

2017 ANNUAL GENERAL MEETING AGENDA

1. Opening prayers
2. Confirmation of the previous minutes
3. Matters arising
4. Treasures report
5. Auditors opinion
6. Chairman's report
7. Schools report
8. Education secretary
9. Presentation of 2017 projects
10. Guest speaker
11. Election of office bearers
12. A.O.B
13. Lunch

MINUTES OF THE ANNUAL GENERAL MEETING OF LORETO CONVENT MOMBASA HELD ON THE 11TH FEBRUARY, 2017 IN THE SCHOOL UPPER HALL AT 9.00 AM

1. PTA MEMBERS PRESENT

Mr. David Arika	-	Chairman
Mr. David Langat	-	Asst. Chairman
Sr. Anastacia Mbatha	-	Secretary
Ms. Salome Ngeene	-	Asst. Secretary
Mr. Wycliffe Gitaa	-	Treasurer
Mr. Meshack Kodawa	-	Deputy Head Teacher
Mr. Gabriel Lule	-	Teacher Representative Class 7 & 8
Mr. Nicodemus John	-	Teacher Representative Std. 5 & 6
Mr. George Nabwera	-	Class Representative Std. 5 & 6
Mr. Elijah Muigai	-	Teacher Representative Std. 3 & 4
Mrs. Valerie Namanda	-	Class Representative Std. 3 & 4
Mrs. Elizabeth Gichuki	-	Teacher Representative KG1 - 2
Mr. Cosmas Makori	-	Class Representative Std. KG1 - 3

2. PARENTS AND TEACHERS PRESENT AS PER APPENDIX 1.

3. IN ATTENDANCE – GUEST SPEAKER, MR. MAINA – EDUPRO KENYA (PSYCHOLOGIST)

AGENDA

- 1 Preliminaries
- 2 Confirmation of Minutes
- 3 Matters Arising from Previous Minutes
- 4 Treasurers Report
- 5 School Report
- 6 Chairman's Report
- 7 ICT Presentation
- 8 Provincial Superior's Representative Address - Education Secretary
- 9 Guest Speaker's Address
- 10 Open Forum
- 11 Election of Office Bearers
- 12 A.O.B.
- 13 Lunch

MIN 1/02/2017: PRELIMINARIES

- The meeting was called to order by the Master of Ceremony, Mr. George Nabwera at 9:10am.
- The meeting was opened by a word of prayer by Ms. Diana Shera.

MIN 2/02/2017: CONFIRMATION OF THE MINUTES OF THE PREVIOUS AGM

The minutes were proposed by Dr. Laura Malekwa and seconded by Mr. Beattah as a true recording of what took place during the previous AGM meeting.

MIN 3/02/2017: MATTERS ARISING

- Min 4/02/2016; Auditor's Name was corrected to read Mr. Gibson.
- Min 6/02/2016; The teachers concerned Mr. Lule and Mr. Benjamin were each awarded Kshs. 10,000 by the PTA for their effort and not Kes 5,000 as the minutes stated.

MIN. 4/02/2017: TREASURER'S REPORT

- The Treasurer Mr. Wycliffe Gitaa took the members through the 2016 Audited Financial Reports of the PTA.
- The reports presented were; Income Statement (page 4), Balance Sheet (page 5), Cash Flow Statement (page 6) and Notes of the Financial Statements (page 8).
- He invited the members for responses after his presentation.
 - o Mr. Julius Matasi requested for a breakdown of the total amounts presented.
 - o Mr. Patrick Mwamburi requested for an explanation on the depreciation.
- Mr. Gitaa responded to the queries and clarified the depreciation amount charged of Kes 203,643.
- He further mentioned that the generator is currently under the PTA but working towards moving it to the school.
- The report presented was proposed by Ann Leyan and seconded by Cosmas Makori.

MIN 5/02/2017: SCHOOL REPORT

The Chairman gave a few remarks and invited the new Head Teacher Sr. Anastacia Mbatha.

Sr. Anastacia thanked all the parents for the continued support and commitment especially during the demise of the Late Teacher Vincent. She then took the parents through the school's report.

Performance & New Curriculum - She noted that the performance curve in the 2016 K.C.P.E. results had been maintained. The new curriculum is due to be implemented and the teachers will be trained. Parents were requested to be ready to receive the curriculum and confirmed that the school would give updates on the same.

Homework – she stressed the importance of parents monitoring what the children are doing. As homework is meant to be extended revision.

Security – RADAR maintains security thus keep a record of all those who come to collect children from the school. A reminder was given to parents to kindly ensure that they introduce new househelps to the security guards.

Birthdays – no birthdays will be celebrated at school henceforth. It was raised as a concern by parents that not only was it becoming competitive, but it also raised concerns on diet.

French classes – classes will continue from 8th February, 2017 and will recover the last lessons already paid for. This is for the current term (1st term) only.

Discipline – the head teacher emphasized the importance of discipline which can't be compromised. Parents were thus urged to ensure that they are part of the process.

School uniforms – concerns were raised about maintaining the school uniform at all times. Refrain from short and transparent dresses, tight shorts and full PE uniform must also be observed; proper shoes are to be worn (no leather shoes).

Technology – parents were cautioned on the use of cell phones by most children who are in whatsapp groups and are sending each other nasty messages and photos.

School Transport – a reminder was given on the transport services which are not a door to door service. Parents were also requested to cooperate with the drivers and ensure that the child being picked is that the picking point on time.

Buses – it was noted that there was a plan to get rid of some old busses and replace them with new ones. More information would be relayed to the parents.

Taskforce – appreciation was given to the respective taskforces that were strong in the various classes. However there were those that were not and needed to improve since the core beneficiaries were the pupils. Some of the functions of the taskforce are:- holding meetings with teachers/parents; design ways of motivating the pupils and motivating the pupils.

Sports – the school perfumed well during several sports competitions and the some of the results were as follows: - Football (Boys) – 1, Football (Girls) – TBC, Volleyball – TBC, Athletics – 3, Swimming (Boys) – TBC and Swimming (Girls) – 3.

Inter- Loreto sports takes place in August and parents are encouraged to come give support to the teams. A request by the school was made to consider this years' inter-school competitions to be held in Mombasa.

CCTV Cameras - Installation of CCTV cameras is one of the projects to be considered for implementation this year.

Music Festivals – the school was well represented by the KGs class in the Music Festivals and they emerged winners, 2nd year in a row! At the National Level. Hopefully they will manage to win this year and retain the coveted trophy.

Spirituality – it was noted that the school continues to nurture the Christian faith in the children and several children received sacraments throughout the year including First Holy Communion and Confirmation.

Outreach projects – financial support given to the needy brothers/sisters through the Bamba project was highly appreciated, in addition to the toilet project which would be completed.

Concerns – all parents were reminded that it is their everyday duty to talk to their children and to remind them the importance of taking care of the school property at all times.

School books – a reminder also on the need to ensure that the books are taken care of as it becomes difficult to issue others with books that are not in good shape/state.

Tuition block/swimming pool – parents were prompted to refrain from coming to both the tuition block and swimming pool area as this led to disruptions of ongoing classes.

Areas of focus 2017 – the areas of focus for the year include:- Purchasing of new buses, Computer Lab, installing CCTV, construction of a Sick Bay and improving Teachers toilets.

MIN 6/02/2017: CHAIRMAN'S REPORT

- The PTA chairman, Mr. David Arika before his address, welcomed the new members of the PTA Board members and introduced them to the parents.
 - He encouraged the parents to give their feedback on matters and welcomed the new parents to the school.
 - It was noted that last year there was an overwhelming number of applicants but due to the constraints of the capacity of the school, it was not possible to take all. New parents were encouraged to feel at home, feel free to engage the teachers, PTA, fellow parents and head teacher. He stressed on communication and that communication is key.
 - Emphasis was placed on the holistic education the institution equipped the children.
 - 2016 was an extremely challenging year but through the support from parents and teachers, challenges were overcome. These comprised of the demise of Teacher Vincent, the 80th Anniversary Celebrations and several school development projects. Special category of people who supported were the parents; with ideas, financially, and with prayers.
- A) **School Fees** – it is sad and challenging to find children outside due to lack of paying of school fees. Parents were reminded that once one makes a commitment to bring a child to school, they should then pay fees on time. If faced with challenges the head teacher has given a provision to discuss various situations/challenges.
- B) **School equipment/property** – it was noted that children were damaging school equipment. Parents were tasked to remind the children to respect the school property and equipment.
- C) **Taskforce** – Parents were urged to support and pray for the taskforces to attain the goals set for the year. Std 8 – Eng. Wanga is chairing the team this year. They had a good engaging session with a guest speaker.

D) **Lost property** – so many sweaters, track suits etc. are found lying around the school and go unclaimed. There was a parent who was ready to provide the service to label school uniforms for a small fee. Samples were presented and parents who were interested were asked to contact her after the AGM.

E) PTA Roles

- School development; there was a parent who had pointed out that the classroom furniture doesn't match the school standards. The Chairman stated that the PTA is committed to support the school to ensure the school standards are maintained.
- Education programmes – some of the programmes that the school undertakes includes benchmarking with other schools and counselling.
- Welfare; continue to undertake certain responsibilities including the prize giving day, pole fund and swimming gala.
- Sports; key sporting activities include the Sports Day and Swimming Gala with trophies/medals being awarded. Purchase of sports equipment is also critical for the games to take place uninterrupted.

F) **Key development projects** - the school will endeavour to concentrate and give priority to the purchase of two (2) new buses and the ICT project.

G) **Social issues** – one of the alumnus passed away. Bernard Osero has a son who has undergone severe depression. Requested everyone to keep praying for him.

H) **Transition** – after Sr. Gertrude's leaving, a new school head teacher was appointed to take over i.e. Sr. Anastacia Mbatha. All were requested to continue giving the same support that was accorded previously and help the transition to be smooth.

MIN 7/02/2017: ICT PROJECT PRESENTATION

- The presentation was done by Salome Ngeene who gave a background of the ICT project by the government and the milestones that had been achieved.
- The school's strategy on ICT was then presented in comparison with the current status and the vision for the year.
- The cost analysis was thereafter presented by Wycliffe Gitaa with the quotations that had been received.
- The Treasurer made an appeal to the parents (who might be experts in the IT field) to come forth and lend their advice. Seeing that the project would be costly, it would be paramount to have expert advice/guidance to ensure that high standards are maintained throughout the project and the best is implemented.

MIN 8/02/2017: PROVINCIAL SUPERIOR REPRESENTATIVE – EDUCATION SECRETARY

- Sr. Gertrude Mallya thanked the parents for the time spent in 12 years and for the support of working together to bring Loreto. She requested all to give support to Sr. Anastacia.
- She expressed her gratitude to the teachers and told them that she no longer looked at them as teachers but more as friends whom they'd journeyed together.
- She wished them all the best and reminded them to work extremely hard.
- She stressed that Loreto is committed to provide education and the best to the children thus do not discriminate children on any grounds. Thereafter she welcome Sr. Jane Francis to give her remarks.

Sr. Jane Francis (Provincial Superior/Leader Eastern Province) highlights:

- Support has been stressed and seen by the parents in Loreto Convent Mombasa.
- She noted that the PTA Chairman understands the system and is committed to it which was even highlighted in his speech; it was more of a conversation with the Parents.
- Participative leadership and responsibilities had been assigned to different people in the PTA and it showed a good spirit of togetherness and teamwork.
- She reminded the parents the importance of taking responsibility of the children and going back to the basics of parenting. She emphasized on the importance of supporting the children to build character and be more responsible.
- ICT/Finance presentations – noted that the presentations done showed transparency, openness and gave parents the opportunity to have a clear perspective and updated on the school projects. She noted that the finances were not in large amounts but the projects were the ones that were large. On the ICT project the school plans to proceed single handedly and will watch how the program will roll out.
- She endorsed both the ICT and bus projects and confirmed they will give their support. She noted that they did acknowledge that the buses do depreciate faster due to the climate and thus understand the costs on wear and tear. She noted that Sr. Anastacia has been going round with the buses and able to give an up to date report on the condition of all the buses.
- She requested all to give Sr. Anastacia the support as she started the new role. She pointed out that Sr. Anastacia has the energy that is required to do the job. Std 8 parents and children are in the lime light; give maximum cooperation.
- Kiswahili – noted that it needs to improve from last year's performance.
- Pope's Message on Love (14th February) – you should build your love and commit to it. Living together with consideration and care. To be courteous and grateful. To recognize mistakes and sincerely apologize. Do not expect perfection. Your marriage is more important than your wedding. Do not go to bed angry.
- The Sisters who were present during the AGM were then introduced to the Parents.
- She reiterated that outside catering should not bring lunch to pupils in school. The rule stands that "one either takes school hot lunch or brings packed lunch from home"
- She ended by asking for God's blessings for the entire Loreto Mombasa fraternity.

MIN 9/02/2017: GUEST SPEAKER'S ADDRESS

- The guest speaker was Mr. Maina (Psychologist) and topic of discussion was on "Parenting in the 21st Century".

- He stressed the importance of parents bringing up their children and being part of their lives. He noted that some parents bring their children to school and expect "miracles". Instead, parents should learn to know their children, their emotions etc.
- Parents were told to observe and be mindful of how they talked to their children, what they watch on TV, emphasized on respecting their emotions but be controlled.
- He reminded parents the importance of becoming a friend to the Class Teacher, talk blessings to the children, give the right information and have healthy conversations.
- Teachers were reminded not to despise any child.

MIN 10/02/2017: OPEN FORUM

- Susan – raised the issue that charging Kes 12,500 (two-way) and 9,000 (one way) for transport was high.
- A parent mentioned that it was important to motivate the children and expose them to different careers. He noted however that the programmes in place in the school are high in costs e.g. swimming, music etc. In addition, he mentioned that it was important to have parents from different professions to give motivational talks to the children.
- Bernard Mbugua – Housekeeping; he noted that girls are not able to wash/clean their own clothes especially when they move to High school. He urged parents to teach/take up the role as this comprised of Basic Parenting.
- Mr. Kiplangat – gave comments in reference to the ICT presentation. Most desktops don't use wireless; prefer to use LAN. Advised to get a Central UPS to reduce maintenance costs.
- Julius Mutasya – Buses; reconsider to have a bus that plies Mombasa West route as a number of children are also residing in the area. Sr. Jane responded and said that each bus has its own running expenses thus it might be a challenge.
- Chairman's response:-
 - Music/Sports – to look into the issue.
 - Basketball Court – relocation and general improvement of the sporting activities
 - Don't have to rely on external resources only; parents can volunteer.
 - ICT – points taken on LAN and a central UPS.
 - Buses – children used to arrive late; stuck in traffic for too long.
- Phillis Karuma – stressed on the importance of parents teaching basics to their children.
- Lydia Gathu – diet; requested the school to remove sodas from the canteen.
- Dr. Laura Malekwa – mentioned that there was a gazette notice on revised school hours i.e. 8:00am to 3:30pm. Wanted to know whether this is being implemented. Sr. Gertrude responded and they would have wait and get official communication from the Ministry.
- Stella – Books; mentioned that each child pays Kes 10,000 to the fund and yet extra books cost almost Kes 15,000. She queried why the need to add more books (supplementary books). She recommended to use only the books recommended by the Ministry (Course Books). Sr. Anastacia requested parents to consult the teachers before buying books that might not be within the curriculum.

MIN 11/02/2017: ELECTION OF THE PTA OFFICE BEARER'S

The following seats were elective posts.

- ❖ Assistant Treasurer

The names were proposed and seconded as follows;

Asst. Treasurer:
Lawrence Opiyo

Proposer
Hellen Omondi

Second
Joseph Mwangi

Lawrence was voted unopposed as the Assistant Treasurer.

MIN 12/02/2017: A.O.B

- Maurice Ochieng – stressed on the challenges faced on nurturing children sitting for exams. Motivation for children requires parents to support with financial contributions and co-operate.
- Alex a parent requested for feedback on the survey done on the bus transport. Currently lives in Ukunda.
- Charles Murithi made a request on the school to consider having a boarding facilities for the Std 7 & 8.
- Mr. Langat (Asst. Chairman) gave the vote of thanks.
- There being no other business the meeting ended at 2.22pm with a word of prayer.
- Members proceeded to the lower hall for lunch.

for **CHAIRMAN**

David Langat (Name)

 (Signature)

08/02/2018 (Date)

SECRETARY

SR. ANASTASIA (Name)

 (Signature)

08/02/2018 (Date)