



Al-Madinah School

Board Meeting at 10:00am on Monday 5 April 2025
Meeting Minutes

Venue: AMS Boardroom

Present: Bruce Adin, Asin Ali, Ashwat Khan, Mohammed Faiaz, Muzzammil Kuddus, Ahlam Jemjoumi, Imraan Mohammed, Rehana Sher, Mohsin Khan (minutes)

Apology: Nazish Khan

Meeting Opening: 6:00AM. The principal opened with Qur'aan recitation

The PM welcomed the Board. He briefed the board on the NZSBA training that took place the previous weekend and brought up the importance of an creating an Attendance Management Plan.

1. Conflicts of Interest:

None

2. Previous Meeting Minutes

No issues

Motion to be moved: Acceptance of the March Meeting Minutes.

Moved: Muzzammil Kuddus

Seconded: Asin Ali

PREVIOUS ACTION PLAN (February - March)

	Action	Responsibility	Progress	ETA
1	Umrah proposal documents to be updated and provided to the Board.	Principal	Done	Before April meeting
2	Camp proposal documents to be updated and provided to the Board	Principal	Done	Before April meeting
3	Provide the board with details on the review of the policies surrounding daytime and overnight camps and EOTCs	SLT	Pending - Feb	Before May meeting
4	Principal to talk to the parents of the ex-student	Principal	Done	Before April meeting
5	To ask the auditors if the PM or a direct member of the board needs to sign the payroll.	Farook	Done	Before April meeting
6	Farook is to send an email of request to PM to allow the increase of the canteen credit cards allowance from \$1000 to \$3000.	Farook	Done	Before April meeting

2.1 Action 3: A meeting will take place on 11th May to review the policies surrounding the daytime and overnight camps.

2.2 Action 4: The boys were in the meeting. Father was not present. The boys denied that they did anything wrong and made no statements about the incident. The principal says the boys were disrespectful and arrogant in their behaviour and he was hurt by the boy's attitude to the meeting. The Board agrees that they should not be allowed to enter the school. A letter needs to be written to the father outlining the points on their behaviour and that they are not allowed to enter the school. If they don't comply then it can be taken up with the police and a trespass notice can be looked into.

2.3 Action 5:

Motion to be moved: Rehana Sher to take responsibility to work with the EO, on signing the staff payroll on behalf of the Board.

Moved: Imran Mohammed

Seconded: Ahlam Jemjoumi

3. Principals report

3.1 Correspondence

3.1.1 The Board has requested for all the Umrah documents and reports to be ready by the May Board meeting.

3.2 Student achievements:

The board went over the year 9 & 10 Term 1 Literacy and Numeracy reports

3.2.1 On the Numeracy report it was pointed out that half the students in yr 9-10 are below the required levels

3.2.2 Bruce pointed out that attendance was noted as a factor for the grades

3.2.3 The Board questioned the suggested actions and who would monitor them. The principal said it would be the APs of each faculty. Meetings are held to monitor the progress of the actions. The school has a team that tackles the issue of attendance and lateness.

3.2.4 Rehana suggested that the Literacy and Numeracy reports should be reviewed monthly.

3.3 Personnel:

3.3.1 Most of the teachers have completed the physical restraint course. Teachers are allowed to use physical restraint after getting certified. TA's need permission from the board to use physical restraint after getting certified.

3.4 Property:

3.4.1 The canopy side curtains and the lights are still pending installation.

3.4.2 The principal asked whether the volleyball and badminton markings were in the quotation. The PM had said he recalls it being a multi court in the beginning and

had commented then that it would look messy so the markings should focus on the sports the school likes. Need to check the quote on the Turf markings.

3.5 Finance:

- 3.5.1** A request by the PM, on page 5 of the March Monthly Financial Report under Administration, for Jeff to change the wording from BOT to School Board.
- 3.5.2** Bruce commented that staffing is underused. The principal said that there are teachers returning from leave soon and TA's will be moving to LAT where staffing will be utilised. The school is mindful of the staffing and will manage it.
- 3.5.3** It was noted by the principal that there are no teachers and LATs that are Board funded. Sarfaraz (LAT) is being paid through the teacher's salary.

3.6 Operations:

- 3.6.1** On the Umrah trip report the PA has requested a section on travel insurance to be included.
- 3.6.2** The Senior boys will be going on camp on Wednesday 7th May and returning on Friday 9th May 2025. This was approved in the March Board meeting.
- 3.6.3** The principal had travelled to Malaysia as part of raising funds for the Blockhouse Bay (BHB) school. The principal assured the Board he won't use all his "principal's budget" for his travel expenses for the Blockhouse Bay fundraising as he needs it for school related expenditures. He will manage the budget.
- 3.6.4** On attendance, the principal informed the Board that the primary school marks the roll in the morning and the afternoon. The secondary school marks the roll every period. By 9AM if a student is late or away a text is sent to parents informing them as such. Frequent offenders are called in for a meeting.
- 3.6.5** There was a water leakage behind B-Block which raised the water bill. Now that it has been identified, Watercare will reimburse the amount.
- 3.6.6** Due to staff resigning last year, the school needs a third signatory for Fastnet banking. Farook has suggested the DP, Rizwan. The board agrees that in the principal's absence Rizwan can do the approvals. To manage the conflict of interest, the EO, Farook, will be the one generating the code and either the principal or the DP will approve it.

Motion to be moved: The DP, Rizwan Hussein, to be approved as the third signatory for Fastnet banking, with the condition that at any given time the principal and the DP (due to conflict of interest) should not be jointly approving.

Moved: Rehana Sher

Seconded: Mohammed Faiaz

- 3.6.7** The PM requested clarification on who Carl Becker is working for in regard to the BHB campus. The principal confirmed he is working for the proprietor, The IED Trust.
- 3.6.8** On the BHB campus, Bruce asked if the maximum roll is not increased would they still go ahead with making the BHB campus a charter school. The principal said that the BHB campus will only become a charter school if the South Auckland campus becomes a charter school.

Motion to be moved: The acceptance of the principal's report

Moved: Rehana Sher

Second: Muzzammil Kuddus

3.7 General

- 3.7.1** Bruce reminded the board that their term will be ending in September. He gave them a point to consider if they would want to continue as a Board past September for at least 12 months.
- 3.7.2** The Board elections are triennial, but the board was appointed in 2023 (not 2022) so only get two years of a run.
- 3.7.3** A point was raised that since the board is an alternative constitution board, if they continued for another 12 months, would the community give pushback since they wouldn't be able to elect their board?
- 3.7.4** If the board is willing to continue then they would have to write a proposal to the Ministry or have the Ministry write to them.
- 3.7.5** **The Board has no issues with continuing as a board**
- 3.7.6** Rehana suggested that Health and Safety should be embedded into the personnel committee and be renamed to "People and Capabilities" or "Personnel and Health and Safety", finance committee to be renamed to "Finance and Procurement" and property committee to "Property and maintenance". (Flowchart model of different committees)
- 3.7.7** Rehana brought up the policies for the Board. The principal and PM pointed out that SchoolDocs has policies that cover the school and the board and that every term there are a set of policies set aside for the board to review and most if not, all policies mention the rights of the boards and the board assurances.
- 3.7.8** SchoolDocs has lawyers so if there are any governmental changes they will look at it. There is also a three-year cycle of review of the policies.

Meeting ended at 8.07pm

May Meeting to be held on 26th May Monday 2025 at 6pm.

CURRENT ACTION PLAN (April)

	Action	Responsibility	Progress	ETA
1	Write a letter to the parents and the boys (ex-students)	PM		Before May meeting
2	Complete Umrah documents and reports to be ready	Principal		Before May meeting
3	On Monthly Financial Report under Administration, replace the word BOT to School Board	Farook/Jeff		Before May meeting

PENDING ACTION (March)

	Action	Responsibility	Progress	ETA
1	Provide the board with details on the review of the policies surrounding daytime and overnight camps and EOTCs	SLT		Before May meeting

Moved:.....**Seconded:**.....**Signed:**.....**Dated:**.....