

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
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Expenses

Admin Expenses	4,548.64
Bank Charges	83.42
Equipment	514.00
Rent	10,950.00
School trips	1,398.63
Voluntry 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
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Surplus B/F	27,029.00
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Net Funds	30,143.80
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Annual General Meeting (AGM) by Management Committee

Minutes of AGM which has been taken place at Newman College , Willesden London NW10. August 15th 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.

بسم الله الرحمن الرحيم

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