



# Al-Madinah School

Board Meeting at 6:00pm on Monday 23 June 2025  
**Meeting Minutes**

---

**Venue:** AMS Boardroom

**Present:** Asin Ali, Ashwat Khan, Ahlam Jemjoumi, Imraan Mohammed, Rehana Sher, Nazish Khan, Mohammed Faiaz, Mohsin Khan (minutes)

**Apology:** Muzammil Kuddus, Bruce Adin

---

**Meeting Opening:** 6:10PM. The principal opened with Qur'aan recitation.

The PM welcomed Everyone.

**1. Conflicts of Interest:**

**1.1** None

**1.2** PM noted that Conflict of Interest should be a listed as a point on the agenda

**2. Previous Meeting Minutes**

**2.1** No Issues

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

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

**3. PREVIOUS ACTION PLAN (May)**

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

5	Put the Attendance Management Plan on the website	Mohsin	Done	Before June Meeting
---	---	--------	------	---------------------

#### **PENDING ACTION (April/March)**

	Action	Responsibility	Progress	ETA
6	Write a letter to the parents and the boys (ex-students) <b>(April)</b>	PM	Pending	Before June meeting
7	Provide the board with the EOTC report from EONZ <b>(March)</b>	SLT	Pending	Before June meeting

**3.1 Action 2:** Several parents have decided to pull their children from the Umrah trip . The principal had then suggested getting an Expression of Interest from the year 12 boys. The principal suggested that because of the uncertainties behind flights being cancelled it may be best to hold off this year. The PM suggested we wait till the next meeting to confirm if the trip will go. A meeting can be held to discuss the umrah trip before next board meeting.

**3.2 Action 3:** The initial decision was to go with the football markings. It doesn't look like the volleyball and badminton markings were specifically spelled out as a request. The PM says we can use tape to make any extra markings. TigerTurf had also told the principal that tape will need to be used.

**3.3 Action 6:** The PM has contacted the parent and is working on getting the letters to the boys. The PM will send the letter to the father, and he will confirm if the boys have received it. The issues with the car revving during pickup are ongoing. A Board member witnessed it first hand when picking up their child. They were witnessed speeding in the school parking while kids were around. The DP says the car has been seen exiting through the entrance. The arrows to signal the exit and entrance are there and visible.

**3.4 Action 7:** EONZ have done their investigation. They commented on our school camp with an **A+**. To do a full report they need to see 10 different activities from the school using the template we are currently using. A report is still due before the holidays.

#### **4. Principals Report**

Charter school meeting postponed

##### **4.1 Correspondence:**

**4.1.1** Audit report for EoY 2024 was sent by the Auditors

## **4.2 Student achievement:**

- 4.2.1** Year 11B Geography trip report was received
- 4.2.2** The ESOL Report was received. The demographic is taken yearly, and funding is applied for ESOL twice a year.

## **4.3 Personnel**

- 4.3.1** Ustada Shabina Nabijan had gone on Hajj.
- 4.3.2** Relievers were brought in to take place of staff on leave.
- 4.3.3** Ustad Tabrez wants to extend his leave till the end of the year.

## **4.4 Property**

- 4.4.1** Due to issues with students vaping a camera will be installed outside the boys bathroom to detect smoke and vape. It won't be looking inside the toilets. The camera company has legal rights that they can't breach so they need to follow rules and regulations on where the camera is to be installed. A question was asked about whether the school will put a one in the girl's bathroom. The principal said that there have been some instances of vaping on the girl's side but not to the extent that we would need to put a smoke detecting camera there. On enquiry, the principal pointed out the school also does talks with students and we bring people from outside to educate students on the dangers of these habits.
- 4.4.2** The IED Trust has installed shoe racks and awnings to store shoes and protect them from the rain
- 4.4.3** The principal is suggesting more cameras for security as we have many spots especially inside that aren't covered. The PM suggested looking into cloud storage for the footage.

## **4.5 Operations**

- 4.5.1** The school has changed the school dentist to Lumino: The Dentists.
- 4.5.2** Kahui-Ako funding will end this financial year. RTLit will end at the same time. This was a service, so the budget won't be affected.

## **4.6 Principal's Affairs**

- 4.6.1** The principal will be travelling to Fiji in the term break to meet with the Fiji Muslim League regarding the Blockhouse Bay school project and to meet with the school's uniform supplier.
- 4.6.2** Principal had been called by Stuff News to talk about the Blockhouse Bay school and the schools proposed transition to charter school.
- 4.6.3** Radio NZ wants to interview the principal on the topic of charter school. When the principal is ready, he will take the interview. The principal wants it to be

noted by the board that he is doing these interviews with the media. No one on the board opposed.

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

**Moved:** Rehana Sher

**Seconded:** Mohammed Faiaz

## **5. Finances**

**5.1** The Annual Audit has been received.

**5.2** May report: On the balance sheet the canopy needs to be capitalised since it is fit for purpose. The insurance has been paid.

**Action:** Tell Jeff to Capitalise the canopy – still sitting as work in progress

**5.3** The year to date is showing as a small surplus. Going forward we need to make sure we manage the budget.

**Action:** Management Report: Farook to put the Auditors recommendation on the same spreadsheet he is using. Then report it to the finance committee.

**5.4** Farook to walk Rehana through the process of the Payroll in the next meeting.

**5.5** IT proposal to be worked on and will be sent within the week to the PM.

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

**Moved:** Rehana Sher

**Seconded:** Ahlam Jemjoui

## **6. General**

**6.1** None.

**Board will now go in committee in regard to a sexual assault complaint, any conflicted parties or names stated in the complaint will be removed from the meeting before the meeting commences.**

**The next meeting will be held on Monday 21<sup>st</sup> July at 6pm**

**CURRENT ACTION PLAN (June)**

	Action	Responsibility	Progress	ETA
1	Make a decision on the Umrah Trip	Board		Before July Meeting
2	Capitalise the canopy	Jeff, Farook		Before July Meeting
3	Farook to put the Auditors recommendation on the same spreadsheet he is using. Then report it to the finance committee.	Farook		Before July Meeting

**PENDING ACTION (March, April, May)**

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

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