



Al-Madinah School

Board Meeting at 6:00pm on Monday 24 February 2025
Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, Ashwat Khan, Ahlam Jemjoumi, Imraan Mohammed, Mohsin Khan, Mohammed Faiaz, Nazish Khan, Rehana Sher, Rizwan Hussein

Apology: Muzzammil Kuddus

Meeting

Opening: 6:10PM. 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:

2.1 The 9th December 2024 Board meeting was rescheduled for 24th February 2025 on the agreement of all board members.

3. Previous Action Plan

3.1 Action 1: The email issue cannot be resolved without creating a security risk. The option to send emails to board members by selecting emails individually was suggested and accepted.

3.2 Action 2: The complaint policies are in and will be updated around the school and the website.

3.3 Action 3. There was an incident involving a year 13 student and the ex-student, where the ex-student encouraged the student to ignore the instructions of a senior staff. Due to the repeat offences of the ex-student, Bruce suggested issuing a trespass order. Faiaz suggested holding off on the trespass order (due to the negative consequences on the family and community) and talking to the parents. The PM says that if the conversation doesn't yield results, then a trespass order should be given.

Action: Principal to talk to the parents of the ex-student

3.4 Action 4. The PM doesn't need to sign the payroll since we have management staff to do it. A Board delegated person from the finance committee should sign off on the Principal's transactions.

Action: Go back to the auditors and tell them the Board shouldn't be involved in approving payroll, and it should be the principal and the EO.

PREVIOUS ACTION PLAN

	Action	Responsibility	Progress	ETA
1	Look into fixing the board email issue.	Mohsin	DONE	By DEC meeting
2	Update the complaints policy around the school and on the website.	Mohsin/Principal	DONE	By DEC meeting
3	Provide recommendations to the Board on how to deal with the two ex-students.	Principal	Ongoing	By DEC Meeting
4	Principal to follow up with Farook on the Auditors' recommendation about PM approving Payroll.	Principal	Ongoing	By DEC meeting
5	The Board to request Carl for a Statement of Work.	Principal	DONE	By DEC meeting

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

Moved: Nazish Khan

Seconded: Rehana Sher

4. Principal's Report

4.1 Correspondence

4.1.1 Email sent to other school's principals regarding caretakers' payrate

4.1.2 International students' parents sent an email asking for a scholarship for their year 13 child. The principal says we can't do it as we don't have a scholarship fund. Faiaz says it's the student choice to join the school we can't show special treatment to them as we have previously denied these requests.

Went into in-committee meeting at 6:40

Came out of in-committee meeting at 7:00

4.2 Student achievement

- 4.2.1** The principal says the results weren't as good as the previous years because many students joined later in their school year. They were not international students.
- 4.2.2** Major work is being done on making sure HODs follow up on issues which are within their control as far students' results go.

4.3 Personnel

- 4.3.1** Principal will be going on his sabbatical leave this year.
- 4.3.2** 2 new teachers were appointed. Mohammed Ashif Khan and Shabnaaz Bano
- 4.3.3** 1 staff member, Abdul Munaf Shah, has resigned.
- 4.3.4** A new DP, Mohammed Rizwan Hussein, new AP, Rehana Khan and a new LSC, Rehana Karim, have been appointed.
- 4.3.5** 3 staff, Robina Slaimankhel, Batul Pathan and Azra Hussein are on maternity leave.
- 4.3.6** 1 staff, Muhammad Tabrez Khan, is on leave

4.4 Property

- 4.4.1** A new Wudhu area has been built on the secondary boy's side.
- 4.4.2** We are expecting the canopy to be finished by mid-March.
- 4.4.3** New concrete pathway built between common room and D-Block Classroom
- 4.4.4 Blockhouse Bay Property**
 - a)** Bruce received an email from Jalal requesting boards permission to allow the principal release and to help with costs to advertise for the Blockhouse Bay school. Asking for principals leave and help with costs.
 - b)** The principal is requesting the Board's approval to get permission to take leadership position in fundraising.
 - c)** Rehana pointed out that MOE approval may be needed for the change in principals' role, and they should be informed. The extension comes with more revenue.
 - d)** It was requested that the board be updated with the IED's decisions regarding the Blockhouse Bay property.
 - e)** The Board approves it in principle and is happy to approve it on the condition that the IED put it in writing that the Blockhouse Bay school will be a branch of AMS and that they provide a proposal or business case covering the role of the principal and the details of the budget use.

Action: The IED Trust to provide the above details to the Board

4.5 Finance:

- 4.5.1** There will be a deficit in the 2025 budget because of the caretaker pay rise, but a surplus is expected due to the increase in staffing this year and due to some TA's moving to an LAT position.
- 4.5.2** Rehana pointed out that the finance committee had already recommended the budget to be approved in the December meeting.

Motion to be moved: the approval of the 2025 Budget.

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

- 4.5.3** Finance draft December report was tabled.

4.6 Operations:

- 4.6.1** The school Strategic plan is normally a 3-year plan. The MOE advised to have annual target for 2025 due to the board elections. From 2026 we can go back to the normal 3-year plan.

Motion to be moved: The approval of the Strategic Plan with the Implementation plan

Moved: Nazish Khan **Seconded:** Mohammed Faiaz

4.6.2 EONZ - EOTC review

- a)** EONZ has come back with the prices for the school's eotc review. The price for a full review is \$3,465.00 + GST. The principal suggests using the PD budget.
- b)** The board agrees it is a necessary program but to not to use the PD budget. PD is something staff can choose to do to improve their skills. The EOTC review is a school wide program.
- c)** As the EOTC review comes under health and safety it was suggested and approved to move \$4K from **13700 Professional Development** to **14840 Health and Safety** to make it 6K. The EOTC review will use funds from Health and Safety.

4.7 Policies

- 4.7.1** Policies for review: Health and Safety, Risk Management, Safety Management
- 4.7.2** As the policies were not pre-reviewed, Bruce says the policies need to be given to the SLT and approved then moved to board for approval.

- 4.7.3** Rizwan says that risk management is happening in the school and asked how it the board would like it recorded. Rehana says a risk register should be in place for each area and any major risks should be rolled up to the main register where the SLT reviews it. There should be an action plan with it.

Motion to be moved: approval of principals' report and policies to be reviewed in the March meeting

Moved: Rehana Sher

Seconded: Mohammed Faiaz

Action: SLT to go through the policies before its sent to the board in the next meeting.

5. General.

- 5.1** On the topic of the Statute of Intervention, Bruce will be overseas in June, July and August. The MOE doesn't feel it necessary to put a replacement for him with the Board.
- 5.2** NZSBA training will be scheduled for April on a Saturday at 10am. Date TBC
- 5.3** Ahlam requested a review of the committees. Ahlams preference to be moved from the property committee to the finance committee is approved.
- 5.4** The School Canteen has requested for the credit card allowance to be increased to 3K. Rehana says it's not a big risk if all receipts are saved and the EO follows proper approval procedure as per usual.

Action: The PM will talk to Farook about the school canteen credit card allowance increase and send a written request to the finance committee.

- 5.5** The finance committee requests that credit car expenditures have a clear explanation for the rationale of the expenditure.
- 5.6** The PM and Imran decided to not go ahead with the tracks for the Canopy. As it was an addition, the decision was made without the Board.

Meeting ended at 8.43pm

March meeting to be held on 29 march at 10am because of Ramadhan.

CURRENT ACTION PLAN

	Action	Responsibility	Progress	ETA
1	Principal to talk to the parents of the ex-student	Principal		Before March meeting
2	Reply to auditors that payroll is not approved by Board	Farook		Before March meeting
3	The IED Trust provides a business case to the board and written confirmation on the BHB school being an extension of AMS.	IED Trust		Before March meeting
4	The SLT to approve the policies before the March meeting.	SLT	Done	Before March meeting
5	The PM to discuss with Farook and send a written request to the finance committee on school canteen card allowance increase.	PM		Before March meeting

Moved:..... **Seconded:**.....

Signed:..... **Dated:**.....