



# مدرسة المدينة

## AL-MADINAH SCHOOL

P.O Box 43246  
Mangere, Auckland 2153  
New Zealand

8 Westney Road,  
Mangere, Auckland 2022  
Ph: +64 9 275 5195  
School Reg No: 0544  
Email: principal@al-madinah.school.nz

### Board Meeting Minutes

**Date/Time:** 09 February 2026 – 6.00pm | **Venue:** Board Room

#### Attendance:

**Present:** Ashwat Khan, Bruce Adin, Ahlam Jemjourni, Rehana Sher, Asin Ali, Muzzammil Kuddus, Mohammed Faiaz

**In Attendance:** Mohsin Khan (Minutes)

**Apologies:** Nazish Zaman Khan

#### Conflicts of Interest:

1. Muzzammil declared a conflict of interest with the representative of a complainant being his nephew regarding the complaint of misconduct by an AMS Staff member.

#### Previous Meeting Minutes:

1. Minor grammar correction needed.
2. Action 4 to be corrected to pending.

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

**Moved:** Rehana Sher

**Seconded:** Muzzammil Kuddus

#### Actions from Previous Meeting: NOVEMBER 2025

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



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### Actions from Previous Meeting: OCTOBER 2025

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

1. **Nov – Action 1:** Craig is working on it but according to Craig it may not be a requirement
2. **Oct – Action 2:** Faiaz will go around the school with the caretaker and report back on what he finds
3. **Oct – Action 3:** Faiaz will seek clarification with Ulama on how to use the Interest Money.

### Correspondence:

1. Email from Frank Hay asking for update on the ERO report.
2. Email to and from the PM about a staff complaint.
3. Emails from parents about the status of Year 1

### Principals Report:

<b>Student Achievement:</b>	<ol style="list-style-type: none"><li>1. The NCEA pass rate was better than the previous years, with level 1 being the same and level 2 and 3 showing improvements.</li></ol>
<b>Personnel:</b>	<ol style="list-style-type: none"><li>1. 3 staff are on leave this year</li><li>2. 2 staff have resigned this year</li><li>3. 4 staff have joined this year</li><li>4. AP/DP's have been recommended to do master's course in leadership. The board is pleased if the budget permits. The principal noted that payment for the course is done by the staff then the board pays after. A similar course for middle leaders is being looked into. <b>The course for AP/DP's is approved in principle</b></li></ol> <p><b>Action:</b> Send related policies and details of this course to the board.</p>



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<b>Property:</b>	<ol style="list-style-type: none"> <li>Property work was done during the summer break including fence installation and plumbing work where new pipes and sinks were installed. The pipe work was paid for by the IED Trust, and the sinks were paid for by the school.</li> </ol>
<b>Finance:</b>	<ol style="list-style-type: none"> <li>The Finance committee has reviewed the budget.</li> <li>A proposal for the purchase of Chromebooks was brought to the board. The finance subcommittee are okay with the purchase as there is budget for it, but the PM was concerned about usage of 50% of the budget so early on. <b>The board has approved the proposal on the condition that the capital budget for Classroom Computers is increased by 20K to a total of \$70K.</b></li> <li>The board discussed the schools need for a passenger van and the previous proposal for a Ute. It was noted that the van needs to be of good quality and the Ute can be second-hand. <b>The board requested an increase of 25K to the Motor Vehicles capital budget to a total of \$95K</b></li> <li><b>The 2026 Budget is approved in principle as long as the above adjustments are made.</b></li> <li>The board noted the need for a running Actions Register which needs to be reviewed every meeting and an Asset Register which needs to be checked every 6 months.</li> </ol> <p><b>Action:</b> Increase budget for Classroom Computers by 20K and Motor Vehicles by 25K. <b>Action:</b> Send Rehana the actions from the end of the minutes. <b>Action:</b> Create a checklist for assets.</p>
<b>Operations:</b>	<ol style="list-style-type: none"> <li>The board looked at the Annual Strategic and Implementation Plans. The PM noted some errors in each that needs correcting. The board requested that the plans be changed to just 2026. <b>Annual implementation plan and Strategic Plan Approved.</b></li> <li>The roll has dropped to 529 and a Year 1 class to start is feasible. The students selected for the Year 1 class will be chosen according to the priority written in the enrolment policy. The PM stated the next step would be to email the parents with an update and once the selection process is done, email the successful and unsuccessful parents accordingly.</li> </ol> <p><b>Action:</b> An update email to be sent to Year 1 pre-enrol parents this week.</p>
<b>Principals Affairs:</b>	<ol style="list-style-type: none"> <li>The principal had a productive sabbatical</li> </ol>
<p><b>Motion to be moved:</b> The acceptance of the Principal's Report <b>Moved:</b> Rehana Sher                      <b>Seconded:</b> Ahlam Jemjourni</p>	



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### General:

1. The Board is happy with the PM's latest response on the staff complaint case.
2. Bruce has requested the rest of the meeting dates for the year to be mapped out.

The principal closed the meeting with Dua.

**Meeting ended:** 7.50pm

**Next meeting:** 30/03/26 – 6PM – Board Room

### Current Action Plan: February 2026

No	Action	Responsibility	Progress	ETA
1	Send related policies and details of the leadership master's course to the board	Mohsin		Before March Meeting
2	Increase capital budget for Classroom Computers by 20K and Motor Vehicles by 25K.	EO		Before March Meeting
3	Send Rehana the actions from the end of the minutes to create a running action register.	Mohsin		Before March Meeting
4	Create a checklist for assets	Mohsin		Before March Meeting

### Pending Actions: November 2025

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



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### Pending Actions: October 2025

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

Moved:.....

Seconded:.....

Signed:.....

Dated:.....