

# AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

England & Wales · Charity number 1133446

## Details

---

**Status** Registered

**Legal form** Charitable company

**Company number** [06446488](#)

**Registered** 2010-01-05

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 1 Orchard Close  
London  
NW2 6JF

**Phone** 02079981694

**Email** [MUNTHER88@HOTMAIL.COM](mailto:MUNTHER88@HOTMAIL.COM)

## Activities

---

**Objects:** 1 TO ADVANCE EDUCATION IN THE ARABIC LANGUAGE PRIMARILY BUT NOT EXCLUSIVELY FOR CHILDREN AS A SUPPLEMENT TO THEIR MAINSTREAM EDUCATION.2 TO ADVANCE EDUCATION AND TRAINING FOR ADULTS.3 TO PROMOTE DIVERSITY AND EQUALITY FOR THE PUBLIC BENEFIT , PARTICULARLY BY EDUCATING AND INFORMING PEOPLE ABOUT THE ARABIC LANGUAGE AND ARABIC ART, HISTORY AND CUSTOMS.

**Activities:** Educational activities

## Classification

---

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Brent

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£43,453	£40,339	-	-
2023-12-31	£29,596	£33,956	-	-
2022-12-31	£38,633	£37,524	-	-
2021-12-31	£24,444	£25,525	-	-
2020-12-31	£16,126	£35,562	-	-

## Trustees

Name	Role	Appointed
<b>MUNTHAR JAFFAR HUSSAIN</b>	Chair	
Ali Alkateb		
MOHAMMAD SAEED MOUSAVI KHALKHALI		

**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**

England & Wales - Charity number 1133446

---

# Accounts

---

**Charity number**  
**1133446**

**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**

**Report and Accounts**

**31-Dec-24**

**Al Iman Arabic School**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for y/e 31 December 2024**

**Income**

School Fees	29,735.42
Donations	7,650.00
Gift Aid Reclaims	6,068.40

**Total Income** 43,453.82

**Expenses**

Admin Expenses	4,548.64
Bank Charges	83.42
Equipment	514.00
Rent	10,950.00
School trips	1,398.63
Voluntary Expenses	15,613.00
School Event	1,548.15
School Public Liability Insurance	375.39
Telephone	143.34
Refreshments	1,679.00
Books	629.53
Travel Expenses	670.92
Petty Cash	500.00
Gifts	125.00
EWN Project	350.00
Accounting Fees	450.00
Charity Donations	760.00

40,339.02

**Net Loss /Profit** 3,114.80

Surplus B/F 27,029.00

Net Funds 30,143.80



Annual General Meeting (AGM) by Management Committee

**Minutes of AGM which has been taken place at Newman College , Willesden London NW10. August 15<sup>th</sup> 2024 6.30pm.**

**Present:**

**Management committee representative**

Dr Munther Jaffar Hussain (MJH)

**And Member of Staff representative**

Ms. Umm Osama, Ms. Amal , Ms. Iman, Ms. Zahraa, and Ms. Huda.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

The key points discussed were as follows:

**1. Student Absences:**

In case of a student's absence, the teacher should contact the parent/guardian to enquire about the reason. If the absence continues into a second week, the teacher should continue to follow up with the guardian. If the student remains absent into the third consecutive week, the matter must then be referred to the school office, which will take over communication with the child's guardian to investigate and resolve the issue.

**2. Beginning-of-Year Meeting:**

At the beginning of the next academic year, there will be a meeting between the management staff and teaching staff. This will be followed by further meetings at the beginning of each term to discuss school matters relevant to that specific term.

**3. Student Rewards:**

When rewarding students with gifts for encouragement at the end of the academic year, preparations must be made in advance, and if using online shopping platforms at least 2 to 3 weeks beforehand to avoid any delays.

**4. Final Examinations:**

For end-of-year exams, each teacher must inform parents well in advance. The school management staff should also be notified. Exam printing preparations must begin at least 3 to 4 weeks before the scheduled date to avoid conflict with the printing of weekly homework and other essential materials.

**5. Communication and Messages:**

It is extremely important that all teachers follow up on messages sent by the management staff and parents. Unfortunately, it has been noticed that some are not giving proper attention to message content, often reading without carefully considering the message.

**6. Break Time Supervision and Cleanliness:**

During breaks between lessons, teachers must maintain full vigilance and supervise

students closely to avoid any accidents, especially for the younger classes. Cleanliness should also be prioritised under the slogan “النظافة من الإيمان”, encouraging students to take responsibility for cleaning their area, with support from other supervisors. This also allows teachers to take their own short break for tea or coffee.

**7. Allocating Teachers to Classes for the Next Academic Year:**

The management staff, InshAllah, will assign each class level to a specific teacher for the next academic year. Teachers will be informed in advance, before the start of the academic years, to prepare all the necessary lesson plans needed.

**8. Reopening Pre-GCSE Stage:**

InshAllah, the school will reopen the Pre-GCSE stage. It is hoped that student numbers will increase and the school will return to its former state of being full of students.

**9. Qur’an Recitation Teacher:**

A specialised teacher for correct Qur’anic recitation will be appointed, and this will be officially announced by the management staff before the start of the next academic year, InshAllah.

**10. Islamic Studies Curriculum:**

As with last year, the Islamic Studies Lead will continue to provide supplementary resources to support specific Islamic occasions throughout the academic year. Additionally, it has been agreed by the Headteacher and the management team that a new Islamic Studies textbook will be introduced alongside the other educational materials used for teaching Arabic and Islamic Studies

**11. Notification of Leaving:**

It is extremely important that teachers inform the management staff if they intend to leave the school, for any reason, whether during the academic year or at the end of the year, and give sufficient notice so the management can plan accordingly and fill any gaps (minimum three months).

**12. Student Attendance Records:**

Accurate weekly attendance records are essential, so the management staff is aware of the total number of students. This also supports the management in discussions with parents who may refuse to pay fees if their child is absent, by providing simple evidence.

**Staff Attendance:**

- Attendance was almost complete.
- Ms. Zainab (Umm Hashim) – Nursery and Preschool
- Ms. Suheir and Ms. Diana – Year 1
- Ms. Umm Ward – Year 2
- Ms. Mona – Year 3
- Ms. Zina – Year 4
- Year 5 – Ms. Rasha was absent and Ms. Amal filled in
- Ms. Hadeel – Year 6
- Ms. Umm Ibtihal – Final Stage (GCSE)
- Ms. Zahraa Taft – Preparatory Foundation Stage

**Supporting Staff:**

- Ms. Nidal
- Ms. Mi'ad
- Ms. Yasmin
- Ms. Jana

**Al Iman Arabic School  
Accountants' Report**

You consider that the company is exempt from an audit for the year ended 31 December 2024. You have acknowledged your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit and loss for the financial year.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

**These accounts have been prepared on an accounting honorary basis by a reporting accountant.**



10.8.25

Zainab Hussain ACCA  
10.08.2025

**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**

England & Wales - Charity number 1133446

---

# Accounts

---

Charity number  
1133446

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Report and Accounts

31 December 2023



**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**  
**Statement of Financial Activities**  
**For Year Ended 30 December 2023**

		<b>2023</b>
		<b>£</b>
<b>Incoming resources</b>		
Members' donations		
Other donations		29,596
Interest		
<b>Total incoming resources</b>		<u>29,596</u>
Resources expended		
Admin Expenses	3091	
Bank Charge	117	
Depreciation:	32	
Travel	635	
Refreshments	2046	
Telephone	607	
EWN Project	-108	
School Event	417	
School Public Liability Insurance	356	
Donation	2946	
Rent	11200	
Books	392	
Voluntry Expenses	11725	
Accountancy	500	
<b>Total resources expended</b>		<u>33,956</u>
<b>Net incoming / (outgoing) resources for the year</b>		<u>(4,360)</u>
<b>Total funds brought forward</b>		<u>31,389</u>
		<u>27,029</u>



## Annual Meeting at Al-Iman Arabic School

**Meeting date: - 01/08/2023**

**Attendees:** Dr Munther, Um Ali, Um Usama, Um Ibtihal, Ms Maysoon, Ms Hadeel, Ms Rasha, Ms (Year 4 teacher), Ms Mona, Ms Nada, Ms Suhair (Virtually) and Ms Zahra.  
Apologised: Syed Saeed Mousawi

### **Points discussed:**

#### Um Ibtihal suggested:

- 1) Announcement of events need to be made in advance in order to allow appropriate time for teachers to prepare their students for contributions.
  - a. **Include all events within the annual timetable scheduling all event and holidays for a set date.**
- 2) Have a continuous specification for the whole school, so that each class runs off from the previous year.
- 3) Distribute a student information (parents phone numbers, email and address) sheet to all teachers.
  - a. **School office to distribute sheets with the student's information to each class teacher.**
- 4) Missing school advertising.
  - a. **Share key school events, fairs, etc**
  - b. **Ethical issue: parents' permission for photos to be published needed**
    - i. **Consent notice will be sent to parents by the school office**

#### Ms Rasha

- 5) Come in during half term holidays to make teacher meetings to discuss issues and what steps need to be taken.
- 6) Organisation of events:
  - a. **Make available working speakers**
  - b. **Make clear to parents' details of any events**
    - i. **Include student contributions to events as part of every week Islamic studies**
- 7) Emphasised point 2, where the curriculum is being repeated and that it doesn't prepare the student with foundations needed in the following year.
- 8) Lack of textbooks and exercise books.
  - a. **Meeting needs to be conducted before the academic year to discuss the amount of exercise books needed for each class.**

#### Ms Nada

- 9) Students should be allocated to classes according to their ability, not age.
  - a. **School office should consult class teacher to ensure that the new student will be going to the correct class according to their ability.**
  - b. **Add a class for students that are not at the same academic level as others of the same age.**



Ms Suhair

- 10) Increase budget for reception and year 1 to encourage students.
- 11) Emphasised on point 1.
- 12) Emphasised on point 2.

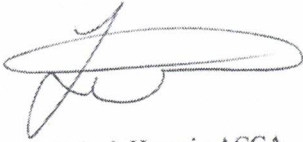


**Al Iman Arabic School  
Accountants' Report**

You consider that the company is exempt from an audit for the year ended 31 December 2023. You have acknowledged your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit and loss for the financial year.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

**These accounts have been prepared on an accounting honorary basis by a reporting accountant.**



Zainab Hussain ACCA  
22.09.2024



**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**

England & Wales - Charity number 1133446

---

# Accounts

---

Charity number  
1133446

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Report and Accounts

31 December 2022

**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**  
**Statement of Financial Activities**  
**For Year Ended 30 December 2022**

		<b>2022</b>
		<b>£</b>
<b>Incoming resources</b>		
Members' donations		24,642
Other donations		13,991
Interest		<u>38,633</u>
<b>Total incoming resources</b>		
Resources expended		
Admin Expenses	2373	
Bank Charge	113	
Depreciation	43	
Salary	1250	
Telephone	607	
Office Exp	3227	
Travel	2400	
Insurance	338	
Donation	1565	
Rent	11200	
Books	882	
Voluntry Expenses	13026	
Accountancy	500	
<b>Total resources expended</b>		<u>37,524</u>
<b>Net incoming / (outgoing) resources for the year</b>		<u>1,109</u>
<b>Total funds brought forward</b>		<u>30,280</u>
		<u>31,389</u>

**Al Iman Arabic School  
Accountants' Report**

You consider that the company is exempt from an audit for the year ended 31 December 2022. You have acknowledged your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit and loss for the financial year.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

**These accounts have been prepared on an accounting honorary basis by a reporting accountant.**

Zainab Hussain ACCA  
14.08.23

## **Annual Meeting at Al-Iman Arabic School**

**Meeting date: - 16/08/2022**

**Attendees: - Dr Munther Hussain Alkademi, Huda Mohammed, Amal Al-Maliki, Iman Saeed, Zahra Altukmachi**

### **Points Discussed: -**

- Safeguarding issues. Search for a safeguarding course for all the teachers to attend as soon as possible, to prevent any safeguarding risks during school days. **Huda to contact John Baily or the NRCS for any courses available.**
- Teachers should be assessed on a quarterly basis regarding their performance inside the class. Huda to create the assessment and implement it one to one at the end of the term, and then give feedback to teachers for improvement. **Huda to create the assessment report.**
- Discussed when the first day of school will be. Agreed with all the attendees it will be on 17/09/2022, and the programme on that day will be commemorating the Arbaeen day. All teachers to plan their lessons accordingly.
- Discussed school fees, and how to plan all school fees to be completely paid by the fourth week of the new academic year 2022/2023. **Huda and Zahra Tukmachi to finalise this together.**
- Discussed the increased rent of hiring the classrooms from Newman Catholic school, and Dr Munther will be having a meeting with the school management to discuss the increase and try to make it less. **Dr Munther Alkademi to finalise this with the school.**
- Discussed a letter to be written in Arabic for all the parents who have not paid by the second week of the new academic year. **Huda an Zahra Tukmachi to liaise together and create the documents needed.**
- Discussed a date base to be created with all the Money in from school fees and out for miscellaneous stuff to teachers and office staff on a weekly basis. **Huda to create the database template.**
- Discussed a volunteer contract to be created and given to all the volunteers working in the school, discussing the terms, rules, and conditions whilst inside the school. **Amal to write the contract.**
- An assessment report to be created for all the volunteers working in the school, and Mrs Amal to assess all volunteers using the assessment created at the end of each term. **Amal to create the assessment report template.**
- Discussed to implement a plan for children who are interested to memorise the last section of the Quran. **Zahra Al tukmachi to do the plan.**
- Zahra Askari and Zahra Altukmachi to meet and discuss any amendments to be made for the Islamic studies curriculum before the start of the new academic year. **Zahra Altukmachi and Zahra Askari to liaise together and do the necessary amendment together and to let all the teachers know of the update.**
- Zahra Tukmachi to create a report regarding all the Islamic studies topics taught in Islamic Studies and send it to Dr Munther Alkademi. **Zahra Altukmachi will be sending the report to Dr Munther Alkademi ASAP.**

- Iman Saeed to create a holiday table for the new academic year 2022/2023 and send it to all teachers. **Iman will be sending it to all the teachers before the start of the new academic year.**
- Discussed to create a plan celebrating the 20<sup>th</sup> anniversary of the school on the birth date of the Prophet Mohammed PBUH. Points reiterated on are:-
  - ✓ to think of gift ideas with the school name and logo on for everyone, like pens or stationary or etc .
  - ✓ The venue.
  - ✓ How to decorate the place.
  - ✓ The programme.