



# Al-Madinah School

Board Meeting at 6:00pm on Monday 24 June 2024

## Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, **Ashwat Khan**, Rehana Sher, Imraan Mohammed, Muzammil Kuddus, Mohsin (IT Support), Ahlam Jemjoumi, Nazish Zaman-Khan.

Apology: Mohammed Faiaz

In Attendance: Farook Ali – minutes

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

PM welcomed the Board.

- 1. Conflicts of Interest:** None
- 2. Previous meeting minutes:** Ashwat Khan explained the purpose of getting the last month meeting minutes signed before the June meeting was to facilitate docs to MOE for the approval of canopy funding. Br Imran Mohammed requested that the fact that Brs Imraan Mohammed and Ashwat Khan opposed the change of the current proprietor of AMS, IED Trust, to a new proprietor, Al-Madinah Trust, in the last meeting and hence it is now recorded that, Ashwat Khan and Imraan Mohammed did oppose the move.

Minutes of the last meeting accepted.

**Moved:** Ashwat Khan **Seconded:** Imraan Mohammed that subject to above addition, the already approved minutes be approved once again. **Motion Approved.**

2.1 Last action plan:

	<b>Action</b>	<b>Responsibility/Progress</b>
1	Contact Carmel Riordan at MOE to discuss approval of Boards funds for Canopy & Astro Turf	Ashwat Khan (PM)
2	Send signed 2023 Annual Report to Auditors	Principal
3	To establish a property committee who shall decide on the supplier of the Canopy project	Ashwat Khan (PM)
4	Share girls camp EOTC with Board	Principal
5	Business Proposal for canopy	Principal

2.2 Minutes of the previous meeting approved.

**Moved:** Rehana Sher

**Seconded:** Muzammil Kuddus

### **3. Correspondence:**

3.1 William Buck: End of 2023 Financial Accounts audit report.

3.2 Sarah Taylor: MOE confirms use of \$700,000 Board funds for canopy & turf project. Signed letter to follow.

3.3 Waitakere Architects: Canopy & turf comparison report and recommendations.

3.4 *MUMA Whānau Services Ltd*: A parent who had abused school admin team in the past has apologised through *MUMA Whānau Services Ltd*. Board accepted apology but decided not to uplift the trespass notice.

3.5 See Principals report for rest of the correspondence.

3.6 Board accepted correspondence.

**Moved:** Muzammil Kuddus **Seconded:** Mohammed Imraan that all correspondence be accepted. **Motion accepted.**

### **4. Principals Reports:**

4.1 Principal presented his report. He reported on updated curriculum, students' achievement, personnel, property and operations. Major discussion was on the canopy and turf projects. Principal briefed the Board with the quotes given by the suppliers. Suppliers for canopy are Shade Systems and Fabric Structures while suppliers for Turf are Tiger turf and Team turf.

4.2 Members had a major discussion on these projects. Decision is yet to be made as to who shall take the construction project. Further meetings are possible. Details on this project to be discussed in general business.

4.3 Principals report accepted.

**Moved:** Ashwat Khan **Seconded:** Muzammil Kuddus that principal's report be accepted. **Motion accepted.**

### **4. Finance Report:**

4.1 Members glanced through April accounts. Rehana briefed that accounts are normal with slight increase in the cash flow. Bruce reminded to use all the staffing for 2024 as no refund is possible. Some members enquired about other funds income. Since canopy funding is approved the Board needs to know how IED Trust will manage their share of the funding. The Board agrees that the school will bear the canopy contract insurance for the construction period. Craig confirmed that. Finance report accepted.

4.2 Board acknowledged and accepted the 2023 Audited report.

**Moved by:** Rehana Khan **Seconded by:** Imraan Mohammed that May monthly finance reports be accepted. **Motion accepted.**

**5. Other Approvals and acknowledgements:**

5.1 Members acknowledged their committee roles. Rehana & Imraan to look after Finance, Ashwat, Ahlam & Faiaz to look after Building and Property, Muzammil & Ashwat to look after Personnel. While Bruce still acts as the Advisor of the Board.

5.2 Board delegated the PM to act on behalf of the Board in signing the relevant Board documents after the members have agreed. These docs include but not limited to SUE reports, Board minutes, school contracts, Audit reports, Principals expenses, PO's and other such documents. This was **moved by** Rehana Sher & **seconded by** Ahlam that Br Ashwat Khan, as AMS PM be delegated to sign documents, etc on behalf of the AMS board. **Motion accepted.**

5.3 Board approved the following policies: Employer Responsibility Policy, Appointment Procedure, Safety Checking. **Moved by:** Nazish & **Seconded by:** Ahlam that after discussion the board accepts these policies. **Motion accepted.**

**6. General Business:**

6.1 PM attended NZ School Boards Association workshop. Briefed the Board with his learnings.

6.2 Members agreed that significant strategic decisions cannot be made in short notices. Sufficient time should be given to the members for decisions on big projects.

6.3 Board suggested that reports and docs should be page numbered for quick reference.

Meeting concluded with prayer by the principal at 7.50pm. Next meeting will be on Monday 29/7/24 at 6.00pm.

**Current action plan:**

	<b>Action</b>	<b>Responsibility/Progress</b>
1	Determine Health/Safety risk assessment RE: secondary Girls' camp.	PM/Board
2	Organise meet with Shade Systems on 26/6/24	Principal
3.	Insert the page numbers in Canopy Proposal as well as number the providers into A to D for an easy referral purpose.	Mohsin

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