



In the name of Allah the most beneficent the most merciful

**ABERDEEN MOSQUE AND ISLAMIC CENTRE
EXECUTIVE COMMITTEE**

ANNUAL REPORT

JUNE 2011 - JUNE 2012

Executive Committee

Naveed Qamar – President
Naseer Benzahia - Vice President / Maintenance
Abdallah Mohammad – Treasurer
Rizwan Shaikh – Secretary
Abdul Moiz – Dawah/ Education
Sadiq Farooqui - Social

Board of Trustees

Djamel Houhou– Chairperson
Dr. Ayaz Shah – Vice Chairperson
Dr. Ghulam Waani– Secretary
Haji S Nur-Al Amin
Y. Qureshi

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1.0 INTRODUCTION / PRESIDENT'S REPORT

Assalam Alaykum Warahmatullahi Wabarakatuh,

Dear Elders / Brothers / Sisters / Youngsters / Guests,

All that we have achieved and what we've tried to achieve was entirely and solely due to the Mercy and Favour of Almighty Allah (SWT). We pray for His acceptance of where we get it right and seek His forgiveness where we err.

New Mosque Executive Committee

Alhamdulillah, at the last AGM, two new members of the EC were elected to serve the community. I am grateful to all members of the EC for the time they have dedicated to the task of serving the AMIC for the sake of Allah SWT. This report summarises many of the internal activities.

The external activities included taking part in local community meetings of old Aberdeen and Grampian Police Delphenius Group. The Delphenius Group is set up to include representatives from major institutions like the NHS, Aberdeen City Council, Aberdeen University, Robert Gordon University and AMIC. The objectives are to share information and learning on preventing and propagation of extremism that could lead to potential harm to community or institutions. The extremism focus is wide and includes activities of the British National Party, Environmental Campaigners as well as groups or individuals that may be involved in or are encouraging acts of terrorism.

The general funding for the running of the mosque comes from donations received from the congregation on Fridays, Ramadhan and at Eid prayers as well as direct debits and standing orders.

Last year we reported that we were seeking funds for the various projects that had come to the fore and were quite urgent. Amongst these projects were ventilation

improvements in the main hall and the library, the upgrading of wuddu areas, the improvement to the front door to 164 and security, carpets and the general decoration of all of the houses. The total costs of these projects were estimated to be £40,000 to £50,000. At Ramadhan, the community donated very generously for the projects pin pointed for funding. The donations ranged from donations of a few pence to single donations of £500, £1000, £2000 and £5000. We were struck by the generosity of our community who clearly are very attached to the Masjid for the sake of Allah SWT. We are pleased to report that:

- Ventilation project is all but complete;
- The roof and wall of the extension work has been completed and the decoration of all of the properties is currently taking place in earnest;
- In our regular consultation meetings with the community, we agreed that rather than look to just upgrade the existing wuddu areas, we would look to change the use of property 166 Spital to become the main entrance point and wuddu and toilet area and thus freeing up the space in the extension for a bigger prayer hall with the potential for building on top to create further space. This project would solve the problem of the front door, shoe storage, janazaah entrance and will create more space. An application has been submitted to Aberdeen City Council for change of use of 166 Spital from a dwelling to a mosque to enable this work to take place as the first phase; and
- Brothers who pledged to pay the utility bills have fulfilled their pledges.

The treasurer's report summarises the accounts and we are pleased to say that we ended the year with a surplus.

The paid positions of Imam and the Administrator were reviewed by an independent panel. Both reviews resulted in changes. Imam's remuneration was upgraded and the Administrator's role was changed from a full time role to a part time role.

The leading of the Taraweeh prayers for Ramadhan was well taken care of by Sheikh Ltjani and a visiting hafiz from Saudi Arabia. The Iftar and Suhur were well organised, enabled by the generous donations for the programme, there was sufficient food and cleaning up after the event.

For the Eid prayers, the Beach Leisure Centre sports hall was hired and two congregations took place for each prayer.

The education programme with Friday classes continued. May Allah reward the brothers who volunteered to teach and we would welcome them to continue in the coming year and we would also welcome further volunteers to strengthen the programme.

The weekend school is hosted by AMIC but is run independently for all intent and purpose. There is quite a comprehensive report on the activities of the school in this report. AMIC will continue to support the school and will seek to address the shortcomings in the facilities highlighted in the report.

In summary, AMIC has continued to function well. I am grateful to and pray that Allah SWT rewards all members of the EC , BoT, the shura group and all other volunteers who have helped in the running of and the work of AMIC.

2.0 BOARD OF TRUSTEES REPORT

Asalaam Alaikum wa rahmatullahi wa barakaatuh,

The BoT welcomes all of you to the AGM and thank you for giving us some of your valuable time today for this important gathering. This is a time to reflect on what we have done so far and also what we ought to do for the coming year.

We are extremely grateful to the MEC members, particularly Br Naveed who has conducted the affairs in a very professional and highly organized manner. He has been very open for advices, friendly with all and has smile on his face all the time. For two years, we saw him working tirelessly, and I have seen him being held up at 4 am in the Fajr prayer by brothers. Br Nasser, has been involved in AMIC whether he is in or out of MEC. He is one of the most valued members of our community. All the MEC has run the affairs of the Mosque very well and smoothly in all occasions,

Ramadhan program, Eid prayers, Jumma Prayers and conducting day to day affairs. We commend their performance.

We are grateful to Br Imam Ibrahim for his hard work, helping individuals and families, young and old in their matters and advising them and conducting their services. We also are thankful to brothers Captain Mian and Mikhail for their help and support. Br Prince, Br Habib, Sadiq and Moiz also need to be mentioned.

We would like to mention few points that we think you all should be aware of these matters, as we believe in open and frank discussion.

Court Case (February 2012):

Update on the legal case:

As you might all be aware of the BoT's decision to withdraw the court proceedings, thus came after a succession of consultative meetings with a broad section of the Muslim Community in Aberdeen. It was clear to us that the overall sentiment in the community was; not to continue with the legal case as pursuers. This move was widely appreciated and we thank Allah (SWT) and all the brothers for helping the BoT in reaching this decision which was obviously not an easy decision to make. We were fully aware there would be some financial consequences that would result from the action, this was exactly the case when the sheriff awarded the other party a financial settlement that is still to be calculated and established by the court.

The withdrawal from the case does not change the status of the current BoT. The BoT will continue in line with the current constitution of AMIC and work with the Mosque Executive Committee and within OSCR guidelines.

Freezing of Bank Accounts (April 2012):

When a sister, a single parent with young children, in a dire need for financial support could not be helped immediately and donation cheques made out to charities and employees for their wages bounced, we discovered that the Ex-BoT along with other familiar individuals went into the bank and produced inappropriately some court documents from the recent court verdict which led to the bank freezing all of the mosque's accounts. This action led to some members of the community contacting the bank to express their anger, we quickly instructed our solicitor to intervene and seek clarification from the bank. In doing so, the bank (manager) admitted making an error in acting on the instructions of ex BoT and not referring the matter to the signatories of the account and has apologised. The accounts have been re-instated with no bank charges being levied. It is not clear what the real motive was behind this action, but it goes to illustrate the deep mistrust and suspicion that exist which we must all work hard to eradicate.

Mediation and Discussion with ex-BoT:

We have always kept the doors open for mutual discussion and mediation in an attempt to resolve issues with ex-BoT. May Allah reward all brothers who have

been involved in the past and those who are still trying and attempting to bring hearts and minds together. Our stand is quite clear, that the community needs to be fully on board with any decision and any change should take place through a due process in line with the constitution of AMIC. We remind brothers and sisters that in previous mediation processes, the option of a joint Board with an independent chairman (2+2+1) was put forward and in the past and we have also offered that all who are present Trustees and all who claim to be Trustees of AMIC step down and let the community appoint new BoT members and none from any of the current or former Trustees.

New Mosque Project and Interim Project:

Although most of the last year passed under the shadow of the court case, but BoT, MEC and good number of brothers have been involved in trying to find an opportunity for interim solution. Dear brothers and sisters, this issue is, as for all of you, our main aim and we hope and pray to Allah SWT to help us in completing this essential and now urgent project.

Dear brothers and sisters we ask for forgiveness from all of you and from Allah SWT. We need your duaa and support.

Your brothers from the BoT

Djamel Houhou, Ayaz Shah, Ghulam Wani, Haji Noorul Amin

3.0 VICE PRESIDENT’S REPORT/MAINTENANCE

First of all, we would like to thank all the brothers and sisters who helped us in maintaining our Mosque and Islamic centre in very good condition and may Allah reward them all for their contributions:

Day-to-day Running of the Masjid

The day to day maintenance of the Mosque and Islamic centre includes cleaning, collection of rubbish and provision of cleaning material and equipment when required.

Repairs

Examples of major repairs carried out over the last year are mentioned below:

- Leaking roof in 164 extension (again)
- Re-painted all of 164 (Main Mosque)
- Fitted a new ventilation in 164 Main Hall
- Fitted a new ventilation in 164 downstairs (library)
- Repaired leaking radiator in 166 Main Hall
- Re-painted all of 166
- Re-painted all of 168
- Re-painted all of 170
- Carried out some cement work on a few outside walls
- VAX cleaned all carpets

As you can see and gather from the extensive list above plus the, the Mosque and Islamic centre buildings are costing more and more to maintain with each passing year.

Two major factors have been identified as underlying issues of challenges pose for maintaining the Masjid and Islamic Centre:

1. The age of our Mosque and Islamic centre buildings.
2. The growing size of our congregation and visitors.

Inspection

Routine inspection visit from the local authorities:

3. Aberdeen city council health and safety department.
4. Grampian police regarding security measures.

These inspections both left us with some recommendations that we are hoping to carry out in the future.

Hence, I'm taking this opportunity here today to thank you all again for your physical and financial help over the last year and looking forward for more in the following year to help us to keep improving our Mosque and Islamic centre.

We do ask our respected brothers and sisters to forgive us for our short comings and pray for us to achieve more InshaAllah.

4.0 GENERAL SECRETARY REPORT

In Allah we put our trust and from Him we ask for help. The last year has been very challenging and it centres on an important issue facing our community and future generations.

This issue is the most important part of every society; unity! This is important for the Muslim community to unite and resolve our difference and live in harmony and most importantly as brothers and sisters keepers as ordained by the prophet Muhammad (S.A.W). May Allah forgive our short comings and accept from us the little goods we achieved.

Internal Issues

AMIC Executive Committee Meetings

Assisting whenever feasible during the Committee meetings where relevant issues pertaining to the Mosque and its activities was discussed.

Shura Committee Meetings

May Allah in His mercy reward our elders and brothers in their firm commitment to participate in helping the Executive committee during hard times whenever they were called help in making decision to steer the affairs of AMIC in the best possible manner.

External Issues

Letters and emails were received from brothers internally and externally and dealt with accordingly throughout the year. I would like to thank the administrator for this. However, like previous year, several issues were dealt with in the immediate neighbourhood of the Mosque which included answering complaints regarding parking and unruly behaviour outside the Mosque's premises.

We ask everyone to please not use the Mosque's address for their personal correspondence as we are receiving a lot of mail. Another important issue to note is that anyone wishing to invite the Police, Fire department or any other authorities to the Mosque should do so through the Mosque Committee.

5.0 DAWAH SUB-COMMITTEE REPORT

Praise be to Allah (SWT) who has guided us and made us Muslims.

I would like to convey my utmost gratitude for all the support received during the year.

Da'wah Activities

5.1 Mosque Open Day

The Aberdeen Mosque Open Day is planned for 23rd and 24th June 2012 as part of Dawah activities and is intended to take place quarterly every year.

a. Aim of the event:

The aim of the event is to educate the Aberdeen community on the different aspects and principles of the faith. It aimed to open up to the community and share our way of life, belief and practices.

b. Event Summary

The event will consist of poster exhibition, Video Screening Area, Virtual Tour Station, Reading Area, Talks Sessions, Mosque Tours and Catering. This will also be an opportunity for non-Muslims to witness prayers, Q&A with Imam, a copy of Quran translation, free Dawah material on various Islamic topics/issues and multicultural food.

The committee has invited many councillors. Invitation was also sent to various community centres. Posters of the event will be displayed on all the shops belonging to Muslim community, different libraries in Aberdeen and Aberdeen city council website. Many leaflets will be distributed.

Preparation and managing the event, as always, will be a challenge but InshaAllah is expected to be successful as in the past. It is estimated that 200-300 people will attend InshaAllah.

5.2 Friday Khutba Recording

Regular video recording of the Friday Khutba and other Islamic Talks continued during the 2011-2012 period. This is aimed at those who cannot make it to the mosque for the beneficial reminders and also for the Muslims to share the Khutba with their families as part of home Islamic education.

5.3 Islamic Literature across Aberdeen

Many copies of Islam Guide and new copies of the Qur'an (www.quranproject.org) were purchased and distributed at the Central Aberdeen Library for further distribution across all the libraries across the area. This was aimed at making sure that beneficial Islamic material was available to the public in the Aberdeen City and Shire.

5.4 Future Da'wah Activities and Action Plan

There is a definite need for more Da'wah activities in Aberdeen. We required a lot of resources to drive this and this involves not only financial backing but also dedicated individuals who are willing to invest their time in such a noble cause. Many books are given out for free to non-muslims and they need to be replaced. The next Da'wah committee should consider and uphold the following activities events in the future:

School visits to Aberdeen Mosque

This is an Islamic awareness events for school children by showing them a tour of the Mosque.

Da'wah Material for the Schools

Also the committee is aiming to prepare Da'wah material and other useful literature for the schools.

Permanent poster Exhibition Facility in the Mosque & Regular Mosque tours for adults

This is required for visitors visiting the mosque or the Imam from time to time. The poster needs to be very focused with emphasis on the fundamentals. The mosque requires “Minbar”, “Qibla”, for such mosque tours. Such visits should at least cover “Quran”, role of mosque in Islam history of mosque, statistics, how many Muslims pray here.

Leaflets distribution on weekend in the city Centre

This is something which has been considered in the past and unfortunately has not happened yet. This activity should be considered and carried out on a regular basis.

New Muslim Project

The issue of completely integrating new Muslims into our community is being overlooked for a long time and keeping the importance of the matter in view requires immediate actions. Currently there is no comprehensive program in place to deal with new Muslims religious education and other issues.

Dawah committee is currently working on ‘new Muslim bag’ to be given to every new Muslim brother and sister as a starter kit. The committee plans to put in place the following:

- Education program covering fundamentals of belief, Prayers, Fasting, Zakat, day to day Fiqh issues etc.
- Social activities to be organised from time to time in the form of meetings and discussion. Discussing problems faced by reverts and coming up with actions to resolve these.
- Buddy system i.e. assigning one Muslim for one or more new Muslims.

6.0 TREASURY COMMITTEE REPORT

I would like to thank all brothers and sisters for your generous help and financial support in running Aberdeen mosque and Islamic centre last year. The centre had six accounts in three different banks. Out of which two accounts were used to perform everyday activities of the centre they were interest free account held in Lloyds TSB. Sadly three accounts have been frozen because of court case for the last five years which has been causing real problem in managing finance of the mosque. One account was dormant and no transaction was made in that account. Balances of those accounts at the end of May 2012 are as follows:

Aberdeen Mosque has six bank accounts; three in the Bank Of Scotland (BOS), two in Lloyds TSB and one in the Royal Bank of Scotland (RBS). Those in BOS are frozen and that in RBS is dormant. Account No. 00427204, of the remaining two with Lloyds is the principal operating account. At the moment the total money in these six accounts is £214,316 (see table below) of which £149,031 is frozen and remaining only 65,285 available for serving the mosque.

This year the money collected (£128,273) is more than last year (£51,837) (Table -2), and that is mainly due to the good plan of collection in last Ramadan period and the increase in the generosity of the Friday donors. Similarly, the money which the mosque has donated to other charities and the needy is more than last year and that is because of the bigger income generated (Table -2).

Table -2 INCOME AND EXPENDITURE FOR THE YEARS 2011-2012 and 2010-2011

Year	(2011-2012)	(2010-2011)
Income	£128,273	£51,837
Expenditure	£89,885	£62,902
Surplus/Deficit	£38,388	£-11,065

Tables 3 and 4 show the detailed income and expenditure for the last year based on the main operating accounts, which are both in Lloyds TSB bank. The other remaining tables (5 to 9) are showing the details of the donations to other charities and the needy.

It can be noted from these last five detailed tables that not much has been spent on local needy individuals, although the committee has encouraged those who need to approach it.

Lastly I would like to thank all those who helped in collecting and counting the money of the mosque for the last year. They are many but some of those outstanding volunteers are: Muhibi Kelani, Jubril Al Adejana, Waqas Zia and the mosque administrator Michal Zdunkiewicz. May Allah reward them and reward them all.

MONEY IN ALL ACCOUNTS AT THE END OF MAY 2012 AND 2011

	Name and Number of Account	(2011-2012)	(2010-2011)
1.	Lloyds TSB (principal account No. 00427204	£ 64,118.13	£15,246.2
2.	Lloyds TSB (save the Mosque No. 0428103):	£1,166.74	£11,851.64
3.	BOS (Central Mosque, No. 00103276, frozen ac):	£131,957.95	£131,571.70
4.	BOS (Mosque committee No. 00103268, frozen ac):	£16,133.32	£14,906.36
5.	BOS (Mosque property No. 00967581, frozen ac):	£940.27	£940.17
6.	RBS (Mosque committee No. 00205418):	£485.64	485.64
Total Money		£214,802.05	£175,001.71

Alhamdulillah the number of members of the Muslim community in Aberdeenshire has increased considerably in the recent years. As a result the mosque is receiving increasing demand not only for prayer services but also for other kinds of services from the community. To provide optimum level of services, the centre needs sufficient resources. I will request the community brothers and sisters to participate directly in different activities of the centre and provide more financial support to the centre so that it can fulfil the demand of the community.

7.0 EDUCATION SUB-COMMITTEE REPORT

7.1 Qu’ran & Hifz Classes

Qur'an Hifz class for children takes place every Friday evening (6-8pm) over most part of the year. The hifz classes are for children between the ages 6-14yrs to memorise the Qur'an properly with Tajweed. The class is currently divided into 2 main groups, Reading and Hifz in a segregated environment. Students in the reading group get lessons (from Qaida nuraniya) on how to read the arabic

alphabets fluently as well as joining them into words, phrases and sentences while the hifz group get lessons on memorising the Qu’ran. Each group is divided into several levels to ensure that students are getting consistent lessons, effort is made to have lowest number of students in a group so that students can get individual attention. Suitable materials for the classes are also supplied free of charge with a prize and report certificate is given at the end of session. Students are also scheduled to attend moral education classes biweekly so that they can learn Islamic morals & values as well.

Brother Mohammed Meshaal & Brother Abdur Rahman very kindly volunteered to take the responsibility for running the Quran school (tahfiz classes) for kids. Alhamdulillah, they have worked very hard to keep the program running successfully. The school is closed for summer and will re-open after summer holidays.

7.2 ARABIC LANGUAGE COURSE

The Arabic Language Course has been organised and run by the Mosque Administrator. The aim of the course was to spread knowledge of Arabic language among Muslims as well as non-Muslims and if possible bring some additional funds for the mosque. It was open for everyone regardless of the religion, or gender. During the course students were taught Modern Standard Arabic and the course curriculum was very similar to the one at the University of Aberdeen.

Duration of the course: from mid-January until mid-June 2012

No. of students registered: 15

No. of students completing the course: 6

No. of classes/week: 1,5hour/ twice a week Wednesday & Sunday

Course Fees: £60/month (in some cases discount applied)

Course-book: Mastering Arabic 1

University Qualified Teachers: Dr Ahmed Fawaz - male students
Sister Hiyam Mohm'd Mah'd - female students

Teacher's wages: £12/hour

Total amount donated to the mosque: £306

Things to be improved in the future:

- Student attendance list to be checked regularly for the purpose of administration
- Course fees to be reduced significantly
- Course should be run according to academic calendar (considering school breaks) to avoid students missing classes associated with their holidays
- Next semester should start at the beginning of October 2012

8.0 SOCIAL SUB-COMMITTEE REPORT

The social committee involved in different social activities during the 2011-2012 periods as summarised below.

The main social activities during this period were:

- 1- Ramadan Program (Iftar, Taraweeh and Hafiz).
- 2- Eid Day celebration (Children celebration, Prizes giving, refreshments)
- 3- Arafat Day (Food/Drinks).
- 4- Meal during the last ten nights of Ramadan

Allahamdulillah during Ramadan the social committee successfully co-ordinated the affairs of the social aspects of the Masjid including refreshments with the help of our committed brothers (May Allah reward them abundantly).

2011 Ramadan (01st August 2011 to 30th August 2011) Balance Summary Sheet -
For £4536.34

Item 1 - Iftar Donation by Brothers & Sisters

People	Days	Per Day	Total (£)	Comments
30	30	300	9000	
1		100	100	
4		50	200	
1		90	90	
Total Iftar Collections			9390	

Item 2 - Takeaway allotments/Food Expenses Summary

Takeaway	Allotted Days	Charged/Day	Paid (£)	comments
Qismat	10	200	2000	
Lahori Karahi	4	200	800	
Khyber Pass/K2	3	250	460	Part Food Material Supplied (Spice Shop Bills)
Blue Spice	4	Material	Material	Food Material Supplied (Spice Shop Bills)
Zest	2	Material	Material	Food Material Supplied (Spice Shop Bills)
Curry Mount	1	Material	Material	Food Material Supplied (Spice Shop Bills)
Others	5	N/A	N/A	1x Aqeeqa, 1x Mansoor, 3x Froghall* Tandoori
Total Food Cost	29		3260	
Sohur Food				
Aysha Tandoori	8	Material	Material	Food Material Supplied (Spice Shop Bills)

Item 3 - Spice Shop Bills to Provide Lamb/Chicken/Rice/other materials to takeaway (if requested).

Spice Shop	Total Cost (£)
Fair Deal	979
Rice & Spice	433
Total bills	1412

Item 4 -Fruits/ Total Cost for purchasing Fruits, Milk, Dates & Drinks for breaking fast & Iftars

Shop	Item	Total Cost (£)
Various	Fruits/Milk/Drinks..	594.05

Item 5 - Cutlery - Non billable -Total Cost for purchasing 4700plates, 5300Cups, 4000+Spoons, Boxes of Napkins, and Takeaway & Bin Bags is £ 312.00

Item 6 - Misc - Non billable/Chargeable -Misc Food Including Cakes, Pizzas, Dates, Milk, Sweets and etc.. Is £ 233.00

Item 7 - Savings from Iftar Donations by Volunteers of Aberdeen Mosque

Total Cost on Item 1 - Total Cost on Item (2,3 &4)	£4,123.95
To Roundup the figure 10% of total saving added	£412.39
Amount Donated to Mosque	£4,536.34

The total of Nine thousands three hundred and ninety Pounds (£9390.00) was collected via donations from brothers and sisters and paid to a local restaurant which was tasked to provide Food, Milk, Fruits, Dates, Drinks & Cutlery - May Allah reward them for this service. An amount of £4536.34 was donated to the masjid for savings from Iftar Donations.

9.0 AL-NOOR SCHOOL REPORT 2012

INTRODUCTION: BRIEF HISTORY OF AL-NOOR SCHOOL

Al-Noor ‘The Light’ - Aberdeen Mosque School was established in **1984** to cater and fulfil the need of the Muslim children in Aberdeen. The school has been run and assisted by a group of committed sisters and brothers in providing a good foundation of Islamic education to the children and is not in any way a profitable or commercial entity.

Throughout the time Al-Noor School had gone through several phases of development although the school had faced some critical situations and a few predicaments. Alhamdulillah, despite the challenges, the school’s teaching performances such as the progress reports proved to be consistently high at 85%-90%. All our teachers working hard and high tolerance have given extra strength to the school.

It can be concluded that Al-Noor School, with the grace of Allah SWT; is running well and hopefully it will continue to progress Insha Allah.

SCHOOL MANAGEMENT

Management Team

Since the Al-Noor School only runs during the weekends on both Saturdays and Sundays, it requires a lot of commitment and high tolerance of hardworking staffs that relies heavily on the teaching staffs.

The school is managed by a small management team of staffs mainly led by **Farida Amin** as the **Head Teacher** and supported by the Administrative Team, the Coordinator and Secretary; Noor Mahmudah and Tamema Choudhury respectively.

The school is also supported by the **Education Committee** of the Mosque Committee.

School Opening Time

SCHOOL TIMETABLE

For the teachers: 10.20am - 1.50pm

For the students: 10.30am - 1.45pm

Every class starts at 10.40am and finishes at 1.30pm.

Zuhr Prayer 1.30pm, Student Leave - 1.40-1.50pm

School Fees

The school fees remained at £10 per month from 2005 until June 2011. From August 2011 £10 monthly fee no longer exists. We have changed the method of collecting fees. School fee is now £150 per child for the whole year. Parents can pay in full or in instalments either in five instalments of £30 in each instalment or three instalments of £50 in each instalment.

Due to the increased number of students that required consistent attention, this also necessitated the increase in the numbers of teaching staffs. The fees when not paid on time by the parents caused a shortfall and the school had to struggle financially; hence the change of payment of school fees. This was announced in April 2011, during the first ever parents general meeting.

Admission

The new session begins on the first Saturday of August and ends on the last Sunday of June every year. For the coming new school session 2012/13, it will begin on Saturday 25th August 2012 because of Ramadan being in the Summer holidays and followed by Eid-ul- Fitr. As such, to ensure the smooth running of the new admissions and returning students, the school will this year re-open after Eid-ul-Fitr.

Application form for enrolment can be collected from the school office throughout the school opening time. Due to limitation of space and teaching staffs, we have to limit the number of Level 1 first year to 25 students only. It is suggested that for the following session of 2013/14 - the application forms must be submitted not later than March 2013.

Application to enrol into **Level 1** can be submitted by the parents whose child is already 5 or turning 5 years in the school year by March at least 5 months before the new session starts in August. Parents will be contacted and places confirmed in June before the term ends. Basic procedure is applied in admission of new students in order to ensure the smooth running of class management:

- ❖ Admission to **Level 1** shall only take place at the beginning of the new session (25th August 2012).
- ❖ Admission to **other than Level 1** may be considered even if the application is received after the session began. It is equally important to mention that for such application, the child will be assessed to determine in which level or class he or she is to be assigned to.

Study Materials and School Activities

Basic text and references that are used regularly in the classes are provided to the students **without any further charges**. These include:

- ❖ Basic booklet on Qur'an reading & Hadith booklets,
- ❖ Du'a sheets,
- ❖ Guide to Wudu & prayer,
- ❖ Any other worksheets that the teachers deem necessary to use for their students.
- ❖ Photocopying service

The main text books and the colour coded Qur'an, are to be purchased from the school at a very basic/cost price. Students are required to bring their own stationeries but they are available and provided by the school for the students' use in cases where they could have left theirs at home.

The school also provides other facilities to accommodate and encourage interesting teaching methods and these includes the use of Islamic videos, fun time stories, arts and crafts, posters as well as games, quizzes and competitions.

There are also gifts and award certificates as appreciation and reward to outstanding and hardworking students for their achievements presented during Al-Noor annual Open Day activities (that also include presentations from the children). The school also conducts Eid celebrations and outings when applicable.

Income and expenses

The school relies heavily on the payment of school fees from the parents as the sole and predominant income to run the school. An admission fee of £45.00 including books, will still be taken from the new student admissions along with the fee outlined above.

However, it is almost impossible for the school to receive the estimated monthly income since there are parents who do not pay the children's school fees regularly or on time. Although the method of fee collection was changed from August 2011, there were still parents who did not make on time payment despite being sent a number of reminders and that tremendously impacted the school's finances.

There are outstanding fees from some parents for 2nd - 5th instalments 2011/12, and we are still to pay teachers allowances (only £10 per day of teaching) and the cost of open day for June 2012. In order to add a bit more to the school finances, it was decided to also conduct a fundraising event alongside the open day on 23th June 2012 insha Allah.

The following table provides the income and the expenses of session 2011/2012(July 2011- May 2012)

Income (July 2011- May 2012)			
No	Months	Source	Amount
1	Balance of last session	Fee	£1114.59
2	June '11 to May '12	Fee Collection	£21556.88
3		Other income	
4		Book sale	£580.00
5		Fund raising June 2011	£ 543.04
6		Donations	£280.00
7		Tuck shop	£195.33
		Total Income =	£24269.84
Expenses (August 2011- May 2012)			
No	Months	Expenses for	Amount
1	August '11 - May '12	Teachers allowances	£18166.88
2		Qur'an & books	£400.00
3		Photocopying ink	£555.99
4		Stationeries	£307.76
5		Papers	£109.51
6		Ink Cartridge	£67.23
7		Gifts for students	£157.88
	Estimated cost for the month of June 2012 for teachers allowances including the cost of open day event (inclusive of venue hire, certificates and other expenses)		£3700.00
		Total Expenses + estimated expenses in June	£23465.25
		Balance	£804.59

STAFF

At present there are 28 Staff that consists of 1 administrator, 1 Secretary, 18 regular teachers, 3 supply teachers plus 5 class assistants.

STUDENTS DISTRIBUTION & CLASSES

Classes

There are 14 classes, where 13 classes are conducted by female teachers. Previous 1 class is conducted by a male teacher but due to health and work reasons, the male teacher left and the class was then continued by female teachers. On this note, the school had forwarded an invitation for more brothers and sisters to apply as new prospective teachers. We sincerely hope there would be male applicants for the coming session.

The classes are held as follows:

House 164 (Main Mosque) Spital	2 Classes
House 166, Spital	4 Classes
House 168, Spital	4 Classes
House 170, Spital	4 Classes

Total number of students regularly attending school is 160

PROGRESS OF THE SCHOOL

Students Performance

The school is very fortunate to be assisted by dedicated and committed teachers. Their sincere hard work is reflected annually with positive overall progress of the students' performance. Almost all classes completed their prescribed syllabus and the progress levels of the classes are expected to be high.

School Projects

During the management committee meeting in December 2012 we decided to carry out a few projects - updating of the syllabus, updating the methods of the test papers, updating methodology of teaching and classroom management, updating the collection of fees which was already decided earlier, holding parent teachers meeting and survey of parents. We have successfully completed all of these - Alhamdulillah.

Other school activities

i. Ramadhan Programme: This session 2011/12, the Ramadan Qur'an competition was well attended. It also reflected the students' ability in memorizing the verses from the Holy Qur'an. 80% of the students entered the competition and 62% did very well in the competition.

ii. Qur'an Started and completed: In this session 25 students started Qur'an this year in levels 1-3 and 15 students completed Qur'an in level 4-5. About 100 students are in different parts of Qur'an recitation.

iii. Class Projects: This session, the students of Level 4/5 were assigned with the project Hadith and Hajj, the students of Level 3 class were assigned with the project on Life of Prophets, Importance of obeying parents.

Level 2 students were assigned with the project on Tawhid & Shirk, Islamic manners, Hijra Calendar, all younger classes level 1-2 were assigned to design posters of different topics - Story of prophet Nuh, Sawm, Salah, Hajj, Angels and Islamic Calendar. All groups had done excellent work on their projects.

iv. Eid Party: Our students from different level conducted very good performance during the Eid party this year.

The presentation of the Award Certificate and presents for the Ramadhan Qur'an competition was delivered during the Eid party.

v. Parent Teacher meeting: This is the most recent development of the school. This year we had the first ever parent teachers meeting / interview on 28th and 29th April 2012.

Almost 80% parents participated in the meeting. Parents have a great opportunity to speak to class teachers and discussed about the progress of their children.

We had very good feedback from both parents and teachers that after the parent teachers meeting students' learning and behaviour progress improved rapidly. Most parents especially thanked the school and were very grateful to have such a meeting and hoped that we would hold such meetings more frequently in the future.

vi. Updating the format of Syllabus: This year we updated the format of the syllabus with guidelines and made it easier for the Teachers to follow the syllabus throughout the term.

Teachers were more satisfied with the updated syllabus which they must ensure that the topics or subjects are covered thoroughly for each term. With this new user friendly format, the teachers are able to identify and plan their lessons accordingly. The results were very satisfactory.

vii. Standard format of exam papers: We also upgraded the format of the Test papers for each term. Now there are sets of Test papers for all levels to use or to refer to. Teachers do not have to worry about making question papers again and again. The question papers are synchronised particularly if there is more than one class of the same level/year to ensure that the students of the same level/year are assessed equally.

viii. Open Day & Award Ceremony Event: This event is the culmination of the whole year achievements to all involved - the students, teachers and also parents. Students are encouraged to prepare interesting performance to celebrate end of session. This usually takes place at the end of June.

This session, students of all Levels are working on the preparation of Open Day event scheduled to be on **23rd June 2012** at St. Machar Academy. Some classes are designing posters to display for the Open Day and most of the younger students in Level 1 and 2 are preparing Nasheed and short play.

STUDENTS' Overall Progress

Students' overall progress for 2011/12 session is still being processed and the format it is being carried out in is by assessing each individual student via oral and written tests.

The teachers are responsible for noting each student's performance throughout the year (such as attendance, punctuality, behaviour etc.) as well as their academic performance during the end of year tests.

The following table shows the individual class progress:

No	Levels	Teachers	Groups	Progress
1	Level1	Noreen	1 st Year	85%
2	Level1	Sadia	2 nd Year - Group 1	91.5%
3	Level 1	Fahima / Sultana	2 nd Year - Group 2	73.3%
4	Level 2	Nada	1 st Year - Group 1	85%
5	Level 2	Razia	1 st Year - Group 2	83%
6	Level 2	Maryam	2 nd Year - Group 1	90.5%
7	Level 2	Rabia	2 nd Year - Group 2	85%
8	Level 3	Tahmina	1 st Year - Group 1	89.5%
9	Level 3	Sajada	2 nd Year - Group 1	87.8%
10	Level 3	Shahida	2 nd Year - Group 2	84.3%
11	Level 4 Girls	Ruksana	1 st Year	73%
12	Level 4 Girls	Ruksana	2 nd Year	77.5%
13	Level 4 Boys	Asmah	1 st & 2 nd Year	70.7%
14	Level 5 boys	Nazia / Farida	1 st & 2 nd Year	81%
OVERALL PROGRESS				82.4%

Teachers' Performance

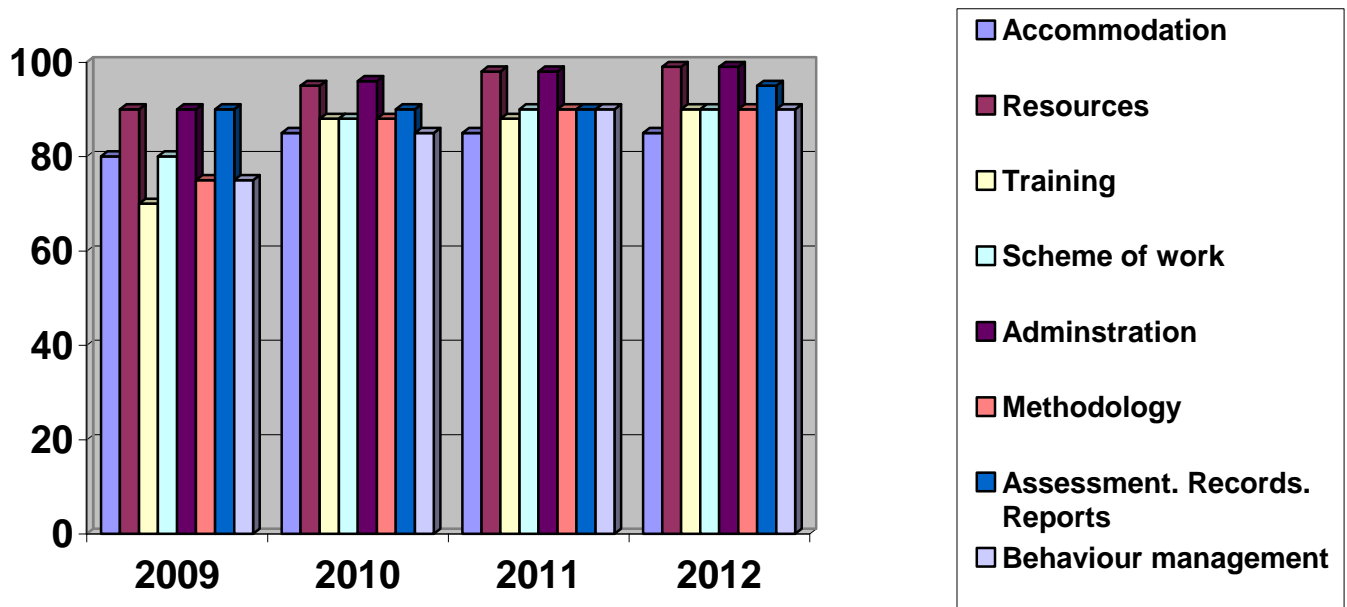
As stated earlier, the school is indebted for its success to the teachers' deep commitment to the school. This is further reflected in the assessment on the teachers' performance which is carried out annually. This evaluation covers the issues on the standard of teaching, students' assessment and report as well as records of students' work.

Al Noor has also considered enhancing the teachers' continuous development process. In order to fulfil this noble objective, a more effective method of

communication is stressed and a few meetings have taken place. It is also agreed that the following are to be adopted in ensuring the smooth running of the school and effective teaching approaches:

Evaluation of the school: Monitoring the school overall performance

The following chart gives the figures on the progress of the school:



It is clear from the above chart that by 2011 the school progress improved rapidly, even though in some areas we had some weaknesses, especially, in the accommodation, security system and in physical maintenance of the buildings.

FURTHER POSITIVE DEVELOPMENT

Staffs Meetings

The first meeting was held on **Sat the 2nd July 2011** before the session started. The main aim of the meeting was to ensure preparation for the session 2011/12 was well carried out.

The 2nd meeting was held on **16th & 17th July 2011** for the final preparation session 2011/12. New levels and classes were discussed, setting of classes with teachers were made. Resources and files, folders, student registers, syllabus and academic calendars distributed to all teachers. Everything related to teachings, methodology, behaviour management and students' progress were discussed. Teachers were organised and ready for the session 2011/12. The meeting lasted for 6 hours in two sessions.

The 3rd meeting was held in the beginning of **October 2011** for the preparation of the first term exam.

The 4th meeting was held on **March 2012** with the main purpose to review of the teachers past performance and experience and to find out if there are any issues that may affect the teachers' performance. Based from this meeting, it was agreed that more support and assistance shall be provided to teachers needing such support and assistance. It was agreed that more discussion based on regular meetings must be continued.

Further brief meeting was held on first week of **April 2012** to give the briefing and information of the parent Teachers meeting and the discussion for brief students' progress report ready for the parent teachers meeting.

Supports from the Mosque Committee (AMIC)

Alhamdulillah, we have regular contact with the Mosque Committee though there is no formal meeting conducted.

Mosque Committee supported us many ways through accommodation, helping with heating system and safety of the school. They also supported for the accommodation of GCSE Islam Course for this session 2011/12

Previously, meeting with Mosque Executive committee was carried out in **April 2010** to discuss about school buildings security system and other related issues.

- Provide keys for the back doors of the school buildings
- Repair all bits and pieces of school buildings
- Continue with financial help for GCSE Islam Course.
- Will provide the facility to create a webpage for the school.
- Will provide internet facility for the school etc.

Sometime in April 2010 mosque education committee has contacted us a few times regarding educational performance and other matters. However, unfortunately there is *no more formal meeting with us in session 2011*.

The school management and the teachers are very grateful to the cooperation provided by the respected Br of Mosque Committee. With continuous communication and mutual respect, we are hoping to foster better relationship and effective administration for the betterment and interest of the school and most importantly for the children as a whole.

Parents contribution

We are thankful to some parents who helped us throughout the session by contributing in teaching help, by providing stationeries. Especially we are very thankful two brothers who helped us by being traffic warden every week at school closing.

Advertisement

Al Noor School is going to advertise for **2 female** teachers and **1 male** teacher for the next session (2012/13). Application forms are available to collect for the teaching post from the school.

GCSE PROGRESS REPORT

For year **2011/12 Session**, **GCSE Islam course** recommenced in November 2011 due to low numbers of students intake and the delay was due to the extension of registration period; anticipating more students to enrol. There were only 7 students registered (3 male students and 4 female students).

The same format of 3-hour class was convened. The course began with Unit 11 and Unit 4 will only start early October 2012.

A more comprehensive and detailed report is expected next year after the completion of these 2-year course.

Nonetheless it is necessary to be stated here that due to the low number of students, it is not cost effective to hire the classroom from the Aberdeen City Council venues.

Accordingly, this problem has been substantiated with the kind assistance from the Mosque where the lesson are now conducted in house 170 - Spital; every Thursday evening from 1830 to 2130.

PROBLEMS & OBSTACLES

The reality: Problems

Every organization faces some problems and obstacles and the same is faced by Al-Noor that faces the following problems of the school:

❖ Internal problems:

- A section of students are irregular attendees. They are usually off school and this continues for almost half of the session mostly due to being away for frequent holidays. Some of them inform the school that they are going for holiday and therefore do not attend the classes. However, it is regretted that some do not inform the school at all.
- 30% of the students come to school only one day of the week, either Saturdays or Sundays.
- Some teachers' frequent absences also make obstacle in children study

❖ External problems:

Although some of the problems are solved such as the school buildings, however, we are still having some on-going problems such as:

- Toilets are left unclean during the week by other users. There should be a rota for everyone.
- **Toilet door** of 166 does not have a lock and this has been reported repeatedly to the Mosque committee, and this must be noted.
- Back doors of the houses of 166, 168 and 170 should always be cleared of obstacles for emergency exit and EMERGENCY EXIT signage should be placed on the back doors.
- All houses should have at least one fire extinguisher for health and safety.

Steps forward for solutions

Al Noor Management Team has taken proactive steps as measures to solve the recurring problems faced such as:

- ❖ Al Noor has arranged a helper to help to clean the school buildings on Saturdays and Sundays before school (mainly however for house 166 due to the building being used on Friday and Saturday evenings and usually not really being left in clean and conducive condition for the children).
- ❖ We also need a **Janitor (male)** for the school who will undertake the performance of school children health, safety and security, minor maintenance of the school, opening and closing doors before and after school, checking the classrooms before and after school, checking heating working during cold weather - as a link with the Mosque Administrator / maintenance matters.

Also he will be the first one to come and the last one to leave the school (10am-2pm).

It is agreed that the school will pay reasonable allowance for a janitor.

Conclusion

The Mosque - Masjid is the house of Allah and the mosque school is part of it. Our children are our future generation. Through Mosque and Mosque school they will learn the Deen and the best Islamic education and the importance of praying in Jama'ah. This is the place to learn the practical Islam and since its establishment; Al Noor Mosque School was, is and will be in the mosque Insha Allah.

Completed by: Farida Amin

Edited by: Noor Mahmudah

Dated: June 2012

Appendix 1 AMIC FINANCIAL REPORT

Table -3 SUMMARY OF THE INCOME AND EXPENDITURE USING THE MAIN LLOYDS TSB ACCOUNT (No 00427204) & CASH MONEY

Income and Expenditure account, June 2011-June 2012			
Income		(nearest £)	
1	Friday collection & donation box	£36,576	
2	Other donations (Sadaqah, Zakat and restricted funds)	34,445	
3	Eid collections	5,823	
4	Ramadan Collection (cash)	34, 659	
5	Standing Orders	16,770	
	TOTAL	£128,273	£128,273
A) Expenditure		(nearest £)	
1	Dawah and education	£3,723	
2	Donations made to other charities (see details in tables 5, 6, 7, 8, and 9)	20,558	
3	Insurance	982	
4	Refurbishment and repairs	1,349	
5	Professional fees	2,610	
6	Advance payments	3,150	
7	Utility bills	5,521	
8	Social and Eid venues	2,912	
9	Stationeries	625	
10	Imam Salary and expenses	12,012	
11	Rent Imam Accommodations	8,100	
12	Salary caretaker	2,400	
13	Salary Administrator	14,550	
14	Salary cleaner	3,300	
15	HM Tax and NI contribution	7,293	
15	Bank charges	800	
	TOTAL	£89,885	£89,885
	Surplus/Deficit	£38,388	£38,388

**Table -4 SUMMARY OF THE INCOME AND EXPENDITURE IN
THE LLOYDS TSB, SAVE THE MOSQUE ACCOUNT (NO: 00428103)**

Money from last year (May 2011)		£11,751.64
Income from current year (2011-2012)		
Restricted donations	£3,900	
Standing order	2,400	
Total	6,300	6,300
Grand Total		£18,051.64
Expenses		
Paul & Williamsons LLP (Solicitors)	£16,952	
Bank service charges	65.08	
Total	17,017.08	£17,017.08
Surplus		£1,034.56

DETAILS OF MOSQUE DONATIONS TO OTHER CHARITIES:

The following tables show the detailed donations made to other charities and needy.

Table-5 Zakat Elmal (Eid El Fitr);

Collected money (£)	£2,257
Donations (£)	
Libyan Helping hands (LHH)	£757
Interpal	500
El Sulymania (Sudan)	500
Kibera	500
Total Donations	£2,257
Surplus	£00

Table-6: ZAKAT EL FITR

Collected money (£)	£4,329
Donations (£)	
KIBERA	729
EMAT	700
El Sulymania (Sudan)	700
Ummah Welfare	450
Al Noor Shisho	500
Eretria	500
Needy person (sister)	300
Was to Needy person (now given to Ummah Welfare)	400
Needy Person	50
Total Donation	£4,329
Surplus	£00

Table -7 KIBERA (Somalia & Kenya collection):

Collection	£4,706
Donation	£4,706
Surplus	£00

**Table -8 Eid Al Adha (Ghurbani) collection
And distribution:**

Collected & Sadaqa (£)	4,060
Donation (£)	
Ekda (Kenya)	£1,600
El Sulymania (Sudan)	240
El Sulymania (Sudan)	740
Mozdia (Bangladesh)	740
Libyan Helping Hands	740
TOTAL	£4,060
Surplus	£00

**Table -9 SYRIA collection for the displaced & needy
(through Libyan Helping Hands (LHH) :**

Collection	£5,606
Donation	£5,606
Surplus	£00