



Al-Madinah School

Board Meeting at 10:00am on Monday 29 March 2025
Meeting Minutes

Venue: AMS Boardroom

Present: Bruce Adin, Asin Ali, Ashwat Khan, Mohsin Khan, Mohammed Faiaz, Nazish Khan, Muzzammil Kuddus, Rizwan Hussein, Farook Ali

Apology: Ahlam Jemjoui, Imraan Mohammed, Rehana Sher

Meeting

Opening: 10:00AM. Opened with Qur'aan recitation

PM welcomed the Board.

1. Conflicts of Interest:

None

2. Previous Meeting Minutes

PREVIOUS ACTION PLAN (February)

	Action	Responsibility	Progress	ETA
1	Principal to talk to the parents of the ex-student	Principal	Pending	Before March meeting
2	Reply to auditors that payroll is not approved by Board	Farook	Pending	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	Done	Before March meeting
4	The SLT to approve the policies before the March meeting.	SLT Members	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	Pending	Before March meeting

- 2.1 Point 1:** The Ex-Student was seen exiting through the entrance side of the parking lot. The principal will meet with parents after Eid. The PM stated that the car revving is outside the hands of the board, they can only act on any actions done in the school.
- 2.2 Point 2:** Need to ask the auditors if the PM or a direct member of the board needs to sign the payroll.
- 2.3 Point 3:** Farook is to send an email of request to PM to allow an increase of the canteen credit cards allowance from \$1000 to \$3000.

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

Moved: Faiaz Mohammed

Seconded: Nazish Khan

Motion Approved

3. Principal's Report:

3.1 Correspondence

3.1.1 A staff complaint was received by the principal through email. The sender was anonymous. The PM said, in the future, unless the sender identifies themselves, to not reply to any messages.

3.1.2 Senior Boys Camp:

- A)** The senior boys' camp proposal was put to the Board for approval. The Camp will be in Rotorua. The camp fee has been reduced to \$250. The Gala Day funds, estimated at about \$7000, will be used towards the senior boy's camp. Camp Approved.
- B)** The principal highlighted the point that the principal is the one who gives the approval for daytime EOTC trips. Any overnight EOTC trips need to be approved by the board.
- C)** The board requests details on when the policies surrounding daytime and overnight camps and EOTCs have been reviewed. If need be, have it reviewed before the next meeting.

Motion to be moved: The approval of the senior boy's camp for 2025 on the condition that the SLT provides the updated documents. PM to sign off on the camp approval.

Moved: Muzammil Kuddus

Seconded: Nazish Khan

Motion Approved

3.1.3 Umrah proposal:

- A) Fundraising will be done to support the Umrah trip, but parents will be expected to pay the majority fees. The trip is expected to take place at the end of term 3, during the 3rd term holidays. The trip is expected to be for 10 days.
- B) Regarding Health and Safety, it was mentioned by Muzzammil that Saudi is a safe place and pointed out that Aorere College was able to make the trip without any issues. The staff joining the trip will also be experienced staff.
- C) The PM asked Rizwan to see if he can contact other schools to see how much their Boards contribute to overseas trips.
- D) Point of note is that Sheikh Amjad and the Islamic department had been requesting for this trip for many years.

Motion to be moved: The approval in principle of the umrah trip, on the condition that the school goes through the proper process in getting all the documents and other EOTC requirements.

Moved: Mohammed Faiaz

Seconded: Muzzammil Kuddus

Motion Approved

3.1.4 BHB Property Fundraising:

- A) The IED trust has sent a proposal for Principal to be involved in the fundraising for BHB property.
- B) As part of this role, the principal may have to travel locally, nationally and overseas.
- C) The principal will be provided with resources including time off from school including the covering of costs for accommodation, food and travel. This is proposed to come from the principal's budget.
- D) If the principal needs to go on a trip overseas he must inform the PM.

Motion to be moved: Approval of the principal's full involvement in the fundraising for the BHB property. Principal to be given time and coverage of costs to be from principal's budget.

Moved: Nazish Khan

Seconded: Muzammil Kuddus

Motion Approved

3.1.5 EONZ Review: the Deputy Principal will oversee it, but all staff will be involved.

3.2 Student achievement

- 3.2.1 The government is looking at removing E-asttle and replacing it with a mandated formal assessment for schools. The change will take place from next year.
- 3.2.2 Because of the new Phase system, the school reporting system will change.
- 3.2.3 The Analysis of Variance report was looked at and discussed.
- 3.2.4 Parents have given positive feedback on the changes in primary school

3.3 Personnel

- 3.3.1 The school is looking into getting some Teaching Assistants. Few of them might be moved into LAT roles.

3.4 Property

- 3.4.1 The IED Trust has ordered 4 more new classrooms. The MOE is waiting on the details for the current 3 new classrooms before they can be approved.

3.5 Finance

- 3.5.1 The principal pointed out that it is standard practice for a proprietor of a school to ask for property donations but to be noted that they are not mandatory.
- 3.5.2 All new students coming into school have already paid \$500 voluntary property donations which will help towards property development. The proprietor will be sending property donation invoices for students who are already enrolled here
- 3.5.3 The board needs to be made aware of any upcoming Teacher Only Days so that they can be approved. Parents need to be informed about Teacher Only Days 6 weeks in advance.

Motion to be moved: The approval of a Teacher Only Day on 23rd June 2025.

Moved: Muzammil Kuddus

Seconded: Ashwat Khan

Motion Approved

Motion to be moved: The acceptance of the 2024 annual account statement.

Moved: Muzzammil Kuddus

Seconded: Mohammed Faiaz

Motion Approved

Motion to be moved: The acceptance of the February monthly account

Moved: Mohammed Faiaz

Seconded: Nazish Khan

Motion Approved

3.6 Operations:

- 3.6.1** The Ijtima has been moved to the Airport masjid. The school may be used for sleeping if there are any issues at the Masjid.
- 3.6.2** The Lockdown and Evacuation drill took place, and several recommendations will be coming out of this exercise.
- 3.6.3** Eid day will be a school holiday. This will be made up for later in the year.

3.7 Policies

No issues with the policies

Motion to be moved: Acceptance of the principal's report.

Moved: Nazish Khan

Seconded: Mohammed Faiaz

Motion Approved

3.8 General:

- 3.8.1** The Blockhouse Bay campus will be a second campus of Al-Madinah School.
- 3.8.2** The current board will also manage the second campus. As such, Bruce says regular progress reports need to be sent to the board about updates on the Second campus.

Meeting ended at 12.30pm

April Meeting to be held on **5th May Monday 2025** at **6pm**

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

CURRENT ACTION PLAN (March)

	Action	Responsibility	Progress	ETA
1	Umrah proposal documents to be updated and provided to the Board.	Principal		Before April meeting
2	Camp proposal documents to be updated and provided to the Board	Principal		Before April meeting
4	Provide the board with details on the review of the policies surrounding daytime and overnight camps and EOTCs	SLT		Before April meeting

PENDING ACTION (February)

	Action	Responsibility	Progress	ETA
1	Principal to talk to the parents of the ex-student	Principal		Before April meeting
2	To ask the auditors if the PM or a direct member of the board needs to sign the payroll.	Farook		Before April meeting
3	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		Before April meeting

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

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