Charity number
1133446

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Report and Accounts

31 December 2025

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Statement of Financial Activities (including Income & Expenditure Account)
for y/e 31 December 2025

			2025
Income			
	School Fees		24,560.00
	Donations		15,720.42
	Gift Aid Reclaims		3,625.00
Total Income			**43,905.42**
Expenses			
	Admin Expenses	4,786.45	
	Rent	10,500.00	
	Voluntry Expenses	16,088.00	
	School Event	1,221.93	
	Courses	174.99	
	School Public Liability Insurance	383.25	
	Refreshments	2,163.37	
	Books	1,423.01	
	Travel Expenses	1,542.05	
	Petty Cash	1,050.00	
	Gifts	50.00	
	EWN Project	400.00	
	Accounting Fees	550.00	
	Charity Donations	350.00	
			40,683.05
Net Loss /Profit			**3,222.37**
Surplus B/F			30,143.80
Net Funds			33,366.17

Al Iman Arabic School
Accountants' Report

You consider that the company is exempt from an audit for the year ended 31 December 2025. 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.



24.7.26

Zainab Hussain ACCA
24.07.2026

Annual General Meeting (AGM) by Management Committee

Minutes of AGM which has been taken place at Newman College, Willesden London NW10. 15th August 2025

Al-Iman Arabic School

Attendees

- Dr Munther Alkademi
- Huda Mohammed
- Amal Al-Maliki
- Iman Saeed
- Lamiaa Al Bahraini
- Zahra Altukmachi

Meeting Overview

The management team met to prepare for the start of the 2025/2026 academic year. Discussions focused on safeguarding, staffing, curriculum planning, administration, finance, volunteer management, and preparations for school events.

1. Safeguarding and Staff Training

The leadership team agreed that safeguarding remains the school's highest priority. All teaching staff must complete up-to-date safeguarding training before the commencement of classes to ensure compliance with current safeguarding expectations.

Action: Huda Mohammed will identify suitable safeguarding training opportunities.

2. Staff Performance and Development

A revised staff appraisal process will be introduced during the academic year. Classroom observations and performance reviews will be carried out each term to support professional development and maintain high teaching standards.

Action: Huda Mohammed will prepare the observation forms, complete individual reviews, and provide written feedback to each teacher.

3. Start of the Academic Year 2025/2026

The committee confirmed that the new academic year will begin in September 2025. Staff were reminded to ensure lesson plans and classroom resources are fully prepared before the first day of teaching.

4. School Fees

The collection of school fees was reviewed. Families will be encouraged to complete payments within the first month of the academic year to support the school's financial planning.

Action: Huda Mohammed and Zahra Altukmachi will oversee fee monitoring and follow up with outstanding payments where necessary.

5. School Premises

The committee reviewed the cost of hiring classrooms and agreed that discussions with the venue management should continue to ensure the school receives the best possible value.

Action: Dr Munther Alkademi will continue negotiations regarding classroom hire arrangements.

6. Parent Communication

The need for consistent communication with parents regarding outstanding fees was discussed. A revised reminder letter in Arabic will be prepared for families who have not completed payment within the agreed time frame.

Action: Huda Mohammed and Zahra Altukmachi will prepare and issue the letter when required.

7. Financial Records

The school will continue maintaining accurate financial records, including income from fees and expenditure relating to staffing and operational costs.

Action: Huda Mohammed will update the school's financial tracking system and ensure weekly records are maintained.

8. Volunteer Management

The leadership team agreed to introduce updated volunteer documentation to clearly explain expectations, responsibilities, safeguarding requirements, and the school's code of conduct.

Action: Amal Al-Maliki will revise the volunteer agreement for implementation during the new academic year.

9. Volunteer Review Process

A structured review system for volunteers will be introduced to recognise strengths and identify areas for development.

Action: Amal Al-Maliki will prepare the evaluation form and complete volunteer reviews at the end of each term.

10. Programmes during the year

The management team agreed to organise three key events throughout the year: the Takleef Party, the GCSE Graduation Ceremony, and the Quran Competition during the month of Ramadan. The dates for these events will be confirmed and communicated at a later stage.

Action: Zahra Altukmachi and Lamiaa Al Bahrani will produce the programme and implementation plan.

11. Islamic Studies Curriculum

The Islamic Studies curriculum will be reviewed to ensure it remains suitable for pupils' learning needs and reflects the school's educational aims.

Action: Zahra Altukmachi will review the curriculum and communicate any amendments to teaching staff before lessons begin.

12. School Calendar

The academic calendar, including school holidays and important dates, will be finalised and circulated to all members of staff before the beginning of term.

Action: Iman Saeed will prepare and distribute the calendar.