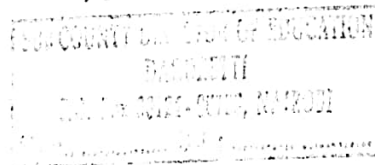


MUKARARA PRIMARY SCHOOL B.O.M MEETING HELD
ON 15/06/2018 IN THE HEADTEACHER'S OFFICE.

MEMBERS PRESENT.

- 1) Mrs KEMBOI – H/TR Secretary
- 2) Mr Maina – D/HT
- 3) Samuel Mugo
- 4) Samuel Kigotho
- 5) Gerald Muchugia – Chairman
- 6) James Macharia – Treasurer
- 7) Mr Peter Ngugi
- 8) Felister Wangui
- 9) Justus Mochire
- 10) Daniel M. Kariuki
- 11) Jane N. Karanja
- 12) Lucy Githang'a
- 13) Solomon Kasule
- 14) Rose Wanjiru.

Confirmed
[Signature]



The meeting started with prayers.

AGENDA.

1. Reading and confirmation of previous minutes
2. Matters arising
3. F.P.E funds
4. School garden
5. Security
6. School strategic plan.
7. A.O.B.

MIN 01/06/2018 : READING AND CONFIRMATION OF PREVIOUS MINUTES.

The minutes were read by the secretary H/TR and were proposed by Lucy Githang'a and seconded by Solomon Kasule.

MIN 02/06/2018 : MATTERS ARISING.

Class meeting were held as planned and parents were cooperative.

- (1) The AGM was held and C.S.O was in attendance.
- (2) However it was realized that class issues were raised during the AGM and this will hence forth not be allowed.
- (3) BOM members were challenged to be attending class meetings.
- (4) Class meeting attendance for grade 2 and Std 4 was very low.
- (5) To enhance payments by parents Ksh 200 agreed during the AGM to help the school to run members agreed that only learner who have paid for meals will be fed.
- (6) Members assigned to visit next and MP had not yet visited them.
- (7) On NEMIS registration majority of the parents had not yet forwarded birth certificate for their children.
- (8) Proposed class meeting were scheduled as follows :-

Classes 6,7,8 – 4 and 5 and grade 1,2 and 3 in early July

MIN 03/06/2018 : F.P.E FUNDS.

The headteacher reported to the members that the school had not received funds from the government because the banker Standard Chartered Bank had closed the account reasons being inavailability of school's registration certificate.

She explained the steps she had made to activate the account by visiting the Sub-County director of Education as well as the county directors office.

The bank received a memorandum to be signed with the school that has been done but the account is still dormant.

MIN 06/06/2018 :- SCHOOL STRATEGIC PLAN.

Areas identified as to requiring immediate action included

- 1) Water points that are leaking.
The taps need to be replaced with durable ones
- 2) Election of water tank at the lower classroom.
The tank was provided by area M.P
- 3) Placing of flag post near the quadrangles
- 4) Renovation of entrance to the learner's toilets to reduce water logging

Other areas to be attended to include :-

- 1) Renovation of science room near the senior teacher's office.
- 2) Replacing of window panes to reduce coldness in the classes so as to make the learning environment better.
- 3) The whole school need painting when funds are available.
- 4) Leaking roofs in some classes that have asbestos roofing.
- 5) Long term project of existing perimeter wall for security purpose.
- 6) long term project of setting aside a piece of land for the construction a secondary school

It was realized that a new strategic plan need to be drafted to mobilize resources for the school.

MIN 07/06/2018 A.O.B

The following issues were discussed.

- (i) The school will agreed hold fund raising in March 2019.
- (ii) There is a well with enough water near the kitchen that can be used to farm in the green house.
- (iii) Dusting of the school compound to reduce mad.
- (iv) Felistus and Mochine were given the responsibility of following this up.
- (v) Mochine was assigned the responsibility of contacting the person in charge of education in the county.
- (vi) Our security man needed uniform and security room redesigned.

- (vii) Modifying the office for the secretaries office.
- (viii) Establishment of mud scrappers.
- (ix) Youth using school facility help in clean up.
- (x) The school clerk had been deployed to city hall hence need for school's clerk.
- (xi) Headteacher and deputy headteacher office door to be replaced and metallic one to be placed at the science room.

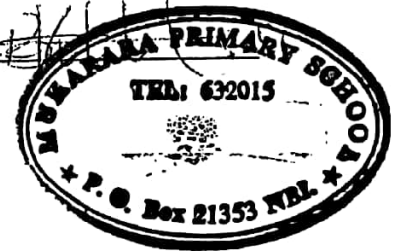
All classes requires metallic door with time.

It was agreed that the next meeting would be held in term 3 and the meeting ended with prayers led by Jane.

CONFIRMED

CHAIRMAN: GERALD MUCHUGIA SIGN: [Signature]

SECRETARY: BEATRICE K. NIALWEYI SIGN: [Signature]



Mukarara Primary School.

PO BOX 21353 – 00505

NAIROBI

4/8/2020

TO THE NG-CDF MANAGER,
DAGORETTI SOUTH CONSTITUENCY.

Dear Sir/ Madam.

**REF: ESTABLISHMENT OF A SECONDARY SCHOOL AT MUKARARA
PRIMARY SCHOOL.**

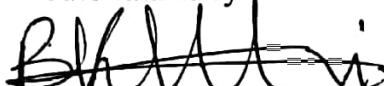
With reference to our BOM Meeting Held on 15th June 2018, the members wished if there would be an establishment of a secondary school on the vast piece of land that the school has.

Our school is sitting on a 10-acre piece of land. The committee wished if the land was used wisely, then most of our pupils who complete primary education will join the secondary school with ease.

The issue was also mentioned in our BOM meeting held on 28th January 2020. We have attached copies of our meeting minutes

We humbly ask your able to put into consideration our humble request.

Yours faithfully


Beatrice K Malweyi.

Headteacher/ Secretary BOM

