



NYALI PRIMARY SCHOOL & KINDERGARTEN

Links Road - Nyali

P. O. Box 81050,
Mombasa.

Tel: 041-471120, Fax: 041-475632

The Mombasa Parents Club

19th August, 2024

TO: ALL CLUB MEMBERS

Dear members,

**RE: MINUTES OF THE CLUB'S ANNUAL GENERAL MEETING HELD
ON 16th MARCH, 2024**

I refer in reference to the above named subject.

Article 48 of the Club's Constitution stipulates that the Hon. Secretary of the Club is to distribute the minutes of every Annual General Meeting and Special General Meeting within 21 days after such a meeting.

The regrettable events that followed the successful Annual General Meeting held on 16th March, 2024, which are well known to members meant that my hands were tied in complying with the timelines provided in the Club's Constitution.

The foregoing notwithstanding, kindly find herein, the minutes of the Annual General Meeting held on 16th March, 2024, for your perusal and records.

Yours Faithfully,


TAMIM LEWA
HON. SECRETARY
MOMBASA PARENTS CLUB



THE MOMBASA PARENTS CLUB

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON SATURDAY 16th MARCH 2024, AT THE NYALI SCHOOL

MEMBERS PRESENT

- | | |
|--------------------------|-------------------------|
| 1. BEN GITONGA | - CLUB CHAIRPERSON |
| 2. PAUL MUNYAO | - HON SECRETARY |
| 3. FEISAL ABEID | - VICE CHAIRMAN |
| 4. MR. MICHAEL WANGAMATI | - HON. TREASURER |
| 5. LILLIAN KIMALEL | - MEMBER |
| 6. CAROLINE NDEGE | - MEMBER |
| 7. ALI MOHAMED SALIM | |
| 8. UZEL JEAN | |
| 9. TAMIMI LEWA | |
| 10. DOMINIC MUANGE | |
| 11. DR. MICHAEL MUNYWOKI | |
| 12. BETTY MUCHIRI | |
| 13. JANE ONYANGO | |
| 14. REBECCA LEMALON | |
| 15. YASIR ABDULKADIR | |
| 16. MARY KERICH | |
| 17. TIMOTHY KIREMA | |
| 18. CHEMUTAI CAROLINE | |
| 19. CPA YUSUF JUMA | - AUDITOR IN ATTENDANCE |

And all the members of the Club whose names are contained and crossed in the Register of Members

MIN. 1/16/03/2024 - PRELIMINARIES

The meeting started at 10.47 am with a word of prayer from 2 members of the Club, one of the Christian faith the other of the Muslim faith.

The Chairman welcomed members of the Club to the AGM, having established that the meeting met quorum requirements.

He wished the members healthy deliberations.

MIN. 2/16/03/2024 – CONFIRMATION OF THE MINUTES OF THE PREVIOUS AGM HELD ON 18.5.2019

The Hon Secretary took the members through the minutes of the Annual General Meeting held on 18.05.2019. After taking typographical errors, the minutes were

proposed and seconded and therefore confirmed as the true record of the proceedings of the AGM held on 18.05.2019.

MIN. 3/16/03/2024 – TO RECEIVE AND ADOPT THE CLUB CHAIRMAN’S REPORT

The Chairman presented his report to the members.

The Chairman’s report covered the following topics:

- a). Renovation of school infrastructure,
- b). Improvement of transport facilities,
- c). Effects of the Covid 19 pandemic,
- d). JSS and Science Laboratories,
- e). Construction of the canopy,
- f). Water resources in the school,
- g). New school gates,
- h). School furniture,
- i). Board room,
- j). School Generator,
- k). CCTV cameras,
- l). Learning resource Centre,
- m). Mavueni Project,
- n). Academic performance and achievements,
- o). Co-curriculum activities,
- p). Recovery of the land adjacent to the school for the Nyali Secondary School,
- r). School fees payment.

The chairman's report was submitted in written form.

The members deliberated upon the Chairman's report and thereafter adopted it as part and parcel of the proceedings of the AGM

MIN. 4/16/03/2024 - ADOPTION OF ANNUAL ACCOUNTS AND FINANCIAL STATEMENTS FOR THE FINANCIAL YEARS 2019 – 2023

The Hon. Treasurer made his introductory remarks.

He introduced the team from the office of the Club Auditors led by Mr. Yusuf Juma

Mr. Yusuf

Mr. Yusuf took the responsibility of taking members through the Club financial books for the years ending 31st December 2019, 2020, 2021, 2022 and 2023.

Mr. Yusuf proposed to present the 2023 financials in details but present for the other years in summary.

This would enable him and the members to save time. The members agreed to his proposal.

He proceeded to present the Club financials; which had already been shared with the members in advance.

After his presentation, members had the following questions and comments:

- a). Member – Pola asked- he sought an explanation about the loan from KCB, what its purpose and justification was
 - Accumulated funds – Kes.110,000,000 in 2021. There is a variance in the figures for 2022 and 2023. What is the explanation?
 - Have we undertaken short term investments such as T/Bills & Fixed Deposits
- b). A Member - sought clarification on the variation of income for the year 2021 and 2023.
 - Depreciation – the member inquired why the rate of depreciation had been changed..
 - The member further wanted to know whether loan interest was provided for
 - The Member also did not see income from the canteen.
- c). Member – Dominic Muange – asked an explanation regarding the prepaid school fees and why the amount was not reflecting as a balance carried forward. He wished to know what happened to precollected school fees.

Treasurer's response

-Prepaid school fees of Kes.16,000,000/- should be contradistinguished with the amount of receivables of Kshs 52,000,000. There were parents who had pre-paid and there were others who had defaulted in payment. The figures are to be looked at as a whole.

-Difference in income in 2021 + 2022 was occasioned by the fact that there were 3 terms in one year and 4 terms in the other year.

-Loan interest – the loan interest is charged under transport line. The loan was for buying a school bus.

-KCB Financing – we took the loan to buy school buses. This enabled us to acquire the bus without starving the school of operational funds.

-The cash at hand was retained in order to enable us to survive through the Covid – 19 pandemic.

-Accumulated funds – this is an accounting concept. It does not mean that the cash is in the bank accounts of the school.

-It is not money at bank. It is the profits and losses accumulated over years.

Further questions:

Member – Twahir

-I have not seen the books of accounts in the website.

-I am asking for receipts so that I know who are the suppliers of the school.

-I need clarification on the issue of Trade receivables

Response by Treasurer

-The constitution requires the Treasurer to publish the audited accounts and financial statements.

-Trade receivables – this arises when parents delay in the payment of school fees.

We usually indulge parents who struggle to pay school fees upfront.

Response from Yusuf

-I do my job to prepare the books of accounts and present to the management.

-The management posts the reports to the members.

-I have no access to the school websites.

Member – Mulwa Nduya

-The information that Twahir is seeking is available in the school office.

-It is impractical to post all invoice and receipts on the website.

-Inquiries should be made at the office.

Member – had the following question

-Number of students – why has the student population decreased in 2023

-Response – student population increases and decreases overtime.

-The decrease is attributed to many factors such as withdrawals from parents, financial challenges of parents, the club's internal challenges which have been experienced for the last 5 years.

-A Member made a comment – that the management and the Board should keep engaging with the members.

Member – inquired about the loan from KCB and why it was taken

Response

-The loan was taken to purchase school buses.

-We managed to retire one of the bus loans before maturity.

- Early reporting of the books – the books are always posted on the website.

- There is no alarming exit of students.

After deliberations Mr. Yusuf gave his professional opinion in respect of the 2023 accounts. This opinion was set out at page 5 of his report.

Agenda Proposed by: Member Benard

Seconded by: Member Paul Kiagi

The Auditors were then excused from the meeting.

MIN. 5/16/03/2024 – APPOINTMENT OF CLUB AUDITORS FOR THE NEXT FINANCIAL YEAR

The members resolved to retain the services of the current Club Auditor Yusuf Juma & Company for the next financial year.

MIN. 6/16/03/2024 – ELECTIONS

The Chairman of the Elections Board conducted the agenda of Elections.

He declared all the positions vacant

He recognized the members of the Election Board.

He recognized his secretarial for their efforts in delivering a fair and free elections.

He asked members to remain calm even after the results of the elections were announced.

He exhibited to the members the forms and the stationeries that was going to be used for purposes of tallying and reporting the election results.

He also portrayed the certificate that he was going to issue to winning candidates.

The Chairman invited the secretariat to undertake the opening of boxes and counting of votes.

The counting process started with the position of the 7 members of the Board of Management.

Members resolved that any voting papers with more than 7 votes would be declared invalid.

The Chairman read the ballot papers one after the other,

Voting went on until conclusion.

Elections of the:

Chairman	- Ali Mohamed Salim
Vice Chairman	- Uzel Jean
Hon. Sec	- Tamimi Lewa
Hon. Treasurer	- Domonic Muange
Education Secretary	- Dr. Michael Munywoki
Club Affairs Secretary	- Betty Muchiri
Members	- Jane Onyango
Member	- Rebecaa Lemalon
Member	- Yasir Abdulkarim
Member	- Legered Angela
Member	- Mary Kerich
Member	- Timothy Kirema

Member - Chemutai Caroline

Elections Results

A. 7 Members of the Board – 7 positions

<u>NAME</u>	<u>VOTES</u>
1. Faith Nyambura	- 188
2. Kennedy Nyaga	- 185
3. James Wachira	- 195
4. Jane Onyango	- 223
5. lingered Angela	- 205
6. Chemutai Caroline	- 215
7. Timothy Kirema	- 210
8. Mary Kerich	- 234
9. Rebecaa Lemalon	- 255
10. Yasir Abdulkarim	- 214
11. Ali Abdulswamad	- 191
12. Marcy Omosa	- 189
13. Joseph Muthui	- 147
14. Tariq Swaleh	- 174
15. Karani Kaiga	- 194

Votes Cast - 512

Spoilt Votes - 36

Valid Votes - 476

Total votes cast – 512

B. CLUB AFFAIRS SECRETARY

1. Ramadhan Kimanthi - 191

2. Betty Muchiri - 314

Spoilt Votes - 1

Stray Votes - 12

Valid Votes - 505

Total Votes cast - 518

C. EDUCATION SECRETARY

1. Dr. Michael Munywoki - 299

2. Mr. Dekow Abdikadir - 206

Spoilt Votes - Nil

Stray Votes - 4

Valid Votes - 505

Total Votes cast - 509

D. HON. SECRETARY

1. Michael Ngure - 224

2. Tamimi Lewa - 279

Spoilt votes

Stray Votes -3

Valid Votes - 499

Total votes cast - 502

E. HON. TREASURER

1. Dominic Muange - 286

2. Jafari Kahindi - 222

Spoilt voted - 1

Stary votes - 1

Valid votes - 508

Total Votes - 510

F: VICE – CHAIRMAN

1. Dr. Uzel Jean - 296

2. Mr. Paul Kiagi - 206

Spoilt Votes -1

Stray votes - Nil

Valid votes - 502

Total votes cast - 503

G. CHAIRMAN

1. Ali Mohamed - 276

2. Caroline Ndege - 239

Spoilt Votes - 1

Stray votes - Nil

Valid Votes - 515

The Chairman declared the winners of the elections. He awarded the winners with their election certificates.

Those elected to serve in the incoming Board of Management were:

Chairman	- Ali Mohamed Salim
Vice Chairman	- Uzel Jean
Hon. Sec	- Tamimi Lewa
Hon. Treasurer	- Dominic Muange
Education Secretary	- Dr. Michael Munywoki
Club Affairs Secretary	- Betty Muchiri
Members	- Jane Onyango

Member - Rebecca Lemalon
Member - Yasir Abdulkarim
Member - Legered Angela
Member - Mary Kerich
Member - Timothy Kirema
Member - Chemutai Caroline

The Chairman thanked the team that worked and the secretariate for the Election Board, the Trustee, the Board of Management and the staff of the Club.

He then invited the Chairman to give his acceptance speech.

The Chairman thanked all the members of the Club.

He called for unity among members.

He thanked the outgoing Chairman ad the outgoing BOM as well as the incoming Board.

He promised to take the school to the next level.

He submitted a written speech that will be published on the Club website.

He also welcomed members of the BOM to make their maiden speeches.

The members of the BOM thanked the members for voting them in and pledged to work together as a Board.

Mr. Ali welcomed outgoing chair to say a word to the members.

Mr. Gitonga promised to ensure that there is a smooth transition to the next BOM.

He wished them the best as they served.

Mr. Ali invited Trustee Major (Rtd) Waweru to say a word to the members.

Major Waweru spoke on his behalf and on behalf of the other Trustees.

He congratulated the members for their robust participation in the AGM and in the elections.

He called for unity among the members and the BOM.

ADJOURNMENT

Meeting closed at 20.42 hours with a prayer by a member.

Proposed bySeconded by.....

CHAIRMAN.....SECRETARY