



Al-Madinah School

Board Meeting at 3:00pm on Friday 22 Mar 2024

Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, Mohammed Faiaz, Ashwat Khan, Rehana Sher, Mohammed Imran, Nazish Zaman-Khan, Muzammil Kuddus, **Jeff Stirling for briefing on Annuals.**

In Attendance: Farook Ali – minutes

Apologies: Ahlam Jemjoui

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

PM welcomed Jeff Stirling who came in to present the Annual accounts. Other members were welcomed as well.

1. **Conflicts of Interest:** None

2. **Previous meeting minutes:**

2.1 Last action plan:

	Action	Responsibility/Progress
1	Sports uniform purchase	Done. Orders placed. Accepted by Board
2	Follow up with Jeff for Annual Accounts	Done
3	Use of phones/smart watch policy review	Open – Principal
4	Parents need to be informed about phones policy through various platforms	Open for reviewed policy. Principal/IT
5	Sabbatical leave application	Application not open yet
6	Tagging fire extinguisher	Done
7	Place cleaning schedule in toilets	Open - Farook
8	Complete the process of establishing board email	Mohsin/Ashwat Khan still working on it
9	Property walk-around items. Confirm pending repairs and maintenance are completed	Done - Principal/Farook/Property Manager
10	Approved Strategic Plan to be sent to Ministry	Done - Principal working on it

2.2 Minutes of the previous meeting was approved.

Moved: Mohammed Faiaz **Seconded:** Nazish

3. Correspondence:

- 3.1 Auditors Pack - financial information is required by 31/03/2024.
- 3.2 Some other confidential correspondence received by the PM.
- 3.3 See Principals report for rest of correspondence.
- 3.4 Board accepted correspondence.

Moved: Muzammil Kuddus **Seconded:** Rehana Sher

4. Finance Report:

- 4.1 Jeff Stirling presented the Draft annual accounts of 2023. Rehana enquired about the deficit and Jeff explained it very well. Bruce advised on the efficient management of funds and staffing. It is likely that Auditors will ask to explain the variances in the 2023 budget. Otherwise Rehana said that the Balance sheet is very healthy. Feb accounts were glanced through and approved. Jeff left after briefing on Accounts.

Moved by: Nazish **Seconded by:** Ashwat Khan

- 4.2 Board has approved the draft Annual Accounts 2023 subject to Audit.

Moved by: Rehana Sher **Seconded by:** Mohammed Imran

5. Principals Reports:

- 5.1 Principal presented his report. He welcomed the month of Ramadhan. He covered students' achievement report, Personnel, Property, Operations, and Policies. Refer to his report for details.
- 5.2 Board members discussed about the property after a walk around. They acknowledged the school was much cleaner than in Nov 2023. School has a 10-year maintenance plan which covers building wash as members were concerned about the building wash.
- 5.3 Principals report was accepted.

Moved: Mohammed Faiaz **Seconded:** Mohammed Imran

6. General Business:

- 6.1 Board considered Hajj leave for Rehana Karim, Rehana Khan (LSC) and Sajida Parveen (Canteen). Members accepted their leave of absence on LWOP provided there are backups while they are away.
- 6.2 Purchase of furniture proposed by the AP Rizwan was considered and approved by the Board. **Moved:** Faiaz **Seconded:** Muzammil Kuddus.
- 6.3 Ashwat Khan recommended a sub-committee who can keep an eye on the schools' performance on various areas and report in a timely manner.
- 6.4 Sister Nazish may be away from next meeting due to her pregnancy.

Meeting concluded with prayer by the principal at 5.30pm. Next meeting will be on Monday 29/4/24 at 6.00pm. Note that daylight saving ends.

Current action plan:

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

- minutes to be approved, before they are published on the school website.

~~Ashwat~~

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