



# مدرسة المدينة

## AL-MADINAH SCHOOL

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### Board Meeting Minutes

**Date/Time:** 30 March 2026 – 6.00pm | **Venue:** Board Room

#### Attendance:

**Present:** Ashwat Khan (PM), Bruce Adin, Ahlam Jemjourni, Asin Ali (Principal), Muzzammil Kuddus, Nazish Zaman Khan,  
**In Attendance:** Mohsin Khan (Minute Taker), Farook Ali (EO), Rizwan Hussein (DP)

**Apologies:** Rehana Sher, Mohammed Faiaz

The principal opened with Dua'a and the PM welcomed everyone.

#### Conflicts of Interest:

1. None

#### Previous Meeting Minutes:

1. As per the PM's suggestion the meeting minutes has a new format. The PM will get back to NZSBA to compare the old and new format.
2. Create a board meeting schedule for the rest of the year

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

**Moved:** Ahlam Jemjourni **Seconded:** Asin Ali

#### Actions from Previous Meeting: FEBRUARY 2026

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

<b>Actions from Previous Meeting: NOVEMBER 2025</b>				
<b>No</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>ETA</b>
1	Follow up with the IED to get the approval required by Craig for the Access Control CoA <b>Principal will follow up</b>	Mohsin/EO	<b>Pending</b>	Before March Meeting
2	Email NZSBA for clarification on transferring the Principals Wellbeing budget to the next year.	PM	<b>Done</b>	Before March Meeting
3	Get back to ERO and clarify the areas of non-compliance.	DP/Principal	<b>Done</b>	Before March Meeting
4	Remove Imraan Mohammed's email from the AMS Board email group on approval of November Minutes	Mohsin	<b>Done</b>	Before March Meeting
<b>Pending Actions: OCTOBER 2025</b>				
<b>No</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>	<b>ETA</b>
1	Send incident report on the school break-in to PM	Mohsin	<b>Done</b>	Before March Meeting
2	Provide a summary report on property maintenance	Mohammed Faiaz	<b>Pending</b>	Before March Meeting
3	To get clarification on how the school interest money can be used	Mohammed Faiaz	<b>Pending</b>	Before March Meeting
<ol style="list-style-type: none"> <li><b>Feb-Action 4:</b> An asset register is requested which highlights the school's IT equipment.</li> <li><b>Oct-Action 4:</b> The PM suggested sending an appreciation letter to Imraan for his work on the canopy.</li> </ol> <p><b>Action:</b> Send a copy of the Actions Register and the Asset Register on the Board's shared Drive. – Mohsin</p>				

<b>Correspondence:</b>
<ol style="list-style-type: none"> <li>A mandatory report was sent to the teaching council. The Teaching council hasn't got back yet.</li> <li>An email sent to PM regarding a parent entering school premises without permission and confronting 3 students. The parent has been told to not enter the premises unless they call beforehand.</li> </ol> <p><b>Action:</b> Send a copy of the correspondence with the 3 students' parents to the PM. - DP</p>

Principals Report:	
<b>Student Achievement:</b>	<ol style="list-style-type: none"> <li>1. NCEA report received. An action plan for 2026 included.</li> </ol>
<b>Personnel:</b>	<p><b>Board went in committee at 6.30</b></p> <p><b>Board went out of committee at 6.40</b></p> <ol style="list-style-type: none"> <li>1. The leadership master’s course for the DP has been delayed. It will be looked into at a later date.</li> <li>2. A parent had entered a classroom without permission and confronted a few students. The issue has been resolved with all parties involved. The board will review the policies surrounding this case to help avoid similar incidents in the future.</li> </ol>
	<ol style="list-style-type: none"> <li>3. An AMS student and a Zayed College student had got into a fight after school. The students involved were stood down</li> </ol> <p><b>Action:</b> Review the school’s policies around parent’s visiting classrooms. – Principal/PM</p>
<b>Property:</b>	<ol style="list-style-type: none"> <li>1. The IED Trust is looking at making some rooms in the school available to be used as classrooms to comply with the property compliance for the maximum roll of 550.</li> </ol>
<b>Finance:</b>	<ol style="list-style-type: none"> <li>1. The board looked at the 2025 Annual Financial Statement draft. <p><b>Motion to be moved:</b> The acceptance of the 2025 Annual Financial Statement Draft.  <b>Moved:</b> Ahlam Jemjoui      <b>Seconded:</b> Muzzammil Kuddus</p> </li> <li>2. The school is looking at implementing the Kindo e-commerce platform. Nazish detailed a few schools that use it. The PM noted that before the platform can be implemented the board will have to do its due diligence in gathering information.</li> <li>3. The board looked at the January – February 2026 monthly accounts. Bruce pointed out that the projected working capital is looking thin at \$146,815. It should be around \$400K. Need to keep an eye on the working capital. <p><b>Motion to be moved:</b> The approval of the January-February monthly accounts.  <b>Moved:</b> Ahlam Jemjoui      <b>Seconded:</b> Nazish Khan</p> </li> <li>4. A motion was brought to the board to move, to add the DP to Ed-Pay to fill the gap left by a staff resigning. Currently the Principal and the EO are on Ed-Pay. <p><b>Motion to be moved:</b> Add the DP to Ed-pay (payroll) in place of a staff who resigned, which would make the staff with Ed-Pay access being the Principal, DP and the EO.  <b>All members present were In Favour</b></p> <p><b>Action:</b> Contact schools to get more information on the Kindo platform</p> </li> </ol>

<p><b>Operations:</b></p>	<ol style="list-style-type: none"> <li>1. The secondary school boy’s production is approved in principle.</li> <li>2. Secondary Girls, (Year 11 -13) going on camp this year. The girls AP will be leading the venture. approved in principle with the EOTC data having been looked at.</li> <li>3. The school held its Lockdown and Evacuation drill. Some parents were concerned when they received the text messages during the lockdown exercise. The PM understood that the text message did state it was a “lockdown exercise” but suggest more clearer wording like “practice” and to preface each message with “this is a practice”.</li> <li>4. A proposal has been brought to the board to add photos of students on the school SMS system – Helix. The purpose is for clarity in managing students. <b>The proposal is not approved yet.</b> The board needs more information before a decision can be made. School to check if permission to take student photos is in the enrolment form.</li> </ol> <p><b>Action:</b> Send relevant data on the secondary boy’s production to the board - Rizwan</p> <p><b>Action:</b> Send the EOTC data of the secondary girl’s camp to PM for further approval - DP</p> <p><b>Action:</b> To review the text message sent during lockdown exercise and to review if messages should go on the website or to parents only – Board</p> <p><b>Action:</b> Send feedback to Harrison Tew to change the wording on the practice lockdown messages – DP</p> <p><b>Action:</b> Check with MOE for clarification on putting student photos on the school’s SMS system. – PM</p>
<p><b>Principals Affairs:</b></p>	<ol style="list-style-type: none"> <li>1. The PM enquired about any pre-planning for the principals trips this year and highlighted two points: <ol style="list-style-type: none"> <li>a. Any overseas travels will need to be pre-approved.</li> <li>b. Will the funding for these trips come from the principal’s wellbeing budget?</li> </ol> </li> </ol>
<p><b>Motion to be moved:</b> The acceptance of the Principal’s Report with the conditions the corrections are made. The report will be signed after the corrections are made.  <b>Moved:</b> Nazish Khan      <b>Seconded:</b> Muzzammil Kuddus</p>	
<p><b>Policies:</b></p>	<ol style="list-style-type: none"> <li>1. 3 policies were reviewed: <ol style="list-style-type: none"> <li>a. Alcohol and Drugs Policy</li> <li>b. Digital Tech Policy</li> <li>c. Sun Protection Policy</li> </ol> <p><b>Motion to be moved:</b> The approval of the above 3 policies  <b>Moved:</b> Ahlam Jemjoui    <b>Seconded:</b> Nazish Khan</p> </li> <li>2. The board discussed a policy that was brought up in vape related case.</li> </ol> <p><b>Action:</b> Send the surveillance policy to the board.</p>

**General:**

1. The PM thanked the management for the communication and response time with the revocations and reinstatements of the year 1 enrolments this year. He suggested the same success be carried on and to strongly look at a timeline within the year for responding to parents who are successful/unsuccessful in their child's enrolments, preferably in Term 4.

**Action:** create the meeting schedule and send to board - Mohsin

**Action:** ERO review compliments from the board to ams staff to be drafted by Ahlam and Nazish.

Muzzammil closed the meeting with Dua.

**Meeting ended:** 8.20pm

**Next meeting:** Tuesday 28<sup>th</sup> April 2026, 6pm

**Current Action Plan:** 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		Before APR Meeting
2	Send a copy of the correspondence with the 3 students' parents to the PM.	DP		Before APR Meeting
3	Review the school's policies around parent's visiting classrooms.	Principal/PM		Before APR Meeting
4	Contact schools to get more information on the Kindo platform.	PM		Before APR Meeting
5	Send relevant data on the secondary boy's production to the board.	DP		Before APR Meeting
6	Send the EOTC data of the secondary girl's camp to PM for further approval	DP		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		Before APR Meeting
8	Send feedback to Harrison Tew to change the wording on the practice lockdown messages	DP		Before APR Meeting
9	Check with MOE for clarification on putting student photos on the school's SMS system.	PM		Before APR Meeting
10	Send the surveillance policy to the board	Mohsin		Before APR Meeting
11	Create the meeting schedule and send it to the board	Mohsin/Principal		Before APR Meeting
12	Draft ERO review compliments from board to AMS staff	Ahlam/Nazish		Before APR Meeting

Pending Actions: <b>November 2025</b>				
No	Action	Responsibility	Progress	ETA
1	Follow up with the IED to get the approval required by Craig for the Access Control CoA	Principal		Before APR Meeting

Pending Actions: <b>October 2025</b>				
No	Action	Responsibility	Progress	ETA
1	Provide a summary report on property maintenance	Mohammed Faiaz		Before APR Meeting
2	To get clarification on how the school interest money can be used	Mohammed Faiaz		Before APR Meeting

Moved:.....

Seconded:.....

Signed:.....

Dated:.....