



ZAWIYAH

Trustees' Annual Report

30th September 2024

Trustees Report for Year Ending 30th September 2024



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 2024 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

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, etc.
- ▶ 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.



ZAWIYAH

Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to over 60 pupils organised in six 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 extenuating circumstances; and
 - Maths GCSE tuition is provided completely free of charge.
- ▶ Typically, more than 30% of children are being educated without charge.
- ▶ We frequently engage with the parents to advise on student progress and formally meet twice per year.



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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 Zawayah and meet on a monthly basis discuss to formally discuss Zawayah 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 Zawayah and Trustee. He is a local business owner and was previously a Financial Adviser. He has been involved with many community initiatives and previously served as Head Teacher of another voluntary run Supplementary School with 80 pupils.
- ▶ **Mohammed Rahman** is a founding member of Zawayah, 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 Zawayah 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 Zawayah, 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 Zawayah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawayah, 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 Zawayah, the Head Teacher of Zawayah in a volunteer capacity, and the Finance Lead of the Management Committee.



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Finances

- ▶ Gross income for the year amounted to £20,413 (2023 – £23,657) broken down as follows:
 - Fees for educational services £15,504 (2023 – £ 13,952) ;
 - Grants £3,750 (2023 – £ 9,705); and
 - Donations £158 (2023 – £Nil).
- ▶ Expenditure for the year amounted to £15,495 (2023 – £ 19,389).
- ▶ Surplus for the year £4,918 (2023 – £ 4,269).
- ▶ The charity maintains a healthy cash position of £28,750 (2023 – £ 23,832).
- ▶ See breakdown in CC16a form.

Finances - CC16a Report

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name ZAWIYAH		1191296		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/10/2023	To	Period end date 30/09/2024	
Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees for charitable services	15,504			15,504	13,952
Grants	3,750			3,750	9,705
Donation	158			158	
				-	-
Sub total (Gross income for AR)	19,413	-	-	19,413	23,657
A2 Asset and investment sales, (see table).					
	-	-	-	-	
Loan received	1,000		-	1,000	
Sub total	1,000	-	-	1,000	-
Total receipts	20,413	-	-	20,413	23,657
A3 Payments					
			-	-	-
Rent	6,859			6,859	3,866
Other admin expenses	100			100	356
DBS				-	149
Bank charges	60			60	60
Charitable activity				-	-
Maths tuition expenses				-	3,000
Educational & Extracurricular Events	2,448			2,448	4,720
Supplementary education	6,028			6,028	7,238
				-	-
	-	-	-	-	-
Sub total	15,495	-	-	15,495	19,389
A4 Asset and investment purchases, (see table)					
		-		-	
	-	-		-	
Sub total	-	-	-	-	-
Total payments	15,495	-	-	15,495	19,389
Net of receipts/(payments)	4,918	-	-	4,918	4,269
A5 Transfers between funds		-	-	-	
A6 Cash funds last year end	23,832		-	23,832	19,563
Cash funds this year end	28,750	-	-	28,750	23,832



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Finances - CC16a Report cont.



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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 £
B1 Cash funds		28,750	-	-
			-	-
		-	-	-
	Total cash funds	28,750	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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		1000	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Qasim Latif		14/04/2025



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:
 - Safeguarding;
 - Financial sustainability;
 - School safety and student welfare; and
 - School trips and events.
- ▶ 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	19-May-2025