

**TRUSTEES' ANNUAL REPORT FOR THE PERIOD FROM**

1<sup>ST</sup> JULY 2016 TO 30<sup>TH</sup> JUNE 2017

**OUR MISSION: CREATING LIFE CHANCES**

The Namibia Project works to reverse the adverse impact that poverty has on children's lives and future. Through sponsorship, access to education and by meeting the basic welfare needs the Namibia Project improves the lives and opportunities of orphans and vulnerable children in Namibia.

**REFERENCE AND ADMINISTRATION DETAILS**

**Charity Name:** NAMIBIA PROJECT  
**Registered charity number:** 1163681  
**Charity's principal address:** Carvossa, Bowden Rise, Seaford. East Sussex  
BN25 2HZ

*Names of the charity trustees who manage the charity and were elected in September 2015*

<b>Trustee Name</b>	<b>Office</b>
Mr. Martin Rivers	Chairman
Mrs. Elizabeth Wood	Secretary
Mr. Rijn Brandse	Treasurer
Mr. Peter Arnold	Events Coordinator
Mrs. Tasha Arnold	Events Coordinator
Mrs. Ann Brandse	Education and Appeals Coordinator
Ms. Alexandra Blom	Media and Communication Coordinator
Ms. Wendy Brandse	Media and Communication Coordinator
Mr. Vadim Nikitin	Media and Communication Coordinator

### *Professional advisors to Trustees*

<b>Type of advisor</b>	<b>Name</b>	<b>Address</b>
Local Business Bank Manager	Mr. Gary Bull	Metro Bank 59 Terminus Road Eastbourne Arndale Center East Sussex BN21 3NW
Chartered Accountant	Mr. Robert Scrivins BA(Hons) FCA CTA DChA TEP	Clark Brownscombe St Andrews Place Southover Road Lewes. East Sussex BN7 1UP
Solicitor	Mrs. Lucy Robinson FCILEx	Charity Law Department. Lawson Lewis Blakers 11 Hyde Gardens, Eastbourne East Sussex BN21 4PP

### **Structure, Governance and Management**

#### **Type of Governing Document.**

Constitution of a Charitable Incorporated Organisation who's only voting members is its charity trustees.

Date of the Constitution (last amended) 7<sup>th</sup> January 2016

#### **Trustee selection methods.**

Trustees are appointed or reappointed annually at the Annual General Meeting held in March. The trustees also elect "Student Representatives co-opted by invitation" on to the board of trustees. The aim of the position is for students who have returned from their summer expedition to Namibia to feedback to the trustees and share input on behalf of their team and vice versa. The application process involves a written statement of intent and an informal interview. There are no voting rights for this position, and the term of office runs for an academic year August – June.

#### **Additional Governance issues.**

There is a child protection policy in place.

Criminal Records Bureau Disclosure and Barring Service (DBS) checks are carried out before commencement of trusteeship. These checks are carried out again every three years in line with statutory requirements

## **The charity's organisational structure and any wider network with which the charity works.**

A breakdown of the organisational structure is listed in the document **“TRUSTEES AND GOVERNANCE – June 2017.”**

*Additional information to be found on the Namibia Project website*

**OVERVIEW of the Namibia Project.** The Namibia Project started at ACS Cobham International School in 1999 to provide a student learning experience for 20 students and 2 teachers. Fundraising events were held, on the school campus, throughout the year and during the summer the student team went on an expedition to Namibia, for a month, to visit and work on the Projects at our partner schools. The funds raised were held and audited by the ACS Finance Department in a student activity fund. International bank transfers were made through the NatWest Bank Cobham Branch (the ACS Cobham School Bank)

In September 2015, the Namibia Project CIO was registered with the Charity Commission. The Trustees were elected from a diverse group of people who had a real understanding of the needs to be met as they had either worked at ACS or attended ACS and gone to Namibia as part of the Project. The Chairman has financial business and management experience and has not attended ACS or gone to Namibia.

The ACS student-led Namibia Project still operates at ACS Cobham International School, for the 20 students who will go on the expedition to Namibia in the summer. They fundraise on the campus for their goals and make donations to the Namibia Project charity. The ACS Namibia Project on the school campus is overseen by an ACS teacher who is responsible for the Namibia Project Service Learning Project.

### **Trustees' consideration of significant risks and the system and procedures to manage the risks, protect the assets (reputation) and people.**

A Risk Register Framework is in the process of being drawn up to include safeguards to prevent fraud and to reduce the risk of misuse of personal data.

**All trustees give their time voluntarily** and receive no remuneration or other benefits except travel expenses to further the purposes of the CIO.

### **Objectives and Activities**

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

The objects of the CIO (“Objects”) for the public benefit are to relieve sickness and financial hardship and to promote and preserve goods or services of any kind in Namibia as the Trustees may from time to time think fit.

#### **Summary of the main activities undertaken for the public benefit in relation to these objects.**

At the moment, we work in partnership with Kutenhoas Primary School, near Berseba, Kharas Region, in the South of Namibia and Dr Alpo Mauno Mbamba Junior Secondary School, at Rundu, in the North of Namibia.

**GOALS FOR THE NAMIBIA PROJECT** (linked to the UN's Sustainable Development Goals (SDG))

*Additional information to be found on the Namibia Project website*

### **ZERO HUNGER – (SDG 2)**

- Food security by improving the school garden with support from the Ministry of Agriculture + the Rossing Foundation + Crop Production Manual on soils and seeds.
- Purchase goats and chickens for the vulnerable families and provide winter food supplements for the orphans and vulnerable children. (OVC's)

### **QUALITY EDUCATION – (SDG 4)**

- OneBillionOneClass project using teaching apps to teach basic numeracy and literacy for children in developing countries using solar-powered tablets. The Namibia Project will purchase a class set of iPads + headphones + Teacher's iPad and lockable charging unit
- Sponsor Residential School and Community Programme on sustainable learning and living at NaDEET (NamibRand Environmental and Educational Trust)
- Scholarship Sponsorships for the Kutenhoas Learners to attend High School in Berseba and the Dr. Alpo Mauno Mbamba Learners for their tertiary education and living costs in Namibia.
- Raising funds for a teacher-student academic and cultural exchange with ACS for 10 learners and 2 teachers from Dr Alpo Mauno Mbamba Junior Secondary School
- Master Classes for the Kutenhoas teachers
- Purchase new school uniforms and tracksuits for the 'learners' for the winter months.
- Invest in Skills and Enterprise Programme – teaching traditional crafts
- Professional Development Vouchers for the teachers and support workers at Kutenhoas Primary School.

### **GOOD HEALTH AND WELL BEING – (SDG 3)**

- Building a new hostel for 100 orphans and vulnerable learners at Kutenhoas Primary School – plus accommodation for the teachers and a room for the health worker.
- Providing information on basic first aid and purchasing supplies for the school and community. Provide washable sanitary pad kits for the teenage girls
- Funding for Community Celebrations

### **ADDITIONAL REQUEST FROM KUTENHOAS**

- Support the Pre-School Classes with educational toys and clothes
- Kutenhoas needs to purchase a minibus to transport the learners to the boarding school and sports fixtures.
- Kutenhoas Community social survey (census) is required to help target our support.
- African Methodist Episcopal Church (AME) needs a new roof
- Micro-finance for local initiatives

## **ACHIEVEMENTS AND PERFORMANCE**

Summary of the main accomplishments of the charity during the year 2016-17

### **ZERO HUNGER – (SDG 2)**

**Construction of a shaded school garden** - The Rossing Foundation advised us to use the Arandis architect to draw up a plan for the Kutenhoas School garden and include information about the amount of shade netting and the number of poles needed for the construction.

The Ministry of Agriculture, Water and Forestry conducted a feasibility study on the construction of raised beds, nutrients for the soil, the purchase of seeds and an irrigation system.

Boundary Wholesale provided the transport from Windhoek and a builder to help supervise the construction. Mr. Goeieman (Principal of Kutenhoas School) and Mr. Scrywer (Teacher in charge of the school garden) suggested that we employ 5 local labourers at N\$100 per day for 4 days to complete the construction.

**Kutenhoas School Reports** *that flat stones from the environment are being used to construct the plots inside the structure. Pipes for irrigation have been purchased from AGRA and soil collected. Planting of the seeds will start in October.*

**We purchased a herd of 11 goats for 5 vulnerable families.** The school council and village elders decide which families are eligible to receive the goats each year. The ACS students hand out Certificates of Ownership to the families when they visit the school in June.

**Kutenhoas School Reports** *that this is an excellent project to help eradicate poverty and the likelihood of improving the living standards of people. So far 19 households have received goats. Care should be taken to make sure that recipients are responsible for themselves and have people depending on them. The school chairperson and traditional authority councilor expressed their gratitude and spoke much about the need for the project to continue.*

**We provided two food deliveries from the Metro Cash and Carry in Keetmanshoop of protein and vegetable food supplements in the winter** for the orphans and vulnerable children OVC's in the hostel. The government provides school-aged learners with one bowl of porridge per day. Families supplement this diet with homegrown vegetables and goat meat. The OVC's have little or no support, and their health suffers during the winter months.

**Kutenhoas School Reports** *that Ms. Stein the hostel houseparent reports that this allowance is essential because the added vegetables and protein helps the learners to stay healthy and their appetite improves.*

### **QUALITY EDUCATION – (SDG 4)**

**We purchased 10 reconditioned iPad, chargers and headphones.** We bought the OneBillion apps for teaching basic numeracy and literacy for the learners at Kutenhoas Primary School. We also prepared lesson plans and instructed our ACS students to show the teachers how to use the equipment.

**Kutenhoas School Reports** *that they are using the iPad with the Grades 1, 2 and 3. The teachers are assisting the learners, and they learn together at the same time and enjoy problem-solving, learning colours, shapes and stories*

**NaDEET. We sponsored two residential workshops for the school and community** on “Learning and Living for a Sustainable Future” at the NamibRand Environmental and Educational Trust. The learners’ programme was linked to their science curriculum, and the village community programme raised awareness of energy conservation also included a gift of a solar cooker for each family.

**Kutenhoas School Reports** *that next year we should consider sending teachers from the four schools in the Brukaros Cluster instead of the learners. That way more learners and schools will benefit from the training. The learners at Kutenhoas make ‘fireballs’ from the schools’ waste paper. The community visits should stop as most families have had a family member attend.*

### **NADEET 2017 KUTENHOAS COMMUNITY PROGRAMME REPORT**

*Additional information to be found on the Namibia Project website.*

#### **Academic and Cultural Exchange with Dr Alpo Mauno Mbamba JS School**

The Namibia Project funded the flights for 8 learners and 2 teachers to come to ACS for a week. ACS generously provided the accommodation and meals in the Boarding House and other members of the community supported the programme by providing backpacks, T-shirts and sweatshirts for the visitors from Namibia.

The Namibia 2017 team visited Dr Alpo school in July, and we hope that this exchange could become a bi-annual event as it was so beneficial for all concerned.

#### **DR ALPO STUDENT TEACHER EXCHANGE VISIT**

*Additional information to be found on the Namibia Project website.*

#### **We will sponsor Scholarships for the Kutenhoas and Dr Alpo JS School**

In January 2018, we will support 15 Kutenhoas learners with their hostel fees and a living allowance at Berseba High School

In January 2019, we will sponsor one learner, from Dr Alpo, for 4 years of tertiary education at a university or college in Namibia.

**Professional Development Vouchers for Kutenhoas teachers and the support workers.** We annually provide a £25 gift voucher which can be exchanged for either clothes or books at a Keetmanshoop store. This figure has not changed for 4 years, and in 2018 it should rise to £30 per head x 20 people

#### **Support for the Pre-School Classes with educational toys and clothes.**

The Namibia 2017 expedition team purchased educational toys, games and charts and painted a mural in the classroom.

**Kutenhoas School Reports** *that the classroom is now conducive for learning and that the displays help the teacher to help the learners to have a better understanding.*

#### **We purchased sports equipment as requested by Kutenhoas Primary School for interschool competitions and afterschool activities.**

The Namibia 2017 team organized an inter-house Sports Day for the school in June.

**Kutenhoas School Reports** *that the equipment has put them in a better position to give the learners a variety of athletic events and sports coaching. It has improved the learners' fitness and their self-esteem as they are starting to win races against the other larger schools.*

### **Census and Household Survey of the village.**

We prepared a questionnaire for the Namibia 2017 students to use to interview each family in the village. This exercise gave the students firsthand experience of the living conditions, and the results will be needed to help Namibia 2018 to set their goals.

### **GOOD HEALTH AND WELL BEING – (SDG 3)**

**We provided information on basic first aid and purchased supplies** for the school and community. The Namibia 2017 team also bought and provided washable sanitary pad kits for the teenage girls

### **Boundary Wholesale helped to source and transport additional items for Kutenhoas Primary School.**

The consignment which was delivered on 16<sup>th</sup> June 2017 included: Library Books from the Horizon Book dealers; Book Shelves; the Materials to Construct the Shaded School Garden, Sports Equipment; First Aid Supplies; New Printer for the Office; Blankets; Stackable Chairs; Paints; Brushes and Firewood.

### **Overall Report from Kutenhoas Primary School about the Namibia 2017 team visit in June 2017.**

*Despite the time in the wild surrounded by fresh air and the blue sky the group arrived and stood through the cold wind of the early evening on 27 June 2017 while they were listening to songs and welcoming remarks of their host. They even had the energy to sing in beautiful voices a song that told a story about friends and a strong message.*

*The team were very keen and business-like in their approach and queries about what the day's work held for them the next day and the days following it. The following days the groups prepared for sports, help around the construction site of the gardening net site cleaning and stabling stones, painting the pre-primary class, library book selection for suitability and painting, stacking new and old books in the new setting, rotating in their classes to teach games and English, dishing out donations and paying the workers, visiting the community homes doing the household survey, attending and performing at the culture festival and playing and teaching games, attended the goat recipient selection meeting.*

### **Contribution made by volunteers**

**The Night for Namibia dinner and auction** was a very profitable event held at the Park Plaza Riverbank, London. Tasha Arnold, ACS Service Learning Coordinator and a Namibia Project Trustee organized this successful event with ACS Parents plus teacher and student volunteers and with support from the trustees.

### **Fact Finding Trip to Namibia – April 2016.**

*Additional information to be found on the Namibia Project website*

The Brandses volunteered to go out to Namibia to check on the Projects, renew friendships and make new contacts

### **Financial Review:**

The financial objective of the charity remains to raise sufficient income each year to cover the grants and expenditure for the year.

The trustees wish to retain a level of reserves to ensure that costs and grants can be covered in the event of a shortfall in income.

The trustees are of the view that the trust is a going concern.

## **FUTURE PLANS**

### **Aims and Objectives**

#### **Past and Current Activities**

**Scholarship programme** for the learners at Kutenhoas Primary School and Dr Alpo Mauno Mbamba JS School.

Fundraising to encourage individuals to sponsor one learner.

1. **High School hostel fees** for 2 years for Kutenhoas learners.  
Accommodation £50, transport £30, personal allowance for a school uniform, clothing, books and toiletries £40 **Total £120 per year.**
2. **Sponsor a 4 years tertiary education course** at a college or university in Namibia for a learner from Dr Alpo Mauno Mbamba JS School  
Tuition. Accommodation, meals £3,676  
Personal care, clothing, transport £407  
**Total per year = £4083**
3. **The Oliver Fund** is to support an academically able learner, with no parental support, who needs funding to stay at school for the 11<sup>th</sup> and 12<sup>th</sup> grade.  
Clothes (school wear) £80  
Allowance for books and supplies £40  
Food for 3 terms £330  
**Total per year £450**

**The Pre-Study Monthly Stipend** is for the learner who has been awarded a tertiary education scholarship but faces a time delay in the commencement of the university course. The stipend is paid monthly, and the learner is required to be a teachers-aide at the local primary school for the duration

#### **Food Security for Kutenhoas Primary School.**

Approach the Ministry of Agriculture to request a final year agriculture student or intern to support the progress in developing the Kutenhoas Shaded School Garden. Costs involve the provision of accommodation and food and a stipend of NS1600 (£85.22) per visit. It is envisaged that there should be 4 x 4-day visits per year.

## **Apply for grants and sponsorship for a biennial-annual Teacher-Student Academic and Cultural Exchange with Dr Alpo Mauno Mbamba JS School.**

We would like to build on the progress made during the successful exchange in 2016 for 8 learners and 2 teachers from Dr Alpo and the students and teachers at ACS Cobham International School.

- The students were accommodated and fed at the ACS Boarding House, and the teachers' accommodation was off campus at the Premier Inn.
- The total cost of the visit without having to pay for local transport, the learners accommodation, food, outings and treats = £12,029  
Figures calculated to include accommodation for a party of 10, meals, excursions, and transportation = £20,634

## **Build a new Hostel (Boarding House) at Kutenhoas Primary School for the orphans and vulnerable children (OVC's)**

We have been granted permission by the Kharas Regional Education Office to build a hostel in the school grounds for 110 learners, 4 teachers and a room for the health teacher.

Kutenhoas is situated in a very rural and marginalized area of the country where there is a desperate need for a larger hostel to be built to accommodate the growing number of orphans and vulnerable children and the children of the nomadic herdsman. A hostel which can accommodate teachers will naturally attract qualified teachers and increase the numbers of learners which in turn increases the allowances given to the school

The cost for the building alone is N\$ 2,500,000 (£133,156). The Night for Namibia raised £2100 for the new build, and we intend to approach the Namibia Project alumni with an Appeal for Building the Boarding House at Kutenhoas.

## **Declaration**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit after reviewing the charity's aims and objectives.

The members of the Board of Trustees are responsible for preparing the Report of the Trustees and the financial statements. The Trustees have chosen to prepare financial statements for the company in accordance with United Kingdom Generally Accepted Accounting Practice (UK GAAP).

Company law requires the Trustees to prepare such financial statements, for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit for that period and comply with UK GAAP and companies Act 2006

In preparing these financial statements the Trustees have chosen to select suitable accounting policies and then apply them consistently. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also

responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the charity's trustees

**Signature**

**Full Name:** Martin Rivers

**Position:** Chair

**Date:**

**Independent examiner's report of the Namibia Project Charity's accounts:**

Mr. Robert Scrivins. BA(Hons) FCA CTA DChA TEP. Chartered Accountant, Clark Brownscombe, St Andrews Place, Southover Road, Lewes. East Sussex. BN7 1UP

Report to the trustees and members of the Namibia Project

On accounts for the year ended 30<sup>th</sup> June 2017