

Al-Hikmah School CIO

Trustees' Annual Report

31st August 2020

Abdul Kalam Khan

(Chair of Trustees)

Al-Hikmah School

Report of the Trustees for the year ended 31st August 2020

The trustees present their annual report and financial statements for the year ended 31 March 2020 and confirm they comply with the Charities Act 1993 as amended by the Charities Act 2006.

Reference and Administrative information

Charity Name: Al-Hikmah School

Charity Number: 1161564

Charity office and Main Learning Centre:

Acton Centre

High Street

London W3 6NE

Board of Trustees:

Abdul Kalam Khan

Manik Miah

Tahir Ali

Chair Person and Managing Director:

Abdul Kalam Khan

Accountants:

Reddy Siddiqui & Kabani

Park View 183-189

The Vale, Acton

London W3 7RW

Al-Hikmah School

Report of the Trustees for the year ended 31st August 2020

Structure, Governance and Management

Governing Document

Al-Hikmah School is constituted as a foundation CIO charitable incorporated organisation and registered with the Charity Commission in May 2015 under the charity number 1161564. It is governed by a Constitution last updated 5 May 2015.

Organisational Structure

The trustees are responsible for the general running and management of the charity. The trustees give their time freely and receive no remuneration for their service or other financial benefits.

The trustees as governors meet together as a body every three months and are responsible for all decision taken in relation to running of the school and activities arranged on behalf of the school. To ensure the school is running smoothly and education is provided as per our constitutional objectives, to advance the Arabic and Islamic Studies as well as Mathematics and English. The trustees appoint volunteers from the local community and paid staff with the subject knowledge to carry out the teaching function.

Al-Hikmah School currently have no facilities of its own but we hire facilities from the local council at subsidised rent (due to our charitable status) to provide the helpful supplementary education to children aged 5-17. In addition to trustees overseeing the educational programmes, the trustees appointed a Managing director from amongst them to carry out the overall running of the school and report back to the trustees in the board meeting.

The Chair of trustees chairs the three-monthly meeting, during which all the programme outcome is discussed and plans for future are recommended.

Recruitment and Appointment of Trustees

The existing trustees are responsible for the recruitment of new trustees. The trustees seek the views and recommendation of both the parents and staff. So

far, within this report period we felt that the existing trustees cover all our needs and as result, no new trustees have been recruited. Despite the current number of trustees, the trustees always welcome new faces and will consider anyone to join the trusteeship of the school, provided the new trustees have the same vision and etiquettes to advance our cause in educating the next generation and ensure they fulfil the criteria set by the Charity Commission.

Due to the nature of our organisation, and sometime trustees involved in working with children, all new trustees are DBS checked with enhanced checking service before commencing their role as a trustee.

Induction and Training of Trustees

After an appointment, new trustees are introduced to their role and given copies of the Charity Constitution and guide to the policies and procedures adopted by Al-Hikmah School. Several publications from the Charity Commission are also provided to the new trustee on the advancement of religious study, language and mathematics for the public benefit. This ensures that new trustees are aware of their roles and key responsibilities.

Risk Management

The trustees have assessed the risks the CIO faces and drawn up risk analysis to which identifies the major risks by area of activity, the nature of those at risks, the likelihood of the risks happening and the plan for managing the risks. The trustees review the risk assessment on a regular basis during their meetings every three month.

The trustees are satisfied that the system and arrangements in place to manage and minimise any potential risk. The trustees have identified the insurance cover (public liability insurance) is in place and the finances of the school are kept under review.

Appropriate Disclosure Barring Service or DBS obtained, supported by regularly reviewed policies, are made for all those who work with children and vulnerable groups within the school or centre.

Objectives and Activities

Our aims

The objects of the CIO are set out in the charities Constitution and are summarised as follows:

- Advancement of education in Arabic and Islamic Studies
- Advancement of education in English and Mathematics studies to children aged 5-17

Our Objectives

Our objectives are set to reflect the Islamic faith and the additional education provided to the children in our community. Each year our trustees review the core objectives and activities to ensure they continue to reflect our aims.

In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and its supplementary guidance on the advancement of a religion and additional educational programme for the public benefit.

Strategies

Our main strategy is to ensure every child who is registered with us receives an outstanding education in the subjects we teach to supplement their learning. We welcome every child regardless of faith, colour, religion, ethnicity. Even though one of the prime aim is to advance the Arabic language and Islamic faith and education in Islam for children.

We are not restricted to just welcome children from the Muslim community, the school is open to children from all faiths wanting to learn the Arabic language, gain inter-faith knowledge or Studying English and Mathematics. Given the broad subject areas, English and Mathematics are taught at different times separately with inclusion of children from the community from faiths other than Islam and to non-faith children.

We promote the work we do extensively throughout the community to ensure everyone is aware of the services we provide, and to ensure that children from the community receive our services on a regular basis. The main teaching and learning activities are held on weekends to ensure all those wish to learn gets the chance to participate through the academic year usually from September – July.

We hire volunteer graduates and school leavers and in some cases paid professionals to help assist volunteer teachers in teaching our children. Fees paid by parents cover the bulk of our costs to run the education programme including staff wages, rent, books and other resources.

Use of Volunteers

Volunteers are an important resource in both our faith and other community educational support we provide. Volunteers are involved in most activities. We have around 10 volunteers regularly providing a service. All volunteers have undergone a DBS check prior to commencing their volunteer service. In recognition of their service, we provide volunteers who provide a good service, a reference that helps them gain momentum in finding a job or training.

Activities and Achievements

How our activities deliver public benefit

As a Charitable incorporated organisation CIO, we ensure that the teaching activities carried out at our Acton Centre maximises the benefit to the local children and their parent/guardian. The trustees consider the activities carried out by Al-Hikmah School mentioned below benefits the public and fulfils the charitable objectives.

Religious activities:

- Children learning to read, recite and understand teaching of the Quran
- Children finding out and exploring the Islamic religion as a peaceful and non-violent religion.
- Children are taught the importance of tolerance in Islam, respect, kindness and mercy towards all human beings regardless of faith, gender, colour – by means of a variety of syllabuses and activities.
- Understanding the British values, respecting and implementing those values through growing up and beyond.
- Holding group parent meeting to discuss and enhance our services
- Holding Eid events, performances by children and preparing and sharing different types of food and beverages free to the community.

Educational Activities:

- Learning the Arabic language as a second language which benefits children in having good Arabic speaking skills
- Benefitting from getting supplementary education in English and Mathematics to do well in school and progress further, by learning in line with the National Curriculum in England and Wales.

Partnership working and Performance review

In developing our community based programmes, we have been working in partnership with Everyone Active Acton Centre (sports and leisure facility provider). The school facilities are in the same premises as Everyone Active. There is also a swimming pool within the centre managed by Everyone Active where our children have been benefitting from swimming with discount prices through Al-Hikmah School. Working in partnership with Everyone Active helps us promote sports, health and wellbeing of our children.

There are a lot of sports activities arranged by Everyone Active to ensure children participate and live a happy and healthy life. Trustees review the progress and outcomes of our work at each meeting. Trustees also hold liaison meetings with local groups to benefit from each other's service for example, working with the local library within the centre to promote book reading and storytelling session for our children. We also work with a local karate club to promote the sport and allow children learn karate with discount prices.

Financial Review

Reserves Policy

The trustees have reviewed the reserve policy of the charity. The policy is to hold enough fund to meet the cost of operation for up to three months in advance. As there has been no direct source of income from a third party other than the fees collected from parent guardian this year and due to the fluctuation of income monthly, it has been difficult to hold enough reserves. Trustees regards the payment to be made by parent/guardian on a certain future date as a reserve amount and budget the cost of the programmes and purchasing of resources accordingly.

Principal Funding Source

The charities main source of income is the collection of termly fees paid by parent/guardian towards their child's studies at Al-Hikmah School. There is no restricted income as there has been no grant from any sources. Fees as a form of donation collected until the 31st of August 2017 totals to **£12,900,00**

Investment Policy and Objectives

The charities investment policy is to ensure we expand beyond the local area to allow more children in other areas benefit from the service we provide. To invest in good quality resources for our children. Any surplus cash we earn and reserve it for future investment will be kept in our bank account.

Plans for Future Periods

The trustees' future plan for Al-Hikmah school is to ensure integrity and reputation is maintained through hiring good quality teachers and staff.

Expand the education programmes in other localities so that children in other communities' benefit from the service. We plan to host events to promote the work we do, invite Muslim and non-Muslim members of our community to come and share ideas, bridge cultural differences and promote better cohesion within the community.

The trustees for the purpose of charity law who served during the year and up to the date of this report are set out on page 2.

Approved by the trustees and signed on its behalf by:

Abdul Kalam Khan (Chair)

31st August 2020

Al-Hikmah School CIO

Annual Accounts

31st August 2020

Abdul Kalam Khan
(Chair of Trustees)

Annual Accounts –
Financial Activities for the year ended 31st August 2020

INCOME

(A) Revenue from fees **£**

1. Arabic and Islamic Studies	12900
2. English and Mathematics	0.00

Total Income	12900
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Administration Expenses

Rent	3000
Staff Salary	4500
Stationery	550
Text Books	700
General invoice related expense	650.77
Marketing	900
Staff welfare	700
Insurance	300
Accounting Firm	120
Open Day Event 2019 (food)	600.00
Open Day Marketing	390.76

	12411.53
Total Expenses	

Profit	488.47
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(B) Cash and Bank Reconciliation **£**

Bank Account:

Balance 01/09/2018	0
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Cash at Bank - 31 Aug 2019	200
Paid in up to 31st Aug 2020	12000
Paid out until 31st Aug 2020	11800
Cash on Hand 31 Aug 2020	0

Profit	400
Cash in Bank	400

Total net for the year £	400
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Approved by the trustees on date and signed on their behalf by:

Abdul Kalam Khan

CHIAR of TRUSTEES

31st August 2020

Special Note:

Since the 20th of March 2020 – All Al-Hikmah School Operation Paused as a Result of the COVID -19 PANDEMIC.

End of Report