



Al-Madinah School

Board Meeting at 6:00pm on Monday 23 September 2024

Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, Ashwat Khan, Rehana Sher, Ahlam Jemjoumi, Imraan Mohammed, Nazish Zaman-Khan, Muzammil Kuddus, Farook Ali, Mohsin Khan

Apology: Mohammed Faiaz

Meeting

Opening: Meeting began with recitation of the Holy Qur'aan by Asin Ali.

PM welcomed the Board.

- 1. Conflicts of Interest:** None
- 2. Previous meeting minutes:**

Motion to be moved: The acceptance of the August meeting minutes:

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

2.1 Last Action Plan

	Action	Responsibility	Notes
1	Make changes to the June/July board minutes as suggested by board	Mohsin	Will be checked and signed and sent with the August minutes.
2	SMT to write to board demonstrating the available funds for use in canopy project	Principal/SLT	Rehana mentioned If Management decides to not spend on something if we have assets that are fit for purpose or because of the closing of a budget line, they must make sure assumptions are recorded with Jeff.

3	Whitelist Rehana Sher's email as she is getting error messages	Mohsin	Still pending
4	Management comments from the Audit Closing report be extracted and put on an action list or issues register	Farook	Further action on this <ul style="list-style-type: none"> - Farook to call Rehana on Friday. Need to request for a word version of the Audit closing report. - Need to go through report to see if everything is factual (on cash payments etc.)
5	Board to email PM with questions about the Restructure. Board to come up with decision on Tuesday 3 rd September.	Board	Done
6	Check with IED Trust if they will accept the swimming pool as a gift	Principal	Done
7	See if the order for the swimming pool cover can be cancelled	Principal	Done
8	Check with N4L can provide a similar service to Linewize	Mohsin	Done
9	Get quotes for other uniform suppliers	Principal	Done
10	Check with Craig about service clashes	Imraan Mohammed	Done
11	Sign contract with Shade Systems	Board PM	Yet to sign
12	Reply to the tenders who were not successful in getting the canopy project	Principal/Mohsin	Done

3. Bruce talked about his upcoming meeting with the Ministry on the coming Thursday on the annual review of the Statute of Intervention.

Meeting moved to in committee 6:20PM

Meeting moved to out of committee at 6:56PM

4. Correspondence

Principal went over the Correspondence section in his report

4.1 William Buck is booked in for November 6th

4.2 On Payment of Board attendance: Attending remotely (Zoom, Google Meets) is considered as attendance. NZSBA says it's up to the Board whether to pay remote attendance. PM and Bruce agree that remote attendance is considered attendance and should be paid.

4.3 PM brought up the payment of Minute Taker for attending Board meetings.

Motion to be moved: The Board agrees that the minute taker be paid

Moved: Rehana Sher **Seconded:** Nazish Khan

4.4 PM brought up the principal's payment for attending board meetings

Motion to be moved: The Principal to be paid for attendance in board meetings

Moved: Imran Mohammed **Seconded:** Rehana Sher

5. Personnel

Principal went over the Personnel section in his report

5.1 Restructure meeting was held with the staff and union representatives on 18/09/24. Staff were to give feedback.

5.2 A staff member has gone on maternity leave earlier than expected. A replacement staff has been assigned.

5.3 Principal attended the Area Schools conference in Wellington on August 21st to 23rd.

5.4 Principal attended the Association of Integrated Schools conference in Wellington on 9th to 10th September

6. Property

6.1 The principal went over the property report. The principal suggests that at some stage the Board property committee could sit down with the school's property manager and discuss the property moving forward.

6.2 The IED Trust has assured the MOE that it will get 4 more new classrooms by the end of December. This should increase the chances of the school getting its application for a maximum roll increase approved.

7. Finance

The Board discussed the August finance report.

7.1 Sister Rehana mentioned to keep a close eye on the deficit otherwise the working capital could go down

7.2 The AMS Schooldocs policy library does not have the school's original financial delegation's procedure where it states the principal is able to approve purchases up to \$5,000.

- 7.2.1 Principal requested it to be noted that he may have been “breaking the rules of the Board” by approving purchases under the assumption that the financial delegation procedure was up on Schooldocs
- 7.2.2 The PM and Advisor to the board assured the principal that that was not the case as the Schooldocs library is a tool and a reference point and that the original delegation procedure has always been in effect, it just needs to be transitioned to Schooldocs.
- 7.3 Concern raised on the time taken for financial approvals that go to the Board PM
 - 7.3.1 The financial delegation procedure states purchase’s up to \$10,000 require the PM’s approval along with the principals. These are usually pushed to the Board for approval at PM’s request.
 - 7.3.2 The PM stated he is aware that the policy states he can approve the purchases and that, as he is new to the role, he took more time. He also stated he delays approvals by choice, so that he can discuss the purchases with the board members as he recognises their skills.
 - 7.3.3 PM states he will still follow the process in the future but notes the concern and will try to be faster with approvals in the future.
- 7.4 In The AIS conference it was highlighted that Schooldocs has polices and procedures mixed into one document. This makes it confusing as policies are for the board and procedures are for management
- 7.5 Attendance Dues are outstanding. Some parents have not paid despite the notices. The proper process has been followed which, if there is still non-payment, ends with the child being de-enrolled from the school.
 - 7.5.1 Bruce clarified that the attendance dues (not to be confused with school fees or voluntary donations) are not school money, the school is just an agent to collect the money for the proprietor, IED Trust. This gives the proprietor the funding to maintain and develop the property.

8. Financial Approvals

8.1 **Uniform Supplier:** It is recommended to stay with the current supplier as they are the cheapest and there is still abundant stock left.

Motion to be moved: Stay with the current supplier

Moved: Imran Mohammed **Seconded:** Nazish Khan

8.2 **School Camera:** Purchase was approved in the last meeting but due to a change in price it needed to be reapproved. Recommended quote is **\$5,034 + GST** from Harvey Norman.

Motion to be moved: Approval of the camera purchase

Moved: Imran Mohammed **Seconded:** Ahlam Jemjoui

8.3 Male Staffroom Shelf: The recommended quote is from Sebel NZ LTD and is for **\$2,333.75 + GST**. This is the cheapest quote and includes installation.

Motion to be moved: Approval of the shelf quote

Moved: Nazish Khan **Seconded:** Muzammil Kuddus

8.4 Cleaning Contract:

Board requested to get more references for the other companies and get back to them via email.

9. School Operation

The Principal went over the school operation part of his report which included the EOTC report.

10. Policies

10.1 **Protected Disclosure:** No change

10.2 **Concerns and Complaints:**

10.2.1 Need to look into the accessibility of the complaints policy. The principal stated that he recalls the complaints policies were displayed on the notice board in the front office and on the school website. Students and staff are also reminded about them through announcements through the PA system.

10.2.2 Board has requested to do a check of where the Complaints policies are displayed and if there is a need to update the displays.

10.2.3 The Complaints policies should at least be displayed in the front office, all staff rooms and the school website.

10.2.4 Bruce states that the complaints policy should also outline the procedure.

10.3 **Performance Management:** No Change

Motion to be moved: Approval of Principals Report

Moved: Muzammil Kuddus **Seconded:** Imran Mohammed

11. Canopy Project Update

Brother Imran went over the canopy project progress report

11.1 Craig will be drafting two contracts. One for the Board and one for the IED Trust.

11.2 Milestone 1: Investigation Design is complete

11.3 Currently on Milestone 2: Building Consent. Expected to be lodged early October and hoping for the approval in late October

11.4 The sound system was originally quoted at \$15,000, which was for a basic system. After multiple meetings where we discussed our need for a more sophisticated system, with extra speakers and whole school integration we landed on a quote for \$33,000.

11.5 Craig Pauling has been assigned by the Board to be the project manager.

- 11.6 The project is to start in middle of December 2024
 11.7 The school budget cannot be used further than the MOE has allowed
 11.8 A separate suffix needs to be created for the retention account

Motion to be moved: To create a separate suffix for the retentions account

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

Meeting Ended with Dua at 9:13PM

Next meeting to be held on 21st October 2024 at 6PM

Current Action Plan

	Action	Responsibility/Progress
1	Whitelist Rehana Sher's email	Mohsin
2	Management report Actions to be closed off 14:00 – 15:00	
3	- Discuss with Rehana Sher on Friday - Request word doc version of Audit Closing Report.	Farook
4	Audit Report to be corrected	Principal
5	Create Actions register as Excel Sheet	Farook/Principal
6	Remove Swimming Pool from the Asset register	Farook/Mohsin
7	To discuss the way the minute taker will be paid fore recording minutes in board meeting	Principal/Farook/Mohsin
8	Check with Schooldocs on the transition of the Financial Delegation Page	Mohsin/Principal
9	Look at whether the Female Staff rooms might need shelving installed.	Principal
10	Request references for other companies and get back to the board within the week.	Principal/AP
11	Update the complaints policy around the school and on the website. Make it easy to find on website	Mohsin/Principal
12	Report to board on topic Health and Safety discussed at CMSSPA retreat	Principal
13	Moving forward, the principals report should have extra lines for Moving and Seconding	Mohsin/Principal
14	Send the Financial Delegations procedure to Rehana Sher in an editable word doc	Mohsin/Principal
15	Board to create a trust account to hold retentions	Board
16	Email principal a list of what the IED Trust is expected to fund	PM/Imran
17	Create a separate suffix for the retentions account	