

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

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

## RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act

To follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act

To state whether particular matters have come to my attention

## BASIS OF INDEPENDENT EXAMINER'S REPORT

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My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the following statement.

## INDEPENDENT EXAMINER'S STATEMENT

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

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

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

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

have not been met; or

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

Name: TRACEY M. GRIFFITHS

Relevant professional qualification or body: RETIRED BANK MANAGER.

Address: 42 HIGHTFIELD SWITON HULL HU7 4TR

Date: 12.3.26.

**GILLSHILL PELICAN PRE-SCHOOL**

**COMMITTEE MEETING**

**8<sup>th</sup> July, 2025**

**MINUTES**

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

**Apologies** were received from Caroline and Julie C.

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

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

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

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

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

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

Decorating inside the building and painting the railings.

New flooring and carpeting.

New blinds.

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

Repairs to Julies summerhouse in the garden.

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

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

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

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

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

All monies raised have gone into the building fund.

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

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

**Any other business:**

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

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

**GILLSHILL PELICAN PRE-SCHOOL**

**COMMITTEE MEETING**

**26<sup>th</sup> March, 2025**

**MINUTES**

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

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

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

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

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

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

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

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

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

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

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

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

**Any other business:**

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

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

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

# **GILLSHILL PELICAN PRE-SCHOOL**

## **AGM COMMITTEE MEETING**

**13<sup>th</sup> November, 2024**

### **MINUTES**

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

**Apologies** were received from Julie C, Sian and Lisa.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We will be fundraising for Children in Need on Friday 15<sup>th</sup> November.

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

**Any other business:**

None discussed.

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

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

INCOME			
	Fees	£10,136.25	
	Funding EHCP	£6,979.00	
	Funding NEG	£161,984.72	
	Funding SEN	£4,247.00	
	Wages	£422.16	
FUNDRAISING			
	Breakfast Club	£832.50	
	Donations	£1,164.00	
	Insurance - PLA	£284.30	
	Nativity Tickets	£235.00	
	Savings Account	£7,200.92	
	Sponsored Cram	£30.00	
	Sports Day	£6.00	
	Voluntary Contribution	£449.00	
<b>Total Income for Group</b>			<b>£193,970.85</b>
EXPENDITURE			
	Attachment of Earnings	£120.00	
	Books	£49.99	
	Business Expenses	£1,147.60	
	Donations	£45.95	
	End of Year Presents	£255.30	
	Equipment	£139.98	
	Funding EYPP	£191.99	
	Furniture	£114.00	
	Gas Electric & Water	£1,495.31	
	Insurance - PLA	£3,066.25	
	Insurance - Sage	£2,185.20	
	Internet	£150.53	
	Internet/Telephone	£706.85	
	Ofsted	£50.00	
	ParentMail	£391.20	
	Party	£48.38	
	PAYE Tax & NIC	£17,488.00	
	Rates	£565.00	
	Repairs/Maintenance	£16,322.36	
	Resources	£93.77	
	Savings Account	£1,194.00	
	Service Charge	£70.80	
	Staff Pension	£6,739.78	
	Staff Uniform	£445.15	
	Stationery	£60.72	
	Supplies	£1,332.36	
	Telephone	£101.99	
	Training	£136.75	
	Tapestry	£210.00	
	Wages	£144,795.78	
	Waste Disposal	£540.74	
<b>Total Expenditure for Group</b>			<b>£200,255.73</b>
Balance Forwards	Current Account	£73,611.17	
	Petty Cash Account	£108.67	
			<b>£73,719.84</b>
<b>Income Over Expenditure for the Group</b>			<b>£67,434.96</b>
Balance Carried Forwards	Current Account	£67,326.29	
	Petty Cash Account	£22.74	
			<b>£67,349.03</b>
Savings Account		£505.65	

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