



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	April	2015		31	March	2016

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 Primavera, Wellhouse Lane, Burgess Hill, West Sussex

Postcode RH15 0BN

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	Ros Edwards			
3	Rupert Burstow			
4	Emily Bamford			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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 – Neema Joseph

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 22 nd 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.

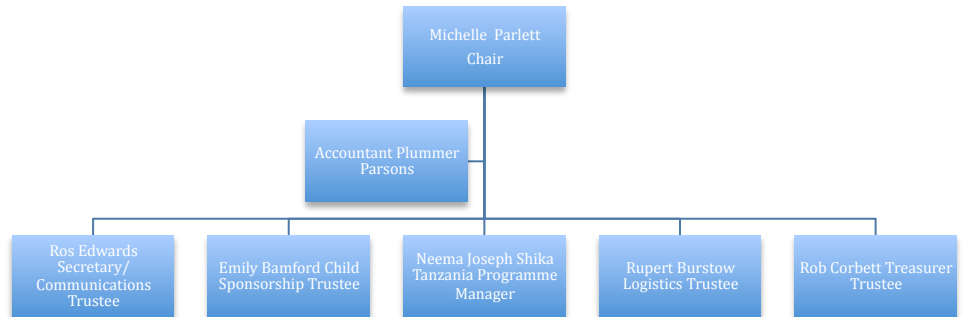
Additional governance issues (Optional information)

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 maintain a relationship with Shika as one of their original 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. Although CHOCS is continuing to rebrand and develop further. We still maintain a relationship with them and try to fit in where we can.

Mentor Kate McAlpine continues 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 offers guidance when needed to help Shika progress 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 local child care organisations such as 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 the 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.

In terms of medical support, we have continued to gain support from Greenhope. Greenhope is a local medical facility providing free/heavily subsidised medical care for our most vulnerable beneficiaries.

We continue to spend time developing community consultation building 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. We have also joined a network of children's organisations set up by the Ngarenaro Ward Development Officer. We also meet regularly with the Arusha Social Welfare Office who assists us with social matters involving our beneficiaries.

In terms of education, we have worked on forging stronger relationships with the Regional Education Officer and school inspectors assess our programming and help us develop positively in the future. We are working on building relationships among the secondary school sector, particularly with headmasters as many of our students are now in the secondary system. It remains important for us to increase our knowledge and contacts in this area.

Regular Shika Parent/Guardian meetings continue to enable parents to help us develop the focus of our programmes and assess their values. It also enables us to maintain good communication regarding our programmes.

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 most of 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 After School Programme, now known as the Shika After School Support Programme: We continually review funding for the programme 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 now hold a local bank account in Tanzania which helps 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. In order for the charity to run more efficiently we need to develop a greater staff resource. Our main staff resource is Michelle Parlett, our director, who volunteers 1 day per week doing UK admin. We have been employing further staff resource to help the development of the Shika Fashion label. However, we have yet to see what long term benefit this may bring us and whether it is sustainable.

Partner Relations – Is any partnership we hold continuing to be mutually beneficial in terms of our mission? We currently hold no partnerships. This is something we review annually.

Section C Objectives and activities

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 Shika After School Support Programme (SASSP) 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)

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

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

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.

However, the trustees feel that for the foreseeable future we are still unable to offer any new sponsorships. We don't currently have the funding or resource to expand further. (see section D) All our current sponsored students 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 and secondary education. (Not currently 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 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:

Things went particularly well in Tanzania with Neema taking up the post of Programme Manager. The programme really benefits from being run by Tanzanian staff. Michelle spent lots of this year working on the fashion label, making use of the support provided by SE Assist Award.

- **April 2015** - St Anne's School in Madrid raised £1812 from their annual Shika sponsored swim.
- **June 2015** – Brighton College Pre-prep and nursery school raised £1750 for Shika during the course of their year of fundraising.
- **July 2015** – Michelle starts work with Sussex Enterprise Assist Mentor Kate Dodd. Kate will offer advice and guidance to help the Shika Fashion label develop. Kate will meet Michelle regularly to direct the Fashion label. This marks the beginning of a push to try to develop the clothing label as a means of generating independent finance to support our programme costs.
- **August** – Michelle employs Aude Lesure a freelance Fashion Consultant to help Shika us develop the Shika Fashion label further. Aude will specifically work on the design of a new collection. She will also help us adopt more professional working practises.
- **September 2015** – Susi Mayer our ex- Programme Manager in Tanzania visits the UK to work for a week with Director Michelle on strategy/policies for the coming year. Susi continues to be very involved in Shika and volunteers for us.
- **October 2016** – Shika starts working with the Sussex Innovation Centre whom we hire staff member from. We hire Sylvia Gregory for a few hours each week to help develop the fashion label. We work mainly on social media strategy and marketing. We use the SE Assist money to help with this.
- **November 2015** –Shika Fashion sold well at the Arusha Community Christmas Fair and we continued to supply other local lodges and hotels with our clothes.
- **November 2015** – Our fourth group of sponsored children sat their primary school national examinations. All 14 students who sat, passed their National Examinations and graduated from Primary school.
- **December 2015** – We choose not to expand the sponsorship programme this year as we are currently at capacity with our current staff resource.
- **January 2016** – All 14 students who graduated from primary school were enrolled into pre- selected secondary schools in January 2016. They join the current group of 62 Shika sponsored children, making a total of 62 Shika supported students currently in secondary education. This I believe is our greatest achievement. We continue to get these children through primary and into secondary school. Our oldest Shika sponsored students are now entering their final year of O Level Secondary Education. What a cause for celebration!
- **Michelle Parlett takes fashion Designer Aude Lesure to Tanzania to work on our new Shika Fashion Collection.** She holds a week of intensive training with our tailors. Here she teaches them soft tailoring techniques and pattern cutting. We come away with some lovely samples that we can use to publicise the collection for the following year.

Brief statement of the charity's policy on reserves

We hold total cash at bank of £40927. The breakdown of which is as follows:

General fund: £13005

Sponsorship £5700

Oh So Shika £22,222.

The unrestricted, general fund is held in order 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

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

Shika also took an steady income from clothing sales.

We started to pay off the SE Assist Loan at the rate of £694.44 in March 2016.

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

In general, expenditure has supported the key objectives of the charity.

adopted.

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

--

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Corbett	
Position (eg Secretary, Chair, etc)	Chair	
Date		