

7<sup>TH</sup> MARCH 2008



## GATOTO COMMUNITY PRIMARY SCHOOL

### ANNUAL REPORT - 2007

TO:

THE O'BRIEN  
FOUNDATION AND SUAS

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*We strive to shine*

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## 1. EXECUTIVE SUMMARY

On behalf of the Gatoto Primary School community, we are glad to release our annual report for the year ended 31<sup>st</sup> December 2007. The ninth group of our school's graduates sat their end of primary school course examinations in November. Of the 86 candidates, 48 passed the examinations and qualified to join public secondary schools around the country. We wish to congratulate them heartily and wish them well at the next level of education. We commend the staff and parents for their support that enabled the school to post the kind of success it did. Such success would not have been possible without the school's feeding programme supported by World Food Programme and Feed the children and the milk programme being supported by Tetra Pak Ltd.

We also believe that the planning process initiated earlier in the year contributed significantly to the achievement and for that matter wish to thank all our partners who supported as during the planning and implementation of the plan itself. The successful completion of the plan would not have been possible without your input and invaluable support both financially and technically.

We are grateful to the local education office for its support during the year and for facilitating the constitution of the Parents' Committee at the start of the year. We received immense support from the committee especially in convincing parents to understand our position after we reached the decision to shelve plans for piloting a secondary school earlier in the year.

We wish to thank all partners who found time off their otherwise busy schedules to visit the school. We are especially grateful to Mr. Denis O'Brien, staff of his foundation and other friends who visited the school on February 7<sup>th</sup> 2007. Other visitors to the school included Messrs Bryan Patten of Suas, Ms. Jennifer Brass and the immediate former area Member of Parliament Mr. David Mwenje.

The year also saw the school take major steps to improve its physical facilities. Courtesy of the kind and generous support of the Denis O'Brien Foundation, the school is putting up 11 permanent classrooms and a toilet block at a cost of Kes. 24.9m. On behalf of the school, we wish to most sincerely thank the foundation for its support in this area in addition to its other support of our operating costs over the years. The project was initially projected to be completed by the end of January 2008 but will now be completed by the end of March due to factors that we discuss in Section 3 of this report.

The school sincerely thanks both Suas and its team of volunteers to the school between June and August last year for the great work done by them especially in the areas of Maths, Science and English. The volunteers led by Ms. Aisling Falconer and Mr. John O'Regan worked with our staff to organise a 3-week summer camp for 180 learners with difficulties in the 3 subjects. The school's soccer players also benefited from the programme as they were trained in local stadia by two of the volunteers Messrs Paul Bradfield and Kevin Clancy. During their training programmes, the players caught the eyes of a local women elite group that invited them to play at a fundraising event at Nyayo National Stadium.

As well as academically, this was also the school's most successful year in co-curricular activities. The school's music team won in eight categories in the National Music Festivals last August and emerged second overall nationally. Earlier on its way to the inter province competitions it had emerged top in Nairobi province. We congratulate the staff Messrs Wilson Luseno and Martin Mutinda, the children and Ms. Michelle Piccardo, a Suas volunteer for the sterling efforts they put in.

We report with gratitude receipt of financial support from The Denis O'Brien Foundation and Suas towards our operating costs. We also received monies from The Gatoto Charity in Ireland and The Good Cause towards post primary sponsorship. A number of other organisations and individuals gave us financial and material support. A summary of the same is carried out in our [financial management](#) section.

## 2. HIGHLIGHTS

### 2.1 Financial Management & Fundraising

We acknowledge with gratitude, receipt of funds from The O'Brien Foundation, Suas, The Gatoto Charity in Ireland and others. Below we carry summary of some the monies and donations in kind received. A detailed account of all monies is shown in section 6 – [Accounts](#) of this report.

DONOR	AMOUNT	NATURE	USED FOR:
The O'Brien Foundation	19,015,813	Tied	Operating & Capital Costs
Suas <sup>1</sup>	6,601,292	Tied	Operating Costs
School fees	715,100	Untied	General
The Good Cause	337,945	Tied	Sponsorship
World Vision	703,600	Untied	General
Willow Wheelers	95,000	Tied	Co-curricular activities
Faith U.M.C	40,000	Tied	Scouts' Resources
Ministry of Education	933,300	Tied	Educational Materials
Amazing Grace Foundation	325,000	Tied	Capital costs and health
Gatoto Charity Fund	1,812,600	Tied	Sponsorship
Tom Lyons	98,922	Tied	Sponsorship
Fr. Patrick Dune	472,700	Tied	Parents' support

We also thank the following organizations for their donations in kind:

DONOR	ITEM/S
Tetra Pak Ltd	Milk for all pupils throughout the year.
Willow Wheelers	Assorted stationery, balls and clothing.

<sup>1</sup> Includes funds donated to the school by Bearnie Kearney through the sale of calendars in Ireland.

St. Mary's School	Sanitary towels, cloths and paints.
World Vision	200 tree seedlings.
Harambee Bursary	Secondary sponsorship for 3 children.
Camara	35 computers
Weetabix	Weetabix for the children.
Voicless Voices & Safaricom	Sanitary towels
Suas	Support in Strategic and Financial Planning

## 2.2 Fund-raising

- Through the Give Meaning site we managed to raise \$ 4,900 for the school.
- The school completed a proposal to Suas in May for funding operating costs.
- The school completed a 3-year Development Plan in June and reviewed its overall implementation in November. It provides for financial management and fundraising structures. It also spells out strategies for putting in place governance structures and engagement of the government in a manner that will reduce over dependence on donors.
- The school choir held a fund raising drive at the Yaya Centre to help it travel to Nakuru for last year's Music Festivals. Kes. 50,000 was raised. We wish to thank the Suas volunteers for helping organize the event.

## 2.3 Children/Co-curricular Activities

- Children participated in the drama and ball games competitions. For the first time, the school managed to get five of its players to the National level of competitions.
- 86 children were entered for this year's K.C.P.E Examinations. 48 of them qualified to join public secondary schools. One of them was Mst. Martin Mwaura, pictured right.
- One child, Kevin Thairu of class 8 qualified to represent Nairobi in triple jump after winning the provincial event. He managed ninth position during the National events in Mombasa. We congratulate him on his achievement.



- 2007's school choir won Nairobi Primary Schools' category before going on to emerge second overall during the National meets held in Nakuru. They won first position in eight categories and also won in a spiritual song beating all institutional categories including secondary schools and universities to take the overall trophy. The school won a book voucher for Kes. 20,000 from the Kenya Anti-Corruption Commission and Kes. 40,000 from Equity Bank to complete the choir's most successful year since inception.

- 82 children represented the school at the zonal ball games competitions with 42 managing to be selected to the provincial level. 5 of them went on to the national level. This was the best placing for the school in ball games since inception.

#### **2.4 Land and Infrastructure**

- We contracted Chelotte and Etole Advocates who specialize in property law to engage the Ministry of Finance with a view to changing the school's land title trusteeship from the ministry to Gatoto Integrated Development Programme. This process was earlier expected to be completed by July. The Lands Office wrote to say Gatoto was a public school. However, as the correct position is that it is not yet a public school we will seek further advice from the law firm.
- A milk store was completed and put to use thus freeing a section of the library that was being used earlier.
- Construction work for the 11 classrooms and toilet block generously funded by the O'Brien Foundation began in September. Six temporary classrooms and the hall were relocated to pave way for the construction to begin.
- The school purchased of Text & Exercise books worth Kes. 925,000 received from the Ministry of Education. We sincerely thank the Ministry for the donation.
- The school got exemption from paying land rates to the City Council of Nairobi. We wish to thank the council for the exemption that would have seen the school charged millions of shillings in rates dating between 4-13 years back.

#### **2.5 Health and HIV/Aids**

- The school organised a workshop on HIV/Aids in February and a medical camp for the staff in June and a medical camp for all Students in November. They were tested for various ailments and advised on what to do.

#### **2.6 Guests**

- The school was privileged to host Mr. Denis O'Brien, Ms. Mary Donohoe, Mr. Francis Meagher, Ms. Ann Foley, Mr. Brendan O'Mara, Ms. Maria Mulcahy, Mr. Mike Lord and Moya among other friends in February. We discussed the proposed redevelopment of the school starting later in the year. We wish to thank Mr. O'Brien and all those who accompanied him during the trip for their interest in continuing to help the school.
- Mr. Bryan Patten and Ms. Susan Walsh of Suas visited the school in March. Susan was in school in relation to this year's Suas volunteer programme while Bryan worked with us on doing a Development Plan for the school. Mr. Mark O'Neil also worked with us during this process particularly on financial processes. We wish to thank all of them for their time and invaluable support.
- Mr. Pranch Murray and Ms. Caroline Whelan of Irish Aid visited to assess Suas' work in the school.

- Mr. Ned Augenblick and Jennifer Brass visited the school in March. Ned has been a friend of the school for the last 5 years and helped set up the school's website in 2002.
- Mr. Steven Otto and Ms. Daphne Wehman of The Good Cause have been supporting the school's post primary sponsorship for 4 years. They also visited the school.
- Mr. Richard Sanderson and his wife Cathy paid a visit to learn what the school's scouts were doing and to find out areas they may be able to assist in.
- 28 members of The Willow Wheelers Club visited the school in February. We discussed the school's development. We are grateful to them for their words of encouragement and advice and hope that we will be great partners in the future.
- Mr. Oleg Nodelman whose association with the school dates a few years back visited with his wife Heather.
- Mr. Karaba S.K, the Director of Basic Education represented the Minister for Education during the official launch of the milk programme. We discussed possible partnership with the ministry in the area of providing staff salaries and we are hopeful he will be a useful contact for the school soon.
- Other visitors to the school included the Divisional Education Officers, officials and partners of World Vision, students of St. Mary's School and Staff of Maersk and Barclays Bank, Enterprise Road Branch.
- Amino TV, an Irish TV station is preparing a documentary on the state of education in Africa. As part of the documentary, Gatoto was selected to feature in it. In this regard, the school played host to among others Ms. Liz O'Donnell who will present the documentary. Ms. O'Donnell is a former Minister for Overseas Development in Ireland.
- Messrs Chris Pope and Kurt Huisken were part of a World Vision delegation that paid the school a visit during the year. We are grateful for their support.
- As there were tens of visitors to the school, it is not possible to mention all of them here. We thank them all for their time and encouragement.

## **2.7 Staff, Volunteers and Management**

- Three teachers were hired during the first term. They are Ms. Catherine Hugo, Ms. Mary Aoko and Mr. Allan Mudegu.
- A 3-year development plan was finalized in June as mentioned earlier. It was reviewed in November.
- 12 volunteers from Ireland were sent to the school by Suas. The volunteers worked as teaching assistants for a period of 10 weeks. In addition they participated in sports and a fundraising activity for the choir's trip to Nakuru. One of the volunteers, Michelle played the piano for the choir for the entire competition period. We thank the whole team for their part in inspiring the choir to success.

## **2.8 Training**

- Two Teachers, Mr. Peter Omimi and Ms. Ruth Muhonja have joined the P1 Teacher Training. The two join Ms. Rosemary Mueni who joined the same course earlier,

Ms. Rose Karanja who is doing Early Childhood Development and The Social Worker, Mrs. Rhoda Mutua doing Guidance and counselling. Others are Mr. George Kegode doing a certificate course in Web Design and Graphics at Compuera College and Mr. Gideon Ndambuki studying for college entrance exams. We wish all of them well in their training.

- Four teachers completed First Aid training in March. They are Ms. Ruth Muhonja, Ms. Rosemary Mueni, Ms. Jacinta Waithera and Mr. Lucas Rosana.
- Two teachers, Peter Omimi and Ruth Muhonja successfully completed a 2-year training in Special Education at the Kenya Institute of Special Education.
- Eight teachers did an in house training in Maths and Science. Mr. Solomon Njuneria, a retired Education Officer in Nairobi, trained the teachers. We believe the training helped the teachers improve effectiveness of output in their areas.
- An Irish Agency Camara trained teachers on the use of and maintenance of computers.

### 3. CHALLENGES AND SOLUTIONS

#### 3.1 Challenges

- Plans to pilot a secondary school starting January were shelved.
- There was a staff shortage following the departure of Ms. Stella Ikolomi and Mr. Shadrack Fadhili late 2006.
- Children in the senior classes complained of harassment, intimidation by a teacher Mr. Allan Mudegu. Following investigations by the management, the children's complaints were found to have merit and as such the management resolved to terminate his services in August.
- Completing the School Development Plan took a longer time than earlier anticipated leading to a number of teachers missing their lessons.
- The African Inland Church (Mukuru) took the school to court. They wanted an injunction to stop the school from proceeding with construction of permanent classrooms claiming that the school owned the land jointly with the church and that proceeding with construction was a scheme to throw the church out of the compound.
- Two teachers were away for sometime during the term. Ms Mary Opany was away on a 2-month maternity leave while Mr. Gideon Ndambuki took a one-month leave to sit for examinations.
- In order to proceed with construction of permanent classrooms, six existing classrooms and the hall were relocated to a different part of the school.
- Obtaining work permits for this year's Suas volunteers proved hectic with the bureaucracy at the Immigration Offices indicating that the approvals may have taken up to 3 months to grant the permits.

### 3.2 Solutions

- The secondary school position was discussed with the school's Parents Committee and further at a meeting with parents on 19<sup>th</sup> January 2007.
- The Gatoto Charity in Ireland and the Good Cause agreed to sponsor all the 34 children who passed K.C.P.E Examinations this year. We wish to thank both organisations for that.
- Three of those who sat interviews last August were contracted to replace the teachers who left.
- We have agreed with Suas to have all future permit applications submitted, at least, 3 months in advance.
- The school enlisted the support of the local community leaders to help put up a defence in court. In the end, the court allowed the construction work to continue. The case will come up for full hearing in February 2008.
- We got a stand in teacher to replace Ms. Opany. Mr. Ndambuki's duties were temporarily shared out among other teachers
- The classes affected by relocation were put together while the relocation was in progress to ensure as limited time as possible being lost.

## 4. SCHOOL DEVELOPMENT PLAN

As agreed last year during the planning sessions, the school management maintained a fortnightly plan review meetings. During the meetings, each member of the management team presented progress of their projects. During the overall review, of the plan in November, a number of changes of approach were agreed. Key among them was involvement of a wider group of people including donors and parents in communicating such progress. In addition to reporting about projects completed, a termly projection of activities to be completed was agreed. In the next section, we carry a summary of projects anticipated to be completed this term.

## 5. YEAR 2008

### 5.1 Term Dates, Exams and Activities

The term will run as follows:

- Term 1 – 14<sup>th</sup> January 2008 to 11<sup>th</sup> April 2008 (13 weeks)
- Term 2 – 5<sup>th</sup> May 2008 to 1<sup>st</sup> August 2008 (13 weeks)
- Term 3 – 1<sup>st</sup> September 2008 to 28<sup>th</sup> November 2008 (13 weeks)

NOTE: These dates are subject to change especially given the serious disturbances that followed the 2007 General Elections. Should the school calendar change in any way we will inform all our partners.

## **5.2 Objectives for Term 1**

### **5.2.1 Fund raising**

- Increase parents' contribution to the school by developing systems to ensure that continuing students, new students and parents' representatives pay at least 50%, 65% and 100% of fees respectively.

### **5.2.2 Children**

- Registration of class 8 pupils for the 2008 K.C.P.E Examinations.
- Enter children for drama, ball games and gymnastics competitions.
- Purchase food programme resources including pans and repair those that are worn out.
- Training of scouts within the school on basic first aid skills.

### **5.2.3 Staff**

- Review of staff contracts outlining roles and responsibilities.
- Conduct a nutrition awareness rally.
- Plan for holiday remedial tuition to address the backlog occasioned by delay in opening schools in Term 1.

### **5.2.4 Management**

- Start engagement with the Ministry of Education with regard to support of teacher salaries.
- Finalise the bylaws for the proposed school board.

### **5.2.5 Infrastructure**

- Complete the 11 new classrooms.

### **5.2.6 Parents**

- Complete a literacy programme package for parents.

## 6. ACCOUNTS

### 6.1 Accounts Management

- The year 2007's set of audited accounts has been completed and is being filed together with this report.

### 6.2 Budget Summary for January to December 2007

#### Income (in Kenya Shillings)

<b>Source</b>	<b>Amount</b>
Balance b/f	1,219,263.00
Denis O'Brien	19,015,813.00
Suas Educational Development	6,601,292.00
The Good Cause	337,945.00
School Fees	715,100.00
Amazing Grace Foundation	325,816.00
Equity Bank	40,000.00
Ministry of Education	933,300.00
Willow Wheelers	95,000.00
Bank Interest	232.00
Faith United Methodist Church	40,000.00
KURET	190,540.00
Fr. Patrick Dunne	472,700.00
Oleg and Heather Nodelman	5,000.00
Philip Stogdon	12,000.00
Suas Visas	818,775.00
Gatoto Charity Fund	1,812,600.00
World Vision	703,600.00
Tom Lyons	98,222.00
Gatoto Choir Fundraising	50,786.00
<b>Total</b>	<b><u>33,487,984.00</u></b>

#### Expenses

<b>Particulars</b>	<b>Amount</b>
Bank Charges	91,300.00
Capital Costs	12,391,174.00
Communication & Utilities	413,000.00
Educational Supplies	892,445.00
Examinations	182,900.00
Extra-curricular activities	1,169,062.00
Food Programme	1,196,586.00
HIV/AIDS % Health	518,693.00
Repairs & Maintenance	701,365.00

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Capacity Building	484,524.00
NSSF Employers' Contribution	68,600.00
Professional services	196,000.00
Post Primary Sponsorship	2,768,002.00
Staff Costs	4,683,098.00
Transport	438,188.00
Medical Expenses	175,135.00
School Instructional Materials	925,127.00
Electricity & Water	447,796.00
Sundry Expenses	2,500.00
Miscellaneous Expenses	499,233.00
Support to needy families	333,000.00
2007 Volunteers' permits	825,000.00
<b>Total</b>	<b><u>29,402,728.00</u></b>
 <b>Surplus</b>	 <b>4,085,256.00</b>

## 7. APPENDIX

### 7.1 Class Attendance Rates<sup>i</sup>

CLASS	Enrolment		Attendance Rate in %		
	Boys	Girls	Boys	Girls	Class
Pre-sch	46	50	96.1	92.5	94.3
1	53	51	95.2	94.0	94.6
2	52	49	92.3	94.4	93.4
3	53	58	97.3	97.3	97.3
4	65	70	95.4	95.5	95.5
5	58	61	95.1	94.9	95.0
6	54	51	96.0	96.9	96.5
7	40	41	97.9	96.7	97.3
8	44	42	99.2	98.9	99.1
<b>Total/Mean</b>	<b>465</b>	<b>473</b>	<b>95.7</b>	<b>95.4</b>	<b>95.6</b>

<sup>i</sup> Information provided by respective class teachers.