



مدرسة المدينة

AL-MADINAH SCHOOL

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Board Meeting Minutes

Date/Time: 31 August 2026 – 5.30pm | **Venue:** Board Room

Attendance:

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

Apologies: Muzammil Kuddus, Nazish Zaman Khan

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 July Board meeting minutes

Moved: Mohammed Faiaz **Seconded:** Ahlam Jemjourni

Actions from Previous Meeting: July

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

1. **Action 3** – Ashwat Khan has officially resigned from the board.
 - a. The board has agreed to give him a \$150 Prezzy card as a farewell gift.
 - b. Bruce will contact the MOE about re-advertising the open positions for the board. The PM suggested sharing the advertisement in the school newsletter.

Motion to be moved: The Board to continue with Rehana Sher as the Presiding Member.

Moved: Mohammed Faiaz **Seconded:** Ahlam Jemjourni

Action: Create new group chat for the Board members.

2. **Action 4** – the in-committee minutes were presented in the board meeting. The PM will check with NZSBA on sending in-committee minutes through email.
3. The PM suggested adding a separate “Correspondence” section to the agenda.

Correspondence:

1. The July financials have been received.
2. The Health and Safety Audit report has been received. An action plan will be created to follow up.

Principal’s Report:

Introduction	1. The principal went over his report. He highlighted his recent trip to the conference and the importance of attending them.
Student Achievements	1. NCEA Analysis and CAA: a. The benchmarks have been moved which has affected the comparative analysis. There will be a better comparison when the end of year results analysis is produced. b. The school is working hard on getting students to achieve the CAA. Students are monitored and regular correspondence is done with parents to create a plan to help students. c. Bruce commended the Year 13 results.
Personnel	1. The principal and the DP went to Fiji to take part in the IsDB conference and the FML centennial celebration.
Property	1. The Health and Safety Audit report has been received and was circulated to the board members through email. The H&S report was accepted. Action: Create an action plan based on the H&S Audit report.

	- The board pointed out that there are a few hazards behind the D-Block still pending removal. It was noted that the caretaker had done some work on it. - The board had sent an email enquiring about the status of the hazard and is waiting on confirmation of its removal. Action: To have the debris and refuse removed from behind D-Block and report back to the Board. - BWoF work has been done.
Finance	- The July Financials have been received. Motion to be moved: The approval of the July Financials Moved: Rehana Sher Seconded: Ahlam Jemjoui - Due to an oversight in comparison with previous year's budget, the Board advisory budget has been depleted. The Board agreed to continue with it, noting that additional costs on this budget can be explained. - The Bank staffing is looking good.
Operations	- The NZPF sent a letter to the board on giving effect to Te Tiriti o Waitangi in the Strategic plan. - The strategic plan is to be updated every 2 years to match the life of the board.
Principals Affairs	- The principal gave his report to the board on his attendance at the IsDB and FML conference in Fiji and the ASA Conference in Wellington. The main points were: - During the FML conference the principal was able to get in touch with the IsDB members present to discuss the BHB school. The IsDB/FML report was accepted. - During the NZASA conference the principal met with Erica Stanford and enquired about the BHB school application. - The principal and Bruce had an online meeting with MoE officials from Auckland. They are happy to recommend to Wellington to approve the application for a 2027 start for the BHB school with 200 students at year level 1 to 8. It was noted that the application is now waiting for the Ministers approval. The NZASA report was accepted. - An anonymous accusation has been made against a student for supplying drugs and cigarettes to students. The school will be tackling this investigation carefully. A survey will be sent to students to ask them about any information they might have on this. - The board noted that there was police presence during the secondary boy's production. The principal stated this was a routine visit.
Policies update	none
Health and Safety	none

Motion to be Moved: The acceptance of the principal's August report

Moved: Rehana Sher **Seconded:** Ahlam Jemjourni

General:

1. Ray Webb's investigation review has been completed. The report will be discussed in an online meeting, on the 14th of September, with all board members, before the next board meeting.

Action: Board to meet online before September meeting to discuss the Investigation report.

2. The NZPF letter will be discussed in the next board meeting.
3. The Board has suggested an Alumni Page on the school website. The PM had raised this with the DP and thinks it's a good idea.
4. Faiaz acknowledged the school on a great production night, noting the great performance and turn out.
5. The principal highlighted the APPA speech competition. Al-Madinah took 1st and 3rd place in the year 5 and 6 category and took 1st, 2nd and 3rd place in the year 7 and 8 category.

The principal ended the meeting with Dua.

Meeting ended: 7.00pm

Next meeting: Monday 21st, September 2026 at 5.30pm in the Board room

Action Plan:

Current Actions: August

No	Action	Responsibility	Progress	ETA
1	Create new group chat for the Board members.	PM		Before September Meeting
2	Create an action plan based on the H&S Audit report.	SLT		Before September Meeting
3	To have the debris and refuse removed from behind D-Block and report back to the Board.	Principal/Farook		ASAP
4	Online meeting before September board meeting to discuss the Investigation report.	Board		14 th September

Moved:.....

Seconded:.....

Signed:.....

Dated:.....