



Trustees' Annual Report for the period

	Period start date				Period end date		
From	3rd	July	2017	To	2nd	July	2018

Section A Reference and administration details

Charity name Aquinoe Learning Centre Charitable Trust

Other names charity is known by ALC or ALCCT

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

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 (eg. trust deed, constitution)	Constitution adopted 4 th December 2004 amended 14 th May 2005
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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>The charity works mainly with the Director of the Aquinoe Learning Centre in Kitale, Kenya, and communication is mostly by email and WhatsApp.</p> <p>There is also some communication between the Chair of the charity and Head Teacher (and occasionally the Chair of the Board of Governors) of the school.</p> <p>The trustees consider there to be minimal 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. When deciding how much money to send, the trustees always leave a small balance in the charity bank account.</p> <p>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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Section C

Objectives and activities

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)

The trustees 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 a vocational course at the school the charity is 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 the charity's income was £20,252.29, which included a sum of £2,232.59 received from HMRC for the Charities Gift Aid reclaim for 2016/2017. Reclaim for the current year will be included in the figures for 2018/19.

1. Donations:
 - a. We received donations totalling £16,228.32. 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 a church and a care home.
 - b. Regular donations to sponsor individual children.
 - c. Donations of various articles as prizes for the quiz raffle.

2. Fundraising totalled £1,776.16, the majority of the money coming from the annual quiz but also from the sale of goods at a festival, events held at a school in England, collecting used stamps and the sale of plants.

3. Income has provided funds for:
 - a. Salaries of specialist teachers, occupational therapist and librarian;
 - b. Specific pupils from individual sponsors;
 - c. Computers and accessories;
 - d. Security equipment for windows and doors;
 - e. Strengthening perimeter wall;
 - f. Continuing Professional Development for SEN teacher;
 - g. Water harvesting equipment;
 - h. Floor tiles for classroom;
 - i. Physiotherapy equipment;
 - j. Wheelchair;
 - k. Mathematics equipment;
 - l. Curriculum books;
 - m. Library equipment;
 - n. Food;
 - o. Christmas bonus for all staff.

Summary of the main achievements of the charity during the year

1. Overall, income for the charity increased by over £3,000
2. The number of pupils receiving sponsorship increased from forty-four to forty-six.
3. The number of South Sudanese refugees (from Kakuma Camp in northern Kenya) benefitting from sponsorship remained similar.
4. The Special Needs teacher completed her project for her specialist course. This has led to benefits not only for herself but also for all of the pupils with special needs.
5. The purchase of computers benefitted both pupils and staff.
6. The strengthening of the perimeter wall enhanced security at the school.
7. Water harvesting equipment has meant that rainwater could be harvested during downpours and the water used for washing etc. This meant that water bills were reduced.
8. The physical environment of the school was enhanced.
9. Educational facilities benefitted from funding for curriculum books, mathematics equipment and library equipment.

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 the school, unless funding is ring-fenced for a specific project.

A transfer is usually made to coincide with the start of a new term, that is, three times a year.

Details of any funds materially in deficit

NA

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;
- sponsored events;
- quiz
- sale of goods

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

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		