



# مدرسة المدينة

## AL-MADINAH SCHOOL

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New Zealand

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### Board Meeting Minutes

**Date/Time:** 27 July 2026 – 5.30pm | **Venue:** Board Room

#### Attendance:

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

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

#### Apologies:

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

#### Conflicts of Interest:

1. The PM had sent COI forms to board members to fill. She had also made suggested changes for the School's COI forms
2. She highlighted key points around the COI forms which were:
  - a. That individual staff need to understand the conflicts and the plans to mitigate it
  - b. The COI forms need to be signed by the staff and board
  - c. The Board Advisor can sign the PM's COI form

#### Previous Meeting Minutes:

1. No issues

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

**Moved:** Mohammed Faiaz **Seconded:** Rehana Sher

#### Pending Actions from Previous Meeting: March 2026

| No | Action                                                             | Responsibility | Progress | ETA                 |
|----|--------------------------------------------------------------------|----------------|----------|---------------------|
| 1  | Send relevant data on the secondary boy's production to the board. | DP             | Done     | Before June Meeting |

| Actions from Previous Meeting: <a href="#">June</a>                                                         |                                                                                 |                |          |                     |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------|----------|---------------------|
| No                                                                                                          | Action                                                                          | Responsibility | Progress | ETA                 |
| 1                                                                                                           | Send board a report on the details of the FML consultation trip                 | Principal      | Done     | Before July Meeting |
| 2                                                                                                           | PM to send the conflicts of interest template to board members to fill in       | PM             | Done     | Before July Meeting |
| 3                                                                                                           | Principal will send the schools conflicts of interest register to PM for review | Principal      | Done     | Before July Meeting |
| <p>1. <b>June – Action 2:</b> The PM has sent the COI forms. All board members have yet to fill them in</p> |                                                                                 |                |          |                     |

| Correspondence:                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. The EOTC for the secondary boy's production has been <b>received and approved</b>. It was noted that the school vans will be used for transportation from school to the production venue.</p> <p>2. <b>Correction to be made in the principal's report:</b> - change date from August to September for the Vanuatu trip.</p> |

| Principal's Report:         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b>         | <ol style="list-style-type: none"> <li>The principal went over the introduction of his report. He touched briefly on the BHB school application.</li> <li>The secondary boys' football team were given the opportunity to watch the World Cup Final game. Faiaz asked for clarification on who watched the game. The principal said the team's whole class watched and a few more classes also watched the finals on request.</li> </ol>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Student Achievements</b> | <ol style="list-style-type: none"> <li>The Year 13 boys had gone on their geography trip at the end of the last term. The report was attached. Report accepted.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Personnel</b>            | <ol style="list-style-type: none"> <li>The Acting Primary AP (Rehana Khan) has had her role extended for Term 3, 2026. She had been appointed through an internally advertised process. Permanent appointment must be made through external advertisement.</li> <li>Ustada Rehana Khan will be going overseas in August on leave for two weeks.</li> <li>The principal and DP have received confirmation from the FML to attend the conference in Fiji. <ol style="list-style-type: none"> <li>The school has implemented the changes proposed in the new Area Schools collective agreement which included provision of the release and allowance to the PN and the signing of IEA by non-union member in order to receive the benefits of the new pay rates via CA.</li> </ol> </li> </ol> |

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|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Property</b>           | <ol style="list-style-type: none"> <li>1. There was some property work done during the Term break.</li> <li>2. Safety audit proposed. See finance section for details.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Finance</b>            | <ol style="list-style-type: none"> <li>1. Vanuatu Dawah and Leadership Conference <ol style="list-style-type: none"> <li>a. The PM said that because of the spiritual aspect of this trip the cost should shift to the Wellbeing budget. The spiritual aspect comes under wellbeing.</li> <li>b. The Vanuatu trip was approved by the board, and it was stated that part of the expenses will come from the Principals Wellbeing budget and the other part from Principals Budget.</li> </ol> </li> <li>2. The PM confirmed that the June account is looks good.<br/>However, Bruce raised concern about the \$31K needed as part of bank staffing to be paid at the end of year.<br/>Principal explained that it has come up because of few teachers having taken longer periods of sick leave, for which the MoE will be paying school back for the period after the first eight days of sick leave payment. Furthermore, a staff will be removed from being paid as LAT and put on as admin staff and hence paid via operational grant. This will actually and gradually reduce the \$31K to a much-reduced amount.<br/><br/><b>Action:</b> Details of the bank staffing to be provided in August report.<br/><br/><b>Motion to be moved:</b> Approval of the June financials.<br/><b>Moved:</b> Rehana Sher      <b>Seconded:</b> Ahlam Jemjourni</li> </ol> |
| <b>Operations</b>         | <ol style="list-style-type: none"> <li>1. Parent teacher interview:<br/>Parent Teacher interview will be held on 30<sup>th</sup> of July. Concerns were raised about the notification and the provision of the scheduling link to the parents and caregivers. Principal to provide details in the August meeting.<br/><br/><b>Action:</b> The principal to give the board details on when the parent teacher interview booking links, reminders, and student reports are sent to parents.</li> <li>2. The board has approved the delegation of the minute recording device to the Minute Taker (Mohsin Khan). He will handle the device and make sure it is kept safely.</li> <li>3. Concerns were raised about the in-committee minutes.<br/><br/><b>Action:</b> The in-committee minutes from February 2026 till current to be presented in the next meeting.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Principals Affairs</b> | <ol style="list-style-type: none"> <li>1. Principal highlighted his upcoming trip to Fiji.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policies update</b>    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Health and Safety</b>  | <ol style="list-style-type: none"> <li>1. Principal mentioned that at a cost of \$850 plus gst, a company named Safety Matters wants to conduct a Comprehensive School Health &amp; Safety Building and Grounds Inspection. The principal and the SLT suggested having it done.<br/><b>Approved by the board to go ahead.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Motion to be Moved:** The acceptance of the principal's July report  
**Moved:** Muzzammil Kuddus **Seconded:** Rehana Sher

**General:**

**The board went In-committee at 6.41pm.**  
**The board came out of committee 6.55pm**

1. The advertisement for potential board members has been advertised in the school's newsletter. The applications are closing on Tuesday 28<sup>th</sup>, July.
2. Bruce suggested that as Ashwat Khan had taken a 3-month leave from June, he should confirm whether he will continue or not by August.

**Action:** Bruce to contact Ashwat and get the confirmation.

The principal ended the meeting with Dua.

**Meeting ended:** 7.00pm

**Next meeting:** Monday 31<sup>st</sup>, August 2026 at 5.30pm in the Board room

**Action Plan:**

Current Actions: [July](#)

| No | Action                                                                                        | Responsibility | Progress | ETA                   |
|----|-----------------------------------------------------------------------------------------------|----------------|----------|-----------------------|
| 1. | Provide details on the banking staffing.                                                      | Principal      |          | August meeting        |
| 2. | Provide details on the information sent to parents around the parent teacher interview        | Principal      |          | Before August Meeting |
| 3. | Board membership Confirmation from Ashwat Khan                                                | Bruce          |          | August meeting        |
| 4. | The in-committee minutes from February 2026 till current to be presented in the next meeting. | Mohsin         |          | August meeting        |

**Moved:**.....

**Seconded:**.....

**Signed:**.....

**Dated:**.....