Al-Madinah School

Board Meeting at 6:00pm on Friday 29 April 2024

Meeting Minutes

Venue: AMS Boardroom
Present: Bruce, Asin Ali, Mohammed Faiaz, **Ashwat Khan**, Rehana Sher, Imraan Mohammed, Ahlan Jemjoumi, Nazish Zaman-Khan via zoom.
In Attendance: Farook Ali – minutes
Apologies: Muzammil Kuddus

Opening: Meeting began after the Maghrib salah. Recitation of the Holy Qur'aan by Asin Ali.

PM welcomed the Board. Judith Price (Interlead) joined by Zoom at 6.30pm for an update on the Principals Appraisal report.

1. **Conflicts of Interest**: None
2. **Previous meeting minutes**:

2.1 Last action plan:

	Action	Responsibility/Progress
1	Cell phone policy to be reviewed and revised sensibly	Principal/IT - Done
2	Parents to be informed of revised cell phone policy	Principal/IT - Done
3	Enquire with Auditors who signs the Annual	Farook - Done
4	Formation of sub-committees	Ashwat Khan - WIP
5	Auditors pack – docs to be sent to Auditors	Farook/Principal/Ashwat Done
6	Feedback on today's walkout	Board members - Done
7	**Review Staff Structure – JD**	**Principal**

2.2 Minutes of the previous meeting approved.

Moved: Imraan Mohammed Seconded: Rehana Sher

Ashwat
27/5/24

3. Correspondence:

3.1 CIDANZ – parking concerns in their office grounds. Principal has replied to them.

3.2 Letter from Prime Minister – 100% pass rate in NCEA level 2.

3.3 Soccer proposal by Monty

3.4 See Principals report for rest of correspondence.

3.5 Board accepted correspondence.

Moved: Mohammed Faiaz Seconded: Mohammed Imraan

4. Finance Report:

4.1 Members glanced through March accounts. It appears to be healthy and no major concerns at this time of the year. Rehana briefed the accounts with her expertise in this field. Bruce added that we are at beginning of term 2 and we can expect at least 25% of use of the budget. Rehana suggested to provide Fixed Assets register every quarterly. Bruce suggested to keep eye on Bank staffing and to use it to the max as a refund is not expected anymore.

4.2 Monthly accounts accepted.

Moved by: Imraan Mohammed Seconded by: Rehana Sher

5. Principals Reports:

5.1 Principal presented his report. He covered NCEA results. Principals Appraisal by Judith Price. Imron Ali permanently appointed as HOD Science. Principals PLDs and travels presented. Some property matters discussed. New painting of play gym in girl's side.

5.2 Principals report accepted.

Moved: Mohammed Faiaz Seconded: Mohammed Imran

6. **General Business**:

6.1 Boys camp docs sighted.

6.2 Maximum Roll – Bruce inquired about the progress of the maximum roll application and staffing structure. Principal responded to this. More classrooms are needed to meet the requirements for an increase in the roll. IED Trust is working on it with professionals like Craig and Carl Becker.

7. **Other Approvals and acknowledgements:**

7.1 Use of school premises for Annual special character gathering (Ijtima') approved. School also has a budget for this purpose. Members agreed that school premises should be tidied and cleaned properly for the use of children on the next coming school days. No hazards should be left unattended.

7.2 PM sighted and signed further docs pertaining to Boys camp to Rotorua (7-9 May).

7.3 Healthy Active Learning – Memorandum of Agreement signed by PM for CLM Sports which ends in June 2025.

7.4 Board heard Judith via Zoom on Principals Appraisal. Members acknowledged the report with appreciation. Bruce also added a few words of honour. Judith

acknowledged Bruces efforts in guiding the school to this level. Bruce suggested to Judith to interview some Board members in the future. He agreed that these are collective efforts of parents, students, and good quality teachers of AMS.

7.5 New Cell phone policy approved by the Board.
Moved: Mohammed Imraan Seconded: Mohammed Faiaz

Meeting concluded with prayer by the Principal at 7.30pm. Next meeting will be on Monday 27/5/24 at 6.00pm.

Current action plan:

	Action	Responsibility/Progress
1	New cell phone policy approved – Inform parents and children	Principal/IT
2	Bruce reminded that approved minutes should be published in the school website	IT
3	Check to see if the school has qualified swimming instructors	Principal
4	Check depth of the pool	Shak (caretaker)
5	Check car parked unattended in Westney Rd if stolen	Property
6	Bank staffing usage. Present in next meeting	Principal/Farook
7	Staff structure in case of maximum roll increase	Principal
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