مدرسة المدينة
AL-MADINAH SCHOOL

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Board Meeting Minutes

Date/Time: 29 June 2026 – 5.30pm | **Venue:** Board Room

Attendance:

Present: Rehana Sher (PM), Asin Ali (Principal), Bruce Adin, Mohammed Faiaz, Nazish Zaman Khan
In Attendance: Mohsin Khan (Minute Taker), Farook Ali (EO)

Apologies: Ahlam Jemjoumi, Muzzammil Kuddus

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

Conflicts of Interest:

1. The PM reminded the board that it is good practice for members to list all and any conflicts of interests. A template will be circulated to board members to complete.
2. The principal noted that the school keeps a file where all relevant conflicts of interest records are kept. He will send a copy to PM.

Action: PM to send the conflicts of interest template to board members to fill in
Action: Principal will send the schools conflicts of interest register to PM for review

Previous Meeting Minutes:

1. No issues

Motion to be Moved: The acceptance of the May Board meeting minutes
Moved: Mohammed Faiaz **Seconded:** Nazish Zaman Khan

Actions from Previous Meeting: March 2026

No	Action	Responsibility	Progress	ETA
1	Review the school's policies around parent's visiting classrooms.	Principal/PM	**Done**	Before June Meeting
2	Send relevant data on the secondary boy's production to the board.	DP	**Pending**	Before June Meeting

1. **Mar - Action 1:** Visitor policy to be reviewed in this meeting. Marked as Done.
2. **Mar – Action 2:** Relevant documents will be sent in the July meeting.

Correspondence:

1. Grammar Correction to be made to point 2 on principal's report.

2. Invitation by the Fiji Muslim League (FML) received:
    a. The FML has invited two members to attend their consultation event from the 24th to the 28th of August. The IsDB will be funding the travel and accommodation but there may be some minor costs.
    b. The principal noted that the IsDB had previously rejected the IED Trust's loan application since they didn't have enough documents to show as evidence when they applied for the loan, but now that they have the documents this year, they can reach out to the IsDB at the consultation and reapply.
    c. The invitation is for two members of an organization so the principal has requested the FML is two members from AMS and the IED Trust each could attend. He noted to the board that their presence at the consultation is important but approval for leave would be needed. AMS could be represented by Principal and DP, while IED Trust could represented by Ustadh Amjad and another rep.
    d. Three senior staff members are proposed to be on leave during this time. The principal said an AP will be available to take the role of Acting Principal during this time. The PM said a proper handover of duties needs to be done.
    e. The board has requested relevant details of the trip. A post-trip report is expected to be sent to the board as well.

Action: Send board the details of the FML consultation trip.

The Board has approved the principals travel to Fiji to attend the FML consultation meeting in August.

3. Email received from the MoE about sabbatical applications for 2027.
    a. The principal intends to apply.
    b. The board suggested against it since the school will be under heavy load with the proposed opening of the BHB school. The board would be happy to have the same conversation next year.

Principal's Report:

Introduction	1. The principal went over the new assessment reporting changes that the MOE will be making mandatory from next year, but schools are expected to be using these from this year. Our staff are preparing for it. 2. A point of note was the new terminology (phase system in Years 1 to 10), and new qualifications (NZCE/ANZCE for 11 to 13) will replace NCEA. Similarly, new terminology will replace the old progress descriptors. 3. The MOE is still working on the SMART tool for assessment purposes. The tool will apply from Year 3 to Year 10. Staff are becoming familiar with the tool. 4. Nazish asked if the government elections this year will affect the implementation of the changes next year. Bruce noted that Labour said they don't want to change the curriculum changes, but the change in assessment processes may be put on hold.

Student Achievements	1. The secondary boys went on a 1-day geography trip. The report to be sent to board via email. 2. The Board went over the ESOL report. It was noted that the numbers were similar to previous years. 3. Bruce pointed out that despite the school having majority ESOL students, the results have been very high in the previous years.
Personnel	1. Shabana Nazmeen Hussain resigned from AMS. 2. Staff that were not union members have signed an Individual Employment Agreement in order to take benefit from the outcome of the collective agreement negotiated by the unions for its membership.
Property	1. The school paid around 7k to repair the canopy curtains that were damaged in a storm last year. Curtains weren't insured at the time of the storm. They have now been insured.
Finance	1. The board looked at the budget. 2. The PM noted that the school is ahead of budget. 3. Bruce showed concerned around the bank staffing. The principal stated that the school is expecting some money back for staff that took extended leave. We are expecting at least 30K for one staff. 4. The Board went over the Budget Statement of Financial Position. **Motion to be moved:** The approval of the proposed budget statement of cashflows. **Moved:** Rehana Sher **Seconded:** Nazish Zaman Khan **Motion to be moved:** Approval of the May financials. **Moved:** Rehana Sher **Seconded:** Asin Ali
Operations	1. After the resignation of Shabana Nazmeen Hussain, Salma Zikri (admin) has now been authorised to have the delegated access to the school safe. They will use it to take out float money for the till. The Safe area doesn't have CCTV coverage but the front till does.
Principals Affairs	1. The principal gave a verbal post-report to the board on his wellbeing trip to Fiji and his attendance of the APPA conference. 2. The cost was pre-approved by the board through the business cases sent to them prior to the trip and conference. 3. The principal highlighted a major discussion in the APPA conference, which was the maintenance of the school's culture, student and staff relationships and is to keep students in a manner that they can move on toward tertiary education and minimise or avoid exclusion/expulsion. 4. The PM asked what the school is doing to reduce suspensions, standdowns and behavioural issues especially around vaping as it is a major issue in schools. 5. The principal said that class teachers are given 10 minutes in the morning as pastoral care time where they advise students. If there are any issues students are referred to the Dean who would then refer them to the counsellor if needed. Students are always reminded in school assemblies of why they are here and what are the consequences of being involved in vaping and other misconducts. Parents and caregivers are also reminded through newsletters. The school also has no smoking signs across the school. 6. Nazish asked about bringing in outside agencies to talk to students. The principal said we have a few students where we have brought in outside specialist to have one-on-one sessions with them.

	7. Bruce brought up the recent suspension cases. The principal said we did have some suspension cases but haven't had any exclusions/expulsions in a few years. Two of the most recent suspended students decided to leave school while under suspension (one returned to his home country while the other student enrolled at MIT). They were both over 16.
Policies	1. The board looked at the Visitors policy. a. The PM asked for an addition that "visitors need to sign out". b. The principal wants to ensure through this policy that, apart from the first few weeks, especially for Year 1 students, parents don't enter the classroom when dropping or picking up their children. c. The PM said the policy needs to be communicated to the teachers as well. **Motion to be moved:** the approval of the changes in the Visitors policy. **Moved:** Mohammed Faiaz **Seconded:** Rehana Sher 2. Remove the School Swimming Pool policy from SchoolDocs as the school doesn't have a swimming pool.
Health and Safety	1. Health and Safety is now a dedicated addition to the agenda. The board will look at this in every meeting and ask for any updates. 2. Faiaz asked about the school's Health and Safety committee. The principal said The DP and a team of AP's are part of this committee. The staff are aware and know whom to talk to about any Health and Safety issues. There is also a register in the front office which staff can fill to record any hazards or issues. But staff are reminded that if there is a health and safety issue, if they can, they must resolve it or if they cannot then they must isolate the danger and immediately report it.
Motion to be Moved: The acceptance of the principal's report **Moved:** Nazish Zaman Khan **Seconded:** Mohammed Faiaz	

General:
Board went into In-Committee at 7.04pm **Board came out of in-committee at 7.36pm**
The principal ended the meeting with Dua. **Meeting ended:** 7.36pm **Next meeting:** Monday 27th July 2026, 5.30pm

Action Plan:				
Pending Actions: March				
No	**Action**	**Responsibility**	**Progress**	**ETA**
1	Send relevant data on the secondary boy's production to the board.	DP		Before July Meeting
Current Actions: June				
No	**Action**	**Responsibility**	**Progress**	**ETA**
1	Send board details of the FML consultation trip.	Principal		Before July Meeting
2	PM to send the conflicts of interest template to board members to fill in.	PM		Before July Meeting
3	Principal will send the schools conflicts of interest register to PM for review.	Principal		Before July Meeting

Moved:... **Seconded:...**

Signed:... **Dated:...**