



Al-Madinah School

Board Meeting at 10:00am on Monday 26 May 2025
Meeting Minutes

Venue: AMS Boardroom

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

Apology:

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

The PM welcomed Everyone.

1. Conflicts of Interest:

None

2. Previous Meeting Minutes

2.1 The PM stated once minutes are signed off the recorded minutes needed to be deleted. It was suggested that the minutes only be recorded with the minute taker device that is with the PM.

2.2 Action 1. The boys haven't given their email addresses. The PM has written up a draft letter to send to the boys. The PM has the father's email not the boys' as it was not provided despite the requests. He does have the boys' phone numbers. It was suggested to send a text with the letter attached to them. The next option would be to hand them the letter directly. The third option would be to contact the father again and ask for the boys' emails and if they don't comply then contact the officer in charge of the case to deliver the letter.

2.3 Action 2. Umrah Trip Report:

Due to ust. Sarfaraz' grandmother passing away he was given more time to complete the Umrah report document.

2.3.1 The board requested that parental consent be part of the EOTC process.

2.3.2 The PM brought up the point that previously it was mentioned that funds would be fundraised and that ust.Sarfaraz would be doing it.

2.3.3 The principal said that some credits could be gained towards Religious Education. The PM wants the trip to be part of the curriculum.

2.3.4 The Board asked is there was a budget of 40k for this trip. The principal said there are other curriculum budgets we could use.

- 2.3.5** 6 out of the 8 Year 13 Boys will be going on the trip. 2 boys are not going due to parental consent.
- 2.3.6** A girls Umrah Trip would be investigated after the Mehrem issue is sorted out.
- 2.3.7** Maulana Sarfaraz and Sheik Amjad were chosen to go on the trip because they have experience and knowledge and fluency in Arabic.
- 2.3.8** Staff contribution to the trip was brought up and it was pointed out that as it is part of the teachers' jobs, we should apply the normal practice of the school, and the staff won't have to contribute.
- 2.3.9** Bruce said there are 2 reasons that justify the school using their own budget. First being that it is an EOTC trip. The second being that it's part of the school's special character.
- 2.3.10** Princ said there is a special character budget and there is money left over since we didn't do the Jord this year. Only 2% of that budget has been used to date. The PD budget and Gateway funding could be looked into.
- 2.3.11** **The Board is clear that the funds for the staff going on the Umrah trip will be covered by the school.**
- 2.3.12** The Board agrees a criteria needs to be made. The Board contributions need to be year by year basis. Since its the first year the Board will fund differently, but moving forward there will be a criteria.

Action: The Finance committee is to get back to PM with the amount that can be contributed.

Action: The school to come back to Board with a revised report. Changes are to be made to the flight plan to make it shorter. The two staff that are going need to be involved in the routes planning.

- 2.3.13** The Board is happy to contribute to the students' funds. The Finance committee will come back with the amount of contribution.

2.4 The EONZ team consulted with staff about EOTC policies. They will be coming back with a report in mid-June. The EONZ also suggested a Muslim friendly campsite for the girls located in Hamilton. Moved to before JUNE. EONZ report.

Motion to be Moved: Acceptance of the May Meeting Minutes.

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

PREVIOUS ACTION PLAN (April)

	Action	Responsibility	Progress	ETA
1	Write a letter to the parents and the boys (ex-students)	PM	Pending	Before June meeting
2	Complete Umrah documents and reports to be ready	Principal	A version has been supplied.	Before June meeting
3	On Monthly Financial Report under Administration, replace the word BOT to School Board	Farook/Jeff	Done	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	Report due in June	Before June meeting

3. Principals Report

3.1 Correspondence:

- 3.1.1** A complaint was received from CIDANZ about parents parking in their carpark to pick up their children. The parents have been informed to not park there in the future.

3.2 Student achievement:

- 3.2.1** The principal went over the Senior boys' camp report
- 3.2.2** The principal went over the Darul Uloom report. Parents are happy with the running of the Darul Uloom. For RED/ Islamiyat the school is using the Safar Series books.
- 3.2.3** A question was raised about having Year 14 students enrolled in Darul Uloom. The principal said its something that needs to be looked at.
- 3.2.4** When reporting on this, 3 stages of progress are looked at. Parents are informed of where their child was at the beginning of the year, what stage they are at currently and what stage we expect them to be at the end.

3.3 Personnel

3.3.1 Ustada. Shabina Nabijan is going on Hajj this year. A reliever has been assigned to take her place.

3.3.2 Ustad. Hossain has been employed by the school to work in the Darul Uloom. A

3.4 Property

3.4.1 The canopy side walls were being initially installed. But the workers have yet to come back and complete the job. The PM told Imran to write a stern email to Craig and to ask him for weekly updates. Imran had talked to Craig, but he wasn't able to help with info. Imran will talk to Logan. Imran suggested the school hold off on the payments till the pending issues are sorted.

3.4.2 The principal talked to Tiger Turf about the Badminton court markings, but they said they can't so it. The PM reminded the board he had mentioned in the last meeting that the initial quote agreed upon with Tiger Turf needs to be looked at to confirm what markings were agreed upon.

Action: Look into the initial Tiger Turf quote. Principal – Mohsin

Action: Code of compliance to be sent to the insurance company. The EO to CC Imran and the PM.

3.5 Operations

3.5.1 The board had a look at the **Attendance Management Plan**. The PM told the board that it looks good and needs to be updated.

Action: Put the Attendance Management Plan on the website

3.6 Finances

3.6.1 Farook says the budget is in a deficit. The surplus recorded was a data error. Rehana says we are ahead on our budget, and we need to be prudent in the next financial year. The school needs to manage expenses and bring the budget back up.

Motion to be moved: The approval of the financial report.

Moved: Rehana Sher

Seconded: Muzzammil Kuddus

3.6.2 An IT proposal was brought forward for the purchase of Laptops for the secondary school. Proposal is incomplete due to a lack of quotes. Will be available by the next meeting.

3.7 Policies

- 3.7.1** The Emergency management plan was received from Harrison Tew. Send it to the board.
- 3.7.2** The Board went over and accepted the policies below:

Motion to be moved: the acceptance of the Principal's Report.

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

4. General

- 4.1** Rehana stated that the conflict of interest needs to be updated every meeting just after Apologies. It should be the third point in the meeting.
- 4.2** Bruce reminded the Board he will be going on leave but will be available through email. He will still be the advisor to the Board.
- 4.3** Bruce talked to the MOE about the future of the board. The principal along with the MOE will be putting up an advertisement on Seek where people can apply to be part of the AMS Board. The current Board members can also re-apply. There won't be a board election this year. A New board may be elected when the Blockhouse Bay school is being opened.
- 4.4** Bruce opinionated that the decision to moved forward as a charter school should be made with the community.
- 4.5** The PM brought up conflict of interest, that while being on the Board Muzzammil Kuddus is also on the Al-Madinah Trust. Muzzammil said he apologises if anyone thought that it was suspicious.
- 4.6** An email was received by the PM from a parent regarding an incident where a staff member held a student by their collar. A mitigation meeting was held, and the student was assured it was not a targeted situation. The Staff member had acknowledged the incident, and the parents were happy that the staff member acknowledged it and that the action plan was followed. The parents are happy, and the matter is closed.

Meeting Ended at 8.04 with Dua.

The next meeting will be held on 23rd Monday June at 6pm

CURRENT ACTION PLAN (May)

	Action	Responsibility	Progress	ETA
1	Send details of the amount to contribute towards the Umrah trip to PM.	Finance Committee		Before June Meeting
2	Revise the Umrah report.	Rizwan, Sarfaraz, Amjad		Before June Meeting
3	Look into the initial Tiger Turf quote.	Mohsin, Principal		Before June Meeting
4	The Code of Compliance to be sent to the insurance company.	Farook		Before June Meeting
5	Put the Attendance Management Plan on the website	Mohsin		Before June Meeting

PENDING ACTION (April/March)

	Action	Responsibility	Progress	ETA
1	Write a letter to the parents and the boys (ex-students) (April)	PM		Before June meeting
2	Provide the board with the EOTC report from EONZ (March)	SLT		Before June meeting

Moved:.....

Seconded:.....

Signed:.....

Dated:.....