



Al-Madinah School

Board Meeting at 6:00pm on Monday 26 February 2024

Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, Mohammed Faiaz, Ashwat Khan, Rehana Sher, Ahlam Jemjoui, Nazish Zaman-Khan, Muzammil Kuddus joined at 6.30pm.

In Attendance: Farook Ali – minutes

Apologies: Mohammed Imran

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

PM welcomed Nazish Zaman-Khan who attended the Board meeting for the first time. Nazish Zaman-Khan gave a brief introduction of herself.

- 1. Conflicts of Interest:** Principal declared that his son's (new primary AP, Rizwan Hussain) father-in-law (Abdul Aziz) is a supplier of plumbing services to the school. The business concerned is AA HASSAN PLUMBING AND GAS FITTING LTD.

2. Previous meeting minutes:

2.1 Last action plan:

	Action	Updates
1	3 quotes required for uniform purchase	Dealt with
2	PM to follow up with NZSTA Training	Dealt with
3	Complete establishment of Board email	Pending with Mohsin/PM
4	Review policy – page 10. Should be 1 - 13	Principal
5	Upload approved policies in school docs	Dealt with
6	Actions from walk around: <ul style="list-style-type: none">- Check wall string hanger height,- Resolve issue around stairwell door,- Remove nail on floor of changing room.- School to ensure it has protocols to do with following up with any health and safety concerns.	To confirm with Caretaker Dealt with.
7	Cleaning schedule to Board	Dealt with
8	Complete the process of establishing board email	Mohsin working on it

9.	Inform outcome of the request for reduction in Int students fees.	Dealt with
10	Complete the Scale A Teacher appointment.	Dealt with
11	Follow up the issue of Bruce's advice to board	Dealt with
12	Approved Strategic Plan to be sent to Ministry	Principal working on it.

2.2 Minutes of the previous meeting was approved. Rehana suggested to place action items in the last page of the minutes.

Moved: Mohammed Faiaz **Seconded:** Rehana Sher

3. Correspondence:

- 3.1 Auditors Pack - financial information is required by 31/03/2024.
- 3.2 PM received 2 emails (names not to be disclosed). He will review and respond to them accordingly. Bruce appreciated this approach taken by PM.
- 3.3 Board accepted correspondence.

Moved: Muzammil Kuddus **Seconded:** Rehana Sher

4. Finance Report:

- 4.1 December 2023 financial reports were briefly discussed. Bruce and Rehana agreed that the school is very healthy in terms of its cashflow. Rehana further indicated that school has been using its funds as per the budget even though MOE grants were a little over-stated in the 2023 budget which has caused an alarming deficit.
- 4.2 Board has approved the 2024 budget.

Moved by: Ashwat Khan **Seconded by:** Muzammil Kuddus

5. Principals Reports:

- 5.1 Principal presented his report. He covered students' achievement report, personnel, Property, Operations, and Policies. Refer to his report for details.
- 5.2 The following policies were approved:
 - Te Tiriti o Waitangi
 - Board Responsibility
 - Special Character
 - Documentation and Self-review

5.3 Principals report was accepted. **Moved:** Mohammed Faiaz **Seconded:** Rehana Sher

6. General Business:

- 6.1 Ahlam reminded that reports and docs of Board meetings should be circulated well before the meeting day. At least 3-5 working days.

- 6.2 Bruce highlighted this: Reading, writing, maths program (LPF). To see all primary and intermediate students are taught an hour a day of reading, writing and maths. The Government has also introduced its cell phone restrictions in the classroom.
- 6.3 Faiaz Mohammed acknowledged that AMS has been a great support in his son's progress in life and career.

Meeting concluded with prayer by the principal at 7.40pm. Next meeting will be on Friday 22/3/24 after Jumuah salah. This will be in Ramadhaan.
Refreshments were given to members.

Signed:.....



Date:.....

22/3/24

Current action plan:

	Action	Responsibility/Progress
1	Sports uniform purchase	Rizwan seeking sponsors
2	Follow up with Jeff for Annual Accounts	Principal
3	Use of phones/smart watch policy review	Principal
4	Parents need to be informed about phones policy through various platforms	Principal/IT
5	Sabbatical leave application	Principal
6	Tagging fire extinguisher	Ashwat Khan
7	Place cleaning schedule in various locations	Farook
8	Complete the process of establishing board email	Mohsin/Ashwat Khan still working on it
9.	Property walk-around items. Confirm pending repairs and maintenance are completed	Principal/Farook/Property Manager
10	Approved Strategic Plan to be sent to Ministry	Principal working on it
11		
12		

