



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2022                      Period start date  
To 31/03/2023                      Period end date

**Charity name: Teachers for Zambia**

**Charity registration number: 1185949**

## Objectives and Activities

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	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Teachers for Zambia (T4Z)'s purpose is to advance the education of children in Zambia by providing resources and by supporting the training of community schoolteachers through a Zambian Non-Governmental Organisation (NGO) named Training Teachers for Community Schools in Zambia (TTCSZ). T4Z registered as a Charitable Incorporated Organisation (CIO) in October 2019. This is T4Z trustees' third report. TTCSZ re-registered for a second period of 5 years with Zambia's Ministry of Community Development in February 2022 (Registration Certificate RNGO/101/0601/16 ISSUE No 2).</p> <p>T4Z raises funds to support the training of unpaid, untrained volunteer teachers working in some of the poorest community schools in the Chawama and Chibolya Zones of Lusaka, Zambia. The training is organised and delivered by TTCSZ. In 2016 Zambia's Ministry of General Education (MoGE) noted that community schools play a 'crucial role' in primary school education. Thirty percent of Zambia's primary schools are community schools which are not government funded. Community schools are especially important for the education of girls, orphans and other vulnerable children living in informal housing areas.</p> <p>In summary, T4Z aims to provide resources and to support the training of teachers so the cycle of impoverishment for vulnerable children can be broken.</p>
Summary of the main activities in relation to those purposes for the public	Para 1.17 and 1.19	<p>T4Z's main activity is fundraising for TTCSZ. T4Z's strategic plan 2021-24 prioritises the following:</p>

benefit, in particular, the activities, projects or services identified in the accounts.		<ol style="list-style-type: none"> <li>1. To build sufficient reserves to ensure the sustainability of T4Z and the continuity of ongoing TTCSZ projects which it has agreed to fund.</li> <li>2. To support TTCSZ's programmes for the training of untrained volunteer teachers working in community schools in Zambia.</li> <li>3. To raise sufficient monies for the establishment of a resource centre in Zambia where teachers can access practitioner resources and network with other professionals.</li> <li>4. To provide bursaries to support the further professional development of untrained volunteer community schoolteachers in Zambia.</li> </ol> <p>T4Z's fundraising during the original period following registration focused on the first priority above. During the second period covered T4Z worked particularly on priorities 2 and 4 above but between April 2021 and March 2022 covid impacted the range of opportunities for fundraising. During the period covered by this report we developed a broader focus on the four priorities.</p> <p>One community school teacher was being supported by a bursary to study for a primary education degree at Chalimbana University, Zambia. T4Z also paid for TTCSZ's 10-day training programme for 25-30 community school teachers in April 2022, and continued fundraising for a Resource Centre being investigated by TTCSZ near the end of this period.</p> <p>Funds have been raised through activities including bric-a-brac stalls, the sale of craft items and individual initiatives such as book sales and donations (including specific sums for bursaries). Donations are gift aided where relevant and T4Z was registered for Amazon Smile until Amazon discontinued the initiative.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity works within the public benefit guidance published by the Charity Commission. Trustees have signed the Essential Trustee (CC3) Guidance from the Charity Commission and adopted the Charity Commission Governance Code.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	T4Z's Grant Making Policy commits trustees to only applying funds in accordance with its charitable purpose and

		<p>objectives, as identified in its constitution.</p> <p>The sole beneficiary of T4Z's fundraising is its Zambian partner, TTCSZ. Approved grants must meet T4Z's charitable purposes and reflect priorities listed in its Grant Making Policy. These are subject to review every 3 years, but are currently 2, 3 and 4 above, plus supporting the continuing development of community schoolteachers by providing seminars, conferences and teacher workshops in Zambia. Eligible grant requests from TTCSZ will be considered and trustees will conduct due diligence checks.</p>
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<p>All seven T4Z trustees are volunteers, and around 12 volunteers are also involved in active fundraising. Everyone involved with our local partner in Zambia (TTCSZ) is also a volunteer. There were 6 regular monthly donors in 2022-23.</p> <p>Nobody is paid for donating / creating prizes, selling fundraising tickets, making general donations or staffing stalls.</p> <p>The contribution of volunteers is essential to our CIO achieving its objects.</p>
Other		<p>Both T4Z and TTCSZ have agreed common values: building trust, enhancing partnerships, inclusion of stakeholders, sharing good practices, upholding transparency, maintaining high standards and promoting sustainability. The operational activities of both charities are underpinned by these values.</p> <p>Working in partnership with a relevant in-country organisation provides T4Z with significant benefits in ensuring its charitable purposes are achieved. TTCSZ, T4Z's local partner in Zambia, has established government and school networks along with access to a wider set of volunteers who have important local knowledge, skills and experience. This means that projects can be delivered successfully.</p> <p>In terms of working relations between T4Z and TTCSZ, some trustees / committee members in Zambia and the UK have longstanding personal and academic relations. Several met whilst teaching or studying in the School of Education and</p>

		Professional Development at the University of Huddersfield, UK. Others were members of the same church community in Huddersfield for over 8 years. These established connections between T4Z and its Zambian partner ensure the stability of the partnership and secure the successful operation of this project.
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our first report covered 23/10/19 to 31/03/21, during which period the trustees worked to build foundations for the charity's activities. Our second report covered 01/04/2021 – 31/03/2022 when we were affected adversely by the covid pandemic.</p> <p>During the period covered by this report we have engaged in a variety of fund-raising activities including participation in public events at the local parish church.</p> <p>Direct beneficiaries of T4Z's fundraising are community school teachers in Lusaka. Through fundraising for its Zambian partner, each year T4Z supports the delivery of basic teacher training to another 25-30 volunteer community schoolteachers. Funds raised from specific donors during the period of this report also meant that a teacher studying a 4 year primary education degrees. This teacher also contributes to TTCSZ's training programme so their learning is cascaded more widely to other community school teachers.</p> <p>UNESCO (2015) noted that investing in teachers is a pre-requisite for the transformative power of education to occur. T4Z's investment in the professional development of community schoolteachers has encouraged this transformative process in disadvantaged communities in Lusaka. In addition to direct beneficiaries (teachers), hundreds of children in community schools have benefitted because their teachers now have additional skills and knowledge as a result of T4Z fundraising.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against	Para 1.41	
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objectives set		
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The fundraising climate for the year 2022-23 was again a difficult one, however, despite this the charity managed to match the income of the previous year, in fact increasing it by £100. The £10,266 raised in 2022-23 was sufficient to maintain the charity's funds at sustainable levels, enabling it to commit to funding in 2023-24 the establishment of a Resource Centre in Lusaka [priority 3], provision of a bursary for a second community school teacher to enrol for an undergraduate degree in education [priority 4] and the delivery of a training programme for untrained teachers working in community schools [priority 2].
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To protect the charity against a sudden and unexpected drop in income, the trustees have agreed to keep reserves of £2,500.00, to ensure that the charity is able to continue to meet its commitments and to meeting its aims and objectives.
Amount of reserves held	Para 1.22	£2,500.00
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	T4Z is reliant on the generosity of individual donors and the Gift Aid from their donations. During the period covered by this report we also sold a range of Zambian craft items online and held fundraising stalls at the local parish church. During the subsequent period we intend to diversify and seek a wider range of opportunities.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	T4Z's objective is to fundraise and provide resources to support teacher training activities organised by its Zambian partner. The global pandemic still had a residual impact in this period, particularly as there was some ongoing reluctance to participate in group activities among some potential donors. Inflation and the cost of fuel for heating have also reduced potential donors'

		<p>financial capacity to give money to charity as incomes have not kept pace with cost-of-living pressures.</p> <p>To mitigate risk, TTCSZ is successfully using an all-Zambian team of volunteers to deliver its training. This approach began after the pandemic and has been retained. It ensures greater certainty in delivery of TTCSZ's training programmes and also helps to reduce possible risks facing T4Z's fundraising efforts. Donors can be confident that key programmes they support are being delivered by Zambian nationals in Zambia.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The CIO's Constitution stipulates a minimum of 3 and maximum of 10 trustees. Two of those trustees are to be nominated by the Zambian NGO, TTCSZ. One is to be a member of the Management Committee of TTCSZ and ideally one is to be an African national (ideally a Zambian).</p> <p>Currently T4Z has 7 trustees. All were selected because of their skills, knowledge and experience in education, the voluntary sector, management or finance. Three of the 7 are from Africa (one is from Zambia).</p> <p>All have a commitment to education and a shared vision of contributing to quality of education for disadvantaged children in Zambia. Good quality education depends on well trained teachers. This is the key motivation which drives the trustees of T4Z.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>No new trustees were inducted during the period of this report. Policies and procedures developed prior to the registration of T4Z will be employed and, where appropriate, updated when required. When embarking on their roles, current trustees reviewed and discussed the following documents:</p> <p>CC3 The Essential Trustee: What you need to know, what you need to do</p> <p>CC3 The Essential Trustee: 6 Main Duties</p> <p>CC4: What Makes A Charity</p> <p>Charity Governance Code for Smaller Charities</p> <p>The specific clauses in the Constitution of T4Z referring to trustees' responsibilities (i.e., 9-16) were discussed in detail. The original trustees listed below remain in office.</p> <p>As stated in the Constitution, when there is a change of trustees, new trustees will be given a copy of the Constitution and T4Z's last Trustees' Annual Report and statement of accounts.</p>
		The seven trustees meet quarterly. Posts



The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>within T4Z's structure are: Chairperson, Secretary and Treasurer. During covid lockdowns, meetings were held using Teams or Zoom. Face to face trustee meetings resumed during the period of this report. Decisions are taken democratically following discussion. No decision-making responsibilities are delegated.</p> <p>Working groups focusing on specific tasks meet as and when required.</p>
Relationship with any related parties	Para 1.51	In 2020 T4Z and TTCSZ signed a Memorandum of Understanding outlining the roles and responsibilities of both partners. Both parties are committed to the overall target of supporting training for community schoolteachers in Zambia and will work in a collaborative and co-operative partnership to achieve this aim.
Other		

## Reference and Administrative details

Charity name	Teachers for Zambia
Other name the charity uses	T4Z
Registered charity number	1185949
Charity's principal address	13 Gledholt Road Huddersfield HD1 4HD

### **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	Helen Jones	Chair (from 15/06/22)	23/10/19 to date	
2	Auriel le Pla	Treasurer	23/10/19 to date	Nominated by TTCSZ
3	Clare Adesi Kerui	Secretary	23/10/19 to date	
4	Faith Borerwe		23/10/19 to date	
5	Lynette Hall		23/10/19 to date	Nominated by TTCSZ
6	Emma Holmes-Charlesworth	Chair (until 15/06/22)	23/10/19 to date	
7	Jolaade Idowu		23/10/19 to date	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information



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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Helen Mary Fletcher <u>Jones</u>	Lynette Anne Hall
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Position (eg Secretary,  
Chair, etc)

Chair	Trustee
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Date

14/01/24
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Teachers for Zambia

No (if any)  
1185949

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st April 2022

To

Period end date  
31st March 2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations [Gift Aided]	2,900	3,650	-	6,550	6,372
Donations General	380	763	-	1,143	1,862
Helen Book sales	136	-	-	136	-
Summer & Xmas Fairs	737	-	-	737	-
Amazon Smile	28	-	-	28	-
HMRC Gift Aid repayment	1,672	-	-	1,672	-
Raffle Funds	-	-	-	-	1,441
Face Mask sales	-	-	-	-	451
<b>Sub total</b> (Gross income for AR)	<b>5,853</b>	<b>4,413</b>	<b>-</b>	<b>10,266</b>	<b>10,126</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,853</b>	<b>4,413</b>	<b>-</b>	<b>10,266</b>	<b>10,126</b>
<b>A3 Payments</b>					
Lottery Licence renewal	20	-	-	20	-
Liability Ins	78	-	-	78	-
Postage	33	-	-	33	-
SumUp Card Reader	26	-	-	26	-
Float	50	-	-	50	-
Transfer to Zambia	200	1,805	-	2,005	-
Raffle expenditure	-	-	-	-	262
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>407</b>	<b>1,805</b>	<b>-</b>	<b>2,212</b>	<b>262</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>407</b>	<b>1,805</b>	<b>-</b>	<b>2,212</b>	<b>262</b>
<b>Net of receipts/(payments)</b>	<b>5,446</b>	<b>2,608</b>	<b>-</b>	<b>8,054</b>	<b>9,864</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>5,446</b>	<b>2,608</b>	<b>-</b>	<b>8,054</b>	<b>9,864</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash in Bank	14,241	6,540	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>14,241</b>	<b>6,540</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval