



Al-Madinah School

Board Meeting at 6:00pm on Monday 25 August 2025
Meeting Minutes

Venue: AMS Boardroom

Present: Asin Ali, Ashwat Khan, Ahlam Jemjoumi, Imraan Mohammed, Rehana Sher, Mohammed Faiaz, Nazish Khan (via Online)

In Attendance: Farook Ali (EO), Rizwan Hussein (DP), Mohsin Khan (minutes)

Apology: Bruce Adin, Muzzammil Kuddus

Meeting Opening: 6:20PM. The principal opened with Qur'aan recitation.

The PM welcomed Everyone.

1. Conflicts of Interest:

1.1 The DP's (Rizwan Hussein) father-in-law (AA Hassan Plumbing, Gas and Drainage Ltd) provides plumbing services to the school. It was noted to have been declared very early on

2. Previous Meeting Minutes

2.1 PM reminded board to go over the minutes thoroughly before the next meeting.

2.2 Other members other than board members should be labelled as in attendance. To add an "In attendance" subheading in minutes.

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

Moved: Imran Mohammed

Seconded: Rehana Sher

3. Action Plan

PREVIOUS 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	Pending	Before August Meeting
2	Get Ute priced up and indicate a price to Finance Committee	Farook	Pending	Before August Meeting

PREVIOUS ACTION PLAN (April)

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

3.1 Action 1:

- 3.1.1** Craig has not come back about the remainder of what is left to pay for the canopy. He noted that there is an invoice sent directly from Shade Systems but to not pay that invoice yet as they are not approved.
- 3.1.2** It was noted that an official opening will be needed before it can be hired out for community use.
- 3.1.3** The PM and Imran expressed their frustrations with the current project manager for the canopy project and their lack of communication.
- 3.1.4** The DP pointed out that a reflector should have been placed on the bumper cushions on the canopy poles. The PM suggested that we could get other companies to do these extras as well.
- 3.1.5** Nets for building protection is quoted for \$9.3K. These nets are to protect the school building and windows from any balls that may go flying towards it.

3.2 Action 2: Farook said Orix got back to him about some Utes, but they have small aftermarket trays. The PM said we need a single cab with a long tray. Farook said we need it for carrying soil, garden things, large objects, furniture or production. Imran said a 4wd ute would be good since it won't get stuck as much.

3.3 Action 3: Done. Faiaz asked if there have been any more incidents after that. The PM did receive a complaint about the revving in the car park and told the parent it is being handled. On enquiry, the PM said the father has not yet replied to the email that was sent. Nazish suggested if there is a re-occurrence of the issue then it should be reported straight to the police.

4. Principals Report

4.1 Correspondence

- 4.1.1** The PPTA strikes didn't apply to our school since we are an area school
- 4.1.2** We have informed parents that the umrah trip will be delayed till next year. One member of our staff, ustad Sarfaraz, will be taking a group of people including some students on Umrah towards the end of the year. This trip is independent of the school as such; the school has no liability in this trip. The PM has requested for feedback from this trip. He also added that the Umrah Trip needs to be supported by the school and that the school should work towards making the Umrah trip part of the curriculum under the special character of the school.

- 4.1.3** A survey was sent to parents sent about the 2026 subject choices and the school uniforms. The board asked about the decision to change boys' sports uniform from green to black. It was stated that it was decided based on feedback from the student council.

4.2 Student Achievement

- 4.2.1** The principal summarised the NCEA progress report.
- 4.2.2** On enquiry it was noted that the government is still in the consultation phase for the changes to NCEA. The consultation meeting is set to end in September.
- 4.2.3** Extra classes are being held, up to twice a week, for students that are struggling. Students are being monitored and given guidance.
- 4.2.4** Students who weren't doing well in other schools and overseas students that joined AMS are struggling to meet their grades. They will be given 3 chances to do the CAA exams and will attend extra classes after hours and during lunch.
- 4.2.5** The year 11 grades were commented on. Rizwan pointed out that Covid may have had an effect on students in the current year 11 as they didn't have the focused education during those years. The effects are being seen in the year 4's as well. low social skills and lack of concentration for long periods of time have been observed in these groups.

4.3 Personnel

- 4.3.1** The Sydney special character event is in December.
- 4.3.2** Ustada Rehana Karim is on medical leave. She slipped and fell outside the breakfast room injuring herself. The PM has requested Rizwan to investigate the incident and return to the board with the details and a recommendation. An action plan will also need to be put in place.

Action: The DP to investigate the incident and come back to the board with the details and recommendation.

- 4.3.3** The week prior a meeting was held between AM Trust and the Charter school agency. AM Trust has been invited to meet the with the agency on the 16th of September in Wellington. This meeting will help us better understand the status of AMS application for the conversion to the charter school system.
- 4.3.4** A volunteer Ammar Zamir has been bought in to help with the schools IT sector as Mohsin is busy working with principal on the Blockhouse Bay project.
- 4.3.5** The principal attended a conference in Christchurch where he met Dr. Nadeem Alnajjar, who spoke about AI use in schools and how it can help.
- 4.3.6** Some staff have been requested to go overseas as they have connections to help raise funds for the BHB school. If they do go the IED trust will be paying all their

related costs. The principal noted that in principle, the board had approved the staff going on this fundraising trip. However, the principal was to inform the PM.

- 4.3.7** The principal informed the board that Judith Price, from Interlead, will be looking into his Professional Growth Cycle (PGC) for 2025 -2026. She has conducted his appraisals in the past. The board has no issues.

All board members are in favour.

- 4.3.8** ERO will be coming to school in term 4. Due to this and his work towards the charter school conversion, the principal may not take his sabbatical leave. The board is encouraging the principal take a sabbatical leave.

4.4 Finance

- 4.4.1** No comments on the finance report. **Finance Report accepted.**

- 4.4.2 Palm Tree Removal Quote:** The PM asked whether this project falls under the proprietor or the board. The principal stated that it's not a requirement, but it may be able to be linked to health and safety and if the board is looking to help towards it, it would be appreciated. Rehana stated it is necessary. Of the three quotes Hannah & co Homes limited have the most competitive price and have worked with the school before.

- 4.4.3** After discussion, the board decided to go with Hannah & Co Homes if the following is done:

- A background check is done Hannah & Co Homes ltd
- A credibility checks on the company's registration.
- Check if they have public liability insurance.

They may need to get a close approach permit from vector because of the overhead powerlines.

Action: Farook to get background checks on Hannah & Co Homes before assigning the job.

Motion to be moved: To go ahead with the Hannah & Co Homes ltd as long as the above conditions are met.

Moved: Mohammed Faiaz

Second: Rehana Sher

- 4.4.4 Executive Officer's notes:** Farook had some notes for the finance committee to discuss in the meeting.

- The Finance Committee need to approve the level of approval for the DP and AP (Primary)

- It was noted that if the principal is away the DP, the acting principal, will take the delegated responsibility of the principal.
- This delegation to be added to the delegations register.
- On enquiry It was noted that AP's can approve Purchase Orders of up to \$1K.
- Farook to go over recommendations with the principal before next meeting.

4.5 Property

4.5.1 Quotes for netting have been received by the IED Trust.

4.6 Operations

- 4.6.1 Uniform orders 2026:** As per usual at this time of the year, the uniform orders for next year have been placed. The price was around \$100K.
- 4.6.2** Imran pointed out the 300% increase in price for the uniform orders made this year. The budget for uniform orders is \$30K this year and has been in the previous years but as it was a necessity the order was approved.
- 4.6.3** The principal agrees on the point that the order had increased from 30K to 100K and stated that the supplier wanted a 60% deposit this time as they needed to stock up on extra materials from overseas in case there is a sudden uniform order for the Blockhouse Bay and Christchurch schools.
- 4.6.4** The school's accountant, Jeff Sterling, stated in an email that he agreed on the boards questioning of the price increase. He further stated that the costs reflected in that statutory accounts in 2023 were \$56.5K and in 2024 were over \$41.6K and assuming an increase in the roll for the current AMS and the price of the uniform and that due diligence was done the price increase is acceptable.
- 4.6.5** On enquiry principal stated that as far as AMS is concerned there won't be a roll increase. However, if the charter school conversion is successful then there will be a roll increase. This will be followed by extra uniform orders to cater for the increase in the school roll.
- 4.6.6** On enquiry it was confirmed the uniform deposit is a pre-payment and it has always been done this way.
- 4.6.7** The principal called Shamina, one of the office admin's who handles the uniform orders, to explain the increase in uniform prices. She explained the numbers for the uniform is the same as last year but that that last year there were multiple orders made during that year and that this year the order will be made in advance in one go. She also pointed out that the price of customs has also increased.

Action: On PM's request, Farook to give the finance committee the order invoice from the last uniform order and this year's order.

4.7 Principal's affairs:

- 4.7.1** The principal had attended the Area Schools Conference last week and there was some cost involved. The principal will be going to the AIS conference in September in Wellington. There will be some costs involved there as well. The principal will also be going for his sabbatical leave in Term 4 and he is eligible to claim up to \$5k towards his sabbatical cost.

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

Moved: Nazish Khan **Second:** Mohammed Faiaz

5. General

- 5.1** Three students have been suspended.
- 5.2** The new cameras that were installed to deter students from vaping are working. They also deter students from misbehaving.
- 5.3** IT needs to keep the recording of the clips as evidence in a register.
- 5.4** The PM suggested that staff going in the Sydney special character trip could give a report on return. Certain special character trips have not been recognised by the MOE but this could be recognised in the future and funding may be available.
- 5.5** The PM attended the meeting with the charter school. One point of note was that if AMS becomes a charter school the Charter School Agency will contact the board for correspondence. The PM said to the board that the current board needs to meet the AM Trust. The Board is willing to meet with the Trust.

Board meeting ended 8.37PM

The board will now go into a final in committee meeting re: sexual abuse complaint made this year.

The next meeting will be on 06th October 2025 at 6pm

CURRENT ACTION PLAN (August)

	Action	Responsibility	Progress	ETA
1	Investigate the health and Safety Incident with Rehana Karim and come back with report to board	DP		Before September meeting
2	Do background check on Hannah & Co Homes	Farook		Before September Meeting
3	Provide details to Finance Committee around the uniform orders from the previous uniform orders and this year's order.	Farook		Before September Meeting

PENDING ACTION (July)

	Action	Responsibility	Progress	ETA
3	Get Ute priced up and indicate a price to Finance Committee	Farook/Principal		Before September Meeting

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