

**KIBINGEI GIRLS SECONDARY SCHOOL**  
**P.O BOX -20201**  
**KABIANGA**

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**2<sup>ND</sup> MINUTES FOR PROPOSED CONSTRUCTION TO COMPLETION OF DORMITORY AT  
KIBINGEI GIRLS SECONDARY SCHOOL HELD ON 19<sup>TH</sup> MAY 2022 AT SITE**

**INATTENDANCE**

**DESIGNATION**

1. ENG. JAIRUS ORORA	CWO/PROJECT MANAGER
2. SHARON KAPTO	FUND ACCOUNT
3. BILL ALAN	CONTRACTOR
4. KENNETH KETER	COM
5. KIPROTICH NGENO	SCHOOL BURSAR
6. MARY KORIR	PRINCIPAL
7. KIRUI WESLEY	D/PRINCIPAL
8. KEMBOI DENNIS	COW

**PROJECT DATA**

1. PROJECT COMMENCEMENT DATE	March 2021
2. PROJECT DURATION	2 F/Y
3. REVISED COMPLETION DATE	01/08/2022
4. PROJECT ELAPSED PERCENTAGE	40%

**FINANCIAL DATA**

1. PROJECT REVISED SUM	KSH. 6,863,631.80
2. PAYMENT TO CONTRACTOR	KSH. 2,648,358

**AGENDAS**

1. WAY FORWARD ON THE STALLED DORMITORY
2. A.O.B



ITEM	DESCRIPTION	ACTION
<b>1.00.00</b>	<b>INTRODUCTION</b>	
01	The meeting started at 10.30 Am with a word of prayer from Mary Korir	
02	The principal welcomed members and requested for self-introduction	
03	Members agreed by starting with inspection and then have a meeting later	
<b>1.10.00</b>	<b>INSPECTION</b>	
01	Members noted that the works stalled at roofing	
02	Members noted that the contractor had abandoned site for more than 6 months	
<b>1.20.00</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
01	The project manager informed members that all variations are captured in his payment schedule	
02	Member noted all measured works were executed as per B.Q and instructions	
<b>1.30.00</b>	<b>SCHOOL PRINCIPAL</b>	
01	Informed members that there was no progress from November of 2021 to date.	
02	Informed members that the committee agreed on co-funding the project with ksh. 650,000 (six hundred and fifty thousand shillings only) from the school and the balance from Belgut NG-CDF office to cover for variations that arose after the Project Manager gave out written instructions on type of foundation to be adopted contrary to what was provided in the bill of quantities . The foundation is swampy and weak hence the need to introduce reinforced columns and slab.	
03	Requested the contractor to be back on site and speedup the completion.	
<b>1.40.00</b>	<b>PROJECT MANAGER</b>	
01	Issued a warning of 14 days to the contractor and to work on the following areas before the next site meeting <ul style="list-style-type: none"> <li>i. Completion of roof trusses and fixing of iron sheets</li> <li>ii. Fabrication of windows and doors</li> </ul>	

PRINCIPAL  
 BELGUT NG-CDF OFFICE  
 P.O. BOX 46-2247  
 NAKURU  
 Net

ITEM	DESCRIPTION	ACTION
1.50.00	<b>FUND ACCOUNT MANAGER</b>	
01	Noted that the work is extremely hence we may not get value for money	
02	She requested the contractor to be back to site	
03	Confirmed to the committee that the funds are available for completion of the project	
04	She thanked the BOM for accepting the co-funding of the project	
1.60.00	<b>CONTRACTOR</b>	
01	Thanked all members for their co-operation	
02	Informed members that the project had delayed due to initial unavoidable problems but he is ready to complete and hand over as per extension of time provides as per works program	
03	Requested the client to release payment to empower him financially	
2.00.00	<b>A.O.B</b>	
01	<p>The members agreed that the contractor to be back on site immediately and work on completion of roof and openings before the next site meeting.</p> <p>Next meeting was schedule to be on 7<sup>th</sup> June 2022 at 10.00 am.</p> <p><b>COMPILED BY:</b></p> <p>DENNIS KEMROI</p> <p>SIGN: <i>[Signature]</i></p> <p>DATE: 19/5/2022</p> <p><b>PROPOSED BY:</b></p> <p><i>KIRU! WESKET</i></p> <p>SIGN: <i>[Signature]</i></p> <p>DATE: 19-5-2022</p> <p><b>CONFIRMED BY:</b></p> <p>CHAIRMAN</p> <p>ENG. J.O ORORA</p> <p>SIGN: <i>[Signature]</i></p> <p>DATE: 19/5/2022</p>	

