

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

**Contents to the Financial Statements
For the period ended 31 March 2024**

	Page
Trustees Annual Report	3
Independent Examiners' Report	12
Receipts and Payments Account	13
Statement of Assets and Liabilities	14
Notes to the Financial Statements	15-18

Trustees Annual Report
For the period ending 31 March 2024

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2024.

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:

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
Rowena Shanks		- Resigned 11.07.24
Martin Cox		- Appointed 25.08.24

**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:

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 2024**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 2024**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

**Trustees Annual Report
For the period ending 31 March 2024**

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 ReviewReserves 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

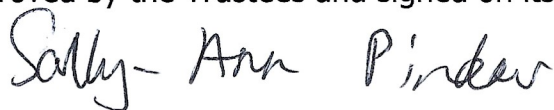
We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ 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:



Dr Sally-Ann Pinder

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 £
Receipts							
Grants	1	-	39,500	39,500	-	72	49,500
Donations	2	-	-	-	-	-	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

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