



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	1	April	2013		31	March	2014

## Section A Reference and administration details

**Charity name** Shika

**Other names charity is known by**

**Registered charity number (if any)** 1120990

**Charity's principal address** 37 St Helier's Avenue, Hove, East Sussex

**Postcode** BN3 5RE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Corbett			
2	Laura Falk			
3	Ros Edwards			
4	Rupert Burstow			
5	Emily Bamford			
6	Michelle Parlett		Trustee until 1 <sup>st</sup> March 2014	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Steve Smith		Plummer Parsons 18 Hyde Gardens, Eastbourne, East Sussex, BN21 4PT

**Name of chief executive or names of senior staff members (Optional information)**

Shika Tanzania Programme Manager – Susanne Mayer
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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted 22 <sup>nd</sup> May 2007
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the annual general meeting.

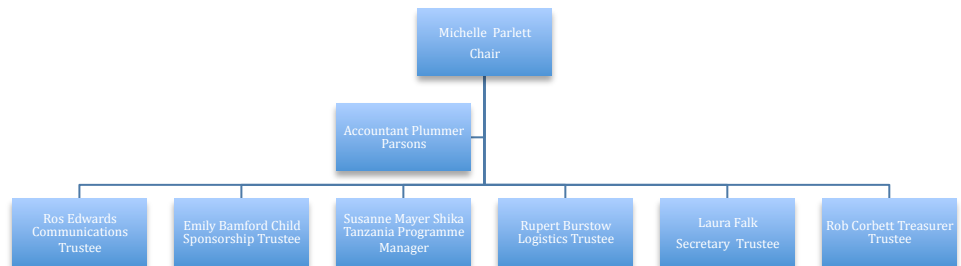
**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

The constitution allows for the appointment of at least three trustees, there is no maximum. Where there is a requirement for new trustees, these are identified and appointed by the remaining trustees. The chair of trustees is responsible for the induction of any new trustee, which involves awareness of a trustee’s responsibilities, the governing document, administrative procedures, the history and philosophical approach of the charity. A new trustee receives copies of the previous year’s annual report and accounts, and a copy of the Charity Commission’s leaflet “The Essential Trustee: what you should know”

The charity’s organisational structure is as follows:



There is a child protection policy in place both relevant to staff in the UK and in Tanzania. This is regularly reviewed to ensure it remains current and relevant. Criminal Records checks are carried out prior to employment or trusteeship through the disclosure and barring service. These checks are carried out again every three years in line with statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

The Edward Starr Charitable Trust continue to support Shika as one of their CHOCS (Children Helping Other Children Smile) charities. The CHOCS programme connects local businesses with local schools that mentor children from the school to fundraise for a charity of their choice. T

Mentor Kate Mcalpine has continued to offer support and guidance with regards to future strategy and planning. Kate is hugely experienced in working in Tanzanian development. She founded and established Mkombozi the street children’s charity as well as the Caucus of Children’s Rights in Tanzania. She is knowledgeable on all aspects of child protection and was instrumental in bringing about child protection legislation in Tanzania . She has come on board to help Shika develop and grow in a sustainable and sensible way.

Shika recognises the importance of working with local organisations in Tanzania specialising in education and child protection. We have continued to devote time over the past year networking with other local organisations , through our continued membership with CCON (Children’s Care Organisation’s Network’) to share resources and specialist knowledge with local organisations with good reputations in these areas.

In the past year we have continued our work with Mental Health Department of Mount Meru Hospital in Arusha to maintain high quality counselling services, as well as continuing to work with the Caucus of Children’s Rights to develop our

areas of children protection.

We have spent a great deal of time developing greater community consultation and continued to build relationships with the local Ward Executive Officers (WEO's) and the Most Vulnerable Children's Committees (MVCC's) to maintain our profile among the local community and strengthen the effectiveness of our programmes. In terms of education we have worked on forging stronger relationships with the local school inspectors to assess our programming and help us develop positively in the future. We are specifically working on building relationships among the secondary school sector as many of our students are now entering the secondary system. It is important for us to increase our knowledge and contacts in this area.

The Shika Parent/Guardian Committee continues to enable parents to help us develop the focus of our programmes and assess their values.

The trustees annually review the risks that the charity faces. The main risks and the system and procedures to manage them are as follows:

**Loss of sponsors.** The trustees have agreed that due to our limited resource in the UK we are currently unable to offer any new sponsorships. We want to give a full package of support to our current beneficiaries to support them fully to end of their education rather than take on more children and with lesser provision.

We have successfully gained extra sponsors to cover those that were unable to commit long term. Shika continues to promote the sponsorship scheme widely to continue to source new support.

**Funding for the Watoto Wanaweza Centre:** We continually review funding for the centre to ensure it is giving good value for money. We also have a fundraising strategy in place to help us to raise enough income through various means to cover the cost of the centre if grant funding fails.

**Exchange rate fluctuations.** This is something to be reviewed at the general meetings. Money is held in reserves to account for small fluctuations as we deal mainly in Tanzanian Shillings. We are trying to open a local bank account in Tanzania which will also help to protect us against severe exchange rate fluctuations over a year.

**Volunteers/staff working at our projects overseas:** We assess suitability of volunteers/interns at our projects and have our own public liability insurance in place to cover volunteers at our projects.

**Volunteers/staff working in the UK:** We have recognised that a challenge to Shika's sustainability is our limited staff resource in the UK. We are staffed only by volunteers and in order for the charity to develop further we need to develop a greater staff resource. Our main staff resource is Michelle Parlett, our director, however she will be taking maternity leave from April 2014. We still do not have enough volunteer staff, so the UK admin duties will need to be scaled back while she is away. We have tried to recruit more volunteer staff but this was a challenge last year and for next year it is something we will look at rectifying. An aim for the coming year is to increase volunteer staff in the UK.

**Partner Relations** – Is any partnership we hold continuing to be mutually beneficial in terms of our mission? This is something we review annually.

**Summary of the objects of the charity set out in its governing document**

To relieve poverty and advance education and training by providing grants and support to disadvantaged communities in East Africa (predominantly Tanzania), who due to their social and economic circumstances are in need of support & assistance.

To promote and protect good health in particular but not exclusively by raising awareness of HIV/AIDS to communities at risk.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the coming year we kept in mind the Charity Commission's guidance of public benefit at our trustee meetings.

The focus of Shika activities remains the provision of education and educational support services to disadvantaged members of the community. We recognise that many of our beneficiaries are from extremely underprivileged backgrounds. Some are also affected by HIV/AIDS. Many are also subject to emotional or physical abuse. Our educational programmes aim to provide these children with educational opportunities, which will eventually enable them to break their own cycle of poverty. More specifically we aim to do this by providing vulnerable children with the emotional and financial support needed to ensure they graduate from primary school and enrol at secondary school. In Tanzania only 30% of children go to secondary school, a small percentage of these are poor, orphaned and vulnerable children. The Watoto Wanaweza After School Programme (WWASP) aims to furnish these children with confidence and feelings of self worth, and the tools to move forward and fulfil their full potential.

Shika programmes benefit people by developing their education potential, promoting self-confidence and social skills. Beneficiaries also gain practical lessons in the form of life skills, and health education as well as all-important counseling sessions. Shika welcomes all disadvantaged young people regardless of faith, tribe, gender or personal circumstance. We use methods of positive rewards and mutual respect to inspire and encourage our beneficiaries. We believe the philosophy of openness and diversity enriches all those involved in our projects, from the project users to the volunteers and local members of staff.

**Additional details of objectives and activities (Optional information)**

**Policy on grantmaking:** If in the position to award sponsorships, the trustees discuss nominations for sponsorship annually as is the cycle with the sponsorship scheme. Eligible candidates are invited to apply for sponsorship through our office in Tanzania. Our staff in Tanzania will submit a shortlist of people eligible for educational sponsorships. If there are a large number of candidates for consideration, a trustee will travel to Tanzania to conduct interviews with the individuals and do relevant background research into their condition. This trustee will present their findings along with any recommendations by our local staff to trustees at a meeting and decide how many sponsorships will be awarded and to whom. If it is a smaller number of candidates, we will ask our local staff members to prepare information about these candidates for the trustees to review at the next trustee meeting in order to make a decision. Trustees travel widely in the UK or abroad and use knowledge gained to inform grant making. The trustees always seek reports on how those with sponsorships are performing and will seek to address any individual problems with sponsorships. The feedback given is sufficient to monitor the effectiveness of the sponsorship. This may be discussed at any of the quarterly trustee meetings.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

However, the trustees have agreed that due to a slight reduction in sponsors in the past year, coupled with a limited staff resource, means we are still unable to offer any new sponsorships until further notice. (see section D) All our current sponsored children will continue to receive their support packages in full.

If any other grants were to be made these nominations would be discussed at the relevant trustee meeting. Nominations for grants are normally elicited formally, if we decide to award informally candidates are still invited to submit a formal application saying how the funds would be used and what would be achieved. The trustees have a policy for educational sponsorships, which ensures loyalty to existing sponsored beneficiaries over new candidates. It is our aim to provide long-term sponsorships to those entering primary school to the conclusion of their primary education. Likewise we aim to offer sponsorships to secondary school pupils to provide educational for entirety of secondary level education (not inclusive of advanced level education or university education).

**Programme related investment:** Any surplus funds unneeded for activities are left in our bank to accrue interest.

**Contribution made by volunteers:** We believe that every child regardless of economic situation or background has the right to a quality education. Volunteers who give their time and expertise to help further the objectives of the charity make an enormous contribution. Both in the UK and abroad there are many people who have given their time to help the disadvantaged young people we support to receive this most basic right. We publicly acknowledge their help in our tri-annual newsletters.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**Within our framework of charity objectives Shika achieved the following:**

- **April 2013** – Michelle Parlett invited to St Anne’s School in Madrid to give a presentation to pupils about Shika. This was to be the beginning of a relationship between Shika and the school. The children went on to raise nearly £3000 Euros through a sponsored swim in response to the presentation.
- **April 2013** – Designer Aly Dalrymple working in Tanzania, held a fashion show to showcase our clothing but also to raise the profile of Shika among the local community. This was a great day with models and Shika students modelling our garments as well as their own they designed themselves.
- **April – June 2013** – Australian Volunteer Dianna Snape travelled to Tanzania with donated cameras and photography equipment to hold photography workshops with the Shika students. They benefitted enormously from learning such a creative skill. This was the beginning of a number of new ‘clubs’ that were ran for pupils with interests in anything from choir to computers
- **May 2013** – Shika undertook an in depth evaluation of the After School Support Programme to assess its strength’s weaknesses and effectiveness. The results were positive and enabled us to develop our Future Vision and Strategy Plan.
- **May 2013** Awarded with cheque for nearly £1200 from Shoreham Academy through their CHOCS Scheme. The students worked very hard although there was only a small group of them.
- **Michelle completed Fashion Africa Business course to learn about setting up fashion business in Africa.** Received valuable information and contacts to help develop the fashion business further. Received consultation from Mayamiko founder Paola Masperra to help with vital elements as setting up as a stockist – wholesale costs etc
- **Volunteer Silvia Gebauer worked with the female students to fund and produce a song and music video which she used to promote Shika**
- **June:** Following research changed the name of oh so Shika fashion label to ‘Shika ‘ and developed a new logo for the
- **August 2013** – Produced the first Shika Fashion Label Look Book, using professional photographer, Simon Clemenger, model Renske Macfarlane, Stylist Lizanne Harris and Graphic Designer Leah Hopkinson. All who gave their services in kind only payment for expenses. The result was brilliant. A professional look book for Shika that we can use to build the fashion business and generate stockists for the clothing
- **September 2013** – Volunteer Dianna Snape, motivated by her time spent working with Shika worked with Programme Manager Susi to develop and fundraise for a healthy food programme. This enabled money to be raised to provide every child at Primary School with a ‘nutritious’ lunch while at school, too many poor and vulnerable children were not getting enough nutrition from their daily diet.
- **Invited to become a member of the Ethical Fashion Forum’s 500 Pioneers and innovator in Ethical Fashion, and sustainability in recognition of our ethical fashion credentials**
- **November 2013** – Dianna Snape raised nearly £11,000 from a charity auction she set up (lunch money campaign) and ran to fund the healthy food programme.
- **November 2013** –Continued with the development of the Shika Fashion label as a means of providing training and employment for disadvantaged women, while generating income for the charity. In line

with this strategy we tested the consumer potential for our clothing in Tanzania by holding a stall at the Arusha Community Christmas Fair . There was a good demand for the clothing and we made sales of £2000. Feedback was positive with many customers expressing interest in future sales of the clothes. This would provide an encouraging sign for development of Shika clothing business in Tanzania as well as the UK and Europe.

- **November 2013** – Our second group of sponsored children sat their primary school national examinations. 28 out of 29 students passed and graduated from Primary school. They all were enrolled into pre-selected secondary schools. This join our first group of 11 children who enrolled in 2013, making a total of Shika supported 40 students currently in secondary education .A massive accomplishment for orphaned and vulnerable children.
- **December 2013** – We again choose not to expand the sponsorship programme this year as we are currently at capacity with our current staff resource.
- **Sourced more sponsors in 2013, and for the first time in several years, reached 100% sponsorship capacity (all our children sponsored)**
- **February 2014** – Hosted Shika Open Day to invite members of the local community to the school to view our programmes in action in an effort to continue to build relationships with the local community.
- **Ongoing** – The Shika Fashion Label continued its successful partnership in the FAIR shop in 2013. Sales in our products at the FAIR shop increased as we focussed on the fashion label and increased production.
- **Ongoing** - Continue to build our partnerships with our local partners in Tanzania and the UK.
- **Ongoing** – Further development and **planning** work with Kate Mcalpine as mentor.



**Brief statement of the charity's policy on reserves**

We hold total cash at bank of £27349 all of which is divided between the general unrestricted fund (£13608), Sponsorship Fund (£13740), and the After school Centre Fund (Currently at £0).

The unrestricted, general fund is held in orders to meet any unforeseen expenditure that may occur for example repairs at the after school centre, or to cover any sponsorship payments which fail to arrive.

We have reviewed Shika's reserves to increase them to £10000. We feel this is the minimum amount of money needed to keep our two main programmes running for around six months if we enter a period of financial hardship. The organisation will review this amount annually to reflect the following:

- Risks associated with each stream of income and expenditure being different from that budgeted
- Planned activity level

The trustees are working on setting a more comprehensive reserves policy which requires:

- Reserves to be maintained at a level which ensures that Shika's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves be maintained in a readily realizable form.

The calculation of the required level of reserves is an integral part of Shika's planning, budget and forecast cycle.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding was from donations by individuals wishing to finance education opportunities for others.

Shika also took an increased income from clothing sales.

Shika has been successful in our independent fundraising activity this year. We recruited new fundraisers who've helped us reach our financial targets.

Shika recognised that relying solely on individuals for fundraising could leave us vulnerable. We deemed it necessary to support such fundraising by a grant writing strategy. Given our limited staff resource we engaged the help of a professional fundraising organisation to try to help us secure funding through grant giving organisations. This represented a considerable cost to the charity but felt it vital to help with the income generation of the charity.

In general, expenditure has supported the key objectives of the charity. Any expenditure is linked to generating income for the charity and ultimately

supporting educational and training opportunities.

Shika has not yet adopted an ethical investment policy as our funds are too small, but this is something the trustees will address when funds increase.

## Section F

## Other optional information

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## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Robert Corbett	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>		