



# Al-Madinah School

Board Meeting at 6:00pm on Monday 26 August 2024

## Meeting Minutes

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**Venue:** AMS Boardroom

**Present:** Bruce, Asin Ali, Ashwat Khan, Rehana Sher, Imraan Mohammed, Nazish Zaman-Khan, Mohammed Faiaz, via online - Muzammil Kuddus

**Apology:** Ahlam Jemjoui, Muzammil Kuddus, Farook Ali

**In Attendance:** Rizwan Hussein - AP, Mohsin Khan – Minutes

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### Meeting

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

PM welcomed the Board and stated his approval of having the members of staff relevant to the student achievement reports being presented to be part of the meeting.

**1. Conflicts of Interest:** None

**2. Previous meeting minutes:**

- June meeting minutes needs correction on point 3. Mohammed Faiaz was not part of that meeting.
- July Minutes needs correction on Page 2, option 3. Change the amount needed to "\$114K" and replace "IED Trust to fund" with "Request extra \$114K".
- July Minutes: Add action for SMT to write to the board demonstrating available funds for the project.
- PM suggested to members to send corrections to previous minutes before the next meeting so they can be signed in the meeting.
- Minutes of the June and July meeting need correcting. PM to sign once changes are made.

## 2.1 Last Action Plan

	<b>Action</b>	<b>Responsibility/Progress</b>
<b>1</b>	Review and update the written Canopy Project's business case that was presented by principal to Ministry in June as part of Board's last proposal.	Imran Mohammed
<b>2</b>	Immediately prepare the board minutes as it may required to be confirmed and sent with the new proposal.	Mohsin Khan/Principal
<b>3.</b>	Review what need to be sent as part of the proposal to Ministry.	PM/Bruce/Principal
<b>4.</b>	Send proposal to Ministry	PM

### 3. Principals Report

3.1 The principal presented his report. He mentioned that we have received the Audit Closing report from William Buck.

3.2 Rehana suggests that the Management comments from the Audit Closing report be extracted and put on an action list or issues register as the Board must ensure they are resolved.

3.3 A point brought up by Rehana was that reimbursements should not be done through cash and should be done through bank transfer to avoid issues.

3.4 Principal went over Personnel Report

3.5 Student Achievement Reports:

3.5.1 Shabina Ali, Shabina Nabijan, Nazmeen Zaim and Rizwan Hussein gave their student achievement reports.

3.5.2 Shabina Ali touched on how they are working on students writing skills by having them actually write so they can use critical thinking rather than writing by typing on their devices and copying ideas from online sources.

3.5.3 Nazmeen Zaim mentioned that the CAA assessment (NZQA) is done twice a year in May and September. Also pointed out there is also extra teacher support rather than just TA support, especially in year 11 due to their high number, for English, Math's and Science

3.5.4 The PM and Bruce raised concerns about the huge drop in performance in year 7 in Reading and Writing. Rizwan explains it is due to the low student numbers and the special needs students who inflate the results.

3.5.5 Bruce compliments the improvement in year 1 results. There's a huge improvement from last year.

### 3.6 Correspondence

- 3.6.1 Principals Sabbatical leave has been approved
- 3.6.2 ERO survey on RSE had been sent to staff and survey was also sent to our parent community
- 3.6.3 Letter from MOE approving the increase in amount to use for the canopy project
- 3.6.4 See Principals Report for rest of the correspondence

### 3.7 Property Report

- 3.7.1 3 new classrooms and a secondary boy's common room plus extra wet facilities to be installed. Bruce asked if these new rooms have anything to do with the roll growth. The principal replied that the MOE said the new rooms are needed for the current roll of 550. The principal noted that no correspondence can be found where it was mentioned that the school needed extra buildings to cater to its current roll of 550 students.
- 3.7.2 The swimming pool is suggested to be moved away from its current location to make room for new classrooms. Smart Homes offered to move it free of charge. Ongoing costs for maintenance will still be paid by the Board, there won't be any higher charges for the space.
- 3.7.3 The board could gift the swimming pool to the IED Trust. Principal to talk with IED to see if they will accept the swimming pool as a gift.
- 3.7.4 A custom-made swimming pool cover had been ordered as part of R&M. Suggestion to cancel the order. Principal to check if order can be cancelled.

### 3.8 Finance Report

- 3.8.1 Three international students from Bangladesh had paid \$37,500 in fees. If their Visa is rejected school will have to refund their money in accordance with the International Students Refund Policy.
- 3.8.2 Board approved
- 3.8.3 Jeff will change the code that Bruce is charged against to Specialist Advisor to the Board.
- 3.8.4 June and July 2024 Financial Accounts accepted  
**Moved:** Rehana Sher     **Seconded:** Imraan Mohammed
- 3.8.5 Edwards sound quote of **\$6,461.18 + GST** for speakers in the new classrooms accepted. To come from ICT Equipment budget  
**Moved:** Rehana Sher     **Seconded:** Nazish Khan

3.8.6 N4L's quote of **\$4,622.07 + GST** for the Switch and APs for the new classrooms accepted. To come from ICT Equipment budget

**Moved:** Mohammed Faiaz      **Seconded:** Rehana Sher

3.8.7 Quote for a camera, tripod and lens for the school from Harvey Norman of **\$5,056 incl GST** accepted. To come from ICT Equipment budget

**Moved:** Muzzammil Kuddus      **Seconded:** Mohammed Faiaz/Imraan Mohammed

3.8.8 Bruce advised that all school transactions are exclusive of GST

3.8.9 Quote for cabinet whiteboards of **\$10,500 + GST** for the three new classrooms from Educated Furniture accepted. To come from Furniture and Equipment budget.

**Moved:** Nazish Khan      **Seconded:** Imraan Mohammed

### 3.9 General

3.9.1 Linewize quote of **\$6,147.50 + GST**. Mohsin to check with N4L and see if they can provide a similar product.

3.9.2 Uniform: Principal to get other quotes for uniform suppliers.

### 3.10 School Operations

3.10.1 Principal mentioned the incident on Tuesday, 13<sup>th</sup> August, after school, where a student was involved in a minor accident with a moving vehicle. Proper procedure was followed and relevant parties were contacted. Talks with Auckland Council together with Zayed College have been had, of getting a formal crossing or light installed by the school. Written correspondence regarding the incident, from parents, is available in email. **The matter is confirmed to be resolved.**

3.10.2 Due to the introduction of new classrooms and toilet facilities the school is looking into reviewing quotes from cleaners. The current cleaner has been notified of the review as well and will be submitting their quote.

**Board Approves** to go ahead with this.

3.10.3 ERO's survey on Relationships, Health and Sexuality Education was sent to staff and parents. This is to be done by the board every 18 months. The results of the parents' survey are included separately.

3.10.4 **School Policies deferred to next meeting**

3.10.5 Principals Report accepted by the board.

**Moved:** Rehana Sher      **Seconded:** Nazish Khan

#### 4. Operations

Brother Imraan headed the discussion on the canopy.

4.1 It is suggested to go with Craig Pauling of Waitakere Architects to manage the project. This is the safest option considering the size of the budget and other factors. Project management quote provided 24<sup>th</sup> May 2024, for **\$12,000 + GST**. Board accepted

**Moved:** Nazish Khan      **Seconded:** Rehana Sher

4.2 As per Craigs email Milestone one (Geotech Report) of the project has been met

4.3 Construction is to start end of Term 4 of 2024

4.4 Brother Imraan to check with Craig about service clashes underground where the piles will be going.

4.5 The board has confirmed the approval from the MOE of the sum of **\$1,020,050 inclusive of GST** for the canopy project.

4.6 **Noted by PM, that due to people in the MOE being busy any correspondence to the ministry must be done by email and followed up to get a response within the timeframe. Also to make sure any approval or correspondence from them is signed.**

4.7 The board agrees Board PM has been delegated to sign the contract with Shade Systems

4.8 Principal to follow up with the tenders who were not successful in getting the project.

#### 5. Restructure Report – Carl Becker

5.1 Carl went over his report.

5.2 Some staff may lose management units. \$5K would need to be paid for each staff member that loses a MU for the year. It's suspected of costing the school a one-off cost of \$35K.

5.3 Staff need to be notified of their redundancy of units by November 27<sup>th</sup>. A point made by Carl is that these are not redundancies of positions but of roles within the positions.

5.4 PM agrees that a DP role is needed as concerns can be raised about who is there to take care of the school when the principal is out.

5.5 Board needs to be willing to factor in \$35k into the budget next year to set up a school management in the anticipation of the roll growing in 2025

5.6 The principal says the Restructure needs to go ahead whether the maximum roll growth is approved or not.

5.7 Imran requests that the board be given more time to review the financials and the letter from the ministry.

5.8 Rehana requests assurance in writing that the Restructure complies with employment law.

5.9 PM suggests that the board regroup in a week on Tuesday 3<sup>rd</sup>, September to decide.

**Meeting concluded with prayer by the principal at 9:50PM.**

**Next meeting will be on Monday 23/09/24 at 6:00PM**

**Current action plan**

	Action	Responsibility/progress
1	Make changes to the June/July board minutes as suggested by board	Mohsin
2	SMT to write to board demonstrating the available funds for use in canopy project	Principal/SLT
3	Whitelist Rehana Sher's email as she is getting error messages	Mohsin
4	Management comments from the Audit Closing report be extracted and put on an action list or issues register	Farook
5	Board to email PM with questions about the Restructure. Board to come up with decision on Tuesday 3 <sup>rd</sup> September.	Board
6	Check with IED Trust if they will accept the swimming pool as a gift	Principal
7	See if the order for the swimming pool cover can be cancelled	Principal
8	Check with N4L can provide a similar service to Linewize	Mohsin
9	Get quotes for other uniform suppliers	Principal
10	Check with Craig about service clashes	Imraan Mohammed
11	Sign contract with Shade Systems	Board PM
12	Reply to the tenders who were not successful in getting the canopy project	Principal/Mohsin

Signed:..... Dated:.....