



# Al-Madinah School

November Board Meeting at 6:00pm on Monday 08 Dec 2025

## Meeting Minutes

---

**Venue:** AMS Boardroom

**Present:** Ashwat Khan, Bruce Adin, Ahlam Jemjoui, Imraan Mohammed, Rehana Sher

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

**Apology:** Nazish Khan, Mohammed Faiaz, Muzzammil Kuddus

---

**Meeting Opening:** 6.20 PM.

The AcP started with Dua.

The PM welcomed Everyone.

### 1. Conflicts of Interest:

None

### 2. Previous Meeting Minutes

2.1 Action 5: UTE purchase - the ETA to be amended to 2026

**Motion to be Moved:** Acceptance of the October Meeting Minutes

**Moved:** Imran Mohammed

**Seconded:** Ahlam Jemjoui

### 3. Action Plan

#### PREVIOUS ACTION PLAN (October)

No	Action	Responsibility	Progress	ETA
1	Send incident report on the school break-in to PM	Mohsin	<b>Pending</b>	Before November meeting
2	Send PM copy of the insurance claim (re: school break-in)	EO	<b>Done</b>	Before November meeting
3	Request Jeff to clarify the "depreciation of the canopy" comment made in the September Financial Report	Imraan Mohammed	<b>Done</b>	Before November Meeting
4	Send Finance Committee the 2026 Draft Budget	EO	<b>Pending</b>	Before November Meeting

5	Provide a summary report on property maintenance	Mohammed Faiaz	<b>Pending</b>	Before November Meeting
6	Request NZSBA for meeting minutes template	Mohsin	<b>Done</b>	Before November Meeting

**3.1 Action 1:** Incident report to be sent to PM within the week

**3.2 Action 5:** Summary report to be provided in the next meeting.

**3.3** Action missing on **what to do with the interest money accumulated by the school**. Local Ulama were consulted but the board still needs clarification. To be added to the Action Plan.

#### **4. Principal's Report**

##### **4.1 Correspondence**

**4.1.1** IED Trust chairman met with the Acting Principal to discuss the segregation policy. The Acting Principal requested the findings from any previous meetings and the following meeting that will take place with staff. He intends to meet with staff to discuss the same policy. A survey was forwarded to staff from the IED Trust as well. The appointments policy was not discussed.

**Meeting moved to In Committee at 7.05pm**

**Meeting moved to Out of Committee at 7.25pm**

##### **4.2 Student Achievement**

**4.2.1** This is the first year we have done a Student Council handover. The current Student Council members handed the new student council members their badges during the award ceremony.

##### **4.3 Personnel**

**4.3.1** Four Students were stood down. But since the process wasn't followed the stand downs were revoked. The incident needs to be documented and placed in that staff member's folder.

##### **4.4 Property Report**

**4.4.1** The Blockhouse Bay school has been secured.

**4.4.2** The B-Block side fence has been completed. Vector hasn't given permission to install the nets on the roadside fence since there needs to be a certain clearance for the powerlines. The net fence can be installed inside the compound a certain distance from the fence.

- 4.4.3** A certificate of acceptance is needed for the school's access control doors. Craig says he can do it on approval by the Board or proprietor. The fire report needed for this has already been done. The PM is requesting an ETA to when it can be done once approved.

**Action:** Follow up with the IED Trust to get the approval required by Craig for the Access Control CoA.

#### **4.5 Financial report**

- 4.5.1** Finance committee looked at the draft budget and noticed issues with the "key assumptions". They noted that the numbers were the same as last year and the Uniform budget line, among others, needed to account for inflation. Rehana will email Jeff for clarification.

**Budget acknowledged, not approved.**

- 4.5.2** The auditors raised comments around the principal's budget and expenditure. If the principal is going on a trip overseas and will be using his budget, the Board is requesting an expected breakdown of the expenditure to be presented to them so that a budget can be approved for the trip.

- 4.5.3** The auditors commented on the surplus Principal Wellbeing budget transfer to the next financial year that needs to be moved by the Board. Bruce noted that according to the Secondary Schools Principal Collective Agreement clause 4.4.4, "this entitlement will be used in the school year that it falls due unless agreed in writing between the principal and employer". Clause 4.4.5 states that the principal must make an annual declaration to the board of the use of the funds before the last day of Term four each year. The PM asked for clarification on the terms of agreement and will email NZSBA to follow up on this clause. The Board agrees that moving the wellbeing budget across should be based on the principals plans for the next year and should be part of the budget exercise.

**Action:** Email NZSBA for clarification on transferring the Principals Wellbeing budget to the next year.

- 4.5.4** A matter regarding an accrual which has been sitting in the current liability since 2023. EO is requesting the board approve the payment. The supplier was unable to provide the invoices till now due to system issues. Rehana stated that if we have invoices than it's not an accrual and they need to be paid immediately. An accrual is an estimate for something you don't have an invoice for. Rehana will raise this with Jeff in an email.

**Action:** Email Jeff regarding the matter of the accruals

**4.5.5** An international student had paid the fees, but their visa was not accepted. If the visa is not applied for again the fee of \$9.3k needs to be refunded.

#### **4.6 Operations:**

**4.6.1** Head/Deputy Head Boys and Girls have been appointed for 2026. It was announced at the Awards Ceremony.

**4.6.2** The ERO have come back to the school with their unconfirmed reports with Actions to follow up on.

**Action:** Get back to ERO and clarify the areas of non-compliance.

**4.6.3** The Board looked at the Draft Strategic plan 2026. Bruce noted that MOE has announced that schools are not required to do one for 2026 and can carry on with their 2025 plan into the next year. Community and staff feedback has been gathered through surveys. The strategic plan needs to be consulted on with the SLT then brought to the Board for approval, which will be looked at in the March meeting.

#### **4.7 Acting principal affairs**

**4.7.1** The Acting principal is working with Judith Price for his PGC

#### **4.8 Policies**

**4.8.1** The following policies were pre-reviewed by SLT and reviewed by the Board:

- Behaviour Management
- Bullying and Harassment
- Minimising Physical Restraint

The Board is happy with the policies.

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

**Moved:** Rehana Sher

**Seconded:** Imraan Mohammed

## 5. General

**5.1** We have reached the final stages of a complaint that was made re: sexual assault. The final response will be sent by the PM to non-conflicting members, and an action plan will be sent by the pm to the school management. The matter has been discussed with NZSBA, and the final closure response has been approved.

**5.2** Imraan Mohammed will be leaving the board, and this will be his last meeting. The PM and Bruce thanked him for all the hard work and extra hours he put in. Imraan expressed his appreciation for the learning and experience and wishes the school all the best.

**5.3** The MOE has told the board to continue as a board, minus one, till the school's status changes or till the board review. The PM has requested Bruce's help to fill the empty chair in the board.

**Action:** To remove Imraan Mohammed's email from the AMS Board email group when the next meeting minutes is approved.

**The Acting Principal closed the meeting with Dua.**

**Board Meeting ended at 8.10PM**

**Next meeting will be on Monday, February 9<sup>th</sup>, 2026.**

### **CURRENT ACTION PLAN (November)**

No	Action	Responsibility	Progress	ETA
1	Follow up with the IED to get the approval required by Craig for the Access Control CoA	Mohsin/Farook		Before February Meeting
2	Email NZSBA for clarification on transferring the Principals Wellbeing budget to the next year.	PM		Before February Meeting
3	Email Jeff regarding the matter of the accruals	Rehana		Before February Meeting
4	Get back to ERO and clarify the areas of non-compliance.	Acting Principal/Principal		Before February Meeting
5	Remove Imraan Mohammed's email from the AMS Board email group on approval of November Minutes	Mohsin		After February Meeting

**PENDING ACTIONS (October)**

No	Action	Responsibility	Progress	ETA
1	Send incident report on the school break-in to PM	Mohsin		Before February meeting
2	Provide a summary report on property maintenance	Mohammed Faiaz		Before February meeting
3	To get clarification on how the school interest money can be used	Mohamed Faiaz		Before February meeting

**Moved:**.....

**Seconded:**.....

**Signed:**.....

**Dated:**.....