



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	3rd	July	2015	<b>To</b>	2nd	July	2016

## Section A Reference and administration details

**Charity name** Aquinoe Learning Centre Charitable Trust

**Other names charity is known by** ALC

**Registered charity number (if any)** 1109906

**Charity's principal address**  
 82 Nortons Way  
 Five Oak Green  
 Tonbridge  
 Kent  
**Postcode TN12 6TF**

### 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	Ms Jean Thompson	Chair		
2	Mrs Lynne Buddle	Treasurer		
3	Mrs Tina Panton	Secretary		
4	Mr Clive Buddle			
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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

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

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**Section B                      Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution adopted 4 <sup>th</sup> December 2004 amended 14 <sup>th</sup> May 2005
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed

**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.

	<p>Induction of trustees – advice taken from Charity Commission website.</p> <p>The charity works mainly with the Director of the Aquinoe Learning Centre in Kitale, Kenya, and communication is mostly by email and WhatsApp. There is also a certain amount of communication between the chair of the charity and head teacher of the school.</p> <p>The trustees do not consider there to be any financial risks in the work undertaken.</p> <p>Funds are only committed and sent to the school in Kenya once they have been raised in the UK. Accounts from the school are always checked thoroughly before the next tranche of money is sent.</p> <p>The trustees do not take out loans to finance any of the work.</p>
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**Summary of the objects of the charity set out in its governing document**

To advance education in Kenya by providing access to education for all children regardless of financial, physical, sensory or learning difficulties, in particular by supporting the work of The Aquinoe Learning Centre in Kitale, Kenya and also by promoting a sponsorship programme for individual children.

**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)**

We have continued to keep in mind the Charity Commission's guidance on public benefit and focussed our activities in providing money to enable the school to continue its work helping all children regardless of ability/disability.

By paying the salaries of specialist teachers and offering vocational courses at the school we are enabling the children to reach goals that would not otherwise be available to them.

**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.

The charity continues to be supported by volunteers in the form of friends and family who have assisted the trustees to prepare for and enable our fund-raising events to take place.

Volunteers have also visited the school, contributing according to their skills.

A volunteer has assisted by promoting the work of the charity on social media.

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

This year our income totalled £18,449.33. This figure included the sum of £2,017.45 received from our Charities Gift Aid reclaim for 2014/2015 and our reclaim for the current year will go into the figures for next year.

1. Donations:
  - a. We received donations totalling £9,203.95. These were made up of specific, generous one-off donations from individual supporters and organisations, regular donations to general funds and contributions from a variety of sources such as the sale of plants and eggs.
  - b. Regular donations to sponsor individual children.
  - c. Single donation from CUSAFE (Jesus College, Cambridge) of £1,000 towards our solar project, which already had the majority of funding ring-fenced;
  - d. Donations of various articles as prizes for the quiz raffle.
2. Fundraising totalled £1,150.79, the majority of the money coming from the annual quiz but also from the sale of handmade goods, events held at a school in England and collecting used stamps.
3. Income has provided funds for:
  - a. Salaries of specialist teachers, occupational therapist and librarian;
  - b. Specific pupils from individual sponsors;
  - c. Solar power system;
  - d. Tiling the floor of the new dining hall;
  - e. Windows for dining room;
  - f. Suitable electrical provision for dining room;
  - g. Painting dining room;
  - h. Dining room furniture;
  - i. Small cooking stove;
  - j. Bunk beds;
  - k. Pit latrines;
  - l. Occupational therapy equipment;
  - m. Wheelchairs;
  - n. Inclusive Education course for all staff;
  - o. Continuing Professional Development for SEN teacher;
  - p. Musical instruments;
  - q. Kiswahili books;
  - r. Library equipment;
  - s. Funding for promotional materials;
  - t. Christmas bonus for all staff.

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## Section E

## Financial review

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

We aim to have minimal reserves after the transfer of funds to ALC, unless funding is ring-fenced for a specific project.

A transfer is usually made to coincide with the start of a fresh term.

### Details of any funds materially in deficit

### 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.

#### Sources of funds:

- donations from supporters;
- funding for a specific project from a Cambridge University College;
- sponsored events;
- quiz

Funds have been provided for all pupils generally (e.g. buildings, books) and also for children with disabilities (e.g. wheelchair)

The trustees give their time voluntarily and receive no financial remuneration.

## 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)	Ms Jean Eleanor Thompson	
Position (eg Secretary, Chair, etc)	Chair	
Date		