



مدرسة المدينة

AL-MADINAH SCHOOL

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Board Meeting Minutes

Date/Time: 28 April 2026 – 6.15pm | **Venue:** Board Room

Attendance:

Present: Ashwat Khan (PM), Asin Ali (Principal), Bruce Adin, Ahlam Jemjoui, Rehana Sher, Mohammed Faiaz, Muzzammil Kuddus

In Attendance: Mohsin Khan (Minute Taker), Farook Ali (EO)

Apologies: Nazish Zaman Khan

The principal opened with Qur'aan recitation and the PM welcomed everyone.

Conflicts of Interest:

1. None

Previous Meeting Minutes:

1. The PM asked what the boards opinion is on the new minutes format. The Board is happy to continue with it.

Motion to be Moved: The acceptance of the March Board meeting minutes

Moved: Ahlam Jemjoui **Seconded:** Muzzammil Kuddus

Actions from Previous Meeting: [March 2026](#)

No	Action	Responsibility	Progress	ETA
1	Send a copy of the Actions Register and the Asset Register on the Board's shared Drive. (merged with FEB action 4)	Mohsin	Done	Before APR Meeting
2	Send a copy of the correspondence with the 3 students' parents to the PM.	DP	Not required	Before APR Meeting
3	Review the school's policies around parent's visiting classrooms.	Principal/PM	Pending	Before APR Meeting
4	Contact schools to get more information on the Kindo platform.	PM	Done	Before APR Meeting

5	Send relevant data on the secondary boy's production to the board.	DP	Pending	Before APR Meeting
6	Send the EOTC data of the secondary girl's camp to PM for further approval	DP	Done	Before APR Meeting
7	To review the text message sent during lockdown exercise and to review if messages should go on the website or to parents only	Board	Pending	Before APR Meeting
8	Send feedback to Harrison Tew to change the wording on the practice lockdown messages	DP	Pending	Before APR Meeting
9	Check with MOE for clarification on putting student photos on the school's SMS system.	PM	Declined	Before APR Meeting
10	Send the surveillance policy to the board	Mohsin	Done	Before APR Meeting
11	Create the meeting schedule and send it to the board	Mohsin/Principal	Done	Before APR Meeting
12	Draft ERO review compliments from board to AMS staff	Ahlam/Nazish	Pending	Before APR 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	Principal	Done	Before APR Meeting

Pending Actions: October 2025

No	Action	Responsibility	Progress	ETA
1	Provide a summary report on property maintenance	Mohammed Faiaz	Done	Before APR Meeting
2	To get clarification on how the school interest money can be used	Mohammed Faiaz	Done	Before APR Meeting

- Feb- Action 2:** Request clarified. The Pm had asked for the correspondence for record purposes. It is not a requirement. The principal reminded the board that if there are any requests for the staff, to make them through the principal. If there any emails to the Board from staff or vice versa, the principal needs to be CC'd.
- Feb-Action 3:** Need more time
- Feb-Action 4:** The PM contacted 6 schools. From the board's perspective it is okay to pursue this option. Would be good to look at an option for a one-year trial version
- Feb-Action 5:** Request clarified. Requested documents would be EOTC forms.

5. **Feb-Action 7:** Principal said the message does not have to be changed as it is used for every school. The PM is requesting the word “exercise” be changed to “practice” and the more clarity in the text message that is sent.
6. **Feb-Action 9:** It was pointed out that it could be a privacy issue, especially with girls who use Niqaab. Ahlam said since we are working with minors, we need parent permission and to document the process followed. Faiaz said the key factor is the school’s special character, what are we promoting with our character?. The principal said maybe leave it. It was noted that the issue that brought this proposal up only happened once. After the discussion the request was **declined**.
7. **Feb-Action 11:** Send the updated schedule in an email to the board.
8. **Oct-Action 1:** Faiaz and the school management did a walk around the school and gave a brief report on it. The main point was that cleanliness was much better since the last visit a year ago. A few hazards were pointed out which has been requested to be looked at. The PM asked about toilets and the locks. Faiaz had looked at the cleanliness of toilets but hadn’t looked at the locks. The PM requested, as part of privacy, to check the toilet locks and get them fixed if needed.
9. **Oct-Action 2:** Two ulama confirmed that the money can be used for needy and zakat eligible people. They can then use it as they wish. To comply with Sharia, the recipient needs to be informed that it is interest money.
 - A suggestion was made that it would be given to needy parents, eligible for Zakaat, who can then use it to pay the school fees. There would have to be a paper trail. But a point was raised that the money would be going out and then coming back in.
 - Rehana suggested the money be transferred to another ledger code, so it provides an audit trail.
 - A suggestion was made to use it for student scholarships or grants.
 - A question was raised on how we would find eligible people for this money. The principal suggested putting a notice in the newsletter.

Correspondence:

1. The auditors sent an email with matters raised.

Principal’s Report:

Student Achievements	<ol style="list-style-type: none"> 1. The secondary girls went on their school camp to Motu Moana. 2. The junior and senior boys’ soccer and senior girls’ netball will start this term. 3. Literacy and numeracy report will be looked at in the next meeting.
Personnel	<ol style="list-style-type: none"> 1. The current Primary AP role continues as acting AP.
Property	<ol style="list-style-type: none"> 1. The principal briefed the board on the room expansion project 2. Various property work has been done across the school

Finance	<ol style="list-style-type: none"> 1. Rehana pointed out that the working capital, at 280k, is positive but still low. Bruce says at this point in the year it should be at 500K. The school needs to look at where savings can be made. 2. Auditors highlighted a few matters for the finance team to be looked at. An ongoing action was highlighted: The draft Sue report will be reviewed fortnightly, on the Friday before payday (Tuesday) by the principal and EO and sent to the finance committee chairperson for approval <p>Motion to be moved: The acceptance of the March monthly accounts. Moved: Rehana Sher Seconded: Ahlam Jemjourni</p>
Operations	<ol style="list-style-type: none"> 1. School will be lending the school venue to the electoral commission as space for voting later this year. 2. The principal bought up the possibility of having meetings on Mondays at 5.30pm. If it doesn't work out, we can try meetings on Tuesdays. 3. The principal said the MoE is to come back this week with the results of the community consultation about the BHB property. 4. The IED Trust will be looking at asking for property donations this year from parents this year.
Principals Affairs	<ol style="list-style-type: none"> 1. The principal will be looking at travelling to Fiji and will be using up to \$3k of the wellbeing budget towards airfare, transport, accommodation and food. He will also be using this trip to recruit international students and networking. 2. The principal will be attending conferences this year. 3. The principal will be going to Australia to look at resources for religious studies and second language (Arabic etc) resources. This will be from the principal's budget. <p>ACTION: Provide proposals and breakdown of the expenditures for each trip/conference</p>

General:
<p>The board went in to committee at 7.45pm The board came out of committee at 7.50pm</p>
<p>The principal ended the meeting with Dua.</p> <p>Meeting ended: 7.50pm Next meeting: Monday 18th May 2026, 5.30pm</p>

Action Plan:				
Current Action Plan: April				
No	Action	Responsibility	Progress	ETA
1	Provide proposals and breakdown of the expenditures for each trip/conference principal will take/attend	Principal		Before Trip/Conference

Pending Actions: March				
No	Action	Responsibility	Progress	ETA
1	Review the school's policies around parent's visiting classrooms.	Principal/PM		Before May Meeting
2	Send relevant data on the secondary boy's production to the board.	DP		Before May Meeting
3	To review the text message sent during lockdown exercise and to review if messages should go on the website or to parents only	Board		Before May Meeting
4	Send feedback to Harrison Tew to change the wording on the practice lockdown messages	DP		Before May Meeting
5	Draft ERO review compliments from board to AMS staff	Ahlam/Nazish		Before May Meeting

Moved:.....

Seconded:.....

Signed:.....

Dated:.....