



# Al-Madinah School

Board Meeting at 6:00pm on Monday 21 October 2024

## Meeting Minutes

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**Venue:** AMS Boardroom

**Present:** Bruce, Asin Ali, Ashwat Khan, Ahlam Jemjoumi, Imraan Mohammed, Farook Ali, Mohsin Khan, Mohammed Faiaz, Nazish Khan

**Apology:** Rehana Sher, Muzammil Kuddus

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### Meeting

**Opening:** 6:10PM. 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:**

**2.1** On PM's request for clarification on point 6.2, the principal confirmed the 4 new classrooms mentioned are additional to the current 4 new buildings already in place.

**Motion to be moved:** The acceptance of the September meeting minutes:

**Moved:** Ahlam Jemjoumi    **Seconded:** Imran Mohammed

**2.2 Last Action Plan**

	Action	Responsibility	Notes
1	Whitelist Rehana Sher's email	Mohsin	Pending
2	Management report Actions to be closed off	Farook	Completed
3	- Discuss with Rehana Sher on Friday	Farook	Completed

	- Request word doc version of Audit Closing Report.		
4	Audit Report to be corrected	Principal	Pending. TBD 6 <sup>th</sup> Nov
5	Create Actions register as Excel Sheet	Farook/Principal	Completed. Actions register needs to be filled
6	Remove Swimming Pool from the Asset register	Farook/Mohsin	Pending. Need Breakdown of the value.
7	To discuss the way the minute taker will be paid for recording minutes in board meeting	Principal/Farook/Mohsin	Completed. Farook's time spent in Board Meetings will be taken off during school holidays
8	Check with Schooldocs on the transition of the Financial Delegation Page	Mohsin/Principal	Completed
9	Look at whether the Female Staff rooms might need shelving installed.	Principal	Completed.
10	Request references for other companies and get back to the board within the week.	Principal/AP	Completed
11	Update the complaints policy around the school and on the website. Make it easy to find on website	Mohsin/Principal	Pending.
12	Report to board on topic Health and Safety discussed at CMSSPA retreat	Principal	Pending. Partial Review due in November
13	Moving forward, the principals report should have extra lines for Moving and Seconding	Mohsin/Principal	Completed
14	Send the Financial Delegations procedure to Rehana Sher in an editable word doc	Mohsin/Principal	Completed
15	Board to create a trust account to hold retentions. Create a separate suffix for the retentions account	Board	Completed
16	Email principal a list of what the IED Trust is expected to fund	PM/Imran	Completed. Imran will send email to Principal

### **3. Principals report:**

The Principal went over his report.

**3.1** Discussed the strategic plan survey sent to staff.

**3.2** Bruce mentioned an email he received from Kevin Bush stating to only make a strategic plan for 2025. Towards the end of 2025 a strategic plan for the next 3 years should be created as per usual which will align with the Board elections. The principal also received a similar email.

**Minutes to be put on the school website along with the strategic plan.**

### **4. Correspondence**

**4.1** Inwards: The police came back with an update on the recent case involving students. They have closed the case

**4.2** Outwards: To Liaison with police as they haven't been in touch yet about the case involving two boys illegally parking revving vehicle outside school. Bruce says to go back to the police and clarify if they will be taking the case further. **Principal to correspond through email.** Until the matter is resolved the boys won't be allowed to enter the school. **To attach the first and second complaint from the AP in the email.**

### **5. Student Activities:**

**5.1** Student scholarship details will be available in next month's report.

**5.2** Standdown/Suspensions report:

**5.2.1** The suspensions were for the 5 students involved in the Instagram case where the police had to be involved. They were not repeat offenders.

**5.2.2** The principal says standdown is for repeat offenders.

**5.2.3** The Incidents are brought to attention through teacher observations and student complaints.

**5.2.4** There are two teachers on each playground as supervisors during break times

**5.2.5** Student records are kept on the SMS which keeps track of offences. School Deans also have a register and there is a complaints file which keeps records.

### **6. Personnel:**

**6.1** Sister Ameena Fatima is training as a teacher aide as a volunteer for the rest of the term.

**6.2** Majority of the male staff will be attending the Wellington Jord on the coming Labour Weekend

**6.3** We have got feedback for the Staff restructure. It has been summarised and the next meeting is on 31<sup>st</sup> October.

**6.4** One Staff member is applying for leave without pay as his wife is undergoing surgery for 6 months. They have been requested to provide their teaching plans asap to prepare the teacher relieving their place.

## **7. Property**

**7.1** IED Trust will be requesting donations to support the acquisition of the new classrooms.

**7.2** The 10YPP is being reviewed by Watershed ltd. They have done the reviews in the past. A full review will be done when the 4 new classrooms come in.

**7.3** Principal proposing Mohsin Khan to be privacy officer in addition to the principal – to sign a contract

**Motion to be Moved:** Mohsin to be appointed as Privacy Officer

**Moved:** Asin Ali    **Seconded:** Imran Mohammed - **on the condition that a declaration be signed**

## **8. Finance**

**8.1** Rehana sent has sent an excel spreadsheet to Farook with the Audit recommendations which they need to implement and report back to the board. **Farook to get back.**

**8.2** The bank has increased the daily transactional limit for the school from \$100K to \$250K.

**8.3** Request for Credit Cards.

**8.3.1** Request to increase the master limit of the cards from \$10,000 to \$20,000.

**8.3.2** Request for a Credit Card to be given to the canteen staff, Sajidah Parveen, with a limit of \$1,000. EO will handle the reconciliation

**8.3.3** Request for a Credit Card to be given to the EO, Farook Ali, for with a limit of \$5,000.

**8.3.4** The above three requests come with a condition that the EO handles all these cards

**Motion to be moved:** The increase of the master limit to \$20K, a credit card for Canteen staff with a 10K limit and a credit card for the EO with a 5K limit. On the condition that the EO handles these cards

**Moved:** Ahlam Jemjoui

**Seconded:** Nazish Khan

**8.4** Principal requests board pm to be able to authorise online payments.

**Motion to be moved:** The Board PM to be given ability to authorise online payments for the school through Fast Net

**Moved:** Asin Ali

**Seconded:** Imran Mohammed

**8.5** Bruce advised that when payments are to be made to Shade Systems it would be good to have the second approver be from the board as it could be a significant amount of money, and it is a board project

**8.6** Quotation updated for the whiteboard for the current 3 new classrooms.

**Motion to be moved:** Accepting the updated quote for the whiteboards

**Moved:** Imran Mohammed      **Seconded:** Ahlam Jemjoui

## **9. School Operations**

**9.1** School Policies to be looked at next month

**Motion to be moved:** Acceptance of the Principals Report.

**Moved:** Nazish Khan    **Seconded:** Imran Mohammed

## **10. Canopy update:**

**Meeting with Craig in the boardroom on Tuesday 22<sup>nd</sup> Nov. Contract will be signed.**

**10.1** Novi will supply the lighting for the Canopy. They should be engaged under shade systems.

Craig will adjust it in the contract and bring it to sign tomorrow

**10.2** The structure will be up when the school opens. Turf won't be installed.

**10.3** The first progress claim for Shade System is just under \$18,000.

**10.4** The reason the turf is not going in is because the structure is slated to finish right before school starts. Doing the turf at the same time would delay the structure.

**10.5** **Principal to provide a confirmation on the funds the IED Trust will provide**

## **11. General**

**11.1** Ministry has spoken to Board PM and Bruce on ending Bruces advisory role with the Board. PM would like the board to be involved with the response to this. PM thinks proper training for the board is needed before a decision is made.

**11.2** The training (NZSBA) has to be rescheduled with Chris France. **PM to send a poll about a good date for the training.**

**11.3** **When responding to Chris to remind him that this is an integrated school which is in regular contact with proprietor**

**Meeting ended 7:50PM**

Next meeting 25<sup>th</sup> November 2024

**Current Action Plan – to add Finance action plan from Principals report?**

	Action	Responsibility	Progress
1	Whitelist Rehana Sher’s email	Mohsin	
2	Audit Report to be corrected	Principal	
3	Remove Swimming Pool from the Asset register	Farook/Mohsin	
4	Update the complaints policy around the school and on the website. Make it easy to find on website	Mohsin/Principal	
5	Report to board on topic Health and Safety discussed at CMSSPA retreat	Principal	
6	Send email to police to give update on case on the ex-students	Principal	
7	Assign Mohsin as privacy officer and sign declaration	Principal/Mohsin	
8	Excel spreadsheet with the Audit recommendations to be implemented and reported back to board	Farook	
9	IED to confirm the funds they will provide towards Canopy project	Principal	
10	<ul style="list-style-type: none"> <li>- Send poll to board about best day for NZSBA training.</li> <li>- Get to back to Chris with a date for training</li> <li>- Remind Chris that this is a state integrated school that has regular contact with the proprietor</li> </ul>	PM	

**Moved:**..... **Seconded:**.....

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