



Al-Madinah School

Board Meeting at 6:00pm on Monday 25 November 2024

Meeting Minutes

Venue: AMS Boardroom

Present: Bruce, Asin Ali, Ashwat Khan, Ahlam Jemjoui, Imraan Mohammed, Mohsin Khan, Mohammed Faiaz, Muzzammil Kuddus, Rehana Sher

Apology: Nazish Khan

Meeting

Opening: 6:20PM. 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:

no Issues.

3. Previous Action Plan

3.1 Rehana's Email Issues: Continues. PM will advise on an alternative as New Era and N4L weren't able to solve it.

3.2 Audit Report to Be Corrected: This is regarding the petty cash notations and other notes made by the audit team. Need to check if all reports are factual and adjust as needed.

3.3 Complaints Policy Update: To follow up with school docs.

3.4 CMSPPA Retreat Report: They are confirmed for next year but will try their best to come before the end of 2024

3.5 Police Case: Police are not coming back to us despite communicating with them. PM asked the board whether to allow the boys back on premises.

Action: principal to write to the board his recommendation on how to proceed with this case.

3.6 The Board suggests visitors pass be issues.

3.7 Mohsin Appointed as The Privacy Officer. Document signed.

3.8 NZSBA Training: Date for NZSBA training is Saturday 22nd. Time TBC

The Board suggested setting target dates for action plans. An ETA column will be added to the Action plan.

PREVIOUS ACTION PLAN

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

Motion to be moved: The Acceptance of the October Board meeting minutes:

Moved: Mohammed Faiaz

Seconded: Ahlam Jemjoui

4. Principal's Report

4.1 The principal had verbally reported that he had to call the police because a student had brought in a suspicious object which turned out to be a firecracker. The principal to meet the student and his father.

4.2 Bruce asked for clarification on whether Carl Becker is working for the IED Trust. The principal says he is working for both. The principal added he took permission from the board in an earlier meeting in February or March to have Carl Becker work with the school

on the Staff Restructure project, unfortunately it was not recorded in the minutes at the time.

- 4.3** The principal said that for Carl's work with the maximum roll project and other projects, he had given details of the cost of his services and of what his job would be before starting work on those projects and would invoice accordingly. Unfortunately, an offer of service letter may not have been provided by him for the Staff Restructure project as he didn't not realise the scope of the work.

5. Correspondence:

- 5.1** Yearly Audit: Under MOE Guidance section there is a recommendation for the PM to review the payroll. The PM mentioned that he has been signing the SUE report, which is not payroll, but contains similar information.

Action: The principal to follow up with Farook on the recommendation that PM review the payroll.

- 5.2** Abdul Munaf Shah has retired from his teaching position and his position has been advertised in the Education Gazette.

- 5.3** It is confirmed that Bruce will continue his role as Board Advisor for 2025. The PM clarified that although the MoE calls this an Intervention, it is a different type of intervention. So, it should not affect the maximum roll increase application.

- 5.4** Board elections come up in September 2025. Bruce to get clarification on the status of AMS Board.

- 5.5** The updated 10YPP and CM was reviewed, accepted and signed off.

Motion to be moved: The acceptance of the 10YPP and the Cyclical Maintenance

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

- 5.6** Rams Groups of Cleaners Ltd cleaning contracted has been accepted and signed off.

6. Student achievement

- 6.1** Detailed achievement reports will be given in the December meeting

- 6.2** Kulsum Hussain, Safiyya Sanah Khan and Azka Ghaznavi have achieved scholarships

7. Personnel report:

- 7.1** Shanaz Mahejabin Taz application for Hajj leave has been approved on basis of LWOP.

8. Finance:

- 8.1** The canopy projects retention account has been setup. The first lot of payments have been made.
- 8.2** Draft Budget –To be reviewed by the finance sub-committee on Wed 4th Dec, at 5pm.
- 8.3** Credit cards – the PM is the one who approves the principals credit card statements; board members can be requested to have a look at them.

Motion to be moved: Approval of the October Financial report

Moved: Rehana Sher **Seconded:** Imran Mohammed

9. DP Appointment

- 9.1** The PM confirms that in a previous meeting there was a verbal discussion where principal mentioned that a DP was needed as support.
- 9.2** The PM said the school policy requires the principal and the PM to be part of the appointment panel. As the principal couldn't be part of the panel, due to a conflict of interest, and because the other senior staff were applicants, it was the PM's understanding that he had appointed Carl as his replacement. The PM wants to clarify that Carl's involvement had nothing to do with the board.
- 9.3** Ahlam asked who had contracted Carl Becker and if there were any contracts that were signed. The principal said that he had mentioned in a board meeting where the maximum roll increase was being discussed that he would need the help of Carl Becker to do it. It wasn't recorded in the minutes of that meeting.
- 9.4** The PM stated, on the DP appointment, that the panel was a balanced panel and that they had all come to an agreement that the Mohammed Rizwan Hussein was the best candidate for the DP role.
- 9.5** The PM asked if there were any objections in Mohammed Rizwan Hussein being elected as the DP. No one had any objections.

10. Carl Becker

- 10.1** Bruce says he has no issue with Carl, but the way in which he was brought on board. There needs to be a proper contract outlining what he's going to deliver and estimated costs.
- 10.2** Bruce recommends moving to a DP but put the AP appointment process on hold. There won't be a maximum roll increase in 2025. Advertisements can be made externally for the AP role in the latter part of 2025 as the role increase will generate increased staffing. Carl agrees with that approach.
- 10.3** The DP role will be in effect from starting of 2025. It was suggested for Rizwan to start the DP role immediately so as to be ready for next year.

- 10.4** The principal pointed out that the staffing allocation should allow for an externally appointed AP to replace Rizwan in the primary school. The school won't appoint 2 APs in primary, just 1 should be appointed to replace Rizwan and apply externally.
- 10.5** The PM said Carl is to be given a request for a 'Statement of Work' for the work done on the Staff Restructure and he is to be given a Conflict-of-Interest form. This is to clear the process of the DP appointment.
- 10.6** The PM confirmed that the DP role will be appointed but the AP role will be held. Principal is to come back with more data on this and the Board will review it again.
- 10.7** The principal said staff will be informed that the board has decided on the appointment of the DP role, there will be no further appointments, and the Staff Restructure is on hold.
- 10.8** The PM asked if it's possible to have an internal staff fulfil the role of AP. The principal said one of the senior primary staff members could fulfil the role as Acting AP.

Action: The board will get in touch with Carl Becker to get his statement of work.

Motion to be moved: Board agrees on the recommendation of the appointments panel of the Deputy Principal. The principal removed himself from the interview process and the voting due to disclosed conflicts of interest.

Motion was put to a vote: All in Favour

11. Canopy

- 11.1** Craig is not performing as a project manager. The consent hasn't been lodged yet.
- 11.2** Shade Systems says the project has been delayed because of the contract signing.
- 11.3** They can have structure up at the latest in the first week of term 1
- 11.4** Imran will contact Shade Systems and ask them for a few progress meetings
- 12.** Imran will make some calls to see the progress of the building consent.

The PM Suggests that the board make a statement in the school newsletters starting from 2025.

Meeting ended with dua 10:07
Next Meeting dated for 9th December 2024, 6PM

CURRENT ACTION PLAN

	Action	Responsibility	Progress	ETA
1	Look into fixing the board email issue.	Mohsin		By DEC meeting
2	Update the complaints policy around the school and on the website.	Mohsin/Principal		By DEC meeting
3	Provide recommendations to the Board on how to deal with the two ex-students.	Principal		By DEC Meeting
4	Principal to follow up with Farook on the Auditors' recommendation about PM approving Payroll.	Principal		By DEC meeting
6	The Board to request Carl for a Statement of Work.	Principal		By DEC meeting

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

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