



National Government Constituencies Development Fund

Narok South Constituency

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**NAROK SOUTH NG-CDFC MINUTES FOR MEEETING HELD ON 16<sup>th</sup> JUNE 2023 AT CDF COMPLEX BOARDROOM**

**MEMBERS PRESENT**

Name	Gender	Designation
1. NKOITOI DANIEL LEDAMA	M	CHAIRMAN
2. SELLY CHEPKEMOI MARISIN	F	SECRETARY
3. PAUL PARSEKONTE NKOITIKO	M	MEMBER
1. PARKIPUNY OLE KOSIOM	M	MEMBER
4. LILAH MARYANN FLAVIAN	F	MEMBER
5. JOSEPH KESWE LENKUME	M	MEMBER
6. KASISI OLE OLOGESO	M	MEMBER
7. CHELANGAT JOSPHINE	F	MEMBER
8. WILLIAM SAITOTI	M	FAM

**ABSENT WITH APOLOGY**

1. FELIX KISALU	M	DCC
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The manager welcomed everybody and was opened with a word of prayer from Mr Paul. The chairman welcomed and he gave us the agenda.

## AGENDA

1. Funds Disbursement
2. NGCDFC Staff Training
3. Projects Re-Submission
4. AOB

## MIN 01/06/22/23 FUNDS DISBURSEMENT

The Fund Account Manager Informed the members that Ksh 15,000,000 has been disbursed by the Baord on Friday, 15<sup>th</sup> June 2023. The members allocated the funds as follows

Name of Project	Total Allocation		Balance From the Board
Administration/Recurrent	8,414,830.00	1,710,415.00	1,308,365.00
Constituency Oversight Committee	750,000.00	-	750,000.00
M&E	4,582,415.00	2,800,000.00	492,415.00
Bursary Activities	45,800,000.00		-
Primary School Projects	12,806,950.00		10,600,000.00
Secondary School Projects	46,194,000.00		46,194,000.00
Sports Activities	2,554,943.00	2,515,625.00	39,318.00
Environmental Projects	2,006,677.00	-	796,677.00
Emergency	7,637,359.00	208,400.00	6,791,959.00
Roads	18,500,000.00	4,745,560.00	13,254,440.00
Strategic Plan	3,500,000.00	2,980,000.00	520,000.00
<b>Total</b>	<b>152,747,174.00</b>	<b>15,000,000.00</b>	<b>80,747,174.00</b>

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**MIN 02/06/22/23 NGCDFC STAFF TRAINING**

The Fund Account Manager informed the members that there will be staff Training starting 19<sup>th</sup> - 23 June 2023 at Kunste-Nakuru. The members discussed and approved the budget for the activity

**MIN 03/06/22/23 PROJECTS RE-SUBMISSION**

The Fund Account Manager informed the members that **Sagamian Secondary School** has requested for change of activity from Purchase of 2acres of Land to Construction of One Classroom (Ksh 1,100,000) and Toilets (Ksh 700,000). The reason being the seller has already sold the piece of land to another buyer. (Attached is the request from the school)

The meeting ended with a word of prayer by Selly. The meeting was adjourned at 1430HRS

Minutes prepared and written by



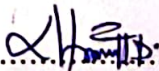
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June 16, 2023

Selly Marisin

Secretary

Confirmed by



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June 16, 2023

Ledama Daniel Nkoitoi

NG-CDF Chairman





**Email Address: sagamiansecondaryschool@gmail.com**

25<sup>TH</sup> MAY 2023

TO:  
THE NG- CDF CHAIRMAN,  
NAROK SOUTH NG – CDF,  
P O BOX 99,  
OLOLULUNG' A.

Dear Sir,

**RE: CHANGE OF ACTIVITY**

Sagamian Secondary School was awarded Ksh. 1.8 Million for the purchase of 2 acre piece of land. In November 2022 the Board members approached a potential seller who neighbours our school and he agreed to sell 2 acres of his land but unfortunately he changed his mind the last minute. Due to limited time frame, the Board of management sat on 18<sup>th</sup> May 2023 (minutes attached) and unanimously agreed to request your office to change the activity from **purchase of 2 acres of land to;**

1. **Build a classroom at an estimated cost of Ksh. 1.1 million.**
2. **Build modern toilets at an estimated Ksh. 700,000.00.**

We hope you will consider our request.

Thank you in advance.

Yours faithfully

**PRINCIPAL**  
SAGAMIAN SECONDARY SCHOOL  
P. O. Box 157 - 20424, AMALO

Date: 25/05/2023 Sign: 

Mrs. Muchiri Rita  
Secretary to the Board.

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**THE MINUTES OF THE B O M MEETING HELD ON 18<sup>TH</sup> MAY 2023 IN THE CBC CLASSROOM.**

**MEMBERS PRESENT.**

1. Mr. Simon Terer-	Chairperson
2. Mr. Leonard Rono-	Vice Chairperson
3. Mrs. Muchiri Rita-	BOM secretary
4. Mr. Wilfred Momanyi-	PA Chairperson
5. Mr. Langat Philimon-	Member
6. Mr. Bethwel Kones-	Member
7. Mr. Michael Tirop	Member
8. Mrs. Norah Rogony	Member
9. Mrs. Ann Kirui	Member
10. Mr. Isaac Kirui	Member
11. Mr. Geoffrey Cheruiyot	Member
12. Mr. David Chesabul	Member
13. Mrs. Nancy Sang	Member
14. Mrs. Nancy Masit	Member

**IN ATTENDANCE**

15. Mrs. Sally Langat	CDF Representative Sagamian Ward
16. MR. Denis Koech	Deputy Principal ( taking minutes)

**AGENDA:**

1. Preliminaries.
2. Reading and confirmation of the previous minutes.
3. Matters arising.
4. Form four challenger exams.
5. NG – CDF activity.
6. School projects.
7. Thanks giving day/ price giving day/AGM
8. Principals' lunch and teachers' trip.
9. A O B.
10. Adjournment.

**MIN 1/5/2023: PRELIMINARIES**

The Principal took the members around the school compound to see the complete and ongoing projects, later members assembled in the meeting room and the meeting commenced at 11 a.m. with a prayer led by Madam Nancy Sang. The chairman welcomed everyone to the meeting and wished them a fruitful discussion.

## **MIN 2/5/2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of 26<sup>th</sup> October 2022 were proposed as true record by Mr. Geoffrey Cheruiyot and seconded by Mr. Wilfred Momanyi.

The minutes of the executive Board held on 2<sup>nd</sup> February 2023 were read through and proposed by Mr. Wilfred Momanyi and seconded by Mrs. Ann Kirui.

## **MIN 3/5/2023: MATTERS ARISING**

- The ward administrator promised to follow up the funding of the incomplete projects with the CDF and the county government in the next financial year ( 2023 – 2024)
- Madam Sally was requested to book an appointment with the area member of parliament to discuss the infrastructure projects in the school. Members suggested the establishment of a task force comprising of ;
  1. Mr. Simon Terer
  2. Mrs. Muchiri Rita
  3. Mr. Geoffrey Cheruiyot
  4. Mrs. Sally Langat
  5. Mr. Wilfred Momanyi
  6. Mr. David Chesapul
  7. Mr. Leonard Rono

The team shall prioritize the need of the school and present them to the Member of Parliament.

- The principal appreciated the financial support giving to the needy students by parents, teachers and well-wishers
- Mr. Charles Langat represented the Board during the principals' lunch at Muhoroni Sugar factory. He noted that there were delays before the team was allowed to the factory because of breakdown in communication, otherwise the student learnt a lot. He advice the teachers to arm the students with questionnaires for maximum concentration. Students should also give feedback to the other students after the trip.
- Books of accounts for 2021 – 2022 financial year have been submitted to the county auditor.
- The form four prayer day was a success. The deputy governor Narok County, Mr. Tamalinye Koech graced the occasion and he was accompanied by member of county assembly (MCA) Sagamian ward, MCA Sogoo ward and MCA Mara ward. They promised C+ and above students mobile phones, suitcases and cash awards. The principal thanked Madam Masit for convincing the deputy governor to attend the function. The same leaders shall be invited to our thanks giving day. Madam Masit promised to give the best KCSE students Ksh. 10,000. The best student was Brian Kirui who scored a B+ of 69 points. Members agreed to foregone their sitting allowances (Ksh.3000) in order to purchase a laptop for Brian since his parents are poor. The laptop was estimated at a cost of Ksh. 40,000. Mr. Rono promised to purchase the laptop on behalf of the Board.
- The principal was given permission by the executive Board to complete the two CBC classrooms which the contractor failed to do so. Ksh. 150,000 was drawn from the infrastructure account to;

1. Fix window panes in the two CBC classrooms and repair the broken ones in the other classes.
2. Paint the two classrooms.



### 3. Brand them accordingly.

The works were completed and the classrooms were commissioned by the sub-county director of education Narok South, Mr. Stephen Sentero.

- The principal acknowledged in writing the receipt of bursaries from the county government through the MCA as well as CDF through Madam Sally Langat. She thanked them for their continued support of the needy students in the school.
- Transfer of students in to the school is the prerogative of the principal. External pressures are unacceptably.
- Notes on the roles of BOM members shall be shared in the WhatsApp wall.

### MIN 4/5/2023: FORM FOUR CHALLENGER EXAM

The pre-mock results were analyzed as follows;

#### FORM 4 RESULTS(CHALLENGER PRE- MOCK)

GENDER	A	A-	B+	B-	B+	C+	C-	C-	D+	D	D-	E	X	Entry	Mean s marks	Mean points	Grade
JUPITER	0	0	0	0	0	2	1	3	5	6	3	20	0	40	25	2.475	D-
MARS	0	0	0	0	1	1	1	5	1	4	6	19	1	39	25.4	2.447	D-
COMBINED	0	0	0	0	1	3	2	8	6	10	9	39	1	79	25.2	2.461	D-

20 students scored D+ above. These are potential university material. Overall, girls performed fairly better than boys. The performance in Maths and Sciences was poor due to a negative attitude.

#### **Way forward**

Students should engage in thorough revision once the syllabus is completed. Motivational speakers and examiners should be invited to talk to the candidates. Teachers should give more work to the top students and aim to reduce the tail.

### MIN 5/5/2023: NG – CDF ACTIVITY.

- ✓ The school was awarded 1.8 M by the Narok South CDF Office to purchase 2 acres piece of land. In November 2022, the Board identified a potential seller just next to the school. He agreed to sell the piece of land but unfortunately he changed his mind the last minute. The Board agreed that there was no time left to look for another seller hence requested the principal to write formally to the NG – CDF chairman to request for change of activity. After a lengthy discussion members unanimously agreed to;

1. Build a classroom at an estimated cost of Ksh. 1.1 Million.
2. Build modern toilets at an estimated cost Ksh. 700,000.

Members also agreed to start fresh negotiations with other potential land sellers around the school hoping that the NG – CDF shall give us another allocation.

The Chairman and the principal were invited to a Board meeting at Tendwet Primary School which was held on 17<sup>th</sup> May 2023 to see the possibility of shifting the current boundary next to the Secondary School gate to somewhere near the primary school boys' toilet. The members recognized the possibility of sharing facilities in the near future like laboratories and therefore agreed to consult all the stakeholders and later give us a feedback. The secondary Board is willing to relocate the primary school girls' toilets to a site of their choice. They appreciated the good gestures of the secondary school.



**MIN 6/5/2023: SCHOOL PROJECTS**

**(a) Installation of fire extinguishers:**

Fire extinguishers have been installed in the tuition blocks, laboratories, dormitory, kitchen as well as in the principals' house. A two kilogram fire extinguisher was installed in the school bus. A fire drill was conducted by the supplier in order to prepare the school community in case of a fire outbreak.

A first aid kit was also delivered as part of safety measures.

(b) Due to the 100% transition government policy, the school population has exponentially grown thereby demanding the expansion of the existing facilities. IN the school kitchen a 200 litres sufuria was installed during the holiday t ease the process of meals preparations. The kitchen was also customized to allow free movement of the cooks as well as improve on safety measures. Learners can now be served meals in the shortest time possible.

(c) Due to the serious water shortage experienced in term one 2023, gutters were fixed in the three CBC classrooms to enhance water harvesting and a 10,000 litres tank was installed. Drainage system around the classrooms was also improved.

**MIN 7/5/2023: THANKSGIVING/PRIZE GIVING/AGM**

The C+ and above students as well as the most improved in all the classes shall be taken to Baraka Farm in Molo Nakuru County on 24<sup>th</sup> June 2023. This is to motivate this group of students for better performance in future. Madam Masit and Madam Ann Kirui shall accompany the team. The trip was approved. The principal was requested to invite the following guests;

- (i) Area Member of Parliament.
- (ii) Women Representative.
- (iii) Area Member of County Assembly.
- (iv) CEO Education.
- (v) CEO ICT.
- (vi) Narok County Deputy Governor.

**MIN 8/5/2023: PRINCIPALS LUNCH AND TEACHERS TRIP**

The principal would like to motivate the teachers and support staff for the B+ grade that was achieved by Brian Kirui. The academic committee proposes a visit to Kisumu City on 8<sup>th</sup> July 2023. The budget will be presented to the executive Board for approval.

Mr. Simon Terer and Geoffrey Cheruiyot shall represent the Board in this outing. The trip was approved.

**MIN 9/5/2023: AOB**

Madam Masit invited the Board members to a farmer's expo at KICC Nairobi on 6<sup>th</sup> June 2023. She will coordinate transport to the venue.

The chairman thanked the members for being punctual for the meeting.

**MIN 10/5/2023: ADJOURNMENT**

The chairman and the principal thanked the members for their positive contributions towards the agenda. There being no other business to discuss, the meeting ended at 4.30 p.m. with a prayer from Mr. Bethwel Kones.

Chairperson Simon K. Terer Sign [Signature] Date 25/05/2023.

Secretary Mrs Muchiri Reta Sign [Signature] Date 25/05/2023

**PRINCIPAL**  
SAGAMIAN SECONDARY SCHOOL  
P. O. Box 157-204.  
Date 25/05/2023 [Signature]