



# Al-Madinah School

Board Meeting at 6:00pm on Monday 28 July 2025

## Meeting Minutes

**Venue:** AMS Boardroom

**Present:** Asin Ali, Ashwat Khan, Ahlam Jemjoumi, Imraan Mohammed, Rehana Sher, Nazish Khan, Mohammed Faiaz, Muzzammil Kuddus, Farook Ali, Rizwan Hussein, Mohsin Khan (Minutes).

**Apology:** Bruce Adin

**Meeting Opening:** 6:05PM. The principal opened with Qur'aan recitation.

The PM welcomed Everyone.

### 1. Conflicts of Interest:

1.1 None

### 2. Previous Meeting Minutes

2.1 There were errors in the date and time of the June Meeting Minutes. Corrections were made and marked against by the PM.

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

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

### 3. Action Plan

#### PREVIOUS ACTION PLAN (June)

	Action	Responsibility	Progress	ETA
1	Make a decision on the Umrah Trip	Board	Done.	Before July Meeting
2	Capitalise the canopy	Jeff, Farook	Done.	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	Done.	Before July Meeting

#### PREVIOUS ACTION (March, April, May)

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

**3.1 Action 1.** The trip is not feasible with the low student numbers. Parents are also worried with the recent situation in the Middle East. The changes with the Nusook system were brought up as well. The PM suggests rather than decline the trip we have the trip pending till next year.

**Motion to be moved:** In addition to the changes in the system and the low student numbers the Umrah Trip will be postponed till next year. Board in agreement.

**Moved:** Muzzammil Kuddus      **Seconded:** Mohammed Faiaz

**3.2 Action 4.** The PM has asked for an extension on this till the next meeting.

**3.3 Action 5.** Done. EONZ did a brief report this year because there were not enough records for a full review. In 3 years, we may have enough for a full review and might look at getting one done. One of the changes implemented after the EOTC review was the RES Form. The principal noted that after a review an action plan is prepared, which the SLT goes through where they outline Key targets and create a timeline in which they report back as part of the schedule of reporting.

## **4. Principals report**

### **4.1 Correspondence**

**4.1.1** Letter of resignation received from 2 staff.

**4.1.2** The Indonesian teacher delegation sent a letter saying there was some complications with their Visas and have had their plans to visit AMS delayed. This is a special character delegation.

### **4.2 Student achievement**

**4.2.1** The secondary girls held the annual school production towards the end of Term 2. Next year will be the secondary boys turn.

**4.2.2** The year 13 boys' geography trip was highlighted. The PM noted that there was student feedback but there was no name of the student. For future reports, student feedback should have the name of the student.

### **4.3 Personnel**

**4.3.1** Two staff are away on medical leave

**4.3.2** Two staff, Muhammad Tabrez Khan and Robina Slaimankhel have resigned from Al-Madinah School.

### **4.4 Finance**

**4.4.1 Uniform supplier:** It was noted that the uniform supplier in Fiji has increased the costing of the uniforms due to the increased material costs. Due to this an

increase in uniform prices sold by the school is expected. The supplier has requested for a 60% deposit for the next order.

**4.4.2 Credit Card Proposal:** A proposal was made to increase the Credit Card Master Limit with the following changes:

1. Increase the Credit Card Master limit from 20k to 30k.
2. Increase the principals card limit from 10K to 15K.
3. A new card for the DP with a limit of 3K.
4. A new card for the EO with a limit of 3K
5. A new Card for the Canteen Lady with a limit of 3K

**All members were in Favour of the proposal.**

**Proposal Approved.**

**4.4.3 Toshiba Contract:** Our printer contract with Toshiba was up for renewal. Toshiba came back this year with a better contract with a reduced annual cost. All the machines will be replaced, and we will be getting an extra machine in the Primary school section. As part of goodwill and AMS being a client of Toshiba for so many years, Toshiba offered \$5k (\$1k per year for 5 years) in sponsorship for AMS to use as needed.

**4.4.4 Ute Proposal:** A Ute has been requested by the school Administration. The EO suggested the \$5K from Toshiba can be used towards it. Faiaz mentioned that a decent Ute that will last a good 10 years should be approved and suggested the additions of a Tip Lift and an Aluminium Bed. It was noted that the budget had been moved out of the Vehicle's Budget to be used toward the canopy. It was then suggested that the Leasehold Improvements budget can be looked at for this purchase.

**The Ute proposal is approved in principle for approximately up to 30K.**

**Action:** Farook to look into how much from the Leasehold Improvements budget is left to pay for the canopy. Also to get Ute priced up and give an indication on what to expect.

**4.4.5 June Finance Report Approved.**

## **4.5 Property**

**4.5.1** The school is looking into removing the palm trees by the roadside. The DP said a quote for 3K per tree was received. The PM asked whether this is a proprietor or board responsibility. The principal said even if it's paid by the proprietor this was brought to the board meeting so that the board is aware of the project. The Board has no issues with the palm trees removal.

**4.5.2** The installation of nets for the fence towards the roadside and the residential side proposed. Many complaints have been received from the neighbours and

parents parked on the road. The PM said the Board would be happy to contribute as it is long due. The Board is happy with the project.

**4.5.3** The school wants to increase the water pressure in the B-block. Property is the IED's funding area but if they need assistance then they may request for funds from the School Board. The PM said these things may fall within the Minor Repairs and Maintenance money if the Board is happy to support it. Faiaz suggests major property projects like the above should be budgeted for in the future.

**4.5.4** Principal said Logan from Shade Systems is coming over to see if we can get artificial turf for the boys' side field.

#### **4.6 Operations**

**4.6.1** Two positions were advertised in the Education Gazette. It was noted that only one of the positions advertised, Primary teacher, was directly related to one of the teacher resignations this year. The other position advertised, an English and Geography teacher, teacher was not related to the other teacher resignation, who was a science teacher.

**4.6.2** The principal noted that the school now has the staffing to advertise externally and proposed that the AP - Primary role be advertised externally. The Board is okay to do that.

**Motion to be moved:** The School to advertise the AP role externally.

**Moved:** Ahlam Jemjoui

**Second:** Rehana Sher

#### **4.7 Principal's affairs:**

**4.7.1** The principal made note that on his overseas trip he had made a claim for fuel from his wellbeing budget. He stated that the trip was part of his wellbeing. He also stated that during that trip he had visited the AMS uniform supplier, Maqere Islamic Centre, the Fiji Muslim League and other Muslim organisations in Fiji for funds towards Blockhouse Bay school. He also met prospective international students.

**Farook to get those details to the Finance committee.**

**4.7.2** The Finance Committee requested that if the principal is expecting to use funds towards airfare or fuel etc, to let the Finance Committee know beforehand.

**4.7.3** The principal stated that in a previous meeting funds used towards trips made for the Blockhouse Bay school project had been pre-approved.

**4.7.4** The principal noted that the principal's wellbeing budget gets rolled over from the previous year. The trip the principal will be taking to Australia will use the Principals Expense budget, which has 5K. this budget doesn't get rolled over.

**4.7.5** The principal noted that regarding raising funds for the Blockhouse Bay school, the principal has two major meetings in Sydney. The principal may be travelling

to Australia. The PM asked what was pre-approved for the Blockhouse Bay funds related trips. It was stated that the principal just needs to inform the PM if he is going beforehand.

**Motion to be moved:** The approval of the principal's report.

**Moved:** Rehana Sher

**Second:** Nazish Khan

#### 4.8 Policies

The SLT had reviewed the policies and no issues were raised.

- 4.8.1** The Board had a look at the abuse recognition policy and noted that the Allegations against Staff Members section needs to be revisited.

**Meeting to be concluded shortly and the board will be going into in committee meeting after this, re: policy/13099 (Abuse Recognition and Reporting/Allegations against Staff Members) and further discuss the sexual assault complaint.**

**The next meeting will be held on Monday 25<sup>th</sup>, August at 6PM.**

#### **CURRENT ACTION PLAN (July)**

	Action	Responsibility	Progress	ETA
1	Look at the Leasehold Improvements budget to see what can be used for the purchase of a Ute.	Farook		Before August Meeting
2	Get Ute priced up and indicate a price to Finance Committee	Farook		Before August Meeting

#### **PENDING ACTION (April)**

	Action	Responsibility	Progress	ETA
1	Write a letter to the parents and the boys (ex-students) (April)	PM		Before August Meeting

**Moved:**.....

**Seconded:**.....

**Signed:**.....

**Dated:**.....