



# Al-Madinah School

Board Meeting at 6:30pm on Monday 11 December 2023

## Meeting Minutes

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Venue: AMS Boardroom

Present: Asin Ali, Mohammed Faiaz, Ashwat Khan, Rehana Sher, Ahlam Jemjoumi, Imraan Mohammed. Muzammil Kuddus joined at 7.45pm. Bruce Adin joined the meeting via zoom

In Attendance: Farook Ali – minutes Absent: Nazish Zaman-Khan. Apologies: None

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Opening: Recitation of the Holy Qur'aan by Asin Ali

**1. Conflicts of Interest:** None

**2. Previous meeting minutes:**

2.1 Pending action: read the actions below.

2.2 Minutes of the previous meeting was approved. **Moved:** Ashwat Khan **Seconded:** Rehana Sher

**3. Correspondence:**

3.1 Auditors Pack - financial information is required by 31/3/24.

3.2 William Buck – Change in Audit Director for school replacing Darren Wright is Myriam Gros and Bonita Swanepoel.

3.3 Yam Mimi – requested for a reduction in international fees for her 2 children. Request declined. Principal to inform accordingly.

3.4 PM wrote to the Ministry of Education regarding getting a clarification on the issue – whether the board must accept all the advice given by Bruce. PM to follow up.

Board accepted the correspondence. **Moved:** Imraan Mohammed **Seconded:** Rehana Sher

**4. Finance Report:** As financial reports were not ready, and it was not part of December meeting agenda.

**5. Principals Reports:**

5.1 Principal presented his report. He covered 2023 annual reports on Years 7 to 13 students' achievement, personnel, health and safety, operations and compliance. Imron Ali has been appointed as Acting HOD for Science for term 1 in 2024 and the appointment of the Scale A teacher position must be completed. Principal indicated

his concern about the pending fencing work and the security of the school staff and students. Members went through the new policies and accepted subject to a minor change. Principal clarified the process of policy reviews.

In general:

- Principal advised and guided the board that any decision made by the board must be moved, seconded, and voted on by members.
- Bruce also advised that the board must go into "in committee when dealing with sensitive and confidential matter where names of people are identified and declared.

5.2 Principals report was accepted. **Moved: Imraan Mohammed Seconded: Ahlan Jemjoui.**

#### 6. General Business:

Bruce read out his scoping report which was discussed briefly. Bruce highlighted the importance on ongoing pastoral care support in the school for both the staff and the students. Principal advised the board that IED Trust has engaged Carl Becker from Axis Strategies who will focus on:

1. Maximum roll increase application.
2. Review the level of the current attendance dues.
3. See the possibility of establishing other schools in Auckland and around NZ
4. Review and evaluate the manner in which school is assessing and reporting on the special character learning and teaching to its stakeholders.

#### 7. Action Plan:

	Action	Responsibility
1	3 quotes required for uniform purchase	Intaz Shah/ P.E Team
2	PM to follow up with NZSTA Training	Ashwat Khan
3	Complete establishment of Board email	PM / Mohsin Khan
4	Review policy – page 10. Should be 1 - 13	Principal
5	Upload approved policies in school docs	Mohsin Khan
6	Actions from walk around: <ul style="list-style-type: none"> <li>- Check wall string hanger height,</li> <li>- Resolve issue around stairwell door,</li> <li>- Remove nail on floor of changing room.</li> <li>- School to ensure it has protocols to do with following up with any health and safety concerns.</li> </ul>	EO (Farook Ali) to liaise with Property Manager and the school caretaker.  Principal
7	Cleaning schedule to Board	Farook
8	Complete the process of establishing board email	Mohsin
9.	Inform outcome of the request for reduction in Int students fees.	Principal
10	Complete the Scale A Teacher appointment.	Principal
11	Follow up the issue of Bruce's advice to board	Ashwat Khan
12	Approved Strategic Plan to be sent to Ministry	Principal

Meeting concluded with prayer by the principal at 9.00pm. Next meeting will be on Mon  
**26/2/24 at 6.00pm.**

Refreshments were given to members.

Signed: *Ashworth*

Date: 26/2/24

