Al-Madinah School

SEPTEMBER Board Meeting at 6:00pm on Monday 06 Oct 2025

Meeting Minutes

Venue: AMS Boardroom

Present: Asin Ali, Ashwat Khan, Imraan Mohammed, Rehana Sher, Mohammed Faiaz, Nazish Khan, Bruce Adin

In Attendance: Rizwan Hussein (Acting Principal - **AcP**), Mohsin Khan (minutes)

Apology: Ahlam Jemjoumi, Muzzammil Kuddus

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

The PM welcomed Everyone.

1. **Conflicts of Interest**:
   none

2. **Previous Meeting Minutes**
   no issue

Motion to be Moved: Acceptance of the August Meeting Minutes.
Moved: Rehana Sher **Seconded:** Nazish Khan

3. **Action Plan**

PREVIOUS 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	**Done**	Before September meeting
2	Do background check on Hannah & Co Homes	Farook	**Done**	Before September Meeting
3	Provide details to Finance Committee around the uniform orders from the previous uniform orders and this year's order.	Farook	**Done**	Before September Meeting

PREVIOUS ACTION (July)

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

3.1 Action 1:

- **3.1.1** The Incident report was completed. The surface was found to be slippery due to the morning dew. The action taken was to install anti slip tape. An assessment made in the morning suggested that there should not be any issues till December as far as morning dew is concerned.
- **3.1.2** The anti-slip tape is permanent and covers the area at the entrance of the rooms and the area around it.
- **3.1.3** The principal said there is a possibility that the rooms may be removed and new buildings would take its place if the issue is not amended.
- **3.1.4** Rehana suggested "slippery when wet" signage to be placed in the area.
- **3.1.5** Rehana Karim had been away from school for a long time due to the incident but is now back. She had requested to return much earlier but the school declined as she was not fit to return.

3.2 Action 2:

- **3.2.1** Hannah and Co Homes had updated their registry details previously and are now known as Ace Excavation. They have public liability insurance and have met their due diligence requirements. After approval from the PM they met with Vector and the job was completed on the following weekend (Midnight, Sunday 5th).

3.3 Action 3:

- **3.3.1** A detailed analysis was sent to the finance committee and Rehana says it was acceptable. She got back to admin team.

3.4 Action 4:

- **3.4.1** The PM got back to Farook on this. Farook says we don't know where we will get the money for this until the final payment for shade systems was done.
- **3.4.2** The Government is giving some funds towards property. The school needs to specify where the money is used.
- **3.4.3** The PM said to park this project till the next meeting and wait for Shade Systems to get back to the school on the payment.

4. Updates by the principal

4.1 The principal updated the board on the BHB property and how it's going.

4.2 A meeting was held between the Charter School Association board and the Al-Madinah Trust (AMT) in Wellington. The Charter School Association (CSA) board may want to meet the board on 14th October.

4.3 If the Charter School application is approved and the Blockhouse Bay property is bought the principal will come back into the picture during the term.

4.4 Bruce said the principal assured him if the school is converted into a charter school the staff won't have to worry about any changes to their payment conditions, employment conditions, staff benefits etc.

4.5 It was noted that if the charter school conversion is successful the Sponsor Board, AMT, will become the new employers of the staff.

4.6 Rehana asked, whose responsibility is it that the new board (AMT) takes into account that staff are paid and treated the way that it was agreed? Bruce says it would be the CSA's responsibility to ensure the new board understands their role.

4.7 Imran asked about the move from Collective agreements to individual agreements and if there needs to be a consultation done with staff. Bruce said staff need to be notified but if they can keep their Collective agreements in a charter school it would be good and create a smoother transition but historically, we haven't seen such a thing.

Principal left the meeting. The Acting Principal, Rizwan Hussein, carried on in his place

5. Principal's Report

The Acting Principal (AcP) went over the report.

5.1 Major changes will be coming to the NZ Curriculum which will be around the assessment requirements by the government.

5.2 Nazish asked is there is a timeline for these changes. The AcP said that some changes were non-negotiable and were implemented such as the change from Levels to Phases and some changes we will be given time to implement such as the changes to assessments.

5.3 The PM asked about the SLT members. The AcP said there are 3 APs, the Secondary Deans, Principal and the DP.

Action: Rizwan to send a list of the members to PM.

6. Student Achievement

6.1 Primary camp was our biggest primary camp yet. We had a lot of parent help and sponsorships and donations.

6.2 The PM asked if there is a post camp report and what are its contents. The AcP said that ust.Shazneen has used the EONZ template to make the report and listed the subheadings of the report. An additional subheading called "SLT comment" was added to note down the SLT's suggestions and comments. These reports are used in the planning of the next camp. The AcP wants to compile these reports in a physical location so they can be used as a resource for the school.

6.3 The PM asked about Incident report forms. The AcP said they are recorded at camp and brought back to school. EONZ has provided templates for incidents in EOTC trips.

6.4 Faiaz asked how the school acknowledges the sponsors for the camps. The AcP said it depends on the kind of sponsorship a special plaque can be provided by the school.

6.5 Faiaz mentioned that when it comes to any shopping done where the items are given as a donation, it's important to keep a record of invoices for accounting and record purposes.

7. Personnel

7.1 Bruce asked how the AP vacancy was created. The AcP said it was created because we have more staffing and we have always wanted two AP's in Primary school. Rehana Khan is currently Acting AP. The position was advertised in the Education Gazette. Unfortunately, the position wasn't able to be filled.

7.2 Nazish asked if the vacancy will still remain if the school converts to a charter school. The AcP said he is planning it as if it is not a charter school, it will be up to the principal and AMT how they want it to be like if the school becomes a charter school.

7.3 Two staff laptops were stolen, and the police reports have been filed. The devices were TELA+ leased laptops and they were notified. A remote wipe command was sent as soon as we were notified of the devices being stolen.

8. Property

8.1 The PM asked when the next scheduled extensive cleaning is booked. The AcP said cleaning is done on a need's basis. There is a termly cleaning and a 6 monthly cleaning which is sufficient enough.

8.2 The PM was concerned if the cleaning company has the right equipment to clean higher places and also are they cleaning thoroughly across school. The AcP assured him that he personally made sure the cleaning company would be the right fit for our school and its needs.

8.3 Canopy curtains were damaged by heavy winds. Unfortunately, they were not part of the insurance. Imran suggests updating the insurance company with the curtains. The PM suggests signage to be put in place.

8.4 Turf marking in the canopy has been done.

8.5 Bruce asked if the property donation messages to parents have gone out. A message was sent to parents earlier in the year asking for a property donation per child for each new enrolment. A message has yet to be sent to parents of existing students. The donation is voluntary. This is another way for parents to contribute towards the Blockhouse Bay school.

9. Operations

9.1 The Draft Annual Strategic Plan is being worked on. Surveys will be sent out to staff, parents, students and the community to get their opinions

9.2 The DP (AcP) has requested for a phone for school use. He gets a lot of calls after hours and sometimes at night as well from parents and community. Bruce suggests the board approve it if it is in the budget.

All members present were in favour for the approval of a phone for the DP with a similar plan to what the principal has.

9.3 Imran asked that if the school moves to a charter school does the board still approve the budget? Bruce said to carry on operating as normal till the board no longer exists.

Motion to be moved: Acceptance of the Principals Report

Moved: Mohammed Faiaz **Seconded:** Rehana Sher

10. Financial report

10.1 Bruce said the prediction of the working capital being 77k at the end of the year is low.

10.2 Financial report not accepted.

Action: Rehana to email Farook for clarification on the finance report.

11. General

11.1 Bruce had a discussion with the MOE on why the maximum roll application has been delayed. The MOE said the reason is the three new buildings. The buildings need to be brought up to scratch. According to them, those buildings justify the current 550 roll.

11.2 The other issue discussed with the MOE was the IED Trust wanting to raise the attendance dues and why the MOE is not willing to approve it. A paper was sent to the principal stating that the Trust would need to apply for the increase and would have to justify it.

11.3 These 2 issues have been passed on to the principal.

11.4 The MOE appointed members of the board have will receive letter stating they can have an extension of term. One member has decided not to continue.

11.5 The proprietor reps on the Board can continue. This would be at the up to the proprietor.

11.6 The PM asked what the board would need to do about the replacement of a board member. Bruce says he doesn't think you have to replace them and may be able to carry on with one less member.

11.7 The PM said as the Acting Principal, Rizwan should have access to the principals' emails.

11.8 Nazish asked about the measures that have been put in place for reducing vaping in school. We have installed cameras and smoke detectors.

11.9 The PM said that Ahlam has drafted a letter to be sent to the parents, the policies will be looked at as well. He also mentioned the organization that Rizwan is working with to help students with these issues.

12. Correspondence

12.1 The PM received an email from Jalaluddean in the IED Trust stating that he will be available from now on and will be dealing with special character related matters and wants to be involved in the process of approval of tagged position applicants.

12.2 The PM has requested the school clarify the meaning of this with Jalaluddean and the IED Trust.

12.3 Bruce says there is an appointments policy which should be followed. If the request is out of scope the school can either decline it or amend the policy to reflect the request.

12.4 The PM requested the appointments policy and policies covering CCTV and Surveillance.

Action: Send the PM the Appointments policy. CC the principal in the email.
Action: Send the PM the Policies around CCTV and Surveillance.

Acting Principal closed with dua.

Board Meeting ended at 8.20pm

Next meeting will be on November 17th Monday 2025 at 6PM

CURRENT ACTION PLAN (September)

	Action	Responsibility	Progress	ETA
1	Send a list of the SLT members to the PM	Rizwan		Before October meeting
2	Email Farook requesting clarification on the low working capital predicted in the finance report	Rehana		Before October Meeting
3	Send the PM the appointments policy	Mohsin		Before October Meeting
4	Send the PM all policies surrounding Surveillance/CCTV	Mohsin		Before October Meeting

PENDING ACTION (July)

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