



# Al-Madinah School

Board Meeting 6:30pm

Monday 27 November 2023

## Meeting Minutes

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Present: Bruce Adin, Asin Ali, Mohammed Faiaz, Ashwat Khan, Rehana Sher, Ahlam Jemjoumi, Imraan Mohammed

In Attendance: Farook Ali – minutes,

Visitor: Jeff Stirling (School Accountant - Finance)

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Opening: Recitation of the Holy Qur'aan by Farook Ali

**1. Apologies:** Muzzammil Kuddus                      Absent: Nazish Zaman-Khan

Apologies accepted.

**2. Conflicts of Interest:**

- 2.1 None Currently.
- 2.2 Board members enquired about recruitment of Rizwaan as AP. Bruce cleared is out and will write a report on the process of that recruitment.
- 2.3 Sister Rehana suggested that members can disclose other involvements if not a direct conflict of interest and recommended a transparency process of recruitment. Rehana also introduced herself as this was her first meeting with the members. She is an Accountant by profession.
- 2.4 Sister Ahlan suggested that a form is available that can be used to disclose the conflicts of interests.
- 2.5 Members agreed that a conflict-of-interest register be readily available.

**3. Previous minutes:**

- 3.1 Sister Ahlan enquired about the decision of Ashwat Khan being the PM. The school newsletter circulated to the community said that Ashwat Khan is the PM but did not clearly mention that he was the 'interim' PM and shall be confirmed in the next meeting. This was an error. Ashwat Khan was confirmed in this meeting to be the PM (Presiding Member) of the Board. This was agreed by all the members.
- 3.2 It was agreed that Farook Ali continue to write the minutes of the meeting.
- 3.3 Minutes of the previous meeting was approved.**
- 3.4 Members suggested that minutes be ready within a weeks' time and shared amongst the members.

#### **4. Correspondence:**

- 4.1 Auditors requested for financial information.
- 4.2 Appointment letter for Specialist Advisor, Bruce Adin
- 4.3 PM shared a letter from Director of Education advising the role of Bruce Adin. After discussion it was agreed that PM writes to Ministry to get clarification over the wording that “the board has to accept Bruce’s advice”.
- 4.4 PM and Bruce were advised that Ustaadha Rukshana Khan had resigned from AMS. Principal has advertised the position and will make the appointment accordingly. Board has accepted the correspondence.

#### **5. Finance Report:**

- 5.1 Jeff Stirling who was invited to the meeting, introduced himself and provided advice on a wide range of topics including cash flow, staffing usage, use of curriculum budgets, principals’ wellbeing, fixed assets, depreciation, cyclical maintenance etc.
- 5.2 Bruce clarified how Staffing is calculated and its usage. Jeff explained about FTTE (Full Time Teaching Equivalent) worked.
- 5.2 Sister Rehana suggested that staff must be aware of all the policies and procedures of cash handling and that it should be implemented and practiced.
- 5.3 Bruce clarified that this is a school and not a bank to accumulate the cash reserve. He meant that funds should be used efficiently for the learning and teaching and for the operation of the school. He mentioned that it is also good to have some funds in reserve to meet the schools’ future projects.
- 5.4 Principal requested that his unused wellbeing funds for 2023 be brought forward to 2024. It was accepted.
- 5.5 Draft budget was discussed. Jeff explained further about the budget template. **Draft budget was approved** and will be confirmed 1 March roll return. Jeff left at 8.05pm.

#### **6. Principals Reports:**

- 6.1 Principal presented his report. He covered student achievement, Personnel, AMS organizational structure, Property, Operations and Compliance and School Policies. Bruce has appreciated the student achievement report by AP, Farzana Ali. Strategic planning is under review by members. Will be discussed in the next meeting. The draft strategic plan is to be uploaded on to the school website to get the feedback from the parents and caregivers.
- 6.2 Due to lack of time the review of the policies was not done so it will be attended to in the 11<sup>th</sup> December board meeting.
- 6.3 **Principals report was accepted up to page 7.**

*Meeting paused at 8.30pm for maghrib salah and resumed at 8.50pm*

#### **7. General Business:**

- 7.1 Board **approved** purchase of ipads and set up at \$65,459.00 from New Era that was proposed by Mohsin Khan (our IT). This includes additional approval of the licenses as well. Moved by Rehana and seconded by Imraan Mohammed.
- 7.2 Board has **approved** purchase of furniture for intermediate girls by Sarah Landi from Educated Furniture at \$12553.40 (inc gst) and also year 1 hub (Shazneen and team) from Warehouse Stationery \$1396.00 (incl gst).
- 7.3 Boys and Girls sports uniform proposal by Intaz Shah to be discussed in next meeting.
- 7.4 Bruce's scoping report was postponed till the next meeting.
- 7.5 It's agreed that Board members will arrive at school at 6pm on Monday 11 December to have a walk around the school before the 6.30pm meeting.

**8. Action Items:**

	ACTION	RESPONSIBLE
1	Upload Strategic Plan on the school website	Principal
2	Review the policies, strategic plan and approve the uniform proposal in the next meeting	Board
3	Bruce to provide the process of Mohammed Rizwan Hussein's (Principals step-son) appointment	Bruce
4	Create Board members email group	Mohsin (IT)
5	Send Board minutes to members within a week	Farook
6	School tour at 6pm on Monday 11 <sup>th</sup> December	All board members

Meeting concluded with prayer by the Principal at 9.50pm. Next meeting is on Mon 11/12/23. Members will come by 6pm to have a walk around the school premises. Refreshments were given to members.

**Note:** 3 members requested for the hard copies of the board reports to made available at the meeting.