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Board Meeting Minutes

Date/Time: 18 May 2026 – 5.30pm | **Venue:** Board Room

Attendance:
Present: Ashwat Khan (PM), Asin Ali (Principal), Bruce Adin, Ahlam Jemjoumi, Rehana Sher, Mohammed Faiaz, Nazish Zaman Khan **In Attendance:** Mohsin Khan (Minute Taker), Farook Ali (EO)
Apologies: Muzzammil Kuddus
The principal opened with Qur'aan recitation and the PM welcomed everyone.

Conflicts of Interest:
1. None

Previous Meeting Minutes:
1. No issues
Motion to be Moved: The acceptance of the April Board meeting minutes **Moved:** Rehana Sher **Seconded:** Mohammed Faiaz

Actions from Previous Meeting: April 2026

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

Pending Actions: March 2025

No	Action	Responsibility	Progress	ETA
1	Review the school's policies around parent's visiting classrooms.	Principal/PM	**Pending**	Before May Meeting

2	Send relevant data on the secondary boy's production to the board.	DP	**Pending**	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	**Done**	Before May Meeting
4	Send feedback to Harrison Tew to change the wording on the practice lockdown messages	DP	**Done**	Before May Meeting
5	Draft ERO review compliments from board to AMS staff	Ahlam/Nazish	**Done**	Before May Meeting

1. **Mar- Action 2**: Pending. The Production is approved in principle. Relevant documents will be produced closer to the production time.
2. **Mar- Action 4:** The wording is standard across all schools. A newsletter will be sent out to educate parents around the specific wording used in the emails and texts sent during a lockdown/evacuation.
3. **Mar- Action 6:** Message has been sent to staff.

Correspondence:

1. Correspondence between school and auditors
2. Suspension and stand down letters sent home

Principal's Report:

Student Achievements

1. The board looked through the Numeracy and literacy reports for year 9 and 10. The following points were highlighted:
    a. None of the year 10 boys were above level in writing
    b. The SMART assessment tool is being developed by the MOE that will be compulsory from next year. The school is using PAT tools and will start using the SMART tools from next year.
    c. Student results are monitored on an ongoing basis. Reassessments are done as well. The board receives these reports at the start, middle and end of the year.
    d. Numeracy and Literacy PLD's are being through BSLA. These are from Year 1 to 10.
    e. ESOL funding is used towards below level students, with multiple tiers of support ranging from specialist class teachers in class for literacy/numeracy, teacher aide support to being put in a reception class.
    f. The home-school partnership is strengthened though parent teacher meeting interview days and curriculum evenings. Literacy and numeracy evenings take place as well.

2. The senior girls camp report was presented to the board.
    a. The PM was happy to see the reports that come back after camps and events, especially the fact that there is a recommendations section, which shows the teachers do think constructively.
    b. Nazish noted that the recommendations should be looked at and applied consistently across both girls' and boys' camps.

	c. It was pointed out that the recommendations are addressed to the management and that the report is just shown to the board.
Personnel	1. One staff is on leave. **The board went in-committee at 6.16pm** **The board went out of committee at 6.26pm**
Property	1. A-Block Creation of Teaching Spaces: a. The principal said the space created with the new teaching spaces in A-Block upstairs will make the school comply with the current space requirements for the 550 roll, as far the MOE is concerned. b. The principal noted that Craig Pauling had asked for access to the schools K2 files. He believes the MOE has miscalculated the teaching space requirements for the 550 roll and the teachings space requirements they had asked for are extra. c. It was also clarified that the reason for not taking any more students was because the maximum roll was reached not because of classroom space issues. 2. There were issues with the infinity installation in B-block. The supplier has come and fixed it. 3. The windows in the new classroom, AU11, have had blinds installed. 4. The Board's property requests have been looked into. a. It was noted that the caretaker and the EO look into these and take care of them, but the general rule is if you see something that's a hazard and if you can do something about it then do it. There is also an asset register in the office to record hazards in. The book is regularly checked. b. The DP normally looks after the health and safety. He meets with the EO and the caretaker regularly to go over any health and safety issues or hazards.
Finance	1. The board looked at the April Financials. a. Rehana noted that the deficit is larger than anticipated. If we continue with losses, it will start eating into the equity. The Balance sheet is okay. b. Bruce showed concern on the working capital and noted that the bank staffing showed a deficit for April. The principal said three staff will be going off LAT which should show the staffing go back up. 2. The school has purchased a new van. The EO had looked at multiple options before a van was bought for $54,000. It had been thoroughly checked by a mechanic. The school is looking at options to get it delivered. 3. The principal wants to look at reviewing the international student fees. a. The principal noted that the school's international fees are quite low compared to other schools. b. Bruce pointed out that annual fees for state schools start at $11K for primary schools start and $14K for some secondary schools. 0.9% of these fees go to the MoE. c. International fees are reviewed annually but it needs to be reviewed and approved by the MOE.

Operations	1. The school has revamped its canteen menu which has shown an improvement in sales. Sales are expected to improve. The Finance report is showing the canteen sales have doubled. Some income is coming from the canopy being hired out as well.
	
	2. Primary camps and production will take place this year and next year and have been approved in principle.
	    a. The PM noted that if there are any EOTC that has been done before, they can be approved in principle based on the EOTC documents being provided.
	    b. Board asked for clarification on whether it is the year 7 boys or girls on camp in 2027.
	    c. The board has approved these in principle.
	
	3. Students and staff came from Indonesia as part of their education program.

Principals Affairs	1. The principal will be going to Fiji and on a few principals' conferences this year. The proposals have been sent to the board.
Motion to be Moved: The acceptance of the principal's report **Moved:** Ahlam Jemjoumi **Seconded:** Rehana Sher	

General:

1. The current PM, Ashwat Khan, will be resigning from the PM position, but since it is a crucial time for the school he will transition slowly out of the role.

2. Bruce pointed out that the board will be up for review in October this year.
    a. The MOE will go to Bruce for recommendation for the future of the board.
    b. Bruce says he currently recommends, on the presumption that the roll increase application goes through and the BHB school is approved, that it's not a good time to change the board and suggest it remain in place till mid next year but noted that it is still up to the MOE on what they decide.
    c. He recommends that the new PM needs to have a 12-month plan in place.

3. The Board was asked for its recommendation for the new PM.
    a. The board members nominated **Rehana Sher for the position of Presiding Member of the Board.**
    b. Rehana thanked the board for their nominations and accepts the decision. She will inherit the schoolboardpm@gmail.com email. Ashwat will guide Rehana for 2 to 3 weeks on the role.
    c. Ashwat will be taking leave from the board but will still be contactable for support.
    d. Bruce will stay as advisor till the MOE decides the statute of interventions is no longer required.

Motion to be moved: Rehana Sher to be elected as the next board PM.
All Board members in favour.

Rehana is now the acting PM till Ashwat completely transitions out of the role.

4. Bruce noted that this may be Ashwat's last board meeting and pointed out the outstanding job he did as PM.
5. Rehana pointed on the the sacrifices he made during his work hours for this role.
6. Nazish commended him on how he dealt with the various organisations and was always contact with NZSBA.

7. The principal commented on how he was always in communication with the school and on he handled communications with the school community in a professional manner.
8. Faiaz noted their time in the old school board and how he has seen Ashwat grow and thanked him for his contribution.
9. Bruce noted that Ashwat was also in the parent's advisory group before he joined the school board, which brings his total years of service to the school to 5 years.

The PM, Ashwat Khan, thanked everyone for their kind words and asked the board and the members in attendance for forgiveness of any of his shortcomings.

The principal ended the meeting with Dua.

Meeting ended: 7.11pm
Next meeting: Monday 29th June 2026, 5.30pm

Action Plan:

Pending Actions: March

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

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

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