

## **Meeting minutes**

Date and time:- 20/10/2018 at 3:00 PM

Location:-Crest Academy (School Office)

Attendees:-Huda Mohammed, Rajaa Sidak, Sayed Saeed Khelkhali, Munther Al Khademi, Hassan Al Khateb.

Apologies:- No apologies.

Updates:-

Our school achieved their target of performing in following the syllabus of Arabic text lesson, disciplinary system and rewarding.

Regarding the syllabus, we have done the same last year programme by following the the Arabic books from Iraq while the GCSE programme was according the exam paper of GCSE exam system.

We continue to have a guest speaker as last year who is always willing to give religious lectures depending on the occasion within the Islamic calendar, for example, birth and commemorating the death of the Prophets or their lineage.

Regarding disciplinary system the school policies ensure that we have a committee that deals with the complaints of the staff, students, and parents. We also guarantee to resolve all issues brought to our attention. We sent our teacher to several courses that make them able to implement the disciplinary system properly.

We continue that rewarding our staff with any extracurricular activities, for examples, posters, plays, educational arts and crafts. As a result this has created a healthy competition between the staff to show their creative skills within the learning environment.

We continue encourage our staff to create an Islamic syllabus in English for all ages that is specific to our educational needs, i.e. a syllabus for the younger years and the older years.

Our staff participated in training courses such as children Safe guard course organised by Brent council and delivered by John Bailly that can contribute to their improvements within their teaching and practicing the policies with regard to the child protection.

At the end of each term we have achievement ceremonies to reward both the staff and the students for their dedicated hard work throughout the term.

As in every year continuously for the past 6 years our GCSE results have been a constant string of A\* and A's.

We always re-enforce the strong relations between students and staff as we feel this paves their path to success within their academic aspect and eventually within their lives. In addition, the school office prides themselves on having a good and strong relation with both teachers and parents – as a result this has created a great working environment and teamwork within the three parties. Our teachers also have great communication with their students' parents/guardians. All our class teachers have opened a means of communication with the parents/guardians, such as WhatsApp – this allows them the parents to be kept in the picture constantly in regards to what their children are being taught and what is required to be completed for the following week. The feedback regarding this has been very positive and successful.

We continue supporting the family of low income by making school fees paid in instalment.

It is our responsibility to reinstate what the children are taught at home about religion such as their identity is Muslim; this is carried out by teachers – an email entailing the details of teaching as a reminder.

Renewing the schools quality award is to be completed by Huda Mohammed (Development Manager) by 30/04/18.

An official website of the school still working on it we need to complete to be created for the school, to be completed by hopefully by the end of the academic year 2018/19

Charity number  
1133446

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Report and Accounts

31 December 2018

**AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED**  
**Statement of Financial Activities**  
**For Year Ended 30 December 2018**

		<b>2018</b> <b>£</b>
<b>Incoming resources</b>		
School Fees		25,390.05
Donations		28,805.02
Gift Aid Reclaims		19,546.38
<b>Total incoming resources</b>		<u>73,741</u>
<b>Resources expended</b>		
Admin Expenses	10500	
<b>Bank Charges</b>	315.93	
Course Fees	235	
Rent	19997	
CRB Check	275	
Salaries	5216	
Voluntry Expenses	11983.49	
Meetings	840.15	
Office expenses	2038.49	
Parents Evening	797	
School Event	1901.7	
Swimming club	5368.2	
Membership Fees	68	
Football Coach	545	
School Public Liability Insurance	371.52	
Sports Activity	357.28	
Sports kit	1154.21	
Telephone	1786.75	
Refreshments	4094.7	
Books	5880.3	
Travel Expenses	5048.8	
Petty Cash	2050	
Gifts	842.79	
Repair & Maintenance	897	
Accounting Fees	300	
Charity Donations	3638.1	
Depreciation:	135.763	
<b>Total resources expended</b>		<u>86,638</u>
<b>Net incoming / (outgoing) resources for the year</b>		<u>(12,897)</u>
<b>Total funds brought forward</b>		<u>47,431</u>
		<u>34,534</u>

**TRUST**  
**Independent Examiners' Report**

**Independent Examiners' report to the Trustees of**  
**TRUST**

I report on the financial statements of AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED for the year ended 31 December 2018 which comprise the statement of financial activities. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), under the historical cost

**Respective responsibilities of Trustees and Independent Examiner.**

As the Charity's Trustees you are responsible for the presentation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement.**

My examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement.**

In connection with my examination, no matters have come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

A. To keep accounting records in accordance with section 41 of the Act; and

B. To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

Have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Independent Examiner:**



Ali Mosawi

Ali & Ali Chartered Certified Accountants

360 Neasden Lane North, London, NW10 0BT

24 September 2019