIRED BANK MANAGER
(MLOYDS) 10.3.25


Independent examiner's report to the trustees of Gillshill Pelican Pre-School

I report on the accounts of the Pre-School for the year ended 31st August 2024

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act


have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: TRACEY M. GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER (CLOSOS)

Address: 42 HIGHFIELD SUTTON ON HULL HU7 4TR

Date: 10.3.25. 

GILLSHILL PELICAN PRE-SCHOOL

AGM COMMITTEE MEETING

22nd November, 2023

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. We welcomed our new members Jenna and Lisa. Two new members Julie S and Laura were unable to attend but hope to make it to the next meeting.

Apologies were received from Caroline, Lauren and Sian.

Resignation had been received from Ruth due to other commitments and Sue thanked her personally for her support over the years. Sue will complete an Ofsted EY3 form on her behalf.

Introductions: we went around the table and everyone introduced themselves and gave a brief summary of their background and explained why they had joined the Committee.

Responsibilities of Committee/Confidentiality/Safeguarding: Karen explained about the role and responsibilities of the Committee and reminded everyone that all matters that were discussed at the meetings should remain confidential and not discussed with anyone outside of the Committee.

Sue explained that it was important for all Committee Members to have an understanding of safeguarding and gave out copies of the Early Years Alliance mini-guide 'Safeguarding Responsibilities of Charity Trustees'. At our last safeguarding audit we were informed that "all committee members should be suitably trained in order to provide appropriate support and challenge in ensuring the setting is meeting its safeguarding requirements". Sue advised that if an allegation was made against her it would be the Committee that would have to do the investigations and also Ofsted may want to speak to Committee members at our inspections.

Sue again gave out the dates for the safeguarding training which have also been attached to these minutes. This course is free of charge and is 4 hours long (9.30 a.m. – 1.30 p.m.) and can be carried out at Brunswick House on Beverley Road in person or virtually on-line. Once completed the safeguarding training is valid for 3 years. If a committee member has a current children's safeguarding certificate from their workplace, then this is valid if we receive a photocopy for our records. Therefore, members were asked to send Sue copies of their certificates if applicable. If members had not received safeguarding training, Sue could arrange this for them so please let Sue know which dates are suitable.

DBS and EY2 forms: Sue explained to the new members that EY2 forms should be completed by them individually on-line (this is a requirement of Ofsted and without it members cannot be officially a Trustee or be registered with the Charities

Commission). DBS application forms were given out to the new members to complete and return and Elaine would then carry out the DBS checks.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2023 intake: We currently have 38 children on our register which includes 10 children who returned from last year. We have a few spare sessions mainly on a Friday and we are considering ringing the parents at the top of next years waiting list to see if they would be interested in a January 2024 intake. We would only be able to accommodate one or two children. Ruth suggested that we leave it until the Easter term because our current parents may wish to take extra sessions in preparation for the children going to school. Lisa said that she would be interested in this. Our Breakfast club is not very busy and varies between 0 and 4 children per day. Sue said this was not a great concern because the staff do not get paid for covering the Breakfast Club and therefore we are not losing money.

Three children receive SEN Inclusion Support Funding at Level 3 in order for us to provide intensive interventions. Six children have been referred to Speech and Language. Five children have allergies but this is nothing compared to the complex allergies we had last year.

Six children receive Early Years Pupil Premium which is an extra £353 per annum funding per child. We have written to parents for ideas of how to spend this funding which is provided to enhance the child's experience/learning and can be spent on resources, staff training, interventions etc.

Staffing: There were no staff changes in September 2023. All staff are back to their normal hours and are continuing to cover breakfast club, lunches and cleaning duties.

Budget & Funding: Elaine gave everyone a copy of the 2023/2024 budget and the Financial Statement for last year. Elaine advised that our reserves have increased by £9500 over the year. We reduced staff hours in the Autumn term due to lower numbers, as the birth rate was exceptionally low for this cohort. We also received additional funding as we had children with additional needs. The funding we received from the Disability Access Fund is being used to pay for another shed which is being set up as a mark making area. Funding has now increased to £4.68 per hour. We have 13 spare sessions, which is equal to £182.52 funding per week (£4197 for the remainder of the year). **Since the meeting, we have contacted a parent from our waiting list and we have a child starting in January who will be accessing 3 sessions per week.* We have no updates regarding the lease of the building.

Banking: Elaine reported that we are still in the process of changing our banking facilities to on-line. All the forms have been completed but it is taking so long with the bank coming backwards and forwards to Elaine for more information. We have had to add staff members to be trustees as the bank would not accept us onto the bank account otherwise. The bank will not automatically transfer all our standing orders to the new account, Elaine has to do this manually. Considering we have been banking with Lloyds for 30 years it has been a nightmare to open a new account and once the bank account has been set up, Elaine intends to do a letter of complaint.

Parental Partnership: We had a parents evening in October which was well attended and all parents were happy with their child's progress. We will be offering Stay and Play sessions to parents after Christmas. We will also be attending a training session which is being held by the local authority to learn about ways to promote the home learning environment with parents (PEEP training).

Fundraising: Sue advised that we raised £252.00 on our Tickled Pink Day and £46.00 for Children in Need.

Christmas Provision:

Our nativity performances will be taking place on the afternoons of Monday 18th and Tuesday 19th December. Tickets will be £2.00 each and children are allocated two tickets for each performance they are in.

Jenna suggested that we ask someone to video the nativity performance and then put it on a DVD to sell to parents. She said that lots of people would probably prefer this as opposed to trying to film it themselves on their phones. It would also be good for other family members who were unable to watch the performance in person. A discussion took place around this and that people do not have DVD players anymore so suggested putting it on a 'link' which we then sell to parents. Sue and Gill said that unfortunately we wouldn't know how to do this as we are not technically proficient. Julie suggested that we attend a training course for media and technology. Karen advised that she would contact Wilberforce College to ascertain if any of their media studies students would do this for us and she would ask Matthew (Alison's son) who works for her, if he could do it. *On reflection, if the performance was to be filmed it would be better to do this on a dress rehearsal day and not when the parents were in due to lack of space.*

Our party will be taking place on Friday 22nd December and all children are invited. The party is 9.00 a.m. – 2.00 p.m. Parents are to provide the food and all children will receive a gift from Santa.

Any other business:

The building: a long discussion took place about the condition of our portacabin and Sue asked for suggestions and help on how we can move forward to secure funding to replace it.

Ruth said she would approach Karl Turner, Labour MP, on the school playground to ask for help. Lisa asked if we had approached any local companies for sponsorships. Sue advised that she had contacted Sewells and lots of businesses previously, but they had no luck as big companies tend to have their own preferred charities that they support. Sue said she would try again in the New Year. Lisa said she would contact her employer, Cranswick Food, to see if they would be interested in a sponsorship and suggested we ask all our parents if their employers would be interested too. Sue said she would contact Portakabin and other modular building companies to see if someone would do a visit to get some idea on how much a new or second hand portacabin would cost.

It was suggested we do a Just Giving Page or an Amazon Wish List. Lisa has offered to help us set this up.

Sue and Gill said they would appreciate any help in trying to secure any funding for a new building as it would be a real shame if it was the condition of the building which forced us to close after years of achieving an 'outstanding' from Ofsted. As the Committee are our employers, it is ultimately their responsibility to ensure that we have suitable premises for the staff and the children. Sue and the staff will do whatever they can, but managing and running the preschool takes up most of our time.

Policies: Sue advised that we are in the process of updating all our policies. These will be signed off by Karen in due course. Sue mentioned that all our policies are kept in the office and are also displayed on our website.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Karen Rourke, Kate Smith, Ruth Quest, Julie Christie, Lisa Nuttall, Jenna Sawyers

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

13th March, 2024

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. We welcomed our new member Julie S.

Apologies were received from Lauren and Kate.

Introductions: we went around the table and everyone introduced themselves and gave a brief summary of their background and explained why they had joined the Committee.

Responsibilities of Committee/Confidentiality/Safeguarding: Karen explained about the role and responsibilities of the Committee and reminded everyone that all matters that were discussed at the meetings should remain confidential and not discussed with anyone outside of the Committee.

Sue explained that it was important for all Committee Members to have an understanding of safeguarding and gave out a copy of the Early Years Alliance mini-guide 'Safeguarding Responsibilities of Charity Trustees' to Julie S.

Sue thanked Karen and Julie C for undertaking a refresher safeguarding course and providing a copy of their certificates. Jenna, Kate and Lauren had also provided current safeguarding certificates. Sue advised that the new safeguarding training dates would be issued in April and she would share these with everyone.

DBS and EY2 forms: Sue explained to the new members that EY2 forms should be completed by them individually on-line (this is a requirement of Ofsted and without it members cannot be officially a Trustee or be registered with the Charities Commission). A DBS application form was given to Julie S to complete and return and Elaine would then carry out the DBS check. Jenna and Lisa are to give their information to Elaine.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them. Sue gave a brief update on some of the items from the last meeting:

September 2023 intake: We had a few spaces available following our September intake and therefore we took on another child in January 2024. Some children had also increased their hours which means that we are almost full, only a few spaces left on a Friday.

Four children now receive SEN Inclusion Support Funding at Level 2 or 3 and we are in the process of applying for an Educational Health Care Needs Assessment Request for one of these children.

Parental Partnership: We are holding Parents Evenings on the 18th & 19th March. We are also having Stay and Play sessions on the 11th, 12th and 21st March. These are all full and we will be putting on more sessions after the Easter holidays. We have sent out our annual Parent Questionnaires requesting feedback from parents regarding our provision. The majority of the replies are very positive. One or two parents commented that they do not receive lots of information about what their child is doing each day, especially if they do not do the drops off and pick ups (we have lots of grandparents and childminders who do the school run). To try and rectify this we have sent a copy of our planning to all parents which highlights the topics and activities we will be covering this term and regularly post lots of photos on Facebook. Parents are encouraged to ring us at the end of the day if they wish to speak to their child's Key Person. Julie C suggested we complete a daily diary for each child to give parents information on that day. Sue advised that we complete daily diaries for our children who have additional needs but it would be too time consuming to complete them for all 26 children each day.

Fundraising: Sue advised that we had received a generous donation from a parent which we had used to open up a savings bank account for the new building. We had sent out our annual Sponsored Cram Boxes and we were participating in Comic Relief on the 15th March.

Christmas Provision:

Our nativity performance was filmed by a group of students from Wilberforce College with the intention of selling 'the link' of the performance to parents. Unfortunately, the recording we received was not of the complete performance and therefore we were unable to give this to parents on this occasion. However the college students appreciated the opportunity to film a 'real life' production and we will do the same again this year but will give the college more time to edit their recording.

Amazon Wish List:

At the last meeting Lisa had kindly offered to set up an Amazon Wish List for us so Sue provided her with a list of generic items e.g. craft resources, stationery, cleaning products etc.

Intake September 2024: Elaine reported that she had started offering parents a place in September. At the moment, we have 34 children on our register. We still have spare sessions on a Monday, Wednesday and Friday and we have advertised these on our Facebook page. We hope that we can fill these soon but we also have the option of parents paying for a place between September and December or starting with us in January 2025 once they are eligible for their funding. The Local Authority are very keen for settings to take on 2 year old children as a result of the extended childcare policy the government have introduced. This is not an option for us at the moment due to limited space in the building.

Budget & Funding: Elaine gave everyone a copy of the 2023/2024 budget. Financially we are up on this time last year but will have to give staff a 10% pay increase in April due to the National Minimum Wage increasing.

Banking: Elaine reported that the new bank account was up and running and was making her role so much easier and quicker to do. Wages could now be transferred straight into the staff bank accounts without having a time consuming visit to the bank. All our direct debits (apart from KCom) had been transferred to our new account. Elaine could now see our statements online and can issue receipts to parents the same day.

Building and Lease: Sue reported that we had had a visit from Portakabin to give us a price for a new building. They advised that for a refurbished building of the same size would be in the region on £250,000 to £300,00. This would be a steel framed building with a lifespan of 60 years. It would take 8-9 weeks to install which could be done over the summer. Sue has contacted Kingston Modular Systems on Sutton Fields on two occasions for a comparative quote but they have not got back to us. Ruth had emailed Karl Turner and Sue is waiting for him to ring us back.

However, before the fundraising efforts for a new building begin, we want to secure a new lease for the land, as our existing lease expires in July 2024. We have a meeting with the Local Authority on the 21st March to discuss the renewal of the lease and any potential problems they foresee with this or with a proposed new building. Once a new lease is in place, we will move forward with our fundraising i.e. looking at company sponsorships, capital grants, Just Giving/Go Fund Me page etc. We are aware that once a new lease is issued our rent will be reviewed and probably increased.

Lisa suggested that we contact the Supermarkets to ask if we could be considered for the 'token' scheme whereby customers are given tokens when they shop to place in the box of their preferred charity. Lisa gave us the telephone number of the representative from ASDA. She also suggested we contact Jacksons Bakery who are promoting 'A Tiger Who Came To Tea' and Tommy Coyle for free donations or sponsorships. We will look into this.

Any other business:

Sue mentioned that our Sports Day will either be on Friday 24th May or Monday 3rd June (just waiting for the school to confirm). If anyone is free to help on the day with stalls etc that would be appreciated. We will be having the usual tombola, cake stall, sweet stall, hot dogs etc. Any contributions for the tombola will be welcomed.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Karen Rourke, Julie Christie, Lisa Nuttall, Jenna Sawyers, Caroline Rhodes, Sian Lomas-Morgan
Julie Sheavyn

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

3rd July, 2024

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Julie S and Kate.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

Safeguarding training dates were given out to those who have not yet completed the training and a copy will be attached to the minutes. The training is held in person at Brunswick House or virtually and if anyone would like to select a date, Sue will book it for them.

Intake September 2024: Elaine reported that we have 37 children starting in September. We have spare sessions on a Monday p.m. (4), Wednesday p.m. (2) and a Friday p.m. (4) but we are hoping we may fill these once the children have started. (We still have a number of children wanting a January start date so either way we will probably fill these spaces). Sue advised that we are aware of 5 children starting who have additional needs, 3 of which are coming to us with additional support funding already in place. We have been to visit their current settings, have carried out home visits and have invited them into Pelicans to gain as much information as possible about their development and needs. In addition, we have one child who is diabetic and has been fitted with an insulin pump and therefore we have arranged for the Diabetic Nurse to visit us in September to provide the staff with training.

Staffing will remain the same next year. Leanne will be working an extra half day to help with the SEND children. We have recruited a Lunchtime Supervisor (Lauren) and she will be starting in September working 11.00 a.m. – 1.00 p.m. each day alongside two members of staff. Lauren has lots of experience working in schools and working with children with SEND and is flexible to work extra hours to cover staff absences should we need it which will be very beneficial.

Transitions have gone well. Our children are moving to either Gillshill, Cavendish or Biggin Primary Schools. All children have been invited to transition visits with parents to the schools and we have had extra play dates at Cavendish.

Budget & Funding: Elaine gave everyone a copy of the 2023/2024 budget. Financially we are up by £10,000 this year as we have saved money by not paying staff lunches (they have used the hours earned to pay back for any absences e.g. sick leave) and we have received additional funding for our SEND provision. However, we will be starting next year with a £30,000 shortfall but hopefully we will be able to recoup

the monies back throughout the year. Elaine asked if it was ok to pay the staff a small bonus at the end of term and the committee agreed to this.

Building and Lease: Sue advised that we have secured a new lease for a further five years and therefore our fundraising efforts to purchase a new building have begun. We have had 4 building firms visit us to measure up and give us a price for a replacement modular building (still waiting to receive two quotes) but at the moment we are looking in the region of £300,000. We have written to 25 local companies and have many more letters to send out before the end of term. We have given a copy of the letter to all our parents to forward to their employers or people they know if appropriate. We have set up a Go Fund Me page and advertised this on Facebook so that parents past, present and future can make a donation if they wish (so far we have received £600) and we have placed collection boxes in Sally's pubs. We are also looking at any community grants etc and have been given lots of links to follow up. Gill mentioned that it is great to have so many links to look at but it is very time consuming and we don't always have the time to do this whilst managing the day to day running of the setting. Jenna kindly offered to take this on and follow up the links and look for community grants.

The committee discussed a range of fundraising ideas: sponsored walks/runs, golf days, clairvoyant evenings, race nights, fun days, etc. Karen suggested contacting solicitors who do free wills and make a charity donation and also contact the Banks as they often match your fundraising amount. Julie mentioned the 'Kings Fund' and James Reckitt Foundation and that Asda have a new community champion we could contact.

Over the coming year we will endeavour to raise as much money as possible.

Sam's Safari/Party Day – Sam's Safari is visiting the setting on Friday 5th July and they bring a selection of animals for the children to learn about and hold. This would be their last year as the lady was retiring and Caroline mentioned another company "Lion Leaners" who we could look at using in the future. The end of term party will be held on our last day, Friday 12th July. All children are invited to both events.

Any other business:

Karen asked if our rent had increased with the new lease. Elaine reported that we had still been paying £1.00 and this year we hadn't paid anything. The new lease contract states the rent is £500.00 pa. Elaine has been trying to set up a new direct debit mandate with the Council since we had opened the new bank account but to no avail. Elaine will email them again this week to chase it up.

Julie mentioned that museums and libraries are willing to come into settings to talk to the children. We advised that we had a visit from a parent who works at the William Morris museum and the children found this very enjoyable. We had then extended their learning and created our own printing blocks and wallpaper inspired by a William Morris design. We used to have regular visits from the library but this stopped during covid.

Caroline brought it to our attention that the school have changed their start time to 8.30 a.m. from September. This might mean some of our children arrive slightly late.

Sue advised that all our policies need updating as there are new templates available from the Early Years Alliance and we will start these over the summer.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Karen Rourke, Julie Christie, Jenna Sawyers, Caroline Rhodes

GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1033109

Accounts

Gillshill Pelican Pre-School Playgroup
Financial Statement 1st September 2022 to 31st August 2023

INCOME

Breakfast Club	£797.50
Fees	£7,410.00
Funding DAF	£2,550.00
Funding EHCP	£10,745.00
Funding EYPP	£2,138.00
Funding NEG	£129,196.66
Funding SENCO	£3,980.00

FUNDRAISING

Nativity Tickets	£148.00
Raffle Tickets	£201.00
Refund (Repairs/maintenance)	£120.00
Sponsored Cram	£1,056.60
Sports Day	£373.50
Voluntary Contribution	£65.00

Total Income for Group

£158,781.26

EXPENDITURE

Attachment of Earnings	£120.00
Books	£37.00
Business Expenses	£1,221.71
End of Year Presents	£172.50
Equipment	£462.74
Funding EYPP	£621.95
Gas Electric & Water	£1,590.12
Insurance - Buildings	£1,676.68
Insurance - PLA	£990.10
Insurance - Sage	£1,900.80
Internet	£457.20
Ofsted	£50.00
Parentmail	£391.20
PAYE/Tax & NIC	£11,143.08
Rates	£557.29
Repairs/Maintenance	£1,097.25
Sponsored Cram	£24.75
Staff Pension	£4,680.50
Staff Uniform	£83.22
Stationary	£95.84
Supplies	£1,889.00
Tapestry	£170.40
Telephone	£295.70
Training	£582.72
Wages	£118,569.16
Waste Disposal	£400.92

Total Expenditure for Group

£149,281.83

Balance Forwards

Current Account	£57,113.92
Petty Cash Account	£11.46

£57,125.38


Income Over Expenditure for the Group

£66,624.81

Balance Carried Forwards

Current Account	£66,613.35
Petty Cash Account	£3.52

£66,616.87

CERTIFIED BY
T.M. GRIFFITHS
RETIRED BANK MANAGER
(LOYDS) 15.3.24


Independent examiner's report to the trustees of Gillshill Pelican Pre-School

I report on the accounts of the Pre-School for the year ended 31st August 2023

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 f the 2011 Act

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: TRACEY MARIA GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER (LLOYDS)

Address: 42 HIGHTFIELD SUTTON HULL HU7 4TR

Date: 15 MARCH 2024



GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

28TH NOVEMBER 2022

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. We welcomed our new members Vikki, Sian and Samantha who are parents of our current children.

Apologies were received from Caroline R.

Resignations have been received from Nikki, Kelle and, after the meeting had taken place, Caroline W and Sue had thanked them personally for their support over the years. Sue will complete Ofsted EY3 forms on their behalf.

Introductions: we went around the table and everyone introduced themselves and gave a brief summary of their background and explained why they had joined the Committee.

Responsibilities of Committee/Confidentiality: Karen explained about the role and responsibilities of the Committee and reminded everyone that all matters that were discussed at the meetings should remain confidential and not discussed with anyone outside of the Committee. Sue explained that it was important for all Committee Members to have an understanding of safeguarding and gave everyone a copy of the Early Years Alliance mini-guide 'Safeguarding Responsibilities of Charity Trustees'. Sue advised that Karen and Caroline W had completed Safeguarding Awareness Training. Sue explained that Ofsted may want to speak to Committee Members at our Inspections. Our last inspection was January 2020 and they are usually every 3 years but, due to the backlog caused by Covid, we might not be inspected for a while yet. However, we are always prepared and receive a half day notice of them coming.

DBS and EY2 forms: Sue explained to the new members that EY2 forms should be completed by them individually on-line (this is a requirement of Ofsted and without it members cannot be officially on the committee or be registered with the Charities Commission). DBS application forms were given out to the new members to complete and return and Elaine would then carry out the DBS checks.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2022/January 2023 intake: Sue advised that we had a particularly low intake of children in September (33 children) but we had 8 new children starting in January. A discussion took place around why we had not been full in the September and Sue explained that a lot of pre-schools and nurseries were in the same position, and we think it was due to a low birth rate that year. We had advertised our spare sessions via facebook, posters, school and the local authority but had no success. Vikki asked if we could get any data on the demographics for future intakes, but we

said this would be difficult to do as we are usually the first educational setting they attend. Elaine advised that our waiting list for coming years looks quite promising.

Sue advised that we still offered a Breakfast Club although it was not very busy (usually between 0 and 3 children attend daily). Vikki asked if we advertised this, because as a working mum, she finds this useful. Sue advised that it is on our website and we discuss with parents when we offer them a place.

Sue advised that we have three children with additional needs. One child has deferred her school place and has come to us with an Educational Health & Care Plan in place. We are supporting her on a 1-1 basis to meet her basic needs and for safety reasons but it is very challenging as she should be attending a specialist provision. Sue explained that we have raised our concerns with the local authority but until a place becomes available, she will remain with us. We also have two other children who receive additional support funding and many children with speech and language difficulties. Lauren said we have a good reputation for our work with children with additional needs. Lauren is a member of the Hull Parent Forum and they support parents of children with additional needs and have meetings and social events. Lauren will provide us with some resources and leaflets to hand out to our parents.

Sue advised that we have five children with allergies (mainly dairy or nuts) and one child has an EpiPen. We have lots of younger children this year who are still in pull ups and we will probably have more in January.

We have 6 children who receive Early Years Pupil Premium (we receive an extra £342.00 per annum per child) to enhance the child's learning and experience with us. We then have to evaluate the impact the additional funding has had on the child's development. The funding can be used to purchase resources, staff training, interventions etc.

Staffing: Due to our low numbers in September, all staff reduced their hours and lost a half days pay each week. However, most of the staff covered extra lunches and therefore this helped to make up some of their shortfall in wages. In January we would all get our hours back. Vikki asked about staff retention and whether we had a high turnover of staff (she had previous experience of nursery staff leaving for better wages at supermarkets). Sue advised that we were really fortunate to have a great staff team and most had been with Pelicans for many years.

Sue informed the Committee that Caroline had sadly passed away and therefore we were going to advertise for a new Lunchtime Supervisor.

Karen W was happy to continue to carry out our cleaning role.

All staff had completed Paediatric First Aid level 3 and their safeguarding training was up to date.

Budget: Elaine gave everyone an updated copy of the 2021/2022 budget. Elaine explained that we had a £2600 overspend last year but this was mainly due to having our boiler and radiators replaced and our trees pollarded. It has been a difficult start to this year due to our low numbers, because not only do we receive less funding we also have less fundraising opportunities with less children. However, we have a

cushion of £60,000 at the beginning of the year so hopefully we should be fine. We currently receive £4.18 per hour per child funding and we do not know if this will be increased next year. However, we do know that the National Minimum Wage will be increasing in April, which in turn increases our pension contributions, and our utilities bills and the cost of living have also gone up. We explained that our water bill had been £600 for the last quarter but we realised this was due to a leak from the water heater under the sink in the kitchen. Sian asked if we had applied for a rebate because of this and we said we would look into it.

Sian asked if we had looked into grants to get more funding and said there are lots available in the Hull region. Sue advised that we had looked into it previously and had spoken to the National Lottery but had no success. Sue also said it was very time consuming to look through all the information to try and source appropriate contacts. Sian offered to speak to her contacts that she deals with at her work.

Parental Partnership: We had a parents evening on the 1st November which was well attended and the parents were very happy. Gill mentioned that although parents do not come into the setting on a daily basis, we still have an open door policy and parents are aware they can speak to staff if they need to. We will be offering Stay & Play sessions to parents after Christmas

Fundraising: Sue advised that we raised £287.00 on our Tickled Pink Day and £66.56 for Children in Need. We advised that we still ask parents for £1.00 per week voluntary school fund. A discussion took place regarding our banking facilities and whether parents could pay via bank transfer or by card. Elaine explained that we had an old charity bank account and to transfer to a business account would incur costs. We had also looked into a card machine but again we would be charged for each transaction. The committee members felt we should look into this again in order to be more up to date as this is what parents want. Parents do not carry cash with them and we could get more donations if we offered bank transfer or card. We advised that some parents do pay by bank transfer but as we do not have online banking with our account, we only receive bank statements monthly and this does delay us sending receipts to parents. Lauren enquired about us accepting payments by Paypal. Although we did not know much about this we felt it would be inappropriate as we need to be able to provide a paper trail of payments especially as we get audited by the local authority. We were asked if we accept donations from individuals or companies and we confirmed that we did. We agreed that we would look into setting up a new bank account and look at the options for a card machine.

Christmas Provision: We will be holding Nativity Performances for the first time in three years whereby parents can come into the setting to watch. We have increased the price of our tickets to £2.00 each. We will be having a Christmas Raffle and have asked parents for donations. We have given out letters to some companies asking for donations and Sue asked the committee if they would be willing to hand some of these letters out for us. Kate asked if we could email the letter to her. (This will be attached when we send out the minutes). We are having one party this year on Friday 16th December from 9.00 a.m. – 2.00 p.m. for all children. We will have party games and party food (which the parents will provide) and all children will receive a gift from Santa.

Any other business:

Lauren spoke about the Hull Parent Forum.

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Julie Christie, Kate Smith, Ruth Quest, Sian Lomas-Morgan, Vikki Reeve, Samantha Corlass

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

29TH MARCH 2023

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Lisa, Kate and Samantha.

Resignation had been received from Vikki who had decided to resign due to increased work commitments.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

Safeguarding: We have recently completed a safeguarding audit for the Local Authority and one area we needed to improve was that **"all committee members should be suitably trained in order to provide appropriate support and challenge in ensuring the setting is meeting its safeguarding requirements"**. Previously only one or two committee members needed to have safeguarding training. Karen Rourke has attended the Safeguarding Awareness Training. We have been informed that if a committee member has a current safeguarding certificate from their workplace, then this is valid if we receive a photocopy for our records. **Therefore, members were asked to send Sue copies of their certificates if applicable.** If members had not received safeguarding training Sue could arrange this for them. The next available dates for the training are detailed below. Please contact Sue to inform her of your availability.

Safeguarding Training takes place from 9.30 a.m. – 1.30 p.m. at Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB on the following days:

Thursday 4th May, Thursday 11th May, Friday 12th May, Tuesday 16th May, Saturday 20th May, Tuesday 23rd May, Thursday 8th June, Monday 19th June, Tuesday 20th June, Tuesday 27th June, Wednesday 28th June, Friday 30th June, Saturday 1st July, Saturday 15th July

Please provide a preferred and alternative date as places fill up fast.

Sue advised that we had implemented a Low Level Concerns policy and updated our Code of Conduct as recommended in the safeguarding audit. These are on display on our website for your information.

Staffing: All staff hours are back to normal. Seven new children started in January 2023 and we are now almost full. The child with complex needs left us at Christmas and now attends a small specialist provision, which is more suited to meeting her needs, and she is doing well. We postponed the appointment of a lunchtime supervisor as staff wanted to continue to cover this so that they could receive the extra hours and

pay (especially as they had reduced hours in the Autumn Term and the cost of living had increased).

Budget: Elaine gave everyone an updated copy of the 2022/2023 budget. Elaine explained that the cut in staff hours had helped us financially and we are in a better position now as we were this time last year. We are £8,000 up on last year.

We are to receive an increase in funding to £4.41 per hour per child from 1st April, 2023. We will also receive an increase in funding in September 2023 and April 2024.

Staff are to receive a pay increase of 9.7% due to the increase in the National Minimum Wage from 1st April, 2023.

Banking: Following on from the conversations held at the last meeting, Elaine has been looking into our banking facilities. We cannot add new signatories onto our bank account as it is too old (we were looking to replace Caroline Wheeler who has left us). To transfer to a business account would be free of charge for the first year and then would be £7.00 per month after that. Parents could then pay fees/contributions etc straight into the bank and Elaine could check all transactions online, without having to wait for monthly bank statements. If we proceed with a new bank account, all transactions made by Elaine would have to be authorised. Elaine would like to add Sue Dixon to the account as it would make more sense for Sue to authorise payments on a daily basis, as she is in the office with Elaine and payments/staff wages would not be delayed waiting for authorisation. Karen Rourke would still be able to authorise too. Elaine checked with the Charity Commission to ensure that the Manager was able to be named on the bank account and there doesn't appear to be a problem with this.

September 2023 intake: We have a good intake for September (just a few spaces available on a Friday). We have had to turn some parents away. We are wanting to increase our fees to £7.50 per hour (currently £5.00 per hour) as we have not had a price increase in many years. We will keep the Breakfast Club at £2.50 for half an hour. The Committee were happy with this.

Julie asked how the new 30 hours funding for all children aged 9+ months would affect us. Sue informed her that we could still only take children aged 3-4 as this is what is on our Ofsted registration. However, there would be a high demand for childcare places and more provisions would have to be made available.

Parental Partnership: We had parents evening on the 20th and 21st March which were well attended and the parents were very happy. We will be hosting Stay and Play sessions after Easter (these were postponed from January to allow the new starters to settle in).

Fundraising: We raised £1009.00 in our Sponsored Cram. We will be holding our Sports Day on Monday 5th June, 2023 and will have the usual stalls e.g. hot dogs, cake stall, tombola etc and this is usually a good fundraising day. Committee members were asked if they were available to help out on the day and any donations for the stalls would be appreciated.

Any other business:

Sue advised that we had taken part in a pilot scheme with Northern Ballet. The staff were trained in the implementation of the sessions which they then delivered to the children over 5 weeks. The sessions incorporated movement, sensory play, sound, language, imagination and storytelling and they were extremely beneficial for the children as they covered all areas of learning.

Lauren spoke about Parents United which she is involved with. Parents with children with special educational needs can meet up for support and they provide activities in children's centres during the school holidays. They can also provide a list of grants available to children with SEND.

Julie asked if we had any further developments on a new building. Sue advised that she had looked at a couple of websites who may offer some funding, but the process was so time consuming, even for the initial application, and therefore she had not been able to pursue this further. Sue asked if any Committee members would have the time to take this on, it would be appreciated.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Julie Christie, Lauren Whitelam, Sian Lomas-Morgan

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

11th July, 2023

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Julie and Sian.

Resignation had been received from Lisa due to other commitments.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

Safeguarding: Sue discussed again that at the last safeguarding audit by the Local Authority one area that we needed to improve was that "all committee members should be suitably trained in order to provide appropriate support and challenge in ensuring the setting is meeting its safeguarding requirements". Karen Rourke has attended the Safeguarding Training.

At the last committee meeting, Sue had given out the dates for the safeguarding training, but these have now lapsed. Sue provided the new dates for the Autumn term which have also been attached to these minutes. This course is free of charge and is 4 hours long (9.30 a.m. – 1.30 p.m.) and can be carried out at Brunswick House on Beverley Road in person or virtually on-line. Once completed the safeguarding training is valid for 3 years. If a committee member has a current children's safeguarding certificate from their workplace, then this is valid if we receive a photocopy for our records. Therefore, members were asked to send Sue copies of their certificates if applicable. If members had not received safeguarding training, Sue could arrange this for them so please let Sue know which dates are suitable.

Staffing: There will be no staff changes in September 2023. All staff will keep the same hours if possible. The staff will continue to cover lunchtimes and Karen Windass is happy to continue cleaning on an evening. All termly supervisions and annual appraisals have been carried out.

Changes to EYFS: Sue explained that the Department for Education are currently having a consultation with early years providers regarding changes to the EYFS following on from the Spring Budget and their announcement to provide more funded places for children. They are wanting to provide settings with more flexibility but to do this they are looking to increase staff:child ratios from 1:4 to 1:5 for 2 year olds and lessen the qualifications needed in the setting, amongst other things. We discussed the health and safety implications this would have and that it feels like the early years sector is being undervalued.

Budget: Elaine gave everyone a copy of the 2023/2024 budget. Elaine explained that it looks like we will not break even but we will. This year we have done well considering the low intake at the start of the year but the cut in staff hours at that time has helped us financially. We will be starting next year with a £65,000 cushion. We should be getting an increase in funding in September 2023 but as yet we do not know what that will be.

Banking: Elaine reported that she is in the process of changing our banking facilities to on-line. All the forms have been completed but it can take two months for the bank to finalise it. The account has been set up so that two people have to authorise the transactions that Elaine makes. The authorised personnel are Karen Rourke, Sue Dixon and Gill Peachey. Elaine said she can add other committee members to the account in the future.

Parents will be able to pay fees/contributions etc straight into the bank and Elaine could check all transactions online, without having to wait for monthly bank statements. It will also make the work easier for Elaine as she could pay our suppliers and our wages on-line without having to write cheques or go into the bank to pay in.

September 2023 intake: We currently have 38 children on our register for September which includes 10 children who are staying with us. We have a few spare sessions, especially on a Friday, which we are hoping to fill once the children have settled in or we could do a January 2024 intake if needed. We have applied for additional support funding for a child who is staying with us but we are unaware of any other children with SEND.

Transitions: Sue reported that we have had successful transition visits for our children who are all attending either Gillshill, Cavendish or Spring Cottage next term.

Students: Sue advised that we have had a number of students over the year from Malet Lambert, Marvell College, Kingswood, Hull College and Wyke College. We also had a student from Thomas Beckett University in Leeds who use to attend Pelicans as a child. We are happy to take on students for their work experience as it promotes Pelicans in the community and gives the students invaluable experience.

Karen reported that Cavendish Primary School have received a Good in their Ofsted inspection, which is the same as Gillshill Primary School. Our last inspection was January 2020 so we could be inspected anytime in the next couple of years.

Fundraising: Sports Day we raised £373.50 and we received £790.00 in £1.00 voluntary contributions.

Sam's Safari: We had an educational visit from Sam's Safari last week which all children were invited to and thoroughly enjoyed. Next year will be the last time we can use this company as she is retiring so we will source a new provider. The cost is £286.00 and we use our Early Years Pupil Premium to pay for this.

End of Term party: Our party will be taking place on our last day which is Friday 14th July and all children are invited. The party is 9.00 a.m. – 2.00 p.m. All children will receive a leaving present and a leavers t-shirt which has been provided by a parent.

Any other business:

Gill advised that the staff will be coming into Pelicans over the summer break to decorate the playroom as some areas are starting to look tired and need painting.

Gill mentioned we are hoping to purchase a new shed for the garden to use for our mark making area.

Lauren informed us about an organisation called 'Freddie's Friends' who provide sensory equipment to parents for SEND children.

Lauren kindly offered to donate a sensory ball for us to use as her son has outgrown it.

Caroline asked if we needed spare uniform. Gill said we would be grateful for any trousers and pants as we are short of these.

Present: Sue Dixon, Gill Peachey, Elaine McKenzie, Karen Rourke, Lauren Whitlam, Caroline Rhodes, Kate Smith

GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1033109

Accounts

Gillshill Pelican Pre-School Playgroup
Financial Statement 1st September 2021 to 31st August 2022

INCOME

Breakfast Club	£977.50
Fees	£4,466.44
Funding DAF	£1,230.00
Funding EHCP	£3,386.00
Funding EYPP	£2,212.00
Funding NEG	£128,964.91
Funding SENCO	£7,262.42

FUNDRAISING

Business Expenses (Refund)	£11.75
Donations	£650.00
Raffle Tickets	£448.00
Rates (Refund)	£56.72
Sponsored Cram	£1,124.80
Sports Day	£395.22
SSP Grant	£192.70
Sweatshirts	£109.50
Wages (Overpayment)	£975.91

Total Income for Group

£152,463.87

EXPENDITURE

Attachment of Earnings	£120.00
Business Expenses	£1,106.83
End of Year Presents	£316.05
Equipment	£590.32
Funding DAF	£33.98
Funding EYPP	£310.70
Gas Electric & Water	£1,845.34
Insurance - Buildings	£1,362.98
Insurance - PLA	£862.82
Insurance - Sage	£1,814.15
Internet	£366.00
Jubilee	£8.13
Ofsted	£50.00
Parentmail	£233.58
Party	£89.55
PAYE Tax/NIC	£10,433.19
Publications	£8.75
Rates	£411.24
Rent	£1.00
Repairs/Maintenance	£3,564.10
Sponsored Cram	£224.17
Sports Day	£41.00
Staff Pension	£4,828.46
Staff Uniform	£161.28
Stationary	£77.26
Supplies	£2,068.53
Tapestry	£153.60
Telephone	£297.79
Training	£118.74
Wages	£123,344.38
Waste Disposal	£317.74

Total Expenditure for Group

£155,161.66

Balance Forwards

Current Account	£59,811.71
Petty Cash Account	£4.15

£59,815.86

Income Over Expenditure for the Group

£57,118.07

Balance Carried Forwards

Current Account	£57,113.92
Petty Cash Account	£11.46

£57,125.38

CERTIFIED BY
 T.M. GRIFFITHS
 RETIRED BANK MANAGER
 (LLOYDS) 1.3.2023

Samuel Griffiths

Independent examiner's report to the trustees of Gillshill Pelican Pre-School

I report on the accounts of the Pre-School for the year ended 31st August 2022.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 f the 2011 Act

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: MRS TRACEY M. GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER (LLOYDS)

Address: 42 HIGHFIELD SUTTON HULL HU7 4TR

Date: 1.3.2023

GILLSHILL PELICAN PRE-SCHOOL

AGM COMMITTEE MEETING

25TH NOVEMBER 2021

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. Sue welcomed our new member, Lisa and introductions took place around the table.

Apologies were received from Kelle, Caroline T, Shirley, Ruth, Caroline W, Nicki, Kayleigh (new member).

Confidentiality: Karen reminded everyone that all matters that were discussed at the Committee Meetings should remain confidential and not discussed with anyone outside of the Committee. Karen explained about the role and responsibilities of the Committee. We discussed DBS and EY2 forms and a DBS form was given to Lisa to complete.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy were them.

September cohort: Sue advised that we are full this year (42 children on roll) and many of our parents are keen to take on more sessions if they become available. Elaine has a waiting list of names should this be the case.

We have started our Breakfast Club from 8.00 a.m. each day. This costs £2.50 per day and children receive cereal and a drink. This has not been as successful as we would have hoped (usually between 2-5 children per day) but we are hoping this picks up throughout the year. Lisa asked if older siblings from school could attend our Breakfast Club. We advised that would mean mixing bubbles and as our session starts at 8.30 a.m. the older children would have to leave then as we would have no room for them to stay until school opens at 8.45 a.m.

Sue advised that Gillshill and Cavendish Schools have changed their leaving time to 3.00 p.m. for all children and therefore we have had to change our end of session time as some parents were unwilling to stand outside until our session finished at 3.30 p.m. Some parents had complained and insisted their child leaves early, but we were unable to have children leaving at different times as this causes a number of issues for us e.g. safeguarding, maintaining staff ratios, being able to provide 3 hours funded education, disruption to the end of the session etc. We therefore made the decision to allow all children to leave at 3.15 p.m. However, if parents want to pick up their child at 3.30 p.m. as normal that was fine. This seems to be working for us at the moment.

SEND: Sue reported that Sally was doing really well in her new role as SENCO. Sally and Tara provide 1-1 support for two children in the setting and both parents (Lauren and Lisa) were very pleased with the support and the progress the children were making. Educational Health Care Needs Assessment Requests had been completed

and submitted for both children so hopefully they should receive EHC Plans by April 2022. Sue reported that we had 4 other children on the SEND Register and we had concerns regarding 4 more so our Area Senco was visiting the setting to observe them and advise and support the staff.

Early Years Pupil Premium (EYPP): Sue advised that 7 children were in receipt of EYPP. This is extra funding of £100 per term for children whose parents are eligible to receive it. We have to use the funding to enhance the child's experience/learning with us and we have written to the parents asking for ideas on how they would like to see the money being spent. This could be resources, staff training, interventions etc. One idea we have is to use some of the funding to enable us to have a Speech and Language Therapist come to the setting to work with the children and train the staff, as many children would benefit from this. We have a number of children waiting for an assessment from the Speech and Language Therapy Service, but the waiting list is so long it can take months before they are assessed. Lauren and Lisa mentioned that Susie Hayton from KIDS might be able to help with this and will forward me her details.

Parental Partnership: We have continued to greet the children at the gate (parents do not come into the setting to drop off or collect their child) but we will have inductions, open evenings, stay and play sessions etc indoors if Covid rules allow. We have recently held a Parents Evening which was well attended and we received some positive feedback. Key workers take their children out to the parents at the end of the session so that they can have a face to face conversation with the parents of their key children.

Budget: Elaine informed us that we finished £6,000 up last year and this year we are up £6,000 compared to this time last year. This is mainly due to the fact that we are full and are therefore receiving more funding. Sue asked the Committee if it would be possible to pay the staff a Christmas Bonus this year. The staff are on the minimum wage and have not received a pay increase or a bonus for many years. Sue also informed the Committee that staff were working extra hours to cover the Breakfast Club, they were working extra lunches to cover our Lunchtime Supervisor who is on long term sick and have been cleaning on an evening as our Cleaner broke her foot. Most of these extra hours are unpaid. Karen agreed that a bonus could be paid and advised Sue and Elaine to organise this. Lisa and Lauren volunteered to help out with any cleaning duties etc if we were short staffed in the future.

Fundraising: We are holding a Christmas Raffle this year and have asked parents and local organisations for donations. Letters were given out to the Committee Members to seek donations (see letter attached). We continue to ask for a voluntary school fund of £1 per week to cover the cost of baking etc. but usually only half of the parents pay this. We have recently held a Pink Day to fundraise for Breast Cancer Awareness and a Children in Need Day. Lauren said that she would like to organise a sponsored walk during the February half term around East Park for families past and present. This would be a good opportunity to meet up with other families and fundraise at the same time.

New Boiler/Radiators: Sue advised that a number of our radiators have had to be replaced in the last few weeks as they had corroded and leaked. A new boiler is also

needed but to fit a new boiler that meets current regulations, we need to increase the size of the pipes to the boiler as the gas pressure to the boiler is too low. Sue has spoken to the School Caretaker and asked him to look at the site plans to locate where our gas pipes come from. We are awaiting a response. Lauren mentioned that her husband works for a gas company and said he would come have a look at this for us. *(N.B. Since the meeting, Lauren's husband has located our pipes and has offered to replace them and fit a new boiler for us in the New Year).*

Grants/Awards: Sue advised that she had contacted the National Lottery to see if any funding would be available to purchase a new building as our portacabin is almost 25 years old and is starting to deteriorate. Unfortunately, there are currently no capital grants available from them. However, the Committee Members agreed to look at other options for grants or awards that may be available to us in order for us to consider the viability of replacing our building in the future.

Christmas Provision: We have made the decision not to invite parents into the setting to watch our Nativity performance this year due to Covid guidance. However, we will video the performance and upload this to our Facebook Page so that parents can still see it. Kate advised that she could get a company who videos dance shows to contact us as they could possibly come in and film it and put it onto a disc which parents could then purchase. We are having a Christmas party on our last day (17th December) and all children will attend one party between 9.00 a.m. and 2.00 p.m. All children will receive a gift from Pelicans and have party food and games. We are also hoping for a visit from Father Christmas.

Any other business: None

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Julie Christie, Kate Smith, Lauren Whitlam, Lisa Morfitt.

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

28TH MARCH 2022

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Elaine and Caroline W.

Resignations: Sue advised that Shirley and Kayleigh had resigned from the Committee.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them. Sue gave a brief update on some of the issues discussed at the last meeting:

Breakfast Club – was becoming more popular with many parents using the club on an ad hoc basis as and when they needed to. There has been some interest in the Breakfast Club for our new cohort of children in September.

Start and finishing times – is working well and parents seem happy that we are able to provide some flexibility at home time.

SEND – one child has now received their EHCP in draft format whilst another child is still awaiting the outcome (should find out in the coming weeks). Two further children have successfully received Additional Support Funding so that we can provide intensive interventions for them. We currently have 8 children on the SEND Register.

Early Years Pupil Premium (EYPP) – we were going to spend some of the EYPP money on Speech and Language training for all staff and an online course was sourced for £500. However, the local authority are currently offering free SALT training and therefore all staff are taking part in this wherever possible.

Staffing – Sue said we had paid staff a Christmas Bonus and all were very appreciative. Karen Windass had offered to carry out our cleaning duties since our cleaner left at Christmas and was happy doing this each evening. Sue and Gill were continuing to cover lunches until our new Lunchtime Supervisor started with us (would probably be starting in the Summer Term).

Fundraising – Our Christmas Raffle made £448.00 and Sue thanked all committee members for asking local companies and for their contributions.

New Boiler and Radiators – had been fitted by Lauren's husband Greg and Sue thanked them for this as it hadn't been a straightforward job.

Grants/Awards: Sue asked if anyone had had any luck finding any grant or funding that we might be able to apply for in order to replace or refurbish our building. Many of the members had been looking into it and a number of links were providing to us e.g.

Persimmon, Creative Learning, Bernard Sunley Foundation, Friends of Pelican Park, Goodwin Trust. Sue and Gill to follow up.

Parental Partnership: Sue advised that we were holding Parents Evenings on Monday 4th and Tuesday 5th April. We were also hoping to start our Stay and Play sessions after Easter as parents have not had the opportunity to come into the setting as yet.

Budget: Sue gave everyone a copy of the 2021/2022 budget. We are currently £4000 up on this time last year. We have managed to keep staffing costs down by not paying extra hours. However, we need to increase pay by 6.6% next month in line with the new minimum wage. This will cost us approximately £8500 a year on current staffing levels. Funding is only increasing by 3% from £4.02 to £4.15 per hour. Last years accounts are back from the auditor and are ready to be submitted.

Sue discussed that a parent was refusing to pay their fees and we had referred to the Small Claims Court. However, the parent was being very difficult, so a discussion took place on how to progress this. Karen suggested we look at our Policy but although we don't have a specific Policy, parents are asked to sign a contract with us regarding fees to be paid in advance. (Mum has not signed and returned this!) Committee members were not keen to take on the child's sibling who is due to start with us in September 2022. However, we discussed that they had only been allocated their funded 15 hours so we would not be in this position again. Sue said all the correspondence was between her and the parents so that the Key Worker was not involved as they had to maintain a good relationship with them as this was in the child's best interests.

Fundraising: Sue advised that we have just sent out our annual Sponsored Cram. We held a fundraising day for Red Nose Day and raised £42.29. We had also received donations from two parents of £50 and £300 which we were very grateful for.

New Cohort for September 2022: We currently have 36 children starting in September. We still have a few spare places and need a minimum of 3 or 4 more children. Sue advised that we had lost a number of children to Gillshill Nursery as they have an Easter intake. We discussed that we would advertise again on Facebook and had ordered a banner to place on our railings. Lisa said she would be happy to hand out posters and Lauren suggested advertising with other organisations e.g. KIDS. Kelle suggested we contact Cavendish School and advertise in their Newsletter. Sue said she wasn't too concerned at this stage as often parents request extra sessions once the child starts with us and we could even contact Family Information Services and they would signpost parents to us.

Sports Day: would be taking place on Friday 27 May as school is closed due to a training day. We would have one event in the afternoon (times to be confirmed). Members offered to come in and help on the day and offered to bake cakes/buns for our cake stall and donate prizes for our Tombola stall.

Any other business:

Sue would forward a copy of the Charity Commission newsletter to all members along with the minutes.

Kate offered to put on a dance session at Pelicans for our children. (could be a sponsored event to raise funds). We said we would love to do this and will liaise with Kate regarding dates in the summer term.

Julie suggested a Race Night at one of Sally's pubs. Sue to discuss with Sally.

Caroline gave us some information from Usborne Books to promote reading and books. Sue and Gill to look into it.

Present: Karen Rourke, Sue Dixon, Gill Peachey, Julie Christie, Kate Smith, Lauren Whitlam, Lisa Morfitt, Nicki Dunn, Caroline Tate, Ruth Quest, Kelle Yeoman

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

11th July, 2022

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending.

Apologies were received from Lauren, Caroline R, Kelle, Nicki, Ruth, Caroline W.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them. Sue gave a brief update on some of the issues discussed at the last meeting:

Speech & Language Training – The Local Authority offered free ELKLAN SALT training which Sally, Sue & Gill completed. This will then be cascaded to all members of staff at our training day in September and we will discuss which strategies could be implemented at Pelicans.

Staffing – Caroline Dearlove has started with us as our Lunchtime Supervisor. Karen Windass is continuing to take on the Cleaners role.

Grants/Awards - This is still ongoing. Some links have been forwarded to Sue and Gill to follow up but unfortunately, we have not had the time to look into this too deeply. If any Committee Members have the time to look into grants and follow it up in more detail, it would be appreciated. Lisa mentioned that Frederick Holmes School may have two portacabins which may be available as they are constructing a new building.

Parental Partnership - Parents Evenings were well attended and Stay and Play sessions were held.

Small Claims Court - We had referred an outstanding debt from one of our parents to the Small Claims Court. The parent has now been paying us £50 a month directly into our bank account. The debt will be repaid in September 2022.

Sports Day – Was a great success and Sue thanked everyone who had helped out. A representative from Usbourne Books came on the day with a book stand to promote reading and sell books to parents.

Dance Session – Sue thanked Kate for coming to Pelicans to carry out a Dance Session with the children which they absolutely loved.

Transitions: All transition documentation has been completed and is ready to be given to the schools this week. General transition visits where we take the children to play and meet their new teachers have not been allowed again this year. Instead, the schools have arranged for parent's transition visits. We have only been able to take children with additional needs to both Gillshill and Cavendish schools for an extra transition visit. We have had visits from Spring Cottage, Neasden, Northcott and

Tweendykes schools to meet the children who were due to start with them in September.

We have had transition visits for our new cohort of children and have visited Little Owls Nursery, Westside Nursery and Playmates Nursery to observe the children who are starting with us who have additional needs.

New Cohort for September 2022: We currently have only 30 children starting in September and have lots of spare sessions. We have advertised via posters, Cavendish School Newsletter, social media and have contacted the Family Information Service. We think that there was a particularly low birth rate for this year. We are hoping that once the children start in September parents may take extra sessions. We are also having a January 2023 intake to catch all the younger children who turn 3 in the Autumn Term. We mentioned that a small number of parents had cancelled their place because they needed sessions with longer hours (until 6pm) and had therefore taken a place at a private nursery. It was discussed whether it was an option for us to open longer hours however, we would need to have a large majority of parents wanting this to make it worth our while and cover the cost of staff wages. Currently our breakfast club only attracts on average 3 children a day and this is covered by staff who do this unpaid. An after school club was discussed but as we do not have the space, resources or registration to take older siblings, again it would probably not be worth our while. We have 3 children (possibly 4) with additional needs starting in September.

Staffing: Tara will be leaving us at the end of this term as it has not been possible to extend her temporary contract. All other permanent members of staff will be returning in September but due to our low numbers, all will be losing a half days pay. Hopefully this will only be for a short while until we can fill more of our vacant sessions. Staff will be needed to cover two lunches each and therefore this will help to make up some of their shortfall in wages.

Budget: Elaine gave everyone an updated copy of the 2021/2022 budget. Elaine explained that we will break even this year. Next year is slightly worrying because of our low numbers and therefore there will be a reduction in funding, especially as the cost of our bills e.g. energy etc is increasing. However, hopefully we will have less maintenance costs next year especially as we replaced the boiler and radiators this year.

Fundraising: Sue advised that we raised £1124 from the sponsored cram and Sports Day raised £395.00.

Last Day Party: We were having one party this year on Friday 15th July from 9.00 a.m. – 2.00 p.m. for all children. In the morning Sam's Safari will be coming with a selection of animals for the children to handle. We will then have party food and party games in the afternoon. All children will receive a gift when they leave us.

Any other business:

Staff have updated their safeguarding training were applicable and all staff will be updating their Paediatric First Aid training next term.

The large trees in the garden will be cut in the summer holidays. The tree nearest the building will be removed completely and the other tree will be pollarded as it has some unsafe branches.

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Julie Christie, Kate Smith, Lisa Morfitt

GILLSHILL PELICAN PRE-SCHOOL

COMMITTEE MEETING

28TH NOVEMBER 2022

MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for attending. We welcomed our new members Vikki, Sian and Samantha who are parents of our current children.

Apologies were received from Caroline R.

Resignations have been received from Nikki, Kelle and, after the meeting had taken place, Caroline W and Sue had thanked them personally for their support over the years. Sue will complete Ofsted EY3 forms on their behalf.

Introductions: we went around the table and everyone introduced themselves and gave a brief summary of their background and explained why they had joined the Committee.

Responsibilities of Committee/Confidentiality: Karen explained about the role and responsibilities of the Committee and reminded everyone that all matters that were discussed at the meetings should remain confidential and not discussed with anyone outside of the Committee. Sue explained that it was important for all Committee Members to have an understanding of safeguarding and gave everyone a copy of the Early Years Alliance mini-guide 'Safeguarding Responsibilities of Charity Trustees'. Sue advised that Karen and Caroline W had completed Safeguarding Awareness Training. Sue explained that Ofsted may want to speak to Committee Members at our Inspections. Our last inspection was January 2020 and they are usually every 3 years but, due to the backlog caused by Covid, we might not be inspected for a while yet. However, we are always prepared and receive a half day notice of them coming.

DBS and EY2 forms: Sue explained to the new members that EY2 forms should be completed by them individually on-line (this is a requirement of Ofsted and without it members cannot be officially on the committee or be registered with the Charities Commission). DBS application forms were given out to the new members to complete and return and Elaine would then carry out the DBS checks.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them.

September 2022/January 2023 intake: Sue advised that we had a particularly low intake of children in September (33 children) but we had 8 new children starting in January. A discussion took place around why we had not been full in the September and Sue explained that a lot of pre-schools and nurseries were in the same position, and we think it was due to a low birth rate that year. We had advertised our spare sessions via facebook, posters, school and the local authority but had no success. Vikki asked if we could get any data on the demographics for future intakes, but we

said this would be difficult to do as we are usually the first educational setting they attend. Elaine advised that our waiting list for coming years looks quite promising.

Sue advised that we still offered a Breakfast Club although it was not very busy (usually between 0 and 3 children attend daily). Vikki asked if we advertised this, because as a working mum, she finds this useful. Sue advised that it is on our website and we discuss with parents when we offer them a place.

Sue advised that we have three children with additional needs. One child has deferred her school place and has come to us with an Educational Health & Care Plan in place. We are supporting her on a 1-1 basis to meet her basic needs and for safety reasons but it is very challenging as she should be attending a specialist provision. Sue explained that we have raised our concerns with the local authority but until a place becomes available, she will remain with us. We also have two other children who receive additional support funding and many children with speech and language difficulties. Lauren said we have a good reputation for our work with children with additional needs. Lauren is a member of the Hull Parent Forum and they support parents of children with additional needs and have meetings and social events. Lauren will provide us with some resources and leaflets to hand out to our parents.

Sue advised that we have five children with allergies (mainly dairy or nuts) and one child has an EpiPen. We have lots of younger children this year who are still in pull ups and we will probably have more in January.

We have 6 children who receive Early Years Pupil Premium (we receive an extra £342.00 per annum per child) to enhance the child's learning and experience with us. We then have to evaluate the impact the additional funding has had on the child's development. The funding can be used to purchase resources, staff training, interventions etc.

Staffing: Due to our low numbers in September, all staff reduced their hours and lost a half days pay each week. However, most of the staff covered extra lunches and therefore this helped to make up some of their shortfall in wages. In January we would all get our hours back. Vikki asked about staff retention and whether we had a high turnover of staff (she had previous experience of nursery staff leaving for better wages at supermarkets). Sue advised that we were really fortunate to have a great staff team and most had been with Pelicans for many years.

Sue informed the Committee that Caroline had sadly passed away and therefore we were going to advertise for a new Lunchtime Supervisor.

Karen W was happy to continue to carry out our cleaning role.

All staff had completed Paediatric First Aid level 3 and their safeguarding training was up to date.

Budget: Elaine gave everyone an updated copy of the 2021/2022 budget. Elaine explained that we had a £2600 overspend last year but this was mainly due to having our boiler and radiators replaced and our trees pollarded. It has been a difficult start to this year due to our low numbers, because not only do we receive less funding we also have less fundraising opportunities with less children. However, we have a

cushion of £60,000 at the beginning of the year so hopefully we should be fine. We currently receive £4.18 per hour per child funding and we do not know if this will be increased next year. However, we do know that the National Minimum Wage will be increasing in April, which in turn increases our pension contributions, and our utilities bills and the cost of living have also gone up. We explained that our water bill had been £600 for the last quarter but we realised this was due to a leak from the water heater under the sink in the kitchen. Sian asked if we had applied for a rebate because of this and we said we would look into it.

Sian asked if we had looked into grants to get more funding and said there are lots available in the Hull region. Sue advised that we had looked into it previously and had spoken to the National Lottery but had no success. Sue also said it was very time consuming to look through all the information to try and source appropriate contacts. Sian offered to speak to her contacts that she deals with at her work.

Parental Partnership: We had a parents evening on the 1st November which was well attended and the parents were very happy. Gill mentioned that although parents do not come into the setting on a daily basis, we still have an open door policy and parents are aware they can speak to staff if they need to. We will be offering Stay & Play sessions to parents after Christmas

Fundraising: Sue advised that we raised £287.00 on our Tickled Pink Day and £66.56 for Children in Need. We advised that we still ask parents for £1.00 per week voluntary school fund. A discussion took place regarding our banking facilities and whether parents could pay via bank transfer or by card. Elaine explained that we had an old charity bank account and to transfer to a business account would incur costs. We had also looked into a card machine but again we would be charged for each transaction. The committee members felt we should look into this again in order to be more up to date as this is what parents want. Parents do not carry cash with them and we could get more donations if we offered bank transfer or card. We advised that some parents do pay by bank transfer but as we do not have online banking with our account, we only receive bank statements monthly and this does delay us sending receipts to parents. Lauren enquired about us accepting payments by Paypal. Although we did not know much about this we felt it would be inappropriate as we need to be able to provide a paper trail of payments especially as we get audited by the local authority. We were asked if we accept donations from individuals or companies and we confirmed that we did. We agreed that we would look into setting up a new bank account and look at the options for a card machine.

Christmas Provision: We will be holding Nativity Performances for the first time in three years whereby parents can come into the setting to watch. We have increased the price of our tickets to £2.00 each. We will be having a Christmas Raffle and have asked parents for donations. We have given out letters to some companies asking for donations and Sue asked the committee if they would be willing to hand some of these letters out for us. Kate asked if we could email the letter to her. (This will be attached when we send out the minutes). We are having one party this year on Friday 16th December from 9.00 a.m. – 2.00 p.m. for all children. We will have party games and party food (which the parents will provide) and all children will receive a gift from Santa.

GILLSHILL PELICAN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1033109

Accounts

**Gillshill Pelican Pre-School Playgroup
Financial Statement 1st September 2020 to 31st August 2021**

INCOME			
	Fees	£1,459.25	
	Funding EHCP	£3,110.00	
	Funding EYFP	£1,670.00	
	Funding NEC	£130,452.10	
	Funding RFNOG	£8,029.44	
	PAYE Tax	£2,306.75	
FUNDRAISING			
	Donations	£300.00	
	Raffle	£192.00	
	Sponsored Cream	£1,050.75	
	Sweatshirts	£1,471.00	
Total Income for Group			£150,043.35
EXPENDITURE			
	Attachment of Earnings	£120.00	
	Books	£70.00	
	Business Expenses	£1,380.91	
	End of Year Presents	£180.00	
	Equipment	£411.75	
	Funding EYFP	£1,568.95	
	Gas Electric & Water	£1,301.91	
	Insurance - Buildings	£1,362.95	
	Insurance - PLA	£703.57	
	Insurance - Sage	£1,708.40	
	Internet	£390.00	
	Milk	£5.46	
	Ofsted	£100.00	
	Parentmail	£233.58	
	Party	£82.00	
	PAYE Tax	£2,528.27	
	Publications	£45.40	
	Rent	£1.00	
	Repairs/Maintenance	£1,420.04	
	Sponsored Cream	£340.00	
	Staff Pension	£4,350.75	
	Stationery	£178.45	
	Supplies	£1,300.91	
	Sweatshirts	£309.95	
	Tapestry	£153.50	
	Telephone	£216.25	
	Wages	£117,385.04	
	Waste Disposal	£241.41	
Total Expenditure for Group			£144,884.25
Balance Forwards	Current Account	£54,452.60	
	Petty Cash Account	£14.29	
			£54,466.89
Income Over Expenditure for the Group			£5,159.10
Balance Carried Forwards	Current Account	£59,611.71	
	Petty Cash Account	£4.15	
			£59,615.86

CERTIFIED BY
T.M. GRIFFITHS
RETIRED BANK MANAGER
(LLOYDS) 25.2.2022
afacayuelhuttet.

Independent examiner's report to the trustees of Gillshill Pelican Pre-School

I report on the accounts of the Pre-School for the year ended 31st August 2021

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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(2)(b) of the 2011 Act

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: TRACEY M. GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER
(LLOYDS BANKING GROUP)

Address: 42 HIGHFIELD SUTTON HULL HU7 4TR

Date: 25.2.2022



GILLSHILL PELICAN PRE-SCHOOL

AGM Committee Meeting

(Virtual Meeting via Microsoft Teams)

Tuesday 24th November 2020

Minutes

Welcome: Sue welcomed everyone to the meeting and thanked everyone for taking part virtually as we are unable to hold a meeting in person due to Covid. Sue informed the Committee that we had one new parent, Charlotte Barrett, who had shown an interest in joining the Committee, but she was unable to make today's meeting.

Apologies were received from Lauren, Shirley and Kelle and unfortunately Ruth, Joanne and Caroline R were unable to take part due to technical difficulties.

Minutes of the last meeting were emailed to all members prior to this meeting and all were happy with them.

DBS and EY2 Forms: Sue reminded all members that EY2 forms should be completed by individual members on-line. (This is a requirement of Ofsted and without it members cannot be officially on the Committee or be registered with the Charities Commission). Elaine completes DBS checks for all members.

Safeguarding Children Awareness Training: Sue explained that at our last Safeguarding Audit (17.11.20) the Local Authority advised that the Chairperson and at least one other Committee member should have Level 1 Safeguarding training in the event that allegations are made against the management. Karen and Caroline W will undertake this training and Sue will make the necessary arrangements for the booking of the training.

Covid-19: Sue explained that we had introduced lots of new procedures and had produced a comprehensive risk assessment to comply with Covid-19 rules and regulations. We closed in March 2020 for the first lockdown and re-opened in June 2020 until the end of term for two small bubbles of children. Since re-opening in September 2020 we have had to close Pelicans once when a member of staff tested positive for Covid, and therefore all staff members and children who had been in contact with her had to self-isolate for 14 days.

September 2020 Intake: Sue advised that we were full this year with 42 children on our register. There would be no need for a January Intake. We have three children receiving additional SEN funding and they all receive 1-1 support in the setting. We have one Looked After Child. Sue Lumb, who was our student and then volunteer has been offered a temporary contract with us to provide cover when Diane and Sally are providing 1-1 support.

Early Years Pupil Premium: this year we have six children who qualify for EYPP and we are proposing to use some of this extra funding towards renovating our summerhouse in the garden. We have found that we need an extra room that we can use for small group work, a quiet sensory room or for SEN 1-1 work. Previously, we have used the cloakroom for this but as we are outside as much as possible due to Covid, the cloakroom has become a thoroughfare and is therefore not suitable for our needs. We have spoken to a builder and an electrician who are coming to give us a quote this week. Caroline W mentioned that Howdens Joinery and MKM often help charities in their local community with projects and provided a link for us to follow up.

Parental Partnership: Sue explained that parents were not allowed into the setting due to Covid rules and therefore we were taking the children off their parents at the gate. This means that parents do not have the opportunity to speak to Key Workers at drop off or pick up time. To remedy this parents have the opportunity to telephone Key Workers at the end of the day. Caroline W felt that it was actually working better because parents could drop off the children much quicker and the children were less upset with the separation. We could not have a parents evening in person so instead the Key Workers telephoned the parents to discuss how their child had settled in and parents had the opportunity to raise any concerns they had. Sue advised that we were using Parentmail to communicate with parents and we post lots of photos on Facebook so that parents could see what the children were doing.

Budget: Elaine explained the budget and advised that although it was highlighting an overspend we should be ok this year (we are actually financially better off now than this time last year). SEN funding that we are due to receive has not been put into the budget yet. We were also fortunate that, when we were closed for lockdown, we still received funding from the Local Authority and therefore we could pay the staff wages and did not have to furlough the staff.

Fundraising: Sue advised that we had missed out on a lot of fundraising opportunities this year e.g. sponsored cram, sports day, Christmas raffle, sale of

nativity tickets etc. If anyone had any fundraising ideas or knew of any grants available please let us know.

Waiting list: Sue mentioned we had 64 children on our waiting list for 2021/2022.

Christmas Provision: Sue advised that we were unable to have a Nativity Play or a large Christmas party this year so instead we were having a 'Christmas Week'. During our last week of term children can wear Christmas jumpers and we will have daily Christmas activities; arts and crafts, singing, dancing, party games, party food etc. All children will then have the opportunity to take part and we will post lots of photos on Facebook. The staff have all donated items for a Christmas Hamper so that we can have a small Christmas Raffle as we are unable to ask parents or local businesses for donations at the moment.

Any other business: Gill advised the Committee that we were concerned about our boiler. We recently had a leak and had to replace a radiator and the boiler has broken down a few times. Because the boiler is very old we worry that if it stops working all together we would have to close as we can't open without heating and hot water. The plumbers have all told us that we would need to replace the whole system including pipework because of its age. We are looking at forward planning and hoping to get it replaced next year in the school holidays subject to funds. Karen suggested looking into temporary heating and Julie suggested we book a plumber well in advance because tradespeople are very busy. Karen advised that she would look into getting a grant for an eco-friendly system.

Karen thanked all the staff for their hard work during these difficult times.

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Caroline Wheeler, Kate Smith, Julie Christie

GILLSHILL PELICAN PRE-SCHOOL
COMMITTEE MEETING
(VIRTUAL MEETING via MICROSOFT TEAMS)
23RD MARCH 2021
MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for taking part virtually via Microsoft Teams. (There had been some technical issues relating to the invitations and Sue apologised for this. Karen suggested that she sends out the invitations to the next meeting).

Apologies were received from Shirley, Ruth, Lauren, Julie and Nicki.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy with them. Sue thanked Karen and Caroline W for attending the Safeguarding Level 1 training.

Covid-19: Sue advised that a number of children did not return to Pelicans in January but they all came back from the 8th March once the schools re-opened. We had to close Pelicans for one week prior to the February half term due to a child testing positive. All staff carry out Lateral Flow Tests twice a week to ensure we remain safe to come to work.

Staffing: Sue advised that Diane and Sandra will both be retiring on the 16th July, 2021. We have been looking at staffing levels, and although one or two staff may want additional hours it seems likely that we will have to advertise and recruit externally. Sue asked Karen for her help with this in order to follow the Safer Recruitment procedure.

SEN: Sue reported that we have four children with additional support funding (we have since requested funding for a fifth child) and all receive 1-1 support for some of their sessions with us. We have requested an EHCP assessment for two of these children. Over the Easter Break we will be completing the renovation of Julie's summerhouse in the garden. This will then be used for 1-1 and small group activities and will be a quiet, sensory room for children with additional needs. (Some of our Early Years Pupil Premium and fundraising from the Sponsored Cream will be used to fund the renovation.)

Parental Partnership: Questionnaires have been sent out to all parents requesting their comments and suggestions of what we do well and how we can improve our provision. Some parents felt that communication between staff and parents could be improved as they are not able to speak to key persons regularly. Unfortunately, due to the covid restrictions in place, it is not possible to invite parents into the setting as before. However, all parents are aware that they can ring and speak to their key person at the end of the day and we communicate often using Parentmail and we post photos of the children on Facebook weekly. We have arranged to hold Parents Evenings on

Monday 26th and Tuesday 27th April which will be held in the garden. This will give parents the opportunity to speak to the key persons face to face and look through their child's learning journey.

Budget: Elaine informed us that our funding is still good and throughout the covid lockdowns, the Local Authority still paid us our early education funding which meant that we did not have to furlough staff. In April the minimum wage is increased by 2% which means that staff wages and pension contributions will be increased. However, we have not had an increase in funding so we will have to fund this ourselves.

Fundraising: Parents have recently completed the Sponsored Cram which raised £947.79 (a further £100 has since been received). We are hoping to have the Sports Day later in the summer term but we will wait until we have received further guidance from the Government regarding the easing of covid restrictions.

September 2021 intake: We have completed the intake for September and we are full. Unfortunately, 34 children are not getting a place with us this year. We have decided to change our opening hours with effect from September to coincide with the leaving times of schools so that parents do not disrupt the end of the session by picking children up early. The hours will be 8.30 a.m. – 11.30 a.m. and 12.30 p.m. – 3.30 p.m. We are also considering a Breakfast Club from 8.00 a.m. dependent on parents' demand for this.

Waiting list for 2022/2023: We currently have 30+ names on the waiting list for next year. It was suggested we send out a Facebook post advising parents to put their children's names down early.

Boiler/Lease: Karen informed the Committee that we had a meeting with Siemens requesting advice and support on a new environmentally friendly heating system for Pelicana. Simon from Siemens was very enthusiastic and wanted to help us but unfortunately, due to the nature and age of the building, was unable to provide the help we needed. However, he was looking into grants we might be able to apply for and offered to give our children a talk and a tour of Siemens when covid restrictions were lifted. We are still waiting for confirmation from the Local Authority with regards to our lease. At the moment, we continue to pay our peppercorn rent.

Any other business: Sue mentioned that all company policies had been updated and required a signature from Karen. Sue will arrange to take these to Karen in due course.

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Kate Smith, Jo Swann, Caroline Wheeler, Caroline Tate, Kelle Yeoman

GILLSHILL PELICAN PRE-SCHOOL
COMMITTEE MEETING
(VIRTUAL MEETING via MICROSOFT TEAMS)
14TH JULY 2021
MINUTES

Welcome: Sue welcomed everyone to the meeting and thanked everyone for taking part virtually via Microsoft Teams.

Apologies were received from Julie, Kate, Jo.

Confidentiality: Karen reminded everyone that all matters that were discussed at the Committee Meetings should remain confidential and not discussed with anyone outside of the Committee.

Minutes of last meeting were emailed to all members prior to this meeting and all were happy were them.

Sue updated that Julie's summerhouse is now complete and is invaluable as it is being used for 1-1 and small group activities.

Staffing: Sue advised that Diane and Sandra will both be retiring on the 16th July, 2021 having completed 26 years and 6 years respectively. As a result, Sue Lumb has been made permanent and has increased her hours and Alison is working an extra day too. We have recruited a new temporary Key Person, Tara Lawson, and a Lunchtime Supervisor, Caroline Deertove, who will be starting with us in September, 2021. Sally Barnaby will become our new SENCO.

SEN: Sue reported that we had successfully received Education, Health Care Plans (EHCP) for two of our children and we were waiting for the results of a further one which should be in place before the child starts school. The EHCP process involves a vast amount of paperwork and meetings with outside agencies and is very time consuming, so Sue is really pleased that we managed to achieve this.

New EYFS: Sue reported that a new EYFS Statutory Framework will be introduced from September 2021 and as a result we will be changing some aspects of our observations and assessments of children. We will be using the new Development Matters Curriculum Guidance and will be continuing to use Tapestry but the new framework places less focus on formal paperwork and more emphasis on teaching and interacting with the children.

Parental Partnership: Key Workers have not had as much face to face contact with our parents as usual this year due to Covid. However, we have still managed to have parents evenings in the garden and parents are aware they can telephone their child's Key Worker if they have concerns. In September we will continue to greet the children at the gate (parents will not come into the setting to drop off or collect their child) but

we will have inductions, open evenings, stay and play sessions etc indoors if Covid rules allow.

Ofsted: Sue reported that we had received a letter from Ofsted regarding a complaint a parent had made regarding our SEND provision. The complaint was very detailed and was quite distressing to receive, however, Sue was confident that this complaint did not reflect our practice. We contacted Ofsted who investigated the matter and found that the letter had been sent to us in error. They apologised and confirmed that no action would be taken against us.

Budget: Elaine informed us that we are still receiving LEA funding and we received a SEND payment today which balanced our books so that we can now break even. We have a shortfall of £25,000 for next budget but still have a cushion in the bank so long term we should still be sustainable. Elaine reported that staff are still on minimum wage and no bonus has been paid. We have not had to pay rates and still only pay £1.00 rent which has helped our financial situation.

Fundraising: We were unable to hold our Sports Day due to the Covid restrictions and therefore we missed out on a good fundraising opportunity. However, we did receive just over £1,000 from our Sponsored Cram event which was amazing. The voluntary £1.00 contributions are very hit and miss.

Transition to school: We have had no official transitions this year as the schools were unable to allow us to visit with the children due to Covid restrictions. However, the children with SEND have been able to make separate school visits and we have held garden visits for teachers to visit our setting to introduce themselves to the children before they move up to school. We have also held garden visits for some of our new children and their parents. All transition documents have been completed and sent to school and parents have received their child's learning journey's from us.

Opening hours & Breakfast Club: Our new opening hours will be 8.30 a.m. – 11.30 a.m. and 12.30 p.m. – 3.30 p.m. to coincide with school start and finishing times. We are also having a Breakfast Club each day which will start at 8.00 a.m. The cost will be £2.50 for the half hour and we will provide cereal, fruit, milk etc. At the moment we have between 3 and 6 children attending each day but we hope this may increase once we are up and running.

End of Term Party: We are having a Pirates and Princesses themed party on our last day and all children will attend one party between 9.00 a.m. and 2.00 p.m. All children will receive a gift from Pelicans and have party food and games.

Any other business: None

Present: Karen Rourke, Sue Dixon, Gill Peachey, Elaine McKenzie, Caroline Wheeler, Caroline Tate, Kelle Yeoman, Lauren Whitlam, Nicki Dunn