



ZAWIYAH

# Trustees' Annual Report

30th September 2023

# Trustees Report for Year Ending 30th September 2023



ZAWIYAH

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2023 and confirm compliance with the requirements of the Charities Act 2011.



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# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



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# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to over 50 pupils organised in five classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure is:
  - Termly charge equating to £10 per child per week...;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on the circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Currently more than 30% of children are being educated without charge.
- ▶ We frequently interact with the parents to advise on student progress and formally twice annually.



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# Activities & Achievements

## ► Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

## ► Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

## ► Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual trip for the entire families, paid for by Zawiyah.

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah, Trustee and is a Financial Adviser with over 10 years' experience in his field and has been involved with various community initiatives whilst also serving as Head Teacher of a voluntary run Supplementary School with 80 pupils. Mohamed is a founding member of Zawiyah and the Safeguarding and Operational Lead of the Management Committee.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 20 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah, the Head Teacher of Zawiyah in a volunteer capacity, and the Finance Lead of the Management Committee.



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# Finances

- ▶ Gross income for the year amounted to £23,657 (2022 – £24,976) broken down as follows:
  - Fees for educational services £13,952 (2022 – £14,863) ;
  - Grants £9,705 (2022 – £5,613); and
  - Donations £Nil (2022 – £4,500).
- ▶ Expenditure for the year amounted to £19,389 (2022 – £20,528).
- ▶ Surplus for the year £4,268 (2022 – £1,449).
- ▶ The loans totaling £1,977 remain as liabilities.
- ▶ The charity maintains a healthy cash position of £23,564 (2022 – £19,563).
- ▶ See breakdown in CC16a form.

# Finances - CC16a Report



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
ZAWIYAH

1191296

## Receipts and payments accounts

For the period  
from

Period start date  
01/10/2022

To

Period end date  
30/09/2023

CC16a

### 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>					
Fees for charitable services	13,952			13,952	14,863
Grants	6,705	3,000		9,705	5,613
Donation				-	4,500
				-	-
<b>Sub total (Gross income for AR)</b>	<b>20,657</b>	<b>3,000</b>	<b>-</b>	<b>23,657</b>	<b>24,976</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
Loan received			-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,657</b>	<b>3,000</b>	<b>-</b>	<b>23,657</b>	<b>24,976</b>
<b>A3 Payments</b>					
			-	-	-
Rent	3,866			3,866	7,364
Other Admin exp	356			356	100
Books / Materials				-	686
DBS	149			149	-
Bank charges	60			60	196
<b>Charitable activity</b>				-	-
Maths tuition expenses		3,000		3,000	1,800
Other Charitable activity	4,720			4,720	1,500
supplementary education	7,238			7,238	4,245
				-	4,637
	-	-	-	-	-
<b>Sub total</b>	<b>16,389</b>	<b>3,000</b>	<b>-</b>	<b>19,389</b>	<b>20,528</b>



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# Finances - CC16a Report cont.



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<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	-	-		-	3,000
<b>Sub total</b>	-	-	-	-	3,000
<b>Total payments</b>	16,389	3,000	-	19,389	23,528
<b>Net of receipts/(payments)</b>	4,268	-	-	4,268	1,449
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	19,296	267	-	19,563	18,114
<b>Cash funds this year end</b>	23,564	267	-	23,831	19,563

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		23,564	267	-
			-	-
		-	-	-
	<b>Total cash funds</b>	23,564	267	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	Loan	1977	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Qasim Latif	22/04/2024	



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# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - COVID;
  - Financial sustainability;
  - School safety and student welfare;
  - School trips and events; and
  - Safeguarding.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.

# Policies



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- ▶ Zawiyah has in place a set of policies, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated every two years, or as the need arises on an interim basis.

# Endorsements

- ▶ Young People Foundations Trust (YPF)



- ▶ Young Harrow Foundation



- ▶ Youth Mental Health First Aid



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# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank

- ▶ **Charity Advisor**

- Joy Collins, CEO Securing Success



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# Declaration



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

Signed on behalf of the charity’s trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	22-Apr-2024



## Receipts and payments accounts

CC16a

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