



Al-Madinah School

Board Meeting at 2:00PM - 06 Saturday, July 2024

Meeting Minutes

Venue: Boardroom

Present: Asin Ali, Bruce Adin, Ashwat Khan, Ahlam Jemjoui, Rehana Sher, Imraan Mohammed, Muzzamil Kuddus, Mohammed Faiaz, Nazish Khan (via online).

In Attendance: Mohsin Khan (minutes taker)

Opening: Meeting started with Qur'aan recitation by Asin Ali

Meeting:

- The PM welcomed the board and went over the purpose of the meeting, which was to update the board on the Canopy project and to choose the main supplier for the project. (Shade Systems or Fabric Structure).
- The PM summarized the issue of the funding:
 - The IED Trust won't be able to contribute to the project with the EPMP fund of \$170K as the facility will be owned by the board. This is because APIS (Association of the Proprietors of Integrated School) will not allow the IED Trust to do so.
 - Asin elaborated that APIS said the EPMP fund can only be used on a project that would be owned by the IED Trust. Since the board is putting a larger amount of funds into the project, the Ministry insists that the project be owned by the board. Hence, APIS will not release \$170K assigned by IED Trust for the Canopy project. The IED Trust will have to look into alternative projects to use this fund.
 - The board has now received firm quotes on what the school really needs as part of the canopy project, as so called, the Working Committee, that included Brs. Asin Ali (Principal), Ashwat Khan (PM) and Imraan Mohammed (Finance) had been through all the quotes and after discussion with at least two of the companies have firmed up as per what is needed as part of the project.

- Based on all the above information, the board must decide how to go about getting the funds for the project and which of the four quotes the board would accept.
- Bruce read his email response to the PM and Principal:
 - APIS says that the board cannot give the \$700K (Crown Money) to IED Trust as gift/donation but IED Trust can contribute towards the Canopy project.
 - The board will have to take ownership of the project and be responsible for procurement processes, adherence to building codes and safety requirements and all ongoing maintenance.
 - As the EPMP fund cannot be used and the real project cost being close to 900K, the board will either request for approval of further funds from the Ministry or reduce costs by cutting out aspects of the project, which could be added at a later time.
- Imraan presented the comparison between quotes.
 - Provided 3 options for project with Shade Systems (SS)
 1. Option 1 - request Ministry for \$298K + gst extra
 2. **Option 2 - - Request for 187K + gst extra and request IED Trust to fund \$112K. Boards contribution will be \$887,000 + GST which will be \$1,020,050 inclusive of GST.**
 3. Option 3 - Put structure up, do side screens later. Don't request extra funds. Request extra \$114K.
 - Shade systems (SS) and Fabric Structures (FS) were short-listed. SS' quote is cheaper and is very comprehensive. Furthermore, Shade Systems wants to complete project a week before the school starts in January 2025
- If the Ministry doesn't approve the extra budget, there is a possibility to use the property/capital budget towards the project's smaller aspects (remove playground as R&M work, etc).
- PM suggests asking approval from Ministry for the entire \$187K +gst. This will make a total of \$887,000 + GST contribution from the board.
- Rehana brought up the impact of using R&M funds on the project.
 - Asin replied that the major R&M is to be handled by the IED Trust.
 - Rehana said the SMT needs to demonstrate to the board in writing that there are funds in these areas that don't need to be utilized immediately and can be shifted towards the project.

- PM's opinion is to go with Option 2 and request the Ministry for an extra \$187K + gst in addition to already approved \$700K + GST. If approved the total funding as far as boards contribution inclusive of GST, will be **\$1,020,050**. Bruce advises the same.
 - *Muzzammil Kuddus moved and seconded by Rehana Sher that the board accepts the second option. **All agreed and motion approved.***

- As far as who gets the job (Canopy project), it was noted that
 - Shade Systems (SS) and Fabric Structures (SS) were short-listed.
 - When comparing the similarities, Fabric Structures had a higher price for their quote while also not including aspects that Shade Systems did eg: Play gym removal and reinstallation cost, turf supply and installation, some of the concrete work needed to get the surface smooth and ready for turf, etc.
 - Two other suppliers, Smart Homes Limited and Pacific Membrane, also supplied quotes but didn't make the shortlist for various reasons.
 - School has worked with Shade Systems (SS) before and on this project, SS has been working for the last 5 years.
 - Craig from Waitakere Architects also worked with the school to support the board find the best supplier for the canopy project and has recommended going with Shade Systems.
 - It was noted that SS had good references from other schools

Therefore, based on the above

 - *Mohammed Faiaz moved and Nazish Khan seconded the motion that the board accepts Shade Systems as the supplier for the project. **All agreed and motion approved.***

- Ongoing Maintenance and Insurance of the project will be handled by the board.
 - \$7,900 per clean.

- PM showed photos of the Canopy at Royal Oak Bowling Club which was built by Shade Systems.
- PM suggested additions to the project which would allow the Canopy area to be hired out for sporting events, training purposes and broadcasting.
 - To run fibre and electrical cables, install a digital scoreboard, add microphone ports on every second pillar
 - Cost at maximum \$50K

- Perhaps look for sponsors
- Ahlam brought up the responsibility of the maintenance due to the wear and tear that would come from hiring out the canopy area.
 - Revenue from hiring it out will go to the board who will use a portion of it to do regular maintenance.
 - Principal reminded that if the IED Trust contributes, surely, being the proprietor, they may also get access to the facilities.
- Asin suggested skipping the July Board meeting as the meeting was held on this day.
 - Bruce said that it would cause two months of financial reports that will need to be reviewed in the August board meeting.
 - Rehana suggested that the June financial report be emailed to the board as soon as it is ready and deal with any issue that may arise from the report. It was agreed.
 - Finally, it was agreed that the next board meeting will be held on Monday, 26 August 2024 at 6pm.
- Bruce commended the board on how they've handled the meetings and this project.

Principal concluded the meeting with a Du'a

Meeting ended at 15:20

Current action plan:

	Action	Responsibility/Progress
1	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
2	Immediately prepare the board minutes as it may required to be confirmed and sent with the new proposal.	Mohsin Khan/Principal
3.	Review what need to be sent as part of the proposal to Ministry.	PM/Bruce/Principal
4.	Send proposal to Ministry	PM

Signed:.....

Dated:.....