



Al-Ashraf
PRIMARY SCHOOL

Al-Ashraf Primary School

Al-Ashraf Centre
Stratton Road
Gloucester
GL1 4HB

01452 503533

www.al-ashraf.org.uk
info@al-ashraf.gloucs.sch.uk

Endowment Fund Policy

The Sara Nanabawa Legacy Fund

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Teacher, Risk Committee Governor

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Definitions

- **Al-Madani Educational Trust Gloucester:** The registered charity (No. 1134963) that holds and governs the endowment fund, including the Sara Nanabawa Legacy Fund.
- **Endowment Fund:** A permanent fund established with donated capital, where the principal is invested, and only the income (or a defined portion of the capital) is available for spending, ensuring long-term financial support.
- **Sara Nanabawa Legacy Fund:** A designated sub-fund within the Al-Madani Educational Trust's endowment, specifically dedicated to providing financial assistance for the objectives outlined in Section 3.
- **Sadaqah Jariyah:** An ongoing, continuous, and flowing charity, the benefits of which continue to be reaped by the giver even after their death.
- **Waqf:** An endowment made by a Muslim individual or a group for charitable or religious purposes, typically involving the dedication of assets for the benefit of the community.
- **Beneficiary / Eligible Applicant:** A current student enrolled at Al-Ashraf Primary School, or their family, who meets the defined criteria for financial hardship.
- **Hardship:** Circumstances causing significant financial strain, such as sudden unemployment, long-term illness, bereavement, unexpected major expenses, or a significant change in family income.
- **Governing Body / Trustees:** The legally responsible body for the overall governance and oversight of Al Ashraf Primary School and its funds, operating under the Al-Madani Educational Trust Gloucester.

Policy Statement / Introduction

1. **Purpose and Genesis:** This policy outlines the principles, governance, and operational procedures for the Sara Nanabawa Legacy Fund, an integral part of the endowment fund managed by the Al-Madani Educational Trust Gloucester (Registered Charity No. 1134963). This fund has been established in profound memory of Sara Nanabawa, her beloved mother Hannaa, and her father Akeel, who tragically lost their lives on June 12, 2025. Their absence left an indelible mark on our community, especially at Al-Ashraf Primary School, where they were cherished members of its soul.
2. **A Lasting Tribute:** Sara, a joyful and bright-eyed four-year-old pupil, brought immense happiness to her teachers and classmates. Her mother, Hannaa, was known for her warmth and quiet generosity, while her father, Akeel, was a steadfast source of strength and support. They tirelessly volunteered, fundraised, and consistently offered help without seeking recognition, embodying a deep belief in giving.
3. **Sadaqah Jariyah and Waqf:** The Sara Nanabawa Legacy Fund is envisioned as a permanent, enduring charity – a 'sadaqah jariyah' – that will continue to benefit others long after their passing. Like a 'waqf' (an endowment made by a Muslim for charitable or religious purposes), the fund's principal will be carefully managed and invested to generate income, ensuring that their legacy of compassion, service, and love continues to touch lives year after year.
4. **Commitment to Support:** The school, supported by the Al-Madani Educational Trust, is deeply committed to ensuring that financial hardship does not impede a student's ability to access and fully participate in their education and school life. This policy serves as a transparent framework for the fund's management, ensuring accountability to parents, school governors, the Charity Commission, and Ofsted.

Objectives of the Sara Nanabawa Legacy Fund

5. **To Support Parents in Crisis:** To provide compassionate and timely financial assistance to families attending Al-Ashraf Primary School who are experiencing unforeseen or significant financial hardship, enabling their children to continue thriving within the school community.
6. **To Cover Essential School Needs:** To alleviate financial barriers by covering essential costs associated with school attendance and participation, such as uniforms, educational resources, school trips, examination fees, and other curriculum-related expenses, ensuring no student is disadvantaged due to financial circumstances.

7. **To Respond to School Emergencies:** To provide a flexible resource that can be deployed to address unforeseen emergencies or critical needs faced by the school community as a whole, directly impacting student welfare and educational provision.
8. **To Uphold Values:** To perpetuate the values of compassion, generosity, and community spirit exemplified by Sara, Hanna, and Akeel.
9. **To Ensure Sustainability:** To manage the fund prudently, safeguarding its capital and ensuring a continuous source of support for future generations of students.

Governance and Oversight

10. **Ultimate Responsibility:** The Governing Body/Trustees of Al-Madani Educational Trust Gloucester hold ultimate fiduciary responsibility for the endowment fund, including the Sara Nanabawa Legacy Fund, ensuring its proper application in accordance with charitable law and the fund's objectives.
11. **Designated Committee / Individuals:** The Risk Committee of the Governing Body, in conjunction with the Headteacher and School Office, is responsible for the day-to-day management, assessment of applications, and decision-making for the Hardship Fund. This committee will operate with delegated authority from the full Governing Body.
12. **Reporting Structure:** Regular, detailed reports will be provided by the Risk Committee to the full Governing Body at least termly, covering:
 - a. The current financial status of the Sara Nanabawa Legacy Fund.
 - b. The number and types of applications received.
 - c. The nature and amount of support provided.
 - d. The overall impact of the fund on students and the school community.
 - e. Compliance with this policy and relevant regulations.
13. **Compliance and Accountability:** The school and the Trust are committed to operating in full compliance with the Charity Commission's guidance, the Charities Act 2011, and all relevant legislation. The fund's operations will be transparent and subject to scrutiny by external bodies such as the Charity Commission and Ofsted, demonstrating effective financial management and adherence to charitable purposes.

Fund Management and Investment

14. **Investment Strategy:** A portion of the Sara Nanabawa Legacy Fund, will be invested prudently in accordance with the Al-Madani Educational Trust Gloucester's overarching

Investment Policy. This policy prioritises long-term capital growth and income generation while adhering to Islamic and ethical investment principles.

15. **Income Allocation:** A specific percentage of the annual investment income generated by the endowment, or a fixed annual amount as determined by the Governing Body, will be allocated to the Sara Nanabawa Legacy Fund to meet its objectives. This allocation will be reviewed annually to ensure it aligns with the fund's purpose and the needs of the school community.
16. **Capital Preservation:** A core principle of the Sara Nanabawa Legacy Fund, reflecting its 'sadaqah jariyah' and 'waqf' nature, is the preservation of its capital. Only the income, or a carefully determined portion of the capital in exceptional circumstances approved by the Governing Body, will be utilised, ensuring the fund's longevity and continuous benefit for future generations.
17. **Financial Controls:** Robust internal financial controls are in place to safeguard the fund, including strict segregation of duties, regular bank reconciliations, and comprehensive financial record-keeping. All transactions will be authorised in accordance with the school's financial regulations.
18. **Annual Audit:** The funds disbursed, along with the corresponding applications, will undergo an annual review. This will include both a high-level overview and a sample-based evaluation conducted by members of the Governing Body who were not involved in the original decision-making process.

Eligibility Criteria for Hardship Support

19. **Who Can Apply:** Applications to the Sara Nanabawa Legacy Fund are open to two groups:
 - a. Families of currently enrolled students at Al-Ashraf Primary School who are facing genuine financial hardship.
 - b. Staff members who wish to propose projects that offer a lasting and meaningful benefit to pupils.
20. **Demonstration of Hardship:** Applicants must either provide evidence of significant financial hardship or present a clear educational or pastoral benefit to children within the school. Financial hardship may include unforeseen changes in circumstances (e.g., job loss, serious illness, bereavement, or major unexpected expenses) or ongoing financial difficulty that affects a family's ability to meet essential school-related costs. Staff-led project proposals should demonstrate how the initiative will positively and sustainably impact pupils' learning, well-being, or access to school life.

21. **Examples of Qualifying Hardship:** While not exhaustive, examples of situations that may warrant support include:
- a. Sudden unemployment or significant reduction in household income.
 - b. Long-term illness or disability of a primary earner.
 - c. Bereavement leading to financial strain.
 - d. Unexpected and unavoidable major household expenses (e.g., essential repairs, medical costs).
 - e. Families experiencing long-term low income who struggle with specific school-related costs.
22. **Confidentiality:** All applications and supporting documentation will be treated with the utmost confidentiality.
23. **Exclusions:** The fund is generally not intended to cover:
- a. General tuition fees (unless explicitly designated by the Governing Body for specific, exceptional circumstances).
 - b. Non-essential personal expenses unrelated to school.
 - c. Retrospective costs incurred prior to the application.
 - d. Cash disbursement where tracking the onward spending is not possible

Application Process

24. **Initial Contact:** Families experiencing hardship are encouraged to contact the School Office or Head Teacher, who will serve as the confidential point of contact.
25. **Application Form:** A clear, accessible, and confidential application form will be provided, designed to gather necessary financial and situational information.
26. **Required Documentation:** Applicants will be required to submit supporting documentation to verify their financial situation, which may include (but is not limited to):
- a. Proof of income (e.g., pay slips, benefit statements, tax returns).
 - b. Proof of expenditure
 - c. Bank statements for all accounts.
 - d. Evidence of significant expenses or changes in circumstances (e.g., redundancy notice, medical bills, death certificate).
 - e. Proof of address and student enrolment.
 - f. Final declaration
27. **Guidance and Support:** Assistance will be available to help applicants complete the form and gather the required documentation, ensuring the process is as supportive as possible.

28. **Submission and Timeline:** To apply, applicants should complete the designated form found on the school website. Once all required documentation has been submitted, the application will be reviewed by a panel, with a decision expected within 10 working days. The review period begins only after the panel has received all necessary information to make a fair assessment.

Assessment and Decision-Making

29. **Assessment Panel:** Applications will be reviewed by a confidential Assessment Panel comprising the Headteacher, and a designated Governor.

30. **Assessment Criteria:** The panel will rigorously assess each application against the following criteria:

- a. The severity and verifiable nature of the financial hardship.
- b. The direct impact of the hardship on the student's ability to participate fully in school life and achieve their potential.
- c. The overall financial need, considering household income, assets, and essential expenditure.
- d. The alignment of the requested support with the objectives of the Sara Nanabawa Legacy Fund.
- e. The sustainability and appropriateness of the proposed support.

31. **Decision Process:** Decisions will be made by consensus of the Assessment Panel. In cases where consensus cannot be reached, the matter will be referred to the Chair of the Risk Committee for a final decision.

32. **Levels of Support:** Support may be granted in various forms, including:

- a. Full or partial grants for specific items or services.
- b. One-off payments or ongoing support for a defined period.
- c. Direct payment to suppliers or school accounts to cover costs.
- d. Coverage of specific school charges (e.g., trip fees, uniform costs).

33. **Communication of Decision:** Applicants will be informed of the decision in writing, maintaining strict confidentiality. Reasons for decisions will be provided upon request.

34. **Appeals Process:** A clear and confidential appeals process will be in place. Applicants wishing to appeal a decision should do so in writing to the Chair of the Governing Body within 14 days of receiving the decision, outlining the grounds for their appeal. The appeal will be reviewed by a separate panel of Governors not involved in the initial decision.

Disbursement of Funds

35. **Method of Payment:** Funds will primarily be disbursed directly to third-party suppliers (e.g., uniform providers, trip organisers) or credited to the school accounting spreadsheets to cover specific costs. Direct payments to families will only occur in exceptional circumstances, with clear accountability measures in place to ensure the funds are used for their intended purpose.
36. **Accountability:** All disbursements will be meticulously recorded, with supporting invoices or receipts retained. The School Office will maintain a detailed ledger of all hardship fund expenditures.
37. **Ethical Use:** The school is committed to ensuring that all funds disbursed from the Sara Nanabawa Legacy Fund are used ethically and solely for the benefit of the students and families in line with the fund's objectives.

Monitoring, Evaluation, and Review

38. **Regular Review:** This policy, and the operation of the Sara Nanabawa Legacy Fund, will be formally reviewed by the Governing Body's Risk Committee at least annually to ensure its continued effectiveness, relevance, and compliance.
39. **Effectiveness Monitoring:** The effectiveness and impact of the hardship fund will be continuously monitored through:
 - a. Tracking the number of applications received and approved.
 - b. Analysing the types and amounts of support provided.
 - c. Gathering qualitative feedback on the positive impact on students' well-being and participation (anonymously).
 - d. Regular review of the fund's financial health and investment performance.
40. **Reporting to Stakeholders:** While maintaining individual confidentiality, the overall impact and success of the Sara Nanabawa Legacy Fund will be communicated to the wider school community, including parents and donors, through annual reports or school newsletters, highlighting the positive difference it makes.

Confidentiality and Data Protection

41. **GDPR Compliance:** The school and the Al-Madani Educational Trust Gloucester are fully committed to adhering to the General Data Protection Regulation (GDPR) and all other relevant data protection legislation. All personal and financial information provided by applicants will be processed and stored securely.

42. **Strict Confidentiality:** The utmost confidentiality will be maintained regarding all applications, assessments, and decisions related to the Sara Nanabawa Legacy Fund. Only authorised personnel involved in the assessment and administration of the fund will have access to sensitive information.
43. **Data Access and Training:** Access to sensitive data will be strictly controlled and limited to the Assessment Panel and relevant administrative staff, all of whom will receive appropriate data protection training.
44. **Data Retention:** Personal data related to hardship fund applications will be retained only for as long as necessary to fulfil the purpose for which it was collected, or as required by legal or regulatory obligations, after which it will be securely disposed of.

Policy Review and Amendment

45. **Review Frequency:** This policy will be reviewed by the Governing Body's Risk Committee annually, or more frequently if significant changes in legislation, school circumstances, or fund operations necessitate it.
46. **Amendment Process:** Any proposed amendments to this policy must be reviewed by the Risk Committee and approved by the full Governing Body.

Related Policies

47. This policy should be read in conjunction with the following school and Trust policies:
 - a. Al-Madani Educational Trust Gloucester Investment Policy
 - b. [Al Ashraf Primary School Safeguarding Policy](#)
 - c. [Al Ashraf Primary School Admissions Policy](#)
 - d. [Al Ashraf Primary School Data Protection Policy](#)
 - e. [Al Ashraf Primary School Complaints Policy](#)