

SUFFOLK PARENT CARER FORUM

England & Wales · Charity number 1200411

Details

Status Registered

Legal form CIO

Registered 2022-09-20

Register [View on the Charity Commission register](#)

Contact

Address Brightspace
160 Hadleigh Road
Ipswich
IP2 0HH

Phone 01473760933

Email info@suffolkpcf.co.uk

Website <https://suffolkpcf.co.uk>

Activities

Objects: TO RELIEVE THE NEEDS OF CHILDREN AND YOUNG PEOPLE, INCLUDING THEIR PARENTS, CARERS AND FAMILIES, WHO HAVE DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS IN SUFFOLK AND THE SURROUNDING AREA, IN ORDER TO IMPROVE THEIR QUALITY OF LIFE, PROMOTE THEIR INCLUSION IN THEIR LOCAL COMMUNITIES AND TO HELP AND SUPPORT THEM TO REACH THEIR FULL POTENTIAL.

Activities: Suffolk Parent Carer Forum:* Work with and alongside, but independently, from the Local Authority, Education and Health Services in Suffolk.* Gather the collective voices and lived experience of local families with SEND aged 0-25. Through co-production they bring that voice into meetings to improve the quality of services.* Signpost to services, share information and run events.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Children/young People, People With Disabilities

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£64,173	£37,734	-	-
2024-03-31	£63,500	£43,968	-	-
2023-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Susan Jane Willgoss	Chair	2023-12-06
BRIAN DEVINE		2022-07-11
Claire Davidson		2023-05-09
Faye Churchill		2022-07-11

Accounts

SUFFOLK PARENT CARER FORUM	1200411
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Receipts and payments accounts

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For the period from	01-Apr-24	To	31-Mar-25
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	62,155	-	-	62,155	63,500
Compensation	250	-	-	250	-
Donations	1,768	-	-	1,768	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	64,173	-	-	64,173	63,500
A2 Asset and investment sales, (see table).					
Transfer of funds from unincorporated association - Suffolk Parent Carer Forum	-	-	-	-	43,036
	-	-	-	-	-
Sub total	-	-	-	-	43,036
Total receipts	64,173	-	-	64,173	106,536
A3 Payments					
Employee Costs	30,515	-	-	30,515	38,580
Staff training	99	-	-	99	703
Events	1,405	-	-	1,405	451
Legal and professional fees	2,398	-	-	2,398	1,699
Insurance	396	-	-	396	96
Travel and Subsistence	861	-	-	861	262
Office costs	1,031	-	-	1,031	659
Computer costs	271	-	-	271	746
Printing, postage and stationery	29	-	-	29	229
Advertising	385	-	-	385	-
Telephone and internet	144	-	-	144	144
Subscriptions	200	-	-	200	200
Sub total	37,734	-	-	37,734	43,769
A4 Asset and investment purchases, (see table)					
Fixed asset addition	-	-	-	-	199
	-	-	-	-	-
Sub total	-	-	-	-	199
Total payments	37,734	-	-	37,734	43,968
Net of receipts/(payments)	26,439	-	-	26,439	62,568
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	62,568	-	-	62,568	-
Cash funds this year end	89,007	-	-	89,007	62,568

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	89,007	-	-
		-	-	-
		-	-	-
	Total cash funds	89,007	-	-

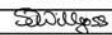
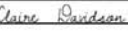
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	PC		-	-
	Smart phone		-	-
	4 laptops		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent examiners fee		1,620	
	PAYE		522	
	Pension contributions		177	
			-	
			-	

Signed by one or two trustees on behalf of
all the trustees

Signature



Print Name
 Sue Willgoss
 Claire Davidson

Date of approval
 29 January 2026
 29 January 2026

Suffolk Parent Carer Forum



24/25 Trustees' Annual Report

Charity Information

Suffolk Parent Carer Forum (SPCF) is a registered charity with the Charity Commission.

The adoption of the Suffolk Parent Carer Forum constitution took place and was agreed on by all Trustees on 14th July 2022.

Registered Charity number

1200411

Registered address

Suffolk Parent Carer Forum
Brightspace
160 Hadleigh Road
Ipswich
IP2 0HH

Statement

SPCF is the official, statutory co-production partner of Suffolk County Council and the Integrated Care Board (NHS), bringing the voices of parents and carers to shape services for better outcomes for the children and young people of Suffolk with SEND.

Trustees and Officers

- Mrs S Willgoss (Chair of Trustees)
- Mrs C Smith (Chair of Operations / Safeguarding Officer)
- Mrs C Davidson (Trustee / Treasurer)
- Mr B Devine (Trustee)
- Mrs F Churchill (Trustee)

The charity is managed and administered by a committee comprising the officers and other members, the officers consist of:

1. a Chair of Trustees
2. a Chair of Operations
3. a Safeguarding Officer
4. a Treasurer

The number of trustees shall not be less than three or exceed eleven and no trustee may appoint another to act on their behalf. The officers will be appointed by the trustees. Trustees must be nominated by notice endorsed with a member's signature and agreement by signature of the nominee.

The first charity trustees are as follows, and are appointed for the following terms:

- Sue Willgoss for 4 years
- Claire Davidson for 4 years
- Fay Churchill for 4 years
- Brian Devine for 4 years

Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Aims and Objectives

The charity's stated aim, is to ensure that as many parents and carers in Suffolk's voices, views and experiences matter and that they contribute towards developing and improving services. We do this by reaching out to parents and carers to be involved by representing their experience and expertise to decision-makers and making recommendations for service improvements. We signpost, support, and empower families to obtain the best possible support and services for their children and young people.

Our Aims

Amplify Collective Voice: Unite families around shared concerns affecting children and young people with disabilities in Suffolk.

Collaborative Partnerships: Work alongside service providers to foster strong partnerships that enhance support and resources for families.

Raise Awareness: Highlight necessary support and services while drawing attention to the challenges faced by children and young people with special educational needs and disabilities (SEND) in Suffolk.

Provide Constructive Feedback: Gather insights and feedback from families to influence improvements in service delivery.

Create Brighter Futures: Contribute to a more positive and inclusive future for children and young people with SEND.

Objectives

Highlight Issues: We will continue to identify and advocate for solutions to concerns impacting various disabilities.

Raise Awareness of Available Services: Share valuable information to help Suffolk families connect with appropriate support groups and services.

Advocate for Inclusive Policies: Collaborate with stakeholders to influence policies and service provisions that benefit all disabilities within our community.

Activities

Our organisation, as outlined by The Charity Commission, operates in collaboration with, but independently from, the Local Authority, Education, and Health Services in Suffolk. We strive to amplify the voices and share the lived experiences of parents and carers of children and young people with special educational needs and disabilities (SEND) within the age range of 0 to 25. Through co-production, we use these insights in meetings with Education and Health that aim to enhance the quality of services.

Over the past year, the Suffolk Parent Carer Forum has successfully organised over 20 online focus groups and feedback sessions, alongside two in-person information days tailored for SEND families, all open to the public. The feedback from these events was positive, reflecting high levels of engagement from parents, carers, and professionals.

Public Benefit

SPCF was established to empower parents and carers of disabled children in Suffolk, giving them a voice in shaping and delivering services for special educational needs and disabilities (SEND) within Education and Health. We serve as a unified voice for parents and carers, actively participating in meetings and planning services in the Suffolk area.

Our dedicated team represents the thoughts, feelings, frustrations, and successes of parents and carers while advocating for inclusion and improvement in services for all users. We ensure that all our activities align with our core aims and objectives.

At the heart of SPCF are the Trustees, committed to sustaining our organisation and the community ties we have built through coproduction and consultation. Our aim is to create a future where coproduction is both natural and inclusive.

This year, we have supported various initiatives from the local authority and our parents and carers, regularly updating our members on our achievements. Professionals have given positive feedback, appreciating the opportunity to connect with parents and carers and gain insights into the experiences of families and their children and young people.

Risk Management

The Trustees have evaluated the significant risks facing the charity, particularly those associated with its financial management. They are confident that the existing systems adequately mitigate these potential threats. Furthermore, the trustees have established strong working relationships with support organisations that are available to offer professional advice as needed.

Reserves

The charity holds unrestricted reserves based on unspent funds which will be spent in the future in accordance with SPCF policies and policies provided by Contact, the charity for disabled children, on behalf of the Department for Education.

The reserves held by Suffolk Parent Carer Forum as of 31st March 2025 are £89,007. General reserves are retained to enable the trustees to wind up the charity over a period of time without causing excessive distress to the parents and carers.

In reference to the submission of the annual return, an amount of £1,767.80 was generously donated by Sutton Heath Parish Council which is contributing to the facilitation of our in-person events.

Approved on behalf of the trustees.



29 January 2026

Mrs. S Willgoss
Chair of Trustees

SUFFOLK PARENT CARER FORUM
(A Charitable Incorporated Organisation)
Charity registration number: 1200411

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Independent Examiner's Report to the Trustees of Suffolk Parent Carer Forum

I report to the trustees on my examination of the accounts of Suffolk Parent Carer Forum ('the charity') for the year ended 31 March 2025 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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

A handwritten signature in dark ink, appearing to read 'EC' followed by a stylized surname.

Emma Clifton FCCA

Scrutton Bland Limited
Fitzroy House
Crown Street
Ipswich
IP1 3LG

30 January 2026

Accounts

Receipts and payments accounts

For the period from

01-Apr-23

To

31-Mar-24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	63,500	-	-	63,500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	63,500	-	-	63,500	-
A2 Asset and investment sales, (see table).					
Transfer of funds from unincorporated association - Suffolk Parent Carer Forum	43,036	-	-	43,036	-
	-	-	-	-	-
Sub total	43,036	-	-	43,036	-
Total receipts	106,536	-	-	106,536	-
A3 Payments					
Employee Costs	38,580	-	-	38,580	-
Staff training	703	-	-	703	-
Events	451	-	-	451	-
Legal and professional fees	1,699	-	-	1,699	-
Insurance	96	-	-	96	-
Travel	262	-	-	262	-
Office costs	659	-	-	659	-
Computer costs	746	-	-	746	-
Printing, postage and stationery	229	-	-	229	-
Telephone and internet	144	-	-	144	-
Subscriptions	200	-	-	200	-
Sub total	43,769	-	-	43,769	-
A4 Asset and investment purchases, (see table)					
Fixed asset addition	199	-	-	199	-
	-	-	-	-	-
Sub total	199	-	-	199	-
Total payments	43,968	-	-	43,968	-
Net of receipts/(payments)	62,568	-	-	62,568	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	62,568	-	-	62,568	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	62,568	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	PC		-	-
	Smart phone		-	-
	4 laptops		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent examiners fee		1,500	
	PAYE		744	
	Pension contributions		48	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	 Claire Davidson	Sue Willgoss Claire Davidson	7/3/25 7/3/25

Suffolk Parent Carer Forum

Trustees' Annual Report



Charity Information

The Suffolk Parent Carer Forum is a registered charity with the Charity Commission. The adoption of its constitution took place and was agreed on by all Trustees on 14th July 2022. The registered Charity number is 1200411 and the charity's registered address is Suffolk Parent Carer Forum, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH.

Membership

The Charity consists of Trustees, Chair of Operations, an Administrator, Experts by Experience, members and Affiliates. The Charity has a registered membership of over 400 parents and carers with an engaged Social Media presence with over 1000 followers. We additionally have a contact list of around 530 education settings, as well as an extensive list of professionals and registered voluntary organisations in Suffolk, all of whom we keep fully informed of SPCF's work and opportunities.

Trustees and Officers

Mrs S Willgoss (Chair of Trustees)
Mrs C Smith (Chair of Operations)
Mrs C Davidson (Trustee / Treasurer)
Mr B Devine (Trustee/ Safeguarding Officer)
Mrs F Churchill (Trustee)

The charity is managed and administered by a committee comprising the officers and other members, the officers consist of:

- 1) a Chair of Trustees
- 2) a Chair of Operations
- 3) a Safeguarding Officer
- 4) a Treasurer

The number of trustees shall not be less than three or exceed eleven and no trustee may appoint another to act on their behalf. The officers will be appointed by the trustees. Trustees must be nominated by notice endorsed with a member's signature and agreement by signature of the nominee.

The first charity trustees are as follows, and are appointed for the following terms:

Sue Willgoss [for [4] years]
Claire Davidson [for [4] years]
Fay Churchill [for [4] years]
Brian Devine [for [4] years]

Apart from the first charity trustees, every trustee must be appointed [for a term of [3] years] by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Aims and Objectives

The charity's stated aim, is to ensure that as many parents and carers in Suffolk's voices, views and experiences matter and that they contribute towards developing and improving services. We do this by reaching out to parents and carers to be involved by representing their experience and expertise to decision-makers and making recommendations for service improvements.

Activities

Our activity, as stated with The Charity Commission, is that we work with and alongside, but independently, from the Local Authority, Education and Health Services in Suffolk. We gather as many voices as possible voices and lived experience of local families with SEND aged 0-25. Through co-production we bring that voice into meetings to improve the quality of services. We signpost to services, share information and run events.

During the year, the charity held multiple online focus groups, sessions and two in person information days for SEND families, all available to the public. The feedback from these events was very positive and well received by parents, carers and professionals alike and had really strong participation and professionals turn out.

Risk Management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to management of the finances of the charity. They are satisfied that the systems in place sufficiently manage its exposure to those threats. The trustees have developed strong working relationships with assisting bodies who are available to provide professional advice when required.

Public Benefit

The trustees consider the objectives and activities of the charity are in accordance with the Charity Commission's general guidance on public benefit.

Suffolk Parent Carer Forum have represented the needs and views of many parents and carers with Suffolk County Council, Suffolk and North East Essex Integrated Care Board (NHS), Norfolk & Waveney Integrated Care Board (NHS) and other service providers. The forum has managed to help service providers with their planning and development of services by feedback and experiences from parents and carers.

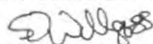
During the year, the charity held multiple Open Events to provide information and signposting for families. A variety of different organisations in SEND health and education attended the events, providing a range of information and support for parents and carers. The feedback from the events have been positive and were received from parents, carers and professionals.

Reserves

The charity holds unrestricted reserves based on unspent funds which will be spent in the future in accordance with SPCF policies and policies provided by Contact, the charity for disabled children, on behalf of the Department for Education. The reserves held by Suffolk Parent Carer Forum as of 31st March 2024 are £62,568. General reserves are retained to enable the trustees to wind up the charity over a period of time without causing excessive distress to the parents and carers.

In reference to the submission of the annual return, an amount of £43,036 was introduced in the 23-24 tax year from the Suffolk Parent Carer Forum previous business bank account prior to becoming a CIO.

Approved on behalf of the trustees on 10 March 2025



Mrs. S Willgoss
Chair of Trustees

SUFFOLK PARENT CARER FORUM
(A Charitable Incorporated Organisation)
Charity registration number: 1200411

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent Examiner's Report to the Trustees of Suffolk Parent Carer Forum

I report to the trustees on my examination of the accounts of Suffolk Parent Carer Forum ('the charity') for the year ended 31 March 2024 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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

A handwritten signature in black ink, appearing to read 'EC' followed by a stylized flourish.

Emma Clifton FCCA

Scrutton Bland Limited
Fitzroy House
Crown Street
Ipswich
IP1 3LG

12 March 2025

Accounts

Accounts for SPCF 20th September 2022 to 31st March 2023 £0.

SPCF got charity recognition on 20th September 2022. From 20th September 2022 to 31st March 2023, SPCF was not active as a Charity as the trustees felt it would be best to run a full financial year from 1st April 2023 to 31st March 2024.

Sep-22	£0
Oct-22	£0
Nov-22	£0
Dec-22	£0
Jan-23	£0
Feb-23	£0
Mar-23	£0