

MUKARARA PRIMARY SCHOOL

BOM MEETING HELD ON 28.01.2020

Members present

1. Mrs. Kemboi Beatrice- H/ teacher/ Secretary
2. Juliet Kinyua – Chairperson
3. James Machua – Treasurer
4. Lucia Kihia – Education Board
5. Samuel Mugo – P.A Chairman
6. Symon Maina – D/ head teacher
7. Joyce Mulwa – G4 representative
8. Joseph Mbuki Kinyanjui – PCEA Mukarara
9. Solomon Kasule – BOM Member
10. Lucy Gitonga – PCEA Mukarara
11. Hannah Kanyi – Class representative 8
12. Elizabeth Nekesa – Class representative 7
13. Joan Imbala – Class representative 6
14. Peter Ngugi – Teacher's representative
15. Jane Karanja – BOM Member

AGENDA

1. Opening prayers
2. Welcome and introduction
3. Reading and confirmation of previous minutes.
4. Matters arising.
5. BOM –Committees
6. NG-CDF renovations.
7. Academics.
8. Class meetings and AGM.
9. School funds.
10. A.O.B

Min 01/01/2020 PRAYERS

The meeting started with prayers led by Samuel Mugo at 10.15am.

Min 2/01/2020- WELCOME AND INTRODUCTION

The head teacher welcomed all the members present after which those present did self-introduction.

Min 03/01/2020 - READING AND CONFIRMATION OF PREVIOUS MINUTES

The meeting of the previous meeting were led and confirmed.

Proposer: Joan Imbala

Seconded: Solomon Kasule

Min 04/01/2020 - MATTERS ARISING

P.C.E.A Church has forwarded its members to the BOM and the BOM Chairperson Juliet Kinyua.

She automatically become signatory to Schools accounts.

Min 05/01/2020- BOM COMMITTEES

The following member were appointed to be in charge of various committees as stipulated in the Basic Education Act.

1. Academic committee

- i) Joseph Mbuki Kinyanjui
Proposer: Hannah Kanyi
Seconded: Elizabeth Nekesa.
- ii) Joyce Mulwa
Proposer: Joan Imbala
Seconded: Hannah Kanyi

2. Environment committee

- i) Solomon Kasule
Proposer: Samuel Mugo
Seconded: Elizabeth Nekesa
- ii) Lucy Githang'a
Proposer: Hannah Kanyi
Seconded: Joyce Mulwa

3. Finance committee

Automatic: the head teacher – Mrs. Kemboi

: The Chairperson – Juliet Kinyua

: The treasurer – James Machua

: P.A Chairperson – Samuel Mugo

4. Food and nutrition/ Feeding programme.

i) P.A Chairperson – Samuel Mugo

ii) Parent representative – Jane Karanja

Min 06/01/2020: RENNOVATIONS

The first phase renovation of 5 classrooms was done but the work is unsatisfactory and this would be followed up through the constituency office for the roofs are leaking. Retention fee for this project has not yet been released. 6 out of 8 classrooms have been renovated at a cost of 4.4 million shillings while the remaining 2 are almost done at a cost not known.

The NG-CDF Dagoretti South is also building a community kitchen which will be used for food preparation and distribution to other schools in the constituency.

Learners will be paying through M-pesa using a tap to eat gadget.

There is also a plan to construct 8 pit latrines by the CDF with a proposal of putting up a tank near the toilets.

The committee also revised what had been discussed during the BOM meeting in 2018 regarding the sourcing of a financial ^{support} to put up a secondary school so that the 100% transition of the pupils is realized.

The executive was asked to visit the CDF office or Write a letter for consideration

Min 07/01/2020: ACADEMICS

The main objective of School reestablishment is academic. The BOM should strategize on how to improve academic standards bearing in mind that last year's candidates performed very properly taking position 16/16.

Main challenges identified included:

- i) Lack of parental commitment in Children wellbeing.
- ii) Lack of good nutritional food for majority of the learners.
- iii) Parents not paying up school support fee of Ksh 200 until the learners are sent home.

iv) Lack of innovation for learners and teachers.

Class representatives were given the tasks of discussing strategies of improving academic standards in the class minutes scheduled as below:

Friday 31ST January – std 8

Monday 3rd February – std 7,6,and 5

Wednesday 5th February – Grades 1,2,3 and 4

During class meetings, the class representative will chair the meeting.

It was proposed that the School set aside an academic day.

The date for the AGM will be set in Goveretion with the area MP John Kiarie to consider with the handing over of the build and renovated facilities.

Min 09/01/2020: SCHOOL FUNDS

The board unanimously agreed to continue with the levy of Kdh 200 per child per month to support School activities.

The government in term one has given ksh 100 per child in account 1 and ksh 344 in account 2. GPA.


The head teacher informed the board that the School owes the School supplies some money from last term bills on stationary supplied and that this term she had also delivered some for to be paid with the current fund.

Members agreed that the School need to employ more teachers and improve infrastructures especially the desks and chairs for lower grades. Members present adopted the presented budget and agreed that there was need to look for well-wishers to sponsors meals for our learners who are going hungry hence not concentrating during lessons.

Min 10/01/2020 A.O.B

- P.C.E.A Mukarara used to sponsor a teacher and headteacher committed to writing a letter on the same as the funds had been directed to assist needy learners.
- During AGM local leaders would be invited.
- Class representatives were challenged to know their parent and work tirelessly to support the School. The greatest challenge in the area is Parents mind set.
- The Church-PCEA Mukarara was tasked with the responsibility of conducting guidance to the parents mentally and spiritually.
- The School needs WI-FI for ICT lessons and feedback giving to the government as this is the new trend.
- The head teacher appreciated the Church- PCEA Mukarara for the generous contribution of 70 chairs.
- The board agreed that support staff will be contracted for a period of 3 months through a written document which can be renewed.
- The staff needs to apply for the jobs at the end of the term for renewal.
- PCEA Mukarara through the youth pastor has been allowed to take care of the learner's spiritual welfare from 3.10 to 4.30 pm every Tuesday.
- Member were requested to be on the lookout and facilitate learner's transition to Secondary School and colleges.
- Teacher's motivation was discussed and it was agreed that a letter of appreciation would be given to deserving teaching inclusive of a token. This may also include an outing at the end of the term.
- Need to bring together ALUMNI of this School was discussed for they can be of great impact to the School. Proposal was that a cup of tea would be prepared to bring them together.

Without any other business to transact the meeting ended with prayers led by Lucy Githang'a.

CONFIRMED
chairman: JAMES MAETHUA 
secretary: Beatrice K. Malweji 