EAST YORKSHIRE PARENT CARER FORUM

England & Wales · Charity number 1179499

Details

Status	Registered
Legal form	CIO
Registered	2018-08-09
Register	View on the Charity Commission register

Contact

Address	7 Piper Road Hutton Driffield YO25 9YY
Phone	0781844116
Email	admin@eypcf.co.uk
Website	www.eypcf.co.uk

Activities

Objects: THE PROMOTION OF SOCIAL INCLUSION AMONG PARENTS OF CHILDREN AND YOUNG PEOPLE WITH SEND (SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)WHO ARE SOCIALLY EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF THEIR SPECIAL EDUCATIONAL NEEDS AND DISABILITY BY:1. PROVIDING EDUCATION AND INFORMATION TO SUPPORT AND ENABLE PARENTS TO MAXIMISE EDUCATIONAL OPPORTUNITIES FOR THEIR CHILDREN;2. RAISING PUBLIC AWARENESS OF THE ISSUES AFFECTING FAMILIES WITH CHILDREN AND YOUNG PEOPLE WITH SEND, BOTH GENERALLY AND IN RELATION TO THEIR SOCIAL EXCLUSION;3. PROVIDING WORKSHOPS, FORUMS AND CONSULTATIONS.

Activities: 1. providing education and information to support and enable parents to maximise educationalopportunities for their children;2. raising public awareness of the issues affecting families with children and young people withSEND , both generally and in relation to their social exclusion;3. providing workshops, forums and general support;

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** Children/young People, People With Disabilities

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Geography

- East Riding Of Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£37,026	£43,330	-	-
2024-03-31	£39,500	£39,655	-	-
2023-03-31	£49,572	£31,103	-	-
2022-03-31	£42,180	£55,767	-	-
2021-03-31	£42,500	£29,807	-	-

Trustees

Name	Role	Appointed
Dr Sally-Ann Pindar	Chair	2024-07-11
Martin Cox		2024-08-25
Naveen Judah		2024-07-11

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EAST YORKSHIRE PARENT CARER FORUM

England & Wales - Charity number 1179499

Accounts

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2025

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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Trustees Annual Report
For the period ending 31 March 2025

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2025.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity:	East Yorkshire Parent Carer Forum
Charity Registration Number:	1179499
Correspondence Address:	7 Piper Road Hutton Driffield East Yorkshire YO25 9YY
Principal Operating Address:	Office F13 Beverley Enterprise Centre Beck View Road Beverley East Yorkshire HU17 0JT

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Samantha Bassett	Treasurer	- Resigned 01.10.24
Naveen Judah		- Appointed 11.07.24
Dr Sally-Ann Pindar	Chairperson	- Appointed 11.07.24 Chair from 08.10.24
Graham Tait	Chairperson	- Appointed 23.06.23 Resigned 25.09.24
Karen Gaut		- Resigned 11.07.24
Rowena Shanks		- Resigned 11.07.24
Martin Cox		- Appointed 25.08.24

Trustees Annual Report
For the period ending 31 March 2025

Independent Examiner:	Rebecca Triffitt MAAT
	Phoenix Accountancy and Business Consultancy Limited
	4-6 Robert Street
	Scunthorpe
	North Lincolnshire
	DN15 6NG
Bankers	Virgin Money
	10-12 Paragan Street
	Hull
	East Yorkshire
	HU1 3ND

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018 amended 26 June 2023.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

Trustees Annual Report
For the period ending 31 March 2025

Trustee Induction and Training:

Ordinarily new Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

As the boards of trustees resigned at the end of this financial year, the training of new trustees will need to be undertaken by the Management Team.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Board of Trustees

The Board of Trustees is the governing body responsible for the overall direction, strategy, and governance of the charity. Trustees are volunteers and are legally responsible for ensuring the charity operates in compliance with relevant laws and regulations.
Key Responsibilities:

- Setting the charity's strategic direction.
- Ensuring financial stability and integrity.
- Ensuring compliance with legal and regulatory requirements.
- Safeguarding the charity's assets.
- Monitoring and evaluating the charity's performance

Chair of the Board

The Chair leads the Board of Trustees, ensuring effective governance and representing the charity externally when needed.
Key Responsibilities:

- Leading Board meetings.
- Ensuring the Board functions effectively

Senior Management Team (Steering Group)

The Steering Group consists of senior members of the Charity who manage different functions such as finance, operations, programs, and fundraising.
Key Responsibilities:

- Leading specific functions.
- Implementing strategy within their areas of responsibility.

Trustees Annual Report
For the period ending 31 March 2025

Staff and Volunteers

Staff and volunteers carry out the operational work of the charity, delivering services and activities that support the charity's mission.
Key Responsibilities:

- Delivering programs and services.
- Supporting fundraising and awareness campaigns.

The structure is designed to ensure that the charity is governed effectively, with clear lines of responsibility and accountability, enabling it to fulfil its mission whilst complying with legal and regulatory requirements. The Board of Trustees is central to this structure, setting the strategic direction and overseeing the charity's activities.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;

The East Yorkshire Parent Carer Forum (EYPCF) is a group of volunteers who are representative of its community, ensuring pan disability representation. This means that a forum representative will always represent the views of all the EYPCF membership at a meeting, and not their own views.
Steering Group meetings and training embed this along with co-productive practices. Regular steering group meetings, communications and training offer the opportunity for all representatives to expand their knowledge, question and understand the feedback from the parents and carers so they can properly reflect the communities' views in the area they are representing. Any parent or carer of a child or young person (0-25years old) with an additional need can be a member and apply to be on the steering group or become a Trustee, if there are vacancies, they meet the criteria and they successfully complete the training.

As a voluntary representative organisation for families with additional needs this has advantages and disadvantages.

Trustees Annual Report
For the period ending 31 March 2025

'Partners' is used as a term in this report to describe one or more of the following groups (this list is not exhaustive), parent and carer members, the local authority (East Riding of Yorkshire Council - ERYC), Health Services NHS Humber, North Yorkshire & Humber Teaching NHS Foundation Trust, Integrated Care Boards (ICB's), Social Care (ERYC), National Network of Parents & Carers (NNPCF), Contact a Family (Contact), Hull and East Yorkshire Hey Smile Foundation.

Achievements

- Continuing contribution to the PINS project including:
  monthly drop ins, updates to ER schools, presentations to parents at schools involved in the project, workshops on specific topics such as PDA, development of PCF colleagues to deliver the project and on-going monitoring meetings with the ICB, NHS and other project stakeholders
- Regular meeting of the SG to discuss delivery, continuity, succession, infrastructure and events planning.
- 'Check in and chats', hosted in Bridlington, Beverley, Market Weighton, support brunch events at the Red Sails and other locations, stall holders at various 'fairs' – Beverley Grammar School, Worklink Summer Fair, Blackburn Leisure Centre, Brough
- Exploration of the development of supported internships
- Attending the Yorks and Humber Regional PCF meetings
- Developing a questionnaire to assess the current SENDIASS Service
- Delivering Send KIS Workshops in Pocklington, Goole, Bridlington, Beverley.
- PfA event
- Training and information sessions have been delivered throughout the region on topics such as Disagreement Resolution and Mediation, Early Help and Intervention, Identifying Need Providing Support and EHCPs, Working with Professionals, PDA.
- Meetings with the Local Offer officers to update on changes and improvements to website
- Attendance at EP and SENCO training and the SENCO Forum and Conference
- Meetings with Partner Services: Autism Board, Health and Care Partnership, Learning Disability Board, Hull Neurodiversity meetings, 0-25 Team, HEY Smile, SEND and Inclusions Board, EBSA, SALT
- Operational meetings: AGM, SLA/grant, liaison with Kids

The formulation and development of the latest ER approach to SEND has involved multiple workstreams and meeting with the authority and also with parents to disseminate this approach and receive feedback. The themes, workshops and areas of discussion have covered:

- Strategy co-production
- The Big Listen
- RISE
- The VANS library project/short breaks statement
- QA Framework
- Sufficiency
- Overview and Scrutiny
- SEND Improvement Plan
- Voice and Engagement
- SEND Inspection Tactical Group
- SEND workforce
- Primary to Secondary Transition

And working parties have been arranged around the following themes:

- Strategic
- Performance
- Integrated Development
- Voice
- Transitions
- Full Board

Gathering Feedback

1. Feedback is gathered from direct contact with parents and carers at coffee mornings, breakfast meetings, information sessions, questionnaires and evaluation forms, the PCF Facebook page, emails, PCF website.
2. PCF representation has been invited to attend and deliver a presentation at the local authority's special educational needs coordinators (SENCO) conference.
3. Representation at school/college parents' evenings. Also, indirectly through the links with many voluntary sector groups through their collective voice group. Including groups for children and young people Tyler.
4. The forum is also aware of the national picture, through attending national network parent carer forum events throughout the year, face to face and online.

Using Feedback

1. Communicating parents and carers opinions and needs with partners is undertaken through work stream meetings as part of the 10-point plan.
2. Meetings with health and social care take place such as the Neurodiversity group and Futures plus, education other than at school (EOTAS), these meetings have recently increased to look at transition into adulthood, also alternative provision.
3. The forum will contact whichever service is required depending upon the parent carer feedback.

Trustees Annual Report
For the period ending 31 March 2025

Feedback to parents

1. This is undertaken at face to face at events listed above.
2. Through the ERYC Bulletin.
3. On the Local Offer
4. EYPCF emails and news bulletins.
5. EYPCF Facebook page.
6. Mailchimp.
7. Collective Voices and Tyler

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed back to the relevant services, with outcomes fed back to parents and carers. These actions enable a circle of monitoring and are the constant aim.

Continuity and communication: Due to the makeup of the organisation, it being a forum of volunteers who are parents or carers, often required to take some downtime from the forum to manage their personal commitments. Communication is very important, to share and disseminate, to ensure if a volunteer is absent the information is still shared appropriately.

The great advantage of this is, volunteers are often able to ask pertinent questions, understand through lived experiences those of the parent carers they listen to and awareness of the services available in the local authority. This is a valuable resource to aid commissioning of services for our children and young people as they often experience the unintentional consequences of services.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2025/26 year are:

Internal

- Completion of the induction of the Engagement Officer and the Administrative co-ordinator
- Recruitment and expansion of the number of Trustees with expertise in particular areas
- Recruitment and expansion of steering group members
- Strengthen the relationship with voluntary and support groups in the East Riding
- The continued improvement in the IT infrastructure of the Forum
- Creating capacity to meet parental requests for support

External

- To expand the grant funding streams for the PCF
- Participation in the Local Authority's SEND Review
- To explore ways to access funding and participate in the completion of the PINS project

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which mostly restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2025/26.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of Community Vision CIO to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees Annual Report
For the period ending 31 March 2025

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2024. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Sally-Ann Pindar

Dr Sally-Ann Pindar
Chairperson
Date: 21/9/25

Independent Examiner's Report to the Members of East Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2025, which are set out on pages 13 to 18.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
4-6 Robert Street, Scunthorpe, North Lincolnshire, DN15 6NG

Date: 3/9/25

Receipts and Payments Account
For the period ending 31 March 2025

	Notes	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total Funds £	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £
	1						
Receipts							
Grants	2	-	37,026	37,026	-	39,500	39,500
Other	3	-	-	-	-	-	-
Total Receipts		3	37,026	37,029	-	39,500	39,500
Payments							
Staffing Costs	3	-	21,990	21,990	-	13,564	13,564
Training		-	527	527	-	938	938
Travel Costs		-	-	-	-	559	559
Volunteer Expenses		-	1,442	1,442	-	3,018	3,018
Parent/Carer Expenses	4	-	1,645	1,645	-	1,626	1,626
Insurance		-	555	555	-	493	493
Rent & Venue Hire		-	7,773	7,773	-	10,484	10,484
Utilities		-	259	259	-	332	332
Office Costs		-	1,797	1,797	-	2,042	2,042
Equipment		-	1,490	1,490	-	354	354
Gifts for Parents/Carers		-	20	20	-	50	50
Workshop & Events costs		-	2,657	2,657	-	-	-
Accountancy Fees		-	960	960	-	-	-
Advertising & Marketing		-	2,215	2,215	-	6,195	6,195
Total Payments		-	43,330	43,330	-	39,655	39,655
Net Surplus/(Deficit) for the Period		3	(6,304)	(6,301)	-	(155)	(155)
Cash and Bank balances brought forward		2,257	30,691	32,948	2,257	30,846	33,103
Cash and bank balances carried forward		2,260	24,387	26,647	2,257	30,691	32,948

Statement of Assets and Liabilities
As at 31 March 2025

	Notes	2025 £	2024 £
Monetary Assets			
Current Account		26,647	32,948
Total Monetary Assets		**26,647**	**32,948**
Comprising:			
Unrestricted Funds		2,260	2,257
Restricted Funds	5	24,387	30,691
		26,647	32,948
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
HP 17" Laptop x2			
32" Curved Monitors x2			
		1,374	
		1,374	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(480)	(480)
		(480)	(480)

These financial statements were approved by the committee on 8/9/25 (date) and signed on its behalf by:

Sally-Ann Pindar Dr Sally-Ann Pindar (Chairperson)

The notes on page 15 to 18 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2025

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2024.

2 Grants

	2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Unrestricted £	2024 Restricted £	2024 Total £
Department for Education	-	-	-	-	17,500	17,500
East Riding of Yorkshire Council	-	2,000	2,000	-	22,000	22,000
East Riding of Yorkshire Council	-	26,151	26,151	-	-	-
NHS England	-	6,667	6,667	-	-	-
Joyona Trust	-	2,208	2,208	-	-	-
	-	37,026	37,026	-	39,500	39,500

Notes to the Financial Statements
For the period ended 31 March 2025

3 Staffing Costs

	2025 £	2024 £
Employed Staff	-	-
Subcontracted staff	21,990	13,564
HMRC & NEST Pension	-	-
Payroll Fees	-	-
Other sub-contracted staff	-	-
	21,990	13,564

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel & other expenses of £163 (2024: £2,227) during the year, this has been categorised as travel, parent/carer expenses or office costs depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers are paid at HMRC approved mileage rates.

Two trustees resigned during the year, so expenses paid prior to resigning is class as Trustee expenses, after the date volunteer expenses.

5 Restricted Funds

	Balance at 01/04/24	Receipts	Payments	Transfers	Balance at 31/03/25
DfE	7,457	-	-	-	7,457
ERYC	22,300	2,000	(1,077)	-	23,223
ERYC – (24-27)	-	26,151	(15,522)		10,629
ERYC - Priority Grant	688	-	-	-	688
ERYC - Families EHWB Fund	192	-	-	-	192
HEY Smile Foundation,	52	-	-	-	52
HEY Smile Foundation,2	-	-	(17,500)	-	(17,500)
Two Ridings CF	2	-	-	-	2
NHS England	-	6,667	(7,023)		(356)
Joyona Charitable Trust	-	2,208	(2,208)	-	-
	30,691	**37,026**	**(43,330)**	**-**	**24,387**

Notes to the Financial Statements
For the period ended 31 March 2025

5 Restricted Funds (continued)

A brief description of the restricted funds is shown below:

Department for Education (DfE)
Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council - £2,000
Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council - £26,151
Restricted funding was provided by East Riding of Yorkshire Council to pay towards a participation worker and admin worker at East Yorkshire Parent Carer Forum.

East Riding of Yorkshire Council – Families EHWB Fund
Restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

East Riding of Yorkshire Council – Priority Grant
£8,000 of restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the families with disabled children within the community.

HEY Smile Foundation
£2,000 of restricted funding was provided by the HEY Smile Foundation. This funding was used to support communities to download & maximise the use of the NHS App.

HEY Smile Foundation 2
£17,500 of restricted funding was provided by the HEY Smile Foundation. This funding was to be spent on Parent and Carer's Participation during period 24/25. Funding was received after the year end.

The Joyona Charitable Trust
£2,208 of restricted funding was provided by The Joyona Charitable Trust. This funding was spent on putting on a workshop to give support, knowledge & Information on Special Educational needs and disabilities within the East Riding area.

Notes to the Financial Statements
For the period ended 31 March 2025

NHS England
£6,667 of restricted funding was provided by the NHS England. This funding is to be spent on proving training in schools about Neurodiversity. Additional funding was received after the year end.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

7 Related Party Transactions

Grant / Other funding received to:	Related party & relationship	Amount	Details
Joyona Charitable Trust	Trustee Sheena Withers from The Joyona Charitable Trust, was previously a trustee at East Yorkshire Parent Carer Forum but not at the same Time.	£2,208	Grant

8 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

EAST YORKSHIRE PARENT CARER FORUM

England & Wales - Charity number 1179499

Accounts

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2024

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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Charity Registration Number:	1179499
Correspondence Address:	7 Piper Road Hutton Driffield East Yorkshire YO25 9YY
Principal Operating Address:	Office F13 Beverley Enterprise Centre Beck View Road Beverley East Yorkshire HU17 0JT

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers	Chairperson	- Resigned 26.06.23
Shirley Pethick		- Resigned 26.06.23
Samantha Bassett	Treasurer	- Resigned 01.10.24
Naveen Judah		- Appointed 11.07.24
Dr Sally-Ann Pindar		- Appointed 11.07.24 Chair from 08.10.24
Graham Tait	Chairperson	- Appointed 23.06.23 Resigned 25.09.24
Karen Gaut		- Resigned 11.07.24
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Trustees Annual Report
For the period ending 31 March 2024

Independent Examiner:	Rebecca Triffitt MAAT Phoenix Accountancy and Business Consultancy Limited Morley's House Morley's Yard Walkergate Beverley HU17 9BY
Bankers	Virgin Money 10-12 Paragan Street Hull East Yorkshire HU1 3ND

Governing Document:

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Three Trustees are required to make a quorum.

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For the period ending 31 March 2024

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Key Responsibilities:

- Setting the charity's strategic direction.
- Ensuring financial stability and integrity.
- Ensuring compliance with legal and regulatory requirements.
- Safeguarding the charity's assets.
- Monitoring and evaluating the charity's performance

Chair of the Board

The Chair leads the Board of Trustees, ensuring effective governance and representing the charity externally when needed.
Key Responsibilities:

- Leading Board meetings.
- Ensuring the Board functions effectively

Senior Management Team (Steering Group)

The Steering Group consists of senior members of the Charity who manage different functions such as finance, operations, programs, and fundraising.
Key Responsibilities:

- Leading specific functions.
- Implementing strategy within their areas of responsibility.

Staff and Volunteers

Staff and volunteers carry out the operational work of the charity, delivering services and activities that support the charity's mission.
Key Responsibilities:

- Delivering programs and services.
- Supporting fundraising and awareness campaigns.

The structure is designed to ensure that the charity is governed effectively, with clear lines of responsibility and accountability, enabling it to fulfil its mission whilst complying with legal and regulatory requirements. The Board of Trustees is central to this structure, setting the strategic direction and overseeing the charity's activities.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;

The East Yorkshire Parent Carer Forum (EYPCF) is a group of volunteers who are representative of its community, ensuring pan disability representation. This means that a forum representative will always represent the views of all the EYPCF membership at a meeting, and not their own views.
Steering Group meetings and training embed this along with co-productive practices. Regular steering group meetings, communications and training offer the opportunity for all representatives to expand their knowledge, question and understand the feedback from the parents and carers so they can properly reflect the communities' views in the area they are representing. Any parent or carer of a child or young person (0-25years old) with an additional need can be a member and apply to be on the steering group or become a Trustee, if there are vacancies, they meet the criteria and they successfully complete the training.

As a voluntary representative organisation for families with additional needs this has advantages and disadvantages.

Trustees Annual Report
For the period ending 31 March 2024

'Partners' is used as a term in this report to describe one or more of the following groups (this list is not exhaustive), parent and carer members, the local authority (East Riding of Yorkshire Council - ERYC), Health Services NHS Humber, North Yorkshire & Humber Teaching NHS Foundation Trust, Integrated Care Boards (ICB's), Social Care (ERYC), National Network of Parents & Carers (NNPCF), Contact a Family (Contact), Hull and East Yorkshire Hey Smile Foundation.

Achievements

1. The Forum has worked extensively in co-production with all available strategic partners over the past years and hopes to continue doing so through mutually respectful engagements.
2. A new website went live in December 2023.
3. This has been a very busy year, with changes in the Forum, Local Authority and Integrated Care Boards. This requires extensive amounts of time and dedication from our volunteers reviewing and updating contacts for services and personnel to ensure the opinions of our members can be fed back to the correct/appropriate department.
4. The Forum has a new three-year Service Level Agreement with the Local Authority which should assist with recruitment for the role of participation.
5. As part of working in coproduction with education, health and social care, parents and carers representation is given in many groups, covering many areas. Resulting in change or influence over content in templates, booklets, services, newsletters, project delivery, care of the user during project delivery wait times, website content and much more. Much of the work is subtle and not always highlighted as being influenced by the forum.
6. The forum volunteers show amazing tenacity, commitment and passion for improving delivery, accessibility and equity of services and provision to the children and young people of East Riding. The Trustees are grateful for this tireless work. A couple of senior members of the steering group including the Chair planned to step down in December 2023 but agreed to stay until the new three co-chairs were in place.
7. Many of the steering group members have been involved with regular meetings in health and social care, as well as attending the SEND 10-point improvement plan which has been running for about 18 months, our understanding being that the intention is this information will be pulled together requiring fewer meetings moving later into 2024.
8. Check-in & chats have been well attended with parents, carers, health and local authority professionals. These are seen as an opportunity to introduce services available in the county. These events are very popular, as this time offers important networking time for parents and carers, as well as information gathering for the forum. It is recognised, for some, this may be the only social interaction outside of their caring role.

Trustees Annual Report
For the period ending 31 March 2024

Gathering Feedback

1. Feedback is gathered from direct contact with parents and carers at coffee mornings, breakfast meetings, information sessions, questionnaires and evaluation forms, the PCF Facebook page, emails, PCF website.
2. PCF representation has been invited to attend and deliver a presentation at the local authority's special educational needs coordinators (SENCO) conference.
3. Representation at school/college parents' evenings. Also, indirectly through the links with many voluntary sector groups through their collective voice group. Including groups for children and young people Tyler.
4. The forum is also aware of the national picture, through attending national network parent carer forum events throughout the year, face to face and online.

Using Feedback

1. Communicating parents and carers opinions and needs with partners is undertaken through work stream meetings as part of the 10-point plan.
2. Meetings with health and social care take place such as the Neurodiversity group and Futures plus, education other than at school (EOTAS), these meetings have recently increased to look at transition into adulthood, also alternative provision.
3. The forum will contact whichever service is required depending upon the parent carer feedback.

Feedback to parents

1. This is undertaken at face to face at events listed above.
2. Through the ERYC Bulletin.
3. On the Local Offer
4. EYPCF emails and news bulletins.
5. EYPCF Facebook page.
6. Mailchimp.
7. Collective Voices and Tyler

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed

Risks and Advantages to the Charity

The forum has worked hard to feedback about services and provision to all parties. It is overall a well met challenge to have the capacity of volunteers to ensure information is gathered and fed

back to the relevant services, with outcomes fed back to parents and carers. These actions enable a circle of monitoring and are the constant aim.

Continuity and communication: Due to the makeup of the organisation, it being a forum of volunteers who are parents or carers, often required to take some downtime from the forum to manage their personal commitments. Communication is very important, to share and disseminate, to ensure if a volunteer is absent the information is still shared appropriately.

The great advantage of this is, volunteers are often able to ask pertinent questions, understand through lived experiences those of the parent carers they listen to and awareness of the services available in the local authority. This is a valuable resource to aid commissioning of services for our children and young people as they often experience the unintentional consequences of services.

While the forum has met the 2024 objectives, we have also faced some challenges with personnel, where disagreements arose. We have taken learnings from these and put in place more robust governance, along with policy amendments, to ensure we move forward with clear direction.

Summary

In addition to delivering events and information sessions, attending meetings with parents and carers, representing parents and carers views to the East Riding of Yorkshire Council (ERYC), Health Services NHS Humber, York & Nth Yorks & Humber Teaching NHS Foundation Trust. Integrated Care Boards (ICB's), Social Care (ERYC), National Network of Parents & Carers (NNPCF), the Forum have been undertaking internal and external information and training sessions. Along with ongoing training sessions for new steering group members and trustees.

Other Achievements

The last year has seen us continue to work in line with the Code of Practice and collate views & lived experiences of SEND services from parents and carers across the East Riding. We have achieved this by hosting regular face to face events across the region, attending events at local schools, hosting on-line sessions covering various topics that have arisen throughout the year.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2023/24 year are:

Trustees Annual Report
For the period ending 31 March 2024

Internal

- To recruit more 3 trustees with skill sets in Law, Marketing, Finance and Funding.
- Appoint a suitable person to the Participation Officer
- Review and revise internal processes, where appropriate, to ensure we are meeting the expectations of our members and strategic partners.
- Attract new volunteers as Event Ambassadors or onto Steering Group

External

1. To continue to gather and represent the opinions of parents and carers and feedback the outcomes.
2. Holding a minimum of two face to face events/training sessions for parents and carers half termly including but not limited to check-in and chats, breakfast brunch, meetings and evening events.
3. To continue to engage with strategic partners, the local authority, health, social care, other voluntary organisations ensuring the views of parents and carers are shared and outcomes reported back
4. To assist with the delivery of the Governments shared outcomes funded pilot, Partnership in Neurodiversity (PINs) project throughout the seven East Yorkshire primary schools. This project will test an innovative delivery model to improve access to specialist support in mainstream primary schools, upskilling those settings to meet a range of neurodiverse needs. It will do this by deploying specialist clinical and education functions to shape whole school provision, build parental confidence and upskill school staff in meeting the needs of neurodiverse pupils, leaving a sustainable impact after the funded period. Involving the Department for Education, Department of Health and Social Care, NHS England.
5. To prepare for an Ofsted inspection, distribute a parent carer survey.
6. Increase the membership of parents and carers which children and young people at SEN support.
7. Look at the designation of Moderate Learning Difficulties as a Primary SEND

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which mostly restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2023/24.

Trustees Annual Report
For the period ending 31 March 2024

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of Community Vision CIO to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2024. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Sally-Ann Pindar

Dr Sally-Ann Pindar
Chairperson
Date: 23/09/2024

Independent Examiner's Report to the Members of East Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2024, which are set out on pages 13 to 18.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY

Date:

Receipts and Payments Account
For the period ending 31 March 2024

	Notes	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £
	1						
Receipts							
Grants	2	-	39,500	39,500	-	49,500	49,500
Donations		-	-	-	72	-	72
Total Receipts		-	39,500	39,500	72	49,500	49,572
Payments							
Staffing Costs	3	-	13,564	13,564	-	16,922	16,922
Training		-	938	938	-	-	-
Travel Costs		-	559	559	-	312	312
Volunteer Expenses		-	3,018	3,018	-	1,611	1,611
Parent/Carer Expenses	4	-	1,626	1,626	-	683	683
Insurance		-	493	493	-	930	930
Rent & Venue Hire		-	10,484	10,484	-	6,894	6,894
Utilities		-	332	332	-	1,127	1,127
Office Costs		-	2,042	2,042	-	1,128	1,128
Refreshments		-	-	-	-	816	816
Equipment		-	354	354	-	-	-
Gifts for Parents/Carers		-	50	50	-	200	200
Accountancy Fees		-	-	-	-	480	480
Advertising & Marketing		-	6,195	6,195	-	-	-
Total Payments		-	39,655	39,655	-	31,103	31,103
Net Surplus/(Deficit) for the Period		-	(155)	(155)	72	18,397	18,469
Cash and Bank balances brought forward		2,257	30,846	33,103	2,185	12,449	14,634
Cash and bank balances carried forward		2,257	30,691	32,948	2,257	30,846	33,103

Statement of Assets and Liabilities
As at 31 March 2024

	NOotes	2024	2023
Monetary Assets		£	£
Current Account		32,948	33,103
Total Monetary Assets		**32,948**	**33,103**
Comprising:			
Unrestricted Funds		2,257	2,257
Restricted Funds	5	30,691	30,846
		32,948	33,103
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(480)	(480)
		(480)	(480)

These financial statements were approved by the committee on 23/09/2024 (date) and signed on its behalf by:

Sally-Ann Pindar. Dr Sally-Ann Pindar (Chairperson)

The notes on page 15 to 18 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2024

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2023.

2 Grants

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Unrestricted £	2023 Restricted £	2023 Total £
Department for Education	-	17,500	17,500	-	25,500	25,500
East Riding of Yorkshire Council	-	22,000	22,000	-	22,000	22,000
HEY Smile Foundation	-	-	-	-	2,000	2,000
	-	39,500	39,500	-	49,500	49,500

Notes to the Financial Statements
For the period ended 31 March 2024

3 Staffing Costs

	2024 £	2023 £
Employed Staff	-	5,830
Subcontracted staff	13,564	8,859
HMRC & NEST Pension	-	2,162
Payroll Fees	-	71
Training		
Other sub-contracted staff	-	-
	13,564	16,922

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel & other expenses of £2,227 (2023: £804) during the year, this has been categorised as travel, parent/carer expenses or office costs depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers are paid at HMRC approved mileage rates.

Two trustees resigned during the year, so expenses paid prior to resigning is class as Trustee expenses, after the date volunteer expenses.

5 Restricted Funds

	Balance at 01/04/23	Receipts	Payments	Transfers	Balance at 31/03/24
DfE	7,300	17,500	(17,343)	-	7,457
ERYC	13,820	22,000	(13,520)	-	22,300
ERYC - Priority Grant	7,480	-	(6,792)	-	688
ERYC - Families EHWB Fund	192	-	-	-	192
HEY Smile Foundation	2,052	-	(2,000)	-	52
TRCF	2	-	-	-	2
	30,846	**39,500**	**(39,655)**	**-**	**30,691**

Notes to the Financial Statements
For the period ended 31 March 2024

5 Restricted Funds (continued)

A brief description of the restricted funds is shown below:

Department for Education (DfE)
Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council
Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWB Fund
Restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

East Riding of Yorkshire Council – Priority Grant
£8,000 of restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the families with disabled children within the community.

HEY Smile Foundation
£2,000 of restricted funding was provided by the HEY Smile Foundation. This funding was used to support communities to download & maximise the use of the NHS App.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

Notes to the Financial Statements
For the period ended 31 March 2024

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

EAST YORKSHIRE PARENT CARER FORUM

England & Wales - Charity number 1179499

Accounts

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2023

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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For the period ended 31 March 2023

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Trustees Annual Report
For the period ending 31 March 2023

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2023.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity:	East Yorkshire Parent Carer Forum
Charity Registration Number:	1179499
Correspondence Address:	7 Piper Road Hutton Driffield East Yorkshire YO25 9YY
Principal Operating Address:	Unit 4 East Riding Business Centre Annie Reed Road Beverley East Yorkshire HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Chairperson
Shirley Pethick
Samantha Bassett, Treasurer

Trustees Annual Report
For the period ending 31 March 2023

Independent Examiner:	Rebecca Triffitt MAAT Phoenix Accountancy and Business Consultancy Limited Morley's House Morley's Yard Walkergate Beverley HU17 9BY
Bankers	Yorkshire Bank 39 Saturday Market Place Beverley East Yorkshire HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

Trustees Annual Report
For the period ending 31 March 2023

Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

Trustees Annual Report
For the period ending 31 March 2023

Achievements and Performance

The majority of meetings with the LA, Health and Partners continue to be virtual meetings where we remain committed to representing the views of all parents and carers experiences. The year ending 31st March 2023 has been an extremely busy one for the forum largely dominated by Written Statement of Action (WSoA) following the Local Area Ofsted Inspection:

- Continuation of work on Steering Group restructure and succession planning with an external consultant
- The PCF worked alongside a Contact associate on strengthening relationships and co-production with partners as part of the findings following the Ofsted Inspection.
- Workstream meetings attended with the LA and Health partners and monthly catch ups with the new Director of Specialist Services plus weekly communication with the communication and partnership manager.
- Attendance at PCF Regional meetings and training.
- The PCF met with the LA and stakeholders monthly to feedback concerns of parents which were turned into "You said, We did" on the Local Offer.
- The PCF were part of organising Holiday Activities for CYP able to access HAF funding and these were very successful.
- The PCF increased to membership of the "Collective Voice Group" for sharing information, updates to services and gathering views. Secondly contact increased with individual parents to offer information and signposting to appropriate services.
- Held in person "Coffee and Chat" sessions for members to share experiences and gather feedback as well as supporting LA led themed workshops.
- Took part on interview panels for various LA senior/executive posts.
- Two Steering group members attend "SEND development and Improvement Board" and other relevant SEND workstream meetings.
- The Administration Assistant became the Participation Co-ordinator for the PCF and a new part time administrator was employed.
- The PCF increased representation on the "neurodiversity" workstreams developing the new front door service.
- The PCF continued to hold coffee morning sessions and workshops (virtual and face to face) on a variety of subjects based upon topics our parents tell us are important.
- Ongoing SLA with the LA for a participation co-ordinator and administration support to increase membership in areas of low representation.

Our Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2023/24 year are:

Trustees Annual Report
For the period ending 31 March 2023

Internal

- Continue the restructure of the Steering Group/Roles and Responsibilities and working with an external facilitator on succession planning.
- Recruitment and expansion of the number of Trustees with expertise in particular areas.
- Recruitment of new Steering Group members.
- Strengthen the relationship with voluntary and support groups in the East Riding
- Maintain the participation coordinator and administration roles to support the Forum

External

- Voluntary Sector, parents and carers.
- Provide families with the support and information required following the release of the green paper.
- Co-sign the Memorandum of Understanding with the LA.
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include: sufficiency of provision, communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning/Preparing for Adulthood)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on the Graduated Response, Termly Support Plans, Parent Carer Needs Assessments; SEND Development and Improvement Plan, Roles and responsibilities of the SENDART/O-25 Team, Personal education budgets and Personal travel budgets etc.
- Develop joint events with adjacent Parent/Carer forums.
- Co-produce a redesigned Local Offer
- Market and promote online/media platforms to deliver online webinars, meetings and training sessions.
- To work with the LA and partners including the Voluntary sector on the SEND
- Development and Improvement plan and the Written Statement of Action.
- To ensure that the action points and milestones co-produced by parent carers from the Oftsed Report are delivered by the LA.
- Develop better opportunities for C&YP seeking, voluntary work and employment with disabled confident employers.

  Improve access to the Neurodiversity service for C&YP and families

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which mostly restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2023/24.

Trustees Annual Report
For the period ending 31 March 2023

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2023. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

S Withers

Sheena Withers
Chairperson
Date:

Independent Examiner's Report to the Members of East Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2023, which are set out on pages 10 to 15.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY

Date:

Receipts and Payments Account
For the period ending 31 March 2023

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £
	1						
Receipts							
Grants	2	-	49,500	49,500	1,250	40,930	42,180
Donations		72	-	72	-	-	-
Total Receipts		72	49,500	49,572	1,250	40,930	42,180
Payments							
Staffing Costs	3	-	16,922	16,922	-	44,651	44,651
Travel Costs		-	312	312	-	-	-
Volunteer Expenses		-	1,611	1,611	-	-	-
Parent/Carer Expenses	4	-	683	683	-	312	312
Insurance		-	930	930	-	692	692
Rent & Venue Hire		-	6,894	6,894	-	4,909	4,909
Utilities		-	1,127	1,127	-	1,785	1,785
Office Costs		-	1,128	1,128	-	1,456	1,456
Refreshments		-	816	816	-	249	249
Gift Vouchers for Parents/Carers		-	-	-	-	430	430
Gifts for Parents/Carers		-	200	200	-	883	883
Accountancy Fees		-	480	480	-	400	400
Professional Fees		-	-	-	-	-	-
Total Payments		-	31,103	31,103	-	55,767	55,767
Net Surplus/(Deficit) for the Period		72	18,397	18,469	1,250	(14,837)	(13,587)
Cash and Bank balances brought forward		2,185	12,449	14,634	935	27,286	28,221
Cash and bank balances carried forward		2,257	30,846	33,103	2,185	12,449	14,634

The notes on pages 12 to 15 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 March 2023

	NOotes	2023	2022
Monetary Assets		£	£
Current Account		33,103	14,634
Total Monetary Assets		**33,103**	**14,634**
Comprising:			
Unrestricted Funds		2,257	2,185
Restricted Funds	5	30,846	12,449
		33,103	14,634
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(480)	(480)
		(480)	(480)

These financial statements were approved by the committee on _____(date) and signed on its behalf by:

S Withers _____Sheena Withers, Chairperson

_____Samantha Bassett, Treasurer

The notes on page 12 to 15 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2023

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2022.

2 Grants

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Unrestricted £	2022 Restricted £	2022 Total £
Department for Education	-	25,500	25,500	-	16,930	16,930
East Riding of Yorkshire CCG	-	-	-	1,250	-	1,250
East Riding of Yorkshire Council	-	22,000	22,000	-	24,000	24,000
HEY Smile Foundation	-	2,000	2,000	-	-	-
	-	-	-	-	-	-
	-	49,500	49,500	1,250	40,930	42,180

Notes to the Financial Statements
For the period ended 31 March 2023

3 Staffing Costs

	2023	2022
	£	£
Employed Staff	5,830	11,239
Subcontracted staff from ERVAS	8,859	30,207
HMRC & NEST Pension	2,162	2,759
Payroll Fees	71	86
Training		360
Other sub-contracted staff	-	-
	16,922	44,651

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel & other expenses of £804 (2022: £312) during the year, this has been categorised as volunteer expenses or parent/carer expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Restricted Funds

	Balance at 01/04/22	Receipts	Payments	Transfers	Balance at 31/03/23
DfE	6,659	17,500	(16,859)	-	7,300
ERYC	5,544	22,000	(13,724)	-	13,820
ERYC - Priority Grant	-	8,000	(520)	-	7,480
ERYC - Families EHWB Fund	192	-	-	-	192
HEY Smile Foundation	52	2,000	-	-	2,052
TRCF	2	-	-	-	2
	12,449	**49,500**	**(31,103)**	**-**	**30,846**

Notes to the Financial Statements
For the period ended 31 March 2023

Notes

5 Restricted Funds (continued)

A brief description of the restricted funds is shown below:

Department for Education (DfE)
Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council
Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWB Fund
Restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

East Riding of Yorkshire Council – Priority Grant
£8,000 of restricted funding was provided by the East Riding of Yorkshire Council.
This project paid for the resources to support the families with disabled children within the community.

HEY Smile Foundation
£2,000 of restricted funding was provided by the HEY Smile Foundation. This funding was used to support communities to sownload & maximise the use of the NHS App.

Two Ridings Community Foundation (TRCF)
Restricted funding was provided by the Two Ridings Community Foundation.
This project provides printers & creative materials for families with SEND during the Covid Pandemic.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

EAST YORKSHIRE PARENT CARER FORUM

England & Wales - Charity number 1179499

Accounts

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2022

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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For the period ended 31 March 2022

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Trustees Annual Report
For the period ending 31 March 2022

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2022.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity:	East Yorkshire Parent Carer Forum
Charity Registration Number:	1179499
Correspondence Address:	7 Piper Road Hutton Driffield East Yorkshire YO25 9YY
Principal Operating Address:	Unit 4 East Riding Business Centre Annie Reed Road Beverley East Yorkshire HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Chairperson
Shirley Pethick
Samantha Bassett, Treasurer
Karen Gaut, Vice Treasurer - resigned November 2019

EAST YORKSHIRE PARENT AND CARER FORUM

Charity Number: 1179499

Trustees Annual Report
For the period ending 31 March 2022

Independent Examiner:

Rebecca Triffitt MAAT

Phoenix Accountancy and Business Consultancy Limited

Morley's House

Morley's Yard

Walkergate

Beverley

HU17 9BY

Bankers

Yorkshire Bank

39 Saturday Market Place

Beverley

East Yorkshire

HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

Trustees Annual Report
For the period ending 31 March 2022

Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

Trustees Annual Report
For the period ending 31 March 2022

Achievements and Performance

The gradual opening up after Covid -19 and the resumption of a few face-to-face meetings with our members was a huge step forward especially for parent carers who had become very isolated during lock down. The majority of meetings with the LA, Health and Partners continue to be virtual meetings where we remain committed to representing the views of all parents and carers experiences. The year ending 31st March 2022 has been an extremely busy one for the forum largely dominated by readiness preparation for the impending Local Area Ofsted Inspection which took place in October 2021:

- Continuation of work on Steering Group restructure and succession planning with an external consultant
- The PCF worked closely with an LA commissioned practitioner on strengthening relationships and co-production with partners as part of the findings following the Ofsted Inspection..
- Workstream meetings attended with the LA and Health partners and monthly catch ups with the new Director of Specialist Services plus weekly communication with the communication and partnership manager.
- Attendance at PCF Regional meetings and training.
- The PCF met with the LA and stakeholders monthly to feedback concerns of parents which were turned into "You said, We did" on the Local Offer.
- The PCF worked alongside the commissioning team looking at short breaks and the re-instatement of the FASP post Covid-19.
- The PCF were part of organising Holiday Activities for CYP able to access HAF funding and these were very successful.
- Chaired Voluntary sector monthly meetings with ERVAS.
- The PCF increased to membership of the "Collective Voice Group" formed during Covid-19 sharing information, updates to services and gathering views. Secondly contact increased with individual parents to offer information and signposting to appropriate services.
- The PCF introduced the new SEND "10 point" plan via workshops/information sessions with parent's and carers.
- Held virtual "Coffee and Chat" sessions for members to share experiences and gather feedback as well as supporting LA led virtual themed workshops.
- Took part on interview panels for the communication and partnership manager and principal educational psychologist.
- Two Steering group members took places on the new refocused "SEND development and Improvement Board"
- The Administration Assistant became the Participation Co-ordinator for the PCF and a new part time administrator was employed.
- The PCF increased representation on the "neurodiversity" workstreams developing the new front door service.
- We worked with KIDS "YPEG" on C&YP participation.
- The PCF continued to hold coffee morning sessions and workshops (virtual and face to face) on the Annual review process, transport, personal budgets, reviewing the 0-25 team, elected members.

Trustees Annual Report
For the period ending 31 March 2022

Achievements and Performance (Continued)

- Ongoing SLA with the LA for a participation co-ordinator and administration support to increase membership in areas of low representation.
- Participation in the LA OFSTED Inspection over the period of a week and preparing parent carers for the meetings with the inspectors.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2022/23 year are:

Internal

- Restructuring of the Steering Group/ Roles and Responsibilities working with an external facilitator on succession planning.
- Recruitment and expansion of the number of Trustees with expertise in particular areas.
- Recruitment of Steering Group members.
- Strengthen the relationship with voluntary and support groups in the East Riding
- Maintain the participation coordinator and administration roles to support the Forum

External

- Voluntary Sector, parents and carers with the support of CONTACT.
- Provide families with the support and information required following the release of the green paper.
- Co-sign the Memorandum of Understanding with the LA.
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include: Safeguarding, sufficiency of provision, communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning/Preparing for Adulthood)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on the Graduated Response, Termly Support Plans, Parent Carer Needs Assessments; SEND Development and Improvement Plan, Roles and responsibilities of the SENDART/O-25 Team, Personal education budgets and Personal travel budgets etc.
- Develop joint events with adjacent Parent/Carer forums
- Co-produce a redesigned Local Offer
- Market and promote online/media platforms to deliver online webinars, meetings and training sessions
- To work with the LA and partners including the Voluntary sector on the SEND Development and Improvement plan and the Written Statement of Action.

Trustees Annual Report
For the period ending 31 March 2022

Main objectives for the following year (continued):

- To ensure that the action points and milestones co-produced by parent carers from the Oftsed Report are delivered by the LA.
- Develop better opportunities for C&YP seeking, voluntary work and employment with disabled confident employers.
- Improve access to the Neurodiversity service for C&YP and families.

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which is all restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2022/23.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees Annual Report
For the period ending 31 March 2022

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2022. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

Sheena Withers
Chairperson

Sheena J Withers

Date:

Independent Examiner's Report to the Members of East Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2022, which are set out on pages 11 to 15.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY

Date:

EAST YORKSHIRE PARENT AND CARER FORUM

Receipts and Payments Account
For the period ending 31 March 2022

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £
Receipts	1				-	42,500	42,500
Grants	2	1,250	40,930	42,180	-	42,500	42,500
Total Receipts		1,250	40,930	42,180			
Payments					-	13,696	13,696
Staffing Costs	3	-	44,651	44,651	-	400	400
Consultancy Fees		-	-	-	-	2,229	2,229
Parent/Carer Expenses	4	-	312	312	-	-	-
Insurance		-	692	692	-	3,579	3,579
Rent & Venue Hire		-	4,909	4,909	-	249	249
Utilities		-	1,785	1,785	-	1,290	1,290
Office Costs		-	1,456	1,456	-	-	-
Refreshents		-	249	249	-	-	-
Gift Vouchers for Parents/Carers		-	430	430	-	7,964	7,964
Gifts for Parents/Carers		-	883	883	-	400	400
Accountancy Fees		-	400	400	-	-	-
Professional Fees		-	-	-	-	29,807	29,807
Total Payments		-	55,767	55,767	-	29,807	29,807
Net Surplus/(Deficit) for the Period		1,250	(14,837)	(13,587)	-	12,693	12,693
Cash and Bank balances brought forward		935	27,286	28,221	-	15,528	15,528
Transfers between funds		-	-	-	935	(935)	-
Cash and bank balances carried forward		2,185	12,449	14,634	935	27,286	28,221

The notes on pages 13 to 15 form part of these financial statements.

EAST YORKSHIRE PARENT AND CARER FORUM

Charity Number: 1179499

Statement of Assets and Liabilities
As at 31 March 2022

	N0otes	2022 £	2021 £
Monetary Assets			
Current Account		14,634	28,221
Total Monetary Assets		**14,634**	**28,221**
Comprising:			
Unrestricted Funds		2,185	935
Restricted Funds	5	12,449	27,286
		14,634	28,221
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(480)	(400)
		(480)	(400)

These financial statements were approved by the committee on _____(date) and signed on its behalf by:

Sheena Withers

_____Sheena Withers, Chairperson

_____Samantha Bassett, Treasurer

The notes on page 13 to 15 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2022

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2021.

2 Grants

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Department for Education	-	16,930	16,930	-	15,000	15,000
East Riding of Yorkshire CCG	1,250	-	1,250	-	-	-
East Riding of Yorkshire Council	-	24,000	24,000	-	12,000	12,000
HEY Smile Foundation	-	-	-	-	1,500	1,500
Two Ridings Community Foundation	-	-	-	-	4,000	4,000
ERYC - Families EHWB	-	-	-	-	10,000	10,000
	1,250	40,930	42,180	-	42,500	42,500

Notes to the Financial Statements
For the period ended 31 March 2022

3 Staffing Costs

	2022	2021
	£	£
Employed Staff	11,239	-
Subcontracted staff from ERVAS	30,207	12,167
HMRC & NEST Pension	2,759	-
Payroll Fees	86	-
Training	360	-
Other sub-contracted staff	-	1,529
	44,651	13,696

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel expenses of £312 (2021: £865) during the year, this has been categorised as volunteer expenses or parent/carer expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Restricted Funds

	Balance at 01/04/21	Receipts	Payments	Transfers	Balance at 31/03/22
DfE	7,238	16,930	(17,509)	-	6,659
ERYC	13,606	24,000	(32,062)	-	5,544
ERYC - Families					
EHWB Fund	5,484	-	(5,292)	-	192
HEY Smile Foundation	956	-	(904)	-	52
TRCF	2	-	-	-	2
	27,286	**40,930**	**(55,767)**	**-**	**12,449**

Notes to the Financial Statements
For the period ended 31 March 2022

Notes

5 Restricted Funds (continued)

A brief description of the restricted funds is shown below:

Awards For All (National Lottery Community Fund)
Restricted funding was provided by the National Lottery Community Fund – Awards For All for the knowledge, information and support project. This project provides events to parents and carers of children with SEND. At the end of the project there was a small underspend, the National Lottery Community Fund agreed this could be transferred to unrestricted funds.

Department for Education (DfE)
Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council
Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWB Fund
Restricted funding was provided by the East Riding of Yorkshire Council. This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

HEY Smile Foundation
Restricted funding was provided by the HEY Smile Foundation. This funding was used to improve our email system and invest in SMS (text) service. This will improve our communication overall, but even more so with some hard-to-reach areas of the community.

Two Ridings Community Foundation (TRCF)
Restricted funding was provided by the Two Ridings Community Foundation. This project provides printers & creative materials for families with SEND during the Covid Pandemic.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

EAST YORKSHIRE PARENT CARER FORUM

England & Wales - Charity number 1179499

Accounts

Registered Charity
Number 1179499

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2021

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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Trustees Annual Report
For the period ending 31 March 2021

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2021.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity:	East Yorkshire Parent Carer Forum
Charity Registration Number:	1179499
Correspondence Address:	7 Piper Road Hutton Driffield East Yorkshire YO25 9YY
Principal Operating Address:	Unit 4 East Riding Business Centre Annie Reed Road Beverley East Yorkshire HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Chairperson
Shirley Pethick
Samantha Bassett, Treasurer
Karen Gaut, Vice Treasurer - resigned November 2019

Trustees Annual Report
For the period ending 31 March 2021

Independent Examiner:	Rebecca Triffitt MAAT
	Phoenix Accountancy and Business Consultancy Limited
	Morley's House
	Morley's Yard
	Walkergate
	Beverley
	HU17 9BY
Bankers	Yorkshire Bank
	39 Saturday Market Place
	Beverley
	East Yorkshire
	HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

Trustees Annual Report
For the period ending 31 March 2021

Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

Trustees Annual Report
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Achievements and Performance

Covid -19 and lockdown have dominated the PCF activities the whole of the last year. Like everybody else it has been a virtual world in which the PCF has endeavoured to represent parents and carers experiences at meetings with the LA and Health. The year ending 31st March 2021 has been an extremely busy one for the forum:

- Forum Steering Group training with external consultant
- Professional/EYPCF meetings
- Workstream/feedback meetings with the LA and Health partners
- The PCF met with the LA weekly to feedback concerns of parents which were turned into FAQs, the answers to which were posted on the Local offer and other sites.
- The PCF carried out a risk assessment survey which confirmed that a large percentage of parents were not aware of or involved in this assessment. Thls information was fed back to the LA as risk assessments needed to be amended before CYP returned to school or college in September 2020.
- A lot of time was spent discussing and organising summer holiday activities for CYP and these were very successful resulting in over 500 activities being used.
- Communication on a weekly or fortnightly basis with the support group to ascertain needs during COVID-19 and to communicate information and services available on LA services. Secondly contact with individual parents to offer information and signposting to appropriate services.
- The PCF was successful in securing £2,000 from the Two Ridings fund to supply much needed resources such as printers and creative materials to families. The LA provided an additional £2,000 of matched funding which enabled more families to benefit.
- A new Participation Co-ordinator and Administrator joined the PCF
- The PCF prepared a survey of parent/ Carer experiences of Send service provision which was modelled on a similar survey carried out in 2017/18, and disseminated results
- The PCF continued to hold coffee morning sessions and workshops (virtual) on the Annual review process, transport, personal budgets, reviewing the 0-25 team, elected members, Focus Group looking at the Autism Assessment Service, feedback drop-ins, and open house coffee sessions.
- SLA of £10,000 for resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community. The response was incredible, and the PCF are thrilled to report that we were able to support 214 children and young people through the funding. 164 directly through the 130 applications received and processed, and a further 50 children and young people via our support to local support groups

Trustees Annual Report
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Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2021/22 year are:

Internal

- Integrate the Parent/Carer Forum function with its new charity status
- Recruitment of Steering Group members and Trustees
- Strengthen the relationship with voluntary agencies in the East Riding
- Apply to Tudor Trust, Two Ridings, Stronger together and other funders
- Maintain the participation coordinator and administration roles to support the Forum
- Develop Succession Planning program.

External

- Develop co-production with the Local Authority and Health and the Voluntary Sector
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include; Social Emotional Mental Health, ASD, communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on RSBC and SaPTS, Termly Support Plans, Short Breaks; SEND Development and Improvement Plan, Roles and responsibilities of the Governing Body, Personal education budgets etc.
- Develop joint events with adjacent Parent/Carer forums when COVID restrictions allow
- Develop the Local Offer
- Market and promote online/media platforms to deliver online webinars, meetings and training sessions
- To work with the LA and partners including the Voluntary sector on the SEND Development and Improvement plan
- To ensure that the action points from the Oftsed Report are delivered by the LA

Trustees Annual Report
For the period ending 31 March 2021

Financial Review

Reserves Policy

Due to the current funding structure of the Charity which is all restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2021/22.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Trustees Annual Report
For the period ending 31 March 2021

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2021. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:



Sheena Withers
Chairperson

Date: 27/2/22

Independent Examiner's Report to the Members of East Yorkshire Parent Carer Forum

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2021, which are set out on pages 10 to 15.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant
Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY

Date: 3/3/20

Receipts and Payments Account
For the period ending 31 March 2021

	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
	1						
Receipts							
Grants	2	-	42,500	42,500	-	25,000	25,000
Total Receipts		-	42,500	42,500	-	25,000	25,000
Payments							
Staffing Costs	3	-	13,696	13,696	-	8,497	8,497
Consultancy Fees		-	400	400	-	-	-
Parent/Carer Expenses	4	-	2,229	2,229	-	4,941	4,941
Insurance	4	-	-	-	-	608	608
Rent		-	3,579	3,579	-	3,524	3,524
Utilities		-	249	249	-	434	434
Office Costs		-	1,290	1,290	-	792	792
Meetings and Events		-	-	-	-	2,900	2,900
Gift Vouchers for Parents/Carers		-	-	-	-	(500)	(500)
Gifts for Parents/Carers		-	7,964	7,964	-	-	-
Accountancy Fees		-	400	400	-	400	400
Professional Fees		-	-	-	-	40	40
Total Payments		-	29,807	29,807	-	21,636	21,636
Net Surplus/(Deficit) for the Period		-	12,693	12,693	-	3,364	3,364
Cash and Bank balances brought forward		-	15,528	15,528	-	12,164	12,164
Transfers between funds		935	(935)	-	-	-	-
Cash and bank balances carried forward		935	27,286	28,221	-	15,528	15,528

The notes on pages 13 to 16 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 March 2021

	NOotes	2021	2020
Monetary Assets		£	£
Current Account		28,221	15,528
Total Monetary Assets		**28,221**	**15,528**
Comprising:			
Unrestricted Funds		935	-
Restricted Funds	5	27,286	15,528
		28,221	15,528
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		-	-
Creditors			
Accounts Fees		(400)	(400)
		(400)	(400)

These financial statements were approved by the committee on _____(date) and signed on its behalf by:

_____Sheena Withers, Chairperson

_____Samantha Bassett, Treasurer

The notes on page 13 to 16 form part of these financial statements.

Notes to the Financial Statements
For the period ended 31 March 2021

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2020.

2 Grants

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
Department for Education	-	15,000	15,000	-	15,000	15,000
East Riding of Yorkshire Council	-	12,000	12,000	-	10,000	10,000
HEY Smile Foundation	-	1,500	1,500	-	-	-
Two Ridings Community Foundation	-	4,000	4,000	-	-	-
ERYC - Families EHWB	-	10,000	10,000	-	-	-
	-	42,500	42,500	-	25,000	25,000

Notes to the Financial Statements
For the period ended 31 March 2021

3 Staffing Costs

	2021 £	2020 £
Subcontracted staff from Kids	-	4,768
Subcontracted staff from ERVAS	12,167	
Agency Staff	-	1,669
Other sub-contracted staff	1,529	2,060
	13,696	8,497

East Yorkshire Parent Carers Forum did not employ staff directly.

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel expenses of £865 (2020: £3,542) during the year, this has been categorised as volunteer expenses or parent/carer expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Restricted Funds

	Balance at 01/04/20	Receipts	Payments	Transfers	Balance at 31/03/21
Awards For All	935	-	-	(935)	-
DfE	6,760	15,000	(14,522)	-	7,238
ERYC	7,833	12,000	(6,227)	-	13,606
ERYC - Families					
EHWB Fund	-	10,000	(4,516)	-	5,484
HEY Smile Foundation	-	1,500	(544)	-	956
TRCF	-	4,000	(3,998)	-	2
	15,528	**42,500**	**(29,807)**	**(935)**	**27,286**

Notes to the Financial Statements
For the period ended 31 March 2021

Notes

5 Restricted Funds (continued)

A brief description of the restricted funds is shown below:

Awards For All (National Lottery Community Fund)
Restricted funding was provided by the National Lottery Community Fund – Awards For All for the knowledge, information and support project. This project provides events to parents and carers of children with SEND. At the end of the project there was a small underspend, the National Lottery Community Fund agreed this could be transferred to unrestricted funds.

Department for Education (DfE)
Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council
Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWB Fund
Restricted funding was provided by the East Riding of Yorkshire Council. This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

HEY Smile Foundation
Restricted funding was provided by the HEY Smile Foundation. This funding was used to improve our email system and invest in SMS (text) service. This will improve our communication overall, but even more so with some hard-to-reach areas of the community.

Two Ridings Community Foundation (TRCF)
Restricted funding was provided by the Two Ridings Community Foundation. This project provides printers & creative materials for families with SEND during the Covid Pandemic.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.