



NG-CDF BOARD

National Government Constituencies Development Fund
KIMILILI CONSTITUENCY
P.O BOX 60-50204-KIMILILI
CDF BUILDING
Email: cdfkimilili@cdf.go.ke | Website: www.kimilili.go.ke
Mobile: 0743807499

OUR REF: CORR/ NG-CDFB/2020/21-001

DATE: 5TH MAY 2021

TO
CHIEF EXECUTIVE OFFICER
NG-CDF BOARD
P.O BOX 46682-00100

NAIROBI

Dear Sir,

RE: CHANGE OF PROJECT NAME

The above subject matter refers.

In the financial 2020/2021, we submitted project proposal and was approved, in which the school Didmus Barasa DEB primary school was allocated KSh. 900,000.00 towards Purchase of 1 acre of land and processing title deed and Kshs. 5,465,000.00 as the initial funding for construction of 8 Classrooms .

As per the school schools registration no 39512000384, the registration Name is **Punda Primary School**. The NG-CDFC minuted resolution vide min no 08/KIM/NGCDF 02/03/2021 that the code list and project proposal be amended from Didmus Barasa D.E.B primary school to Punda Primary School. (See the attached supporting documents)

Sincerely



Peter Agoi Kibisu
FUND ACCOUNT MANAGER

Vision: Equitable social-economic development countrywide



ISO 9001:2008 Certified

MINUTES OF KIMILILI NG-CDFC HELD ON 2ND MARCH 2021 HELD IN THE KIMILILI NG-
CDF BOARDROOM

MEMBERS PRESENT

1. HILLARY WAFULA - CDFC CHAIRMAN
2. CELESTINE WALIAULA - CDFC SECRETARY
3. PETER AGOI KIBISU - FAM
4. WYCLIFFE SIMIYU - CDFC MEMBER
5. ENOCK OBWAKA - CDFC MEMBER
6. ELIZABETH WEKESA - CDFC MEMBER
7. MARY MUNANDA - CDFC MEMBER
8. JACKLYNE KITUI - CDFC MEMBER
9. DANIEL MULONGO - CDFC MEMBER
10. PHILIP MUTAI - ACC

AGENDA

1. Adoption of the agenda
2. Preliminaries
3. Punda Primary School
4. Formation of Sub Committees
5. Contract of Staff Members/Renewal of Contract
6. Payments

MIN 05 KIM NG-CDFC 02/03/2021 PRELIMINARIES.

The chairman called the meeting to order and requested Mr. Wycliffe Simiyu to give a word of prayer at 10:30 a.m. This was followed with self-introduction from members.

MIN 06 KIM NG-CDFC 02/03/2021 ADOPTION OF THE AGENDA

The secretary read through the agenda of the day as a basis for discussion and the committee accepted the adoption of the agenda.



HB
Celestine

MIN 07 KIM NG-CDFC 02/03/2021 READING OF PRVIOUS MUNUTES WITH A VIEW OF ADOPTING THEM

The secretary read through the previous minutes. The minutes were proposed by Wycliffe Simiyu and seconded by Mary Kisuya to be the true minutes and adopted by the committee.

MIN 08 KIM NG-CDFC 02/03/2021 PUNDA PRIMARY SCHOOL

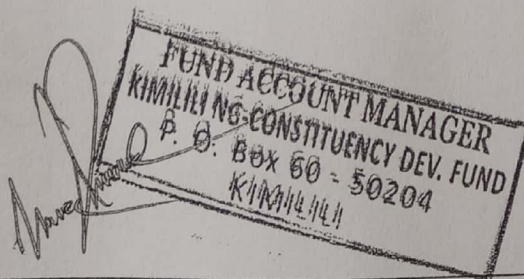
The Chairman briefed members about the school challenges and what the community was facing. He said the school was registered as Punda Primary school but the NGCDF committee had forwarded the name Didmus Barasa D.E.B primary school to the NGCDF Board for the construction of 8 classrooms at total cost of Kshs 9,600, 000.00.and Kshs. 5,465,000.00 had been approved in the financial year 2020/2021.

Resolved That: Fund account manager communicate with the NGCDF board to change the name to Punda primary school since Didmus Baraza D.E.B primary does not exist.

Furthermore, the committee was informed that the contractor M/s Rom Son Holdings Ltd undertaking works at Punda primary school at a tender sum of Kshs. 5,120,000 for proposed construction of three number classrooms and sanitation block had abandoned the site with works on slab level for the three classrooms and sanitation blocks two in number three door each, but with poor workmanship and substandard works thus the community was not happy with the work that is ongoing, and requested to seek clarifications from PMCs and stake holders since the work done was substandard. They also requested the Clerk of works to attend the next site meeting.

Resolved That:

1. The clerk of works to appear in the next meeting to clarify and substantiate whether he was involved or not in the supervision of the project
2. The members were urged adhere to the procedures for better project management.
3. The NGCFC and the PMC and other stakeholders meet at the site and address the issues. A date for the meeting to be set later.



Wycliffe

H. B. B.

MIN 09 KIM NG-CDFC 02/03/2021 NGCDFC SUB - COMMITTEES

The following were nominated as members of the sub committees mentioned as follows:

4. **Complains Committee.**

- a) Wycliffe Simiyu – Chairperson
- b) Daniel Mulongo
- c) Elizabeth Wekesa
- d) Celestine Waliaula

5. **Bursary Committee.**

- a) Obwaka Enock - Chairperson
- b) Mary Kisuya
- c) Jacklyne Kituyi
- d) Daniel Mulongo

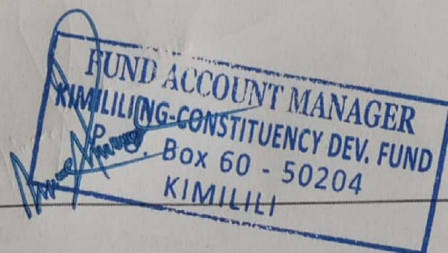
MIN 10 KIM NG-CDFC 02/03/2021 STAFF RENEWAL OF CONTRACT

The committee was informed that the contract for the following staff had expired on February 18th 2021

- | | |
|---------------------------|--------------------|
| 1. Dorcas Khaoma Simiyu | – Clerk officer |
| 2. Metrine Nekesa Musanga | - Accounts clerk |
| 3. John Wanyonyi Masungo | - Clerk of works |
| 4. David Kipchori Wasike | . office messenger |
| 5. Carolyn Wamalwa | - office Assistant |

The committee was informed of the following contributions and attributes each staff had as follows:

- Metrine Musanga was recommended for being punctual in preparation of financial reports, committed to her work and Very polite.
- Dorcas Khaoma was recommended as a time manager, submits proposal yearly on time, committed to her work and does online proposal well.
- David Kipchori was recommended as being at work all the time, jovial and disciplined.



Wekesa
HB

- John Situma Khisa who was employed as NGCDF driver and whose contract had expired end of September 2020 was unpredictable, indiscipline and arrogant.
- John Wanyonyi Masungu has been undertaking his duties and it has been noted that there has been various complains emanating from projects he is supposed to supervise in terms of technical aspect and to some extent misconduct, and disrespect to some committee members.

The committee resolved that:

- The contracts for Dorcas Khaoma, Metrine Musanga and David Kipchor to be renewed for 2 years effective from 1st March 2021.
- The contracts for Mr. John Situma Khisa and Caroline Wafula should not be renewed.
- The contract for Mr. John Wanyonyi Masungu should be put on hold until pending issues are resolved.

MIN 11 KIM NG-CDFC 02/03/2021 PAYMENTS

The committee resolved for the following payments be done:

- The committee allowances for the meeting of kshs. 52,000
- The Punda primary school meeting allowances of kshs. 52,000

There being no other business the meeting ended with a word of prayer from Mary Munanda at 1.00 p.m.

Approved for Circulation by;

Signed..... *H Bwaka* Date..... *9/3/2021*

Chairman

Signed..... *Katelestine* Date..... *9/3/2021*

Secretary

Confirmed by;

Signed..... *H Bwaka* Date..... *9/3/2021*

Chairman



Katelestine
H Bwaka

Signed W. Delosme Date 9/3/2021

Secretary

W. Delosme
FUND ACCOUNT MANAGER
KIMILILING CONSTITUENCY DEV. FUND
P. O. Box 60 - 50204
KIMILILING

W. Delosme

H. Bunt



Serial No. MOE _____

Ministry of Education, Science & Technology
State Department of Education

CERTIFICATE OF REGISTRATION FOR BASIC EDUCATION INSTITUTES.

Name of Institution		PUNDA PRIMARY SCHOOL									
Location		Plot/L.R No. KIM/KIM/497		Zone: KIMILILI CENTRAL		Sub-County: KIMILILI		County: BUNGOMA			
Contacts		Postal Address: BOX 756		Town: KIMILILI		Code: 50204		Email:		Telephone:	
Category (Public, Private)		PUBLIC									
Management		Name of Manager: B.O.M									
Institution's Characteristics (Insert)		Boys only		Girls only		Mixed		Day only		Boarding	
Level approved (Insert)		ECDE		Primary		PRIMARY		320		80	
Approved Maximum admissions per level		80		320		80		320		80	
Curriculum offered		8.4.4		8.4.4		8.4.4		8.4.4		8.4.4	
CEB-Approval Minute No.		MIN.08/08/2019		MIN.08/08/2019		MIN.08/08/2019		MIN.08/08/2019		MIN.08/08/2019	
Dated		30/08/2019		30/08/2019		30/08/2019		30/08/2019		30/08/2019	
Name of Sponsor:		Regular		Special		APBET		TIVET		MDT	
Status of the registration		PROVISIONAL									
Date of registration		12/11/2020									
Official Rubber Stamp											

NOTE

1. This certificate is the property of the Ministry of Education, Science and Technology and must be displayed in the main office of the institution at all times.
2. This certificate is issued without alterations whatsoever.
3. For any changes, on the particulars of the institution, a new application for registration MUST be made.
4. It is illegal to run an institution without a valid registration certificate.
5. This certificate is not transferable.

Certificate Date 11/03/2021

Personal Identification Number

P052000602Z

This is to certify that taxpayer shown herein has been registered with Revenue Authority

Taxpayer Information

Taxpayer Name	PUNDA PRIMARY SCHOOL
Email Address	PUNDAPRIMARYSCHOOL@GMAIL.COM

Registered Address

L.R. Number : N/A	Building N/A
Street/Road BUNGOMA	City/Town : BUNGOMA
County : BUNGOMA	District Kimilili District
Tax Area Kimilili	Station BUNGOMA
P. O. Box 756	Postal Code 50204

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till	Status
1	Income Tax - Company	11/03/2021	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.

**MINUTES OF BOM/PMC MEMBERS HELD ON 13-3-2021 AT
PUNDA PRIMARY SCHOOL AT 11:32 A.M**

MEMBERS PRESENT

- | | |
|----------------------|-------------------------|
| 1. Fred S Matiibo | -Chairperson BOM/PMC |
| 2. Esther Nandutu | -Secretary/PMC |
| 3. Scholastic Mauko | -Treasurer/BOM |
| 4. Elijah Mutambo | -BOM member |
| 5. Daniel Mulongo | -PMC/CDF Representative |
| 6. Brenda Wanjala | -BOM member |
| 7. Rose Sisungu | -BOM member |
| 8. Titus Wakhungu | -PMC member |
| 9. Lidya Mukhwana | -BOM member |
| 10. Florence Wanyama | -BOM member |

ABSENT WITH APOLOGY

1. Bridget Wachilonga

AGENDA

1. Opening prayer
2. Introduction
3. Previous minutes
4. School name
5. School PMC account
6. Cheque book
7. Appreciation letter
8. Adjournment

MIN 01/03/2021: OPENING PRAYER

The meeting was opened by a word of prayer from Florence Wanyama.

MIN 02/03/2021: INTRODUCTION

There was self introduction by each member.

MIN 03/03/2021: PREVIOUS MINUTES

The secretary read the previous minutes and was seconded by Elijah Mutambo.

MIN 04/03/2021: SCHOOL NAME.

The school name at first was Punda F. Y.M Primary School. Education officers who visited the school on 5th January 2018, suggested that the community should change the school name to a better name. The community, BOM members together with education officers decided that the school name be Didmus Barasa D.E.B Primary School as per minute 01/03/2021 of the meeting held on 5th January 2018.

On 27/10/2020 the below named education officers came to inspect the on-going project at the school.

1. Caleb Omondi-CQASO from Bungoma
2. George O Okoth-SCDE from Kimilili
3. Tsimanco Godwin-SCQASO from Kimilili

The officers decided not to register the school in a politician's name as (Didmus Barasa D.E.B primary school). Instead they registered it as PUNDA PRIMARY SCHOOL on 12/11/2020 and its registration number is 39S12000384.

MIN 05/03/2021: SCHOOL PMC ACCOUNT:

The PMC NG-CDF account was opened on 11/3/2021 in Co-operative Bank Kimilili Branch

Account name is PUNDA PRIMARY SCHOOL and the account number is 01141644046100.

The signatures are:

- | | | | |
|------------------------|-----------------|-----------------|------------|
| 1. Fred Simiyu Matibo | -BOM Chairman | -ID NO.4393449 | -Alternate |
| 2. Esther Nandutu | -Secretary(H/T) | -ID NO.25616415 | -Mandatory |
| 3. Scholastic M Matibo | -Member | -ID No.9238516 | -Alternate |
| 4. Daniel Musamali | -CDF Rep | -ID NO.36647885 | -Mandatory |

MIN 06/03/2021: CHEQUE BOOK.

The school should have a cheque book to facilitate the payment of the PMC project.

MIN 07/03/2021: APPRECIATION LETTER.

The PMC, BOM and the entire community members have agreed to write an appreciation letter to the M.P Kimilili constituency to thank him for registering their school, purchasing of land and construction of nine class rooms.

MIN 08/03/2021: ADJOURNMENT.

There being no other business, the meeting was closed with a word of prayer from Titus Wakhungu at 1:48 P.M.