



Al-Madinah School

OCTOBER Board Meeting at 6:00pm on Monday 17 Nov 2025

Meeting Minutes

Venue: AMS Boardroom

Present: Ashwat Khan, Bruce Adin, Ahlam Jemjoui, Mohammed Faiaz, Muzzammil Kuddus, Imraan Mohammed (via online)

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

Apology: Rehana Sher, Nazish Khan

Meeting Opening: 6:20PM.

The AcP started with Dua.

The PM welcomed Everyone.

1. Conflicts of Interest:

none

2. Previous Meeting Minutes

2.1 Bruce clarified that the MoE had approved the roll of 550 on the basis that the school builds 3 new classrooms. Fixing the buildings will comply with the current roll.

2.2 The AcP clarified that the principal's emails are forwarded to him.

Motion to be Moved: Acceptance of the September Meeting Minutes

Moved: Faiaz Mohammed

Seconded: Imraan Mohammed

3. Action Plan

PREVIOUS ACTION PLAN (September)

No	Action	Responsibility	Progress	ETA
1	Send a list of the SLT members to the PM	Rizwan	done	Before October meeting
2	Email Farook requesting clarification on the low working capital predicted in the finance report	Rehana	done	Before October Meeting
3	Send the PM the appointments policy	Mohsin	done	Before October Meeting
4	Send the PM all policies surrounding Surveillance/CCTV	Mohsin	done	Before October Meeting

PENDING ACTION (July)

	Action	Responsibility	Progress	ETA
5	Get Ute priced up and indicate a price to Finance Committee	Farook/ Principal	To be looked at next year	2026

3.1 Action 5: The Ute purchase to be looked at next year. The current school van (Nissan Caravan) is in need of repair. A mechanical report is being looked into.

4. Principals Report

The AcP thanked the board for the extra time to get the report ready, due to ERO.

4.1 Correspondence

The AcP went over the correspondence section of the report

4.2 Student Achievement

- 4.2.1** Corrections to be made in the standdown/Suspension report under Student Achievement.
- 4.2.2** An improvement in the results from last year was noted in the CAA Numeracy report. 100% of the girls passed the CAA Writing exam. The improvement in the results was credited to the extra lessons during lunchtime and after school, and the commitment of the teachers, students and parents towards them.
- 4.2.3** Attendance was an important factor in the results aswell. Parents have been informed of the importance of attendance. A meeting with parents is also being planned to educate them on the importance of attendance and the requirements of the Ministry.
- 4.2.4** Behaviour issues were listed as a factor in student performance in the CAA exams. The PM noted that the data on this needs to be recorded properly so improvements can be made for the future. The AcP said that these issues are looked at in the SLT meetings and also the solutions that work and not working.

4.3 Personnel

- 4.3.1** Corrections to be made under personal section of the principals report.
- 4.3.2** New support staff have been employed, including a part-time cleaner who was bought in to clean the school facilities during the day.
- 4.3.3** The staff going to the special character program in Sydney are scheduled to go on Wednesday December 3rd 2025. The AP's will assign the teachers to relieve them.

Meeting moved to In Committee at 7.00pm

Meeting moved to Out of Committee at 7.25pm

- 4.3.4 3 Staff vacancies have been advertised. These roles are part of the existing staffing structure. It was clarified that due to staff being shifted these roles have been vacated and staff are needed to fill these roles. This is not part of the staff re-structure that was done early in the year/late last year.
- 4.3.5 A staff member fell in the upstairs corridor. After investigation, the staff member could not identify the reason why it happened. As precaution signage has been placed in the corridor. The cleaning company was also contacted about the polish they use for the floors to which they replied to saying it should not cause slipping. The PM noted that there is room for improvement in the processes around recording, investigating and actions around these types of incidents.

4.4 Property Report

- 4.4.1 There is a drainage issue around the canteen area. The company looking at it is MI Plumbing.
- 4.4.2 The hot water cylinder in B-Block is leaking water onto the floor below. The B-Block Male Staff Toilet has been closed as a result, and the staff have been advised to use another toilet in the A-Block. Around \$10K will be required to fix the cylinder and there is an option to replace it with an Infinity unit which would future proof it.
- 4.4.3 Bruce pointed out that the property and its development is the IED Trusts responsibility and property maintenance is the board's responsibility. The PM noted that, while it is still open for discussion, maintenance is considered a like-for-like replacement and changing the water cylinder for an Infinity unit is not considered a like-for-like replacement, but he told the AcP to carry on with what they are doing and the payment will be looked at when the time comes.
- 4.4.4 The school was broken into. CCTV caught the incident, but the number of cameras stopped us from identifying the person and how they entered. It was pointed out that the Board needs to be notified when an insurance claim is made.

Action: The PM has requested a report on the incident from the Acting Principal

Action: The PM has requested a copy of the insurance claim

- 4.4.5 The cisterns in the secondary boys' toilets have been broken. Students have been using them to hide vapes. The school is looking into its repairs.

4.5 Financial report

- 4.5.1 The PM noted that the principal's wellbeing budget being carried over to next year needs to be approved by the board.
- 4.5.2 Imraan noted a comment from Jeff on the September Financial Report about the depreciation of the canopy. Context is needed on this.

Action: Ask Jeff for clarification on the comment about "depreciation of the canopy" in the September financial report.

- 4.5.3 The 2026 Budget is ready for review.

Action: Send the board the 2026 draft Budget.

- 4.5.4 \$25K was budgeted towards fundraising but was not used as it was supposed to go towards the school Gala Day, which did not happen this year.
- 4.5.5 The school has \$158K underused in staffing as per the October financial report. The AcP says it is difficult to employ full-time teachers on a fixed term for the rest of this year to use the staffing budget towards.

4.6 Operations:

- 4.6.1 All Primary classes (Years 1 - 8) will be under one timetable from next year. The only major change will be that the year 7 and 8's will share their break and lunch times with the Year 1 – 6's. The change is being made to better incorporate the MOE's requirement of having one hour of reading and writing for Year 1 – 8's.
- 4.6.2 The school has started the transition process for the 2026 Year 1 students. The PM requested the AcP to look into informing parents who were unsuccessful in their application that submissions for year 1 are closed for 2026 and to look for another school.

Action: The AcP to look into sending the above message to the unsuccessful applicants.

- 4.6.3 The Awards Ceremony will be held under the canopy. The Primary Awards ceremony will have segregation. The PM mentioned that the curtains for the segregation can maybe be purchased rather than hired.
- 4.6.4 The Auckland Council has decided not to put a Bus stop in front of the school. The PM has requested them to look into speed bumps or an island on the road instead.

4.7 Acting principal affairs.

- 4.7.1 The AcP has a new work contact phone and number for ACP. The PM suggests informing the parents about this new number in a newsletter.

Motion to be moved: The acceptance of the October Acting Principal Report on the conditions that the PM checks the corrections and signs.

Moved: Muzzammil Kuddus

Seconded: Ahlam Jemjoui

5. General

5.1 The EO mentioned the school has interest money sitting in the bank that is not being used. Faiaz said to check with the Ulama about the use of this money. The PM is requesting the ulamaa consultation to be done first. The board will make its decision off of their advice.

5.2 Faiaz raised concerns about money for property maintenance which the IED Trust can be contacted to help with. The PM requested Faiaz, as the Proprietor Rep, to work with the IED Trust and gather details to provide a summary report in the next meeting.

Action: Provide a summary report on maintenance in the next meeting

5.3 The PM has requested the minute taker to contact the NZSBA and ask for a template for the meeting minutes recordings.

Action: Ask NZSBA for meeting minutes template

All relevant board members (excluding conflicts of interest) have been emailed policies, post a sexual assault informal meeting, for review. These will be updated or amended in the next board meeting.

The Acting Principal closed the meeting with Dua.

Board Meeting ended 8.30pm.

Next meeting will be on December 8th Monday 2025 at 6PM

CURRENT ACTION PLAN (October)

No	Action	Responsibility	Progress	ETA
1	Send incident report on the school break-in to PM	Acting Principal		Before November meeting
2	Send PM copy of the insurance claim (re: school break-in)	EO		Before November meeting
3	Request Jeff to clarify the “depreciation of the canopy” comment made in the September Financial Report	Imraan Mohammed		Before November Meeting
4	Send Finance Committee the 2026 Draft Budget	EO		Before November Meeting
5	Provide a summary report on property maintenance	Mohammed Faiaz		Before November Meeting
6	Request NZSBA for meeting minutes template	Mohsin		Before November Meeting

Moved:.....

Seconded:.....

Signed:.....

Dated:.....