Al-Madinah School

Board Meeting at 6:00pm on Monday 27 May 2024

Meeting Minutes

Venue: AMS Boardroom
Present: Bruce, Asin Ali, Mohammed Faiaz, **Ashwat Khan**, Rehana Sher, Imraan Mohammed, Muzammil Kuddus, Mohsin (IT Support), Jeff Stirling (joined at 6.55pm for Financial Advice).
Apology: Ahlam Jemjoumi, Nazish Zaman-Khan.
Via Zoom: Carl Becker joined at 6.15pm for 30 minutes.
In Attendance: Farook Ali – minutes taker, Mohsin Khan – PA

Opening: Meeting began with recitation of the Holy Qur'aan by Asin Ali.

PM welcomed the Board. Carl Becker joined via zoom at 6.15pm for a discussion on the Maximum roll increase.

1. **Conflicts of Interest**: None

2. **Previous meeting minutes**: Ashwat Khan brought into attention a matter raised by a board member regarding the length of time it took to get the tent erected as according to the member permission was only given to hold the ijtima (Special Character Hui). Principal said that he had highlighted in his report that the tent will be erected in late May (Ref: Principal's April report). He further said that once the school canopy project is completed, we may not require the tent anymore.

   Ashwat Khan advised that brother Mohsin should be trained to write the minutes being the PA of the Principal. This will also ensure we have a backup.

3. **Carl Beckers zoom meeting**: Carl Becker reported that on behalf of IED Trust, he was working on two projects that needed AMS board's support. It was to do with maximum roll increase and the change of proprietor for AMS (Reports provided in advance).

Board Resolutions:

1. Maximum roll increase: moved by Ashwat Khan and seconded by Mohammed Imraan that "The board supports the proprietor's proposed Maximum Roll Increase to the Ministry of Education from 550 to 1000". **Approved.**

AK

2. Change of proprietor of Al-Madinah School: Moved by Muzzamil Kuddus and seconded by Rehana Sher that "The Board supports the IED Trust initiative to transfer proprietorship to the Al-Madinah Trust". **Approved.**

It was noted that for such important matters board members should be given advance notice. However, Principal reminded that Carl had sent his proposal in advance via email, and it was also put on the agenda as a separate item.

3.1 Last action plan:

	Action Items	Outcome
1	New cell phone policy approved – Inform parents and children.	Staff, Students, Parents and caregivers informed.
2	Bruce reminded that approved minutes should be published in the school website	Minutes are uploaded on the school website.
3	Check to see if the school has qualified swimming instructors	As part of curriculum requirement, teachers, as part of their training, are equipped with knowledge of swimming and water safety including health and safety of students. CLM sports provides ongoing support towards swimming and other sports activities. Swimsafe NZ has done PLD with our teachers on water safety and swimming lessons several times.
4	Check depth of the pool	1.1 metre
	Check car parked unattended in Westney Rd.	Police informed. Nothing to worry.
5	Bank staffing usage. Present in next meeting	It is being managed.
6	Staff structure in case of maximum roll increase	Principal working with Carl Becker.
7	PM to propose sub-committees	PM has proposal for members to consider

3.2 Minutes of the April board meeting was **approved.** Moved by Rehana Sher and seconded my Muzammil Kuddus

4. **Correspondence**:

4.1 William Buck: Acknowledgement of completion of Audit.

4.2 Carl Becker: Written to Board on maximum roll increase and change of AMS Proprietor.

4.3 Waitakere Architects: Proposed to assist the Canopy project.

4.4 Proposals from different suppliers for canopy and turf (astroturf).

4.5 Name change for the NZSTA to NZSBA.

 AK.

Board accepted the correspondence. Moved by Mohammed Faiaz & seconded by Mohammed Imraan. **Approved.**

5. **Finance Report**:

5.1 Jeff Sterling was invited to help board members with advice and guidance in dealing with the Canopy project. The canopy business proposal including the report from Craig Paulins from Waitakere Architects was discussed. It was noted that:

A. Principal was still waiting for few more quotes and hence the business proposal needs to be updated to ensure that there are at least three quotes for the canopy.
B. The IED Trust will provide $170,000 towards the project.
C. Up to $100K could be used from the current capital expenditure in the 2024 Budget. It was noted that even after using the funds towards the project the quick ratio will remain 2.0 and up.
D. It was noted that Waitakere Architects would charge up to $12K to manage the project.
E. Concerns were raised that if the school paid then it would have to cover for its insurance and maintenance. Hence, it was suggested that the Board donates its fund to the IED Trust so that the ownership remains with the IED Trust, and they pay the insurance and maintenance. This matter is to be clarified with the Financial Advisor at the Ministry of Education.

It was moved by Ashwat Khan and seconded by Muzammil Kuddus that the board accepts the project and provides from its operational grant up to $700,000 towards the project. All members present supported it and hence, **it was approved**. As part of the approval, it was approved that Waitakere Architects manages the project with the property team at the school. This approval is subject to discussion and approval with the Ministry of Education.

Action:

1. Principal to update the canopy business proposal once he receives other quotes.
2. PM to contact the Ministry to discuss the Board's approval.
3. The proposed property committee, see below, are to work with Waitakere Architects, PM, Principal and the AMS property committee in approving the supplier of the canopy project including the astroturf provider.

5.2 The April monthly financial report was discussed. Moved by Muzammil Kuddus and seconded by Rehana Sher that the April report be accepted. **Approved.**

6. **Principals Reports:**

6.1 Principal presented his report.

A. Board acknowledged the achievement of AMS students in the Mathex Competition.
B. Board approved girls camp and boys' geography trip.

AK.

C. Board acknowledged Boys camp report prepared by camp co-ordinator Asraf Ali.

6.2 It was agreed that the PM should go ahead and sign the 2023 Annual Report including the letter of representation.

Principal's report accepted. Moved by Ashwat Khan and seconded by Muzammil Kuddus. **Approved.**

7. General

7.1 PM suggested that the following members should be in the following committees of the Board:

A. Property: Ashwat Khan, Mohammed Faiaz and Ahlam Jemjoumi.

B. Finance: Mohammed Imraan and Rehana Sher.

C. Personnel: Ashwat Khan and Muzzamil Kuddus.

Meeting concluded with prayer by the principal at 8.30pm. Next meeting will be on Monday 24/6/24 at 6.00pm. Jeff left at 8.10pm.

Current action plan:

	Action	Responsibility/Progress
1	Contact MOE to discuss approval of Boards funds for Canopy & Astro Turf and other related issues	Ashwat Khan (PM)
2	Update business Proposal for canopy	Principal
3	Work with the proposed property committee, Principal and the AMS property committee to the supplier of the Canopy/Astroturf project.	Ashwat Khan (PM)
4	As the girl's camp was approved, board has to be assured before the camp that all the protocols before the camp goes ahead has been fulfilled.	Principal
5	Send signed 2023 Annual Report to Auditors and sign the letter of representation and other audit related documents.	Principal

Signed:..... Dated: 5/6/24.

Ashwat Khan (Presiding Member)