



# Report on Quality Education in 2016

by Harambee Foundation Holland/Kenya

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Kimilili – Bavel, April 2017/TatwaMwachi+Roel Meijers

## FOREWORD

Since 2008 Harambee Foundation Holland has organised many trainings and workshops for the schools that are helped by our foundation and are a member of the family. The schools themselves have organised their activities in groups i.e. families. By now (2016) we have the Family of 23 Primary Schools, the Family of 11 Secondary Schools, the Family of 8 Vocational Training Centres (Youth Polytechnics) and the Family of the ECDE teachers of the 23 primary schools.

The families themselves have come up with requests for specific trainings and workshops. The aim of the activities is to improve the quality of education by providing specific trainings and workshops to improve the management at the schools, the actual teaching and the understanding of the various stakeholders at the institutions like parents committees and sponsors. They are all facilitated by Kenyan experts and organised by our coordinator Tryphosa Nandasaba.

In 2016 no activities have been organised for Secondary Schools because nowadays they receive trainings from the government. Therefore our trainings and workshops would be a not needed duplication. However the family has not come up with other specific topics for HFH to attend to.

For the other families 2016 was a rather difficult year. The money for trainings was only available since April and the Ministry of Education came up with new rules by which it was not possible to organise trainings and workshops at school and in the third term. This caused, that a much fewer number of trainings and workshops could be realised than the families had planned.

In this report you will find an overview of the activities organised on quality education by the other families.

## PRIMARY SCHOOL ACTIVITIES

### 1. INTRODUCTION

The family of 18 primary schools, who had benefited from HFH projects, first organized an exam for STD 8 for all the family schools in 2013. In 2014 The head teachers from the family schools saw that there was need for training of Board Of Managements, head teachers and sponsors by the ministry of Education at EARC in Mumias. Following the joined exams some of the schools in the family improved and were awarded. This was a great motivation to the family school, thus keeping spirit of competition high. As a way of bonding within, the family members agreed to exchange views through bench marking as well as having a joined Harambee Foundation Exam for class 8 and rotational Heads meetings which was aimed at helping them to learn and support one another. By extension, the 18 school who house the ECD children, were also given an opportunity to learn from one another through workshops, funny days and meetings. Progressively the family has grown from 18 members to 23 members in the family as from 2014. This was as a result of activities organized and supported by HFH with the able leadership of Directors of HFH Marianne and Roel Meijers together with the partners in Kenya, led by Mr. John Were, Fr. Peter Makokha, Tatwa Mwachi, Jacob Omondi and Albert Webale. The activities were coordinated by Tryphosa Nandasaba.

Peter Wafula was the former head teacher of Kimilili RC boys. He was the first chairman of HFH primary school families. He served as chair since his retirement 2016 July. During his time an Harambee Foundation joined exam was started among the 23 schools that are benefiting from HFH projects.

**The total no of pupils HFH is directly impacting through Quality Education**

	<b>2015</b>	<b>2016</b>	<b>2017</b>
Primary Schools	16,854	17,308	17,725
ECDE	2,080	2,471	2,728
<b>Total</b>	<b>18,943</b>	<b>19,779</b>	<b>20,453</b>

In general the effects of the activities by the primary schools with regard to quality education can be described as follows:

- The provision of improved infrastructure in various schools has greatly influence the transition and retention of learners in schools as can be seen in the table above.
- The number of learners in our ECD centres has grown due to HFH trainings which have improved the quality of teaching, ECD teachers have benefited from workshops and trainings.
- In most schools there is improved quality grade and hence transition to high learning institutions.
- There is enhanced bonding, unity and positive competition among the family schools.
- Bench marking and mentorship among the members of the family.
- There is improved leadership and management skills among the members of the family.
- Interaction of members of one county to another has been enhanced.

## 2. FACTS AND FIGURES OF THE INSTITUTIONS

### K.C.P.E ANALYSIS FOR 2016

NO	SCHOOL	>400		350-399		300-349		250-299		200-249		< 200		
		B	G	B	G	B	G	B	G	B	G	B	G	
1	DREAMLAND	1	-	5	10	11	5	6	1	2	2	-	-	
2	EBUBOLE	-	-	1	10	10	12	5	6	1	2	-	-	
3	INDANGALASIA	-	-	4	5	9	5	9	13	3	9	-	-	
4	KITAYI R.C.	-	-	2	2	6	3	18	8	5	8	-	3	
5	EBWALIRO	-	-	2	2	9	5	5	26	10	15	-	1	
6	KIMILILI R.C BOYS	-	-	16	-	22	-	26	-	32	-	16	-	
7	KIMILILI R.C GIRLS	-	-	-	10	-	25	-	40	-	46	-	26	
8	IKAPOLOK	-	-	2	-	3	4	15	13	9	8	1	-	
9	UGOLWE	-	-	-	-	2	-	5	5	5	6	1	-	
10	MUKUYUNI FYM	-	-	-	6	30	-	51	51	-	-	-	-	
11	MAKUNGA S.A	-	-	-	-	2	-	15	13	19	11	16	24	
12	KIBUNDE FYM	-	-	-	-	3	1	13	9	9	6	8	5	
13	KAPTOLA FYM	-	-	-	-	6	-	-	11	-	12	-	11	
14	MUSEMBE R.C	-	-	9				18		32		23		
15	KAMUSINGA A.C	-	-	1	1	-	8	23	37	-	-	-	55	
16	HAFOLAND ICFM	-	-	1	1	2	1	12	7	12	9	13	18	
17	KIMINGICHI AIC	-	-	1	-	-	1	2	2	7	7	8	7	
18	LUUYA DEB	-	-	2	-	15	13	19	11	16	24	-	-	
19	LUTONYI FYM	-	-	-	2	3	-	6	5	11	7	21	14	
20	LUNYU DEB	-	-	-	-	1	1	1	10	6	16	21	21	
	TOTAL	1	-	32	49	134	84	231	286	147	188	128	208	
		1		81		218		517		335		336		
		817											671	

### 3 BEST OVERALL SCHOOLS

NO	SCHOOL	ENTRY	M/SCORE	POSITION	SUB-COUNTY
1	DREAMLAND EDU.C.	43	325.26	1	KIMILILI
2	EBUBOLE	44	311.37	2	MUMIAS
3	INDANGALASIA	53	285.85	3	MUMIAS

### 3 MOST IMPROVED SCHOOLS

NO	SCHOOL	ENTRY	DEVIATION	POSITION	SUB-COUNTY
1	KIMINGICHI AIC	40	+32.81	1	KIMILILI
2	UGOLWE P SCHOOL	23	+25.94	2	SIAYA
3	LUTONYI FYM	65	+24.52	3	KIMILILI

**3 MOST DROPPED SCHOOLS**

NO	SCHOOL	ENTRY	DEVIATION	POSITION	SUB-COUNTY
1	LUNYU DEB	78	-36.01	1	BGM NORTH
2	INDANGALASIA	53	-15.64	2	MUMIAS
3	MUKUYUNI FYM	130	-15.05	3	BGM NORTH

**BEST 3 SCHOOL PER SUBJECT**

<b>ENGLISH</b>					
NO	SCHOOL	M/SCORE	POS.	SUB-COUNTY.	
1	DREAMLAND EDU.C	66.64	1	KIMILILI	
2	EBUBOLE	61.00	2	MUMIAS	
3	IKAPOLOK	59.65	3	TESO	

<b>KISWAHILI</b>					
NO	SCHOOL	M/SCORE	POS.	SUB-COUNTY.	
1	EBUBOLE	65.3	1	MUMIAS	
2	DREAMLAND EDU.C.	62.01	2	KIMILILI	
3	EBWALIRO	59.71	3	MUMIAS	

<b>MATHEMATICS</b>					
NO	SCHOOL	M/SCORE	POS.	SUB-COUNTY.	
1	DREAMLAND EDU.C.	65.9	1	KIMILILI	
2	EBUBOLE	65.04	2	MUMIAS	
3	INDANGALASIA	63.38	3	MUMIAS	

<b>SCIENCE</b>					
NO	SCHOOL	M/SCORE	POS.	SUB-COUNTY.	
1	DREAMLAND EDU.C.	65.59	1	KIMILILI	
2	INDANGALASIA	60.46	2	MUMIAS	
3	EBUBOLE	59.58	3	MUMIAS	

<b>SSTR</b>					
NO	SCHOOL	M/SCORE	POS.	SUB-COUNTY.	
1	DREAMLAND EDU.C.	66.7	1	KIMILILI	
2	KITAYI R.C	61.98	2	KIMILILI	
3	EBUBOLE	60.5	3	MUMIAS	

### 3. HARAMBEE FOUNDATION KENYA PRIMARY SCHOOLS – ACTIVITIES 2016

<b>DATE</b>	<b>6-5-2016</b>		AMT
	ACTIVITY	Heads meeting	
	OUTPUT	20 participants	
	OUTCOME	15 participants attended	
	EFFECTS	Improved attendance by heads	
	IMPACT	Slightly improved in time management in most schools	
	VENUE	Kimilili RC girls	11,500
<b>DATE</b>	<b>26-5-2016</b>		AMT
	ACTIVITY	Finance resource management	
	OUTPUT	65 participants were expected	
	OUTCOME	36 participants attended and two facilitators	
	EFFECTS	Not all heads attended ,however there is a positive impact in those that attended	
	IMPACT	Head teachers now prepare financial books in time and submit the same to schools auditors. <b>There is need for a repeat of the workshop</b>	
	VENUE	Kimilili RC Boys	34,000
<b>DATE</b>	<b>3-6-2016</b>		AMT
	ACTIVITY	Subject panel and Exam council	
	OUTPUT	40 teachers, 3 facilitators and 3 Head teachers	
	OUTCOME	100% attendance: 3 HT and 40 Teachers and 3 facilitators	
	EFFECTS	<ul style="list-style-type: none"> <li>Improved syllabus coverage</li> <li>Diversity of teaching methods through sharing and participator learning in the family</li> </ul>	
	IMPACT	Improved skills in setting and testing exams and were no errors as compared to 2014/15	
	VENUE	Kimilili RC girls	37,000
<b>DATE</b>	<b>7-7-2016</b>		AMT
	ACTIVITY	Curriculum supervision and <u>implementation</u>	
	OUTPUT	Expected 20 DHT,20 SR. T, 2 officials and 2 facilitators	
	EFFECTS	None, the meeting was postponed and was rescheduled	
	VENUE	Lutonyi PS	--
<b>DATE</b>	<b>7-9-2016</b>		AMT
	ACTIVITY	Release of HFH exams	
	OUTPUT	20 HT, 40 teachers, 40 pupils, 20 BOM, 3 partners and 4 officials	
	OUTCOME	total no <b>3274</b> were reached: STD 7 = <b>1856</b> , STD 8 = <b>1418</b>	
	EFFECTS	In the family HFH exam of 2016 had an improvement as compared to 2015	
	IMPACT	We expect the same improvement in National exams	
	VENUE	Kimilili RC Girls	117,000
<b>TOTAL</b>			<b>199,500</b>

#### **Activities not carried out in 2016:**

- Workshop for deputy head teachers and senior teachers
- Workshop for maintenance of the infrastructure in primary institutions
- Final head teachers meeting for evaluation and planning 2017

#### **4. ACTIVITIES CARRIED OUT BY PRIMARY SCHOOLS**

##### **a. HEAD TEACHERS MEETING ON 6-5-2016 AT KIMILILI RC GIRLS**

**Expected output** was 23 heads from 23 schools attending.

**The actual output** however was only 16 heads from 16 schools. The following schools attended the meeting; Kimilili RC Boys, Kimilili RC Girls, Luuya DB, Makunga SA, Hafoland, Ikapolok, Kamusinga ACK, Kibunde, Kimingichi, Ebubole, Lutonyi, Kitai RC, Mukuyuni FYM, Indangalasia and Musembe.

Out of the 23 only 16 attended because of other commitments (1 Siaya, 1 Busia, 2 from Kakamega and 12 from Bungoma). An unexpected output was the election of chair, vice-chair and assistant secretary, assigning of schools to set up exams, identification of venues for other activities as stated below.

#### **The following issues were deliberated upon:**

- i. Need for commitment and time management.
- ii. Responsibilities were placed on various heads to ensure the proper running of second term activities i.e. setting of HF Kenya exams for STD 7 and 8;
  - Maths----- Kitai primary
  - Social ----- Makunga primary
  - CRE----- Mukuyuni primary
  - Science----- Lutonyi primary
  - English----- Ikapolok
  - Kiswahili----- Luuya primaryPapers to be submitted to Kimilili RC Boys on 30-5-16
- iii. Workshop responsibilities;
  - Workshop on Financial Resource Management----Kibunde and Kaptola heads
  - Workshop on Subject panels-----Kamusinga and Kimilili RC Girls
  - Workshop for D/TS and senior teachers-----Lutonyi and Kitai heads
  - Exams----- RC Boys, Ebubole and Ikapolok
  - Workshop on Maintenance-----EARC and Indangalasia

#### **Expected outcomes:**

- Implementation of the plans made.
- Sensitization of teacher, BOM member, parents, pupils and communities on activities of HFH
- Resource mobilisation
- Preparation of DH/TRS, S/teachers to attend workshop
- Preparation of pupils of HFH family schools to sit for family examination
- Preparation of HFH family teachers to set exams.

#### **Actual outcomes:**

- Sensitization of pupils, parents done in all schools. Sensitization of BOM not done because there were no BOM's in school due to new rules in the Ministry of Education.

- All the schools through parents contributed money towards the exams production, examiners (std. 7 and 8) and transport to attend meetings and workshops.
- Preparation of DH/TRS, S/teachers to attend workshop.
- Preparation of pupils of HFH family schools to sit for family examination.
- Preparation of HFH family teachers to set exams.

**Effects:**

- Expected time management
- Good management of resource
- Organized programs of testing pupils
- Each stakeholder's roles will be well explained.
- Improve curriculum delivery by teachers.
- Creation of friendly and conducive learning environment
- Improved school management/
- Improve curriculum delivery.

**Actual:**

- Improved resource mobilization as exemplified in the organisation of exams.
- Improved curriculum delivery as exemplified by 12 schools posting a positive deviation.
- Improved teamwork, friendship and networks within the families.

b. WORKSHOP ON FINANCIAL RESOURCE MANAGEMENT AT KIMILILILI RC BOYS ON 26-5-2016

**The aim** of the workshop was to give the participants information that would help them to:

- Achieve proper financial resource management.
- Improve on time management
- Provide for ECD classrooms
- Improve on curriculum delivery

**Expected outputs:**

A total of 76 participants (23 head teachers, 23 BOM reps and 23 sponsor reps).

**Actual outputs:**

36 participants attended instead of 76, mainly deputy heads (because heads were involved in sub-county heads meetings), no BOM members. Because of postponement of the activity due to lack of funds a half of the members did not attend.

**Remarks:**

This activity should be repeated in 2017 because we did not get the target audience.

c. WORKSHOP FOR SUBJECT PANELS CARRIED OUT ON 27-5-2016 AT KIMILILILI RC GIRLS

**The aim** of the workshop were as follow:

- Ensuring the completion of syllabus coverage.
- Improve teaching methods.
- Encourage participatory learning.
- Enhance capacity building for learners in all HFK schools.

**Expected participants:**

46 participants (40 teachers, 3 facilitators, 3 head teachers)



**Actual participants:**

40 teachers and 3 head teachers, 1 facilitator. QA officer was out on other assignments.

**Unstated outcomes:**

Roles of subject panel exam council and skills in setting exams.

**Expected outcomes:**

- Training of subject panel in the 23 family schools

**Actual outcomes:**

- Sensitized the other panel members in school
- Set Harambee Foundation examination for 2016.

**Actual effects:**

- Improved syllabus coverage
- Diversity of teaching methods through sharing in the families including participatory learning.

**Actual impact:**

- Positive deviation in the 16 schools in the 2016 Kenya national exams
- More children with more than 250 marks hence increasing on transition rates.

d. WORKSHOP FOR DEPUTY HEAD TEACHERS AND SENIOR TEACHERS

**Actual participants:**

23 deputy head teachers and 23 senior teachers attended the workshop with 2 officials and 2 facilitators of the Ministry.

**Unstated outcomes:**

- Roles (duties and responsibilities) of DH and senior teacher.
- Good communication

**Actual outcomes:**

There are now very clear roles between DH and senior teachers and improved communication.

**Actual effects:**

- Improved public relations
- Clear reduction of workload on the Head teacher.

e. RELEASE OF HFK FAMILY EXAM AT KIMILILI RC GIRLS ON 7-9-2016

Before the release, it was decided that a new chairman be elected so that the family activities would be carried out well. The election was made and it was unanimously agreed that the chairmanship goes to Mr. Nelson Simiyu of Kimingichi Primary school. All schools apart from Luuya and Ebwaliro were represented by the attendance of a head teacher or deputy and the BOM chair person. This exercise had been delayed because the chairman had gone on retirement and elections for a new one had not been made.

**Expected participants:**

23 head teachers, 46 teachers, 141 pupils and 23 BOM members from the 23 schools and officials from the Ministry of Education.

**Actual participants:**

23 head teachers were in attendance together with their 46 teachers drawn from all the 23 schools. There was no representative of the DEO's office. The pupils and the BOM members did not attend because of lack of funds.

**Unexpected outputs:**

Total number of students for std. 8 from the 23 schools who sat the HFH exams were 1,418, while std. 7 were 1,856. A total of 3,274 pupils were directly reached by this exam. The exam was administered by 69 teachers as examiners as they had undergone a training by those who had attended the workshop on subject panel and exam council.

**Actual outcomes:**

- The examinations were well set and to the standard, so the schools and teachers involved deserved appreciation.
- The administration and marking of the exams should in future not be done by subject teachers.
- Sharing of ideas on how best to complete the syllabus within the family.
- Teachers of examination classes from top schools sharing on finishing power (techniques of how to prepare pupils as well as revising).
- Reward of best top 3 schools and most improved schools in 2016.

**Unexpected outcome:**

- 23 schools expected to attend as well as their BOM members.
- Retirement of Peter Wafula as the chair of the family.

**Exam analysis 2016:**

The analysis of the two exams for STDs 7&8 was given to all schools with Dreamland, Ebubole and Indangalasia respectively leading in both classes; nevertheless most schools made a positive deviation and there was an obvious sign of competitiveness in subject analysis.

An emphasis was made that the exams was to create the following in the family:

- Encouragement.
- Sharing and close interaction.
- Benchmarking.
- Positive competition
- Achievement of the ultimate target that would bring about positive change on the lives of both the pupils and school communities.

**Observations made:**

- The examinations were well set and to the standard so the schools and teachers involved deserved appreciation.
- The administration and marking of the exams should in future not be done by subject teachers.
- The BOM chairmen should together with the head teachers go and organize benchmarking for their schools.
- Teachers were to be encouraged and asked to be very close to the candidates.
- Payments for exams be willingly made and on time.

**Lessons to be learned by colleague schools:**

The three schools which always lead the pack were requested to reveal to the others the secrets they use in achieving good results and below are some of what they cited:

- Proper attitude towards work by all involved and putting the child as first priority.
- Early completion of syllabus and adequate time for revision.
- Proper teacher-pupil conduct and creating group work and teacher-parent counselling.
- Proper school language policy that helps the child to be literate.

- Avoidance of paper-teacher behaviour.
- No drilling but proper teaching.
- Extra work for all STD 7&8 pupils and take away exams for the pupils in the two classes.

**Rewards:**

Finally the following schools were given Ksh 10,000 each for the purchase of materials:

Dreamland	Ebubole
Indangalasia	Lunyu
Kibunde	Kitai.

The family promised to work together as a team and promote the ideals of HFH.

Together they very much appreciated the contribution made by Marianne and Roel to education in Western Kenya.

## 5. PRIMARY SCHOOL 2017 BUDGET

DATE	11-3-2017		AMT
	ACTIVITY	HT meeting	
	OUTPUT	20 HT, 2 partners	
	VENUE	Kimilili RC girls	11,000
<b>DATE</b>	<b>17-3-2016</b>		<b>AMT</b>
	ACTIVITY	Subject panel	
	OUTPUT	Syllabus coverage and exams	
	VENUE	Kimilili RC girls	40,000
<b>DATE</b>	<b>21-4-2017</b>		<b>AMT</b>
	ACTIVITY	BOM training	
	OUTPUT	BOM & HT, 40 people	
	VENUE	EARC	36,000
<b>DATE</b>	<b>12-5-2017</b>		<b>AMT</b>
	ACTIVITY	Training DHT and Sr Teachers	
	OUTPUT	Leadership and management	
	VENUE	Lutonyi PS	40,000
<b>DATE</b>	<b>26-5-2017</b>		
	ACTIVITY	Workshop on Financial management	
	OUTPUT	Gaining skills on finance management	
	VENUE	Ikapolok PS	49,500
<b>DATE</b>	<b>28-7-2017</b>		<b>AMT</b>
	ACTIVITY	Setting, Administer exams, Release of exams	
	OUTPUT	Administer HFH Exams	
	VENUE		122,250
<b>DATE</b>	<b>15-9-2017</b>		
	ACTIVITY	HT meeting	
	OUTPUT	Planning	
	VENUE	Mukuyuni FYM	11,000
<b>TOTAL</b>			<b>309,750</b>

## ECDE ACTIVITIES

### 1. HARAMBEE FOUNDATION KENYA ECDE – ACTIVITIES 2016

<b>DATE</b>	<b>20-5-2016</b>		AMT
	ACTIVITY	Planning for workshop Basket making	
	OUTPUT	21 teachers, 1 partner, 1 head teacher	
	OUTCOME	21 teachers + 1 HT attended	
	EFFECTS	Ensure smoothly running of activities	
	IMPACT	Expect 100% attendance	
	VENUE	Ebwaliro primary school	11,500
<b>DATE</b>	<b>3-6-2016</b>		AMT
	ACTIVITY	Material development	
	OUTPUT	40 teachers, 3 HT, 2 facilitators , 4 officers and partners	
	OUTCOME	-Acquire skills and knowledge on material development -Develop teaching materials from local environment	
	EFFECTS	-Display of teaching aids in ECD classes -Motivation and limit truancy of learners	
	IMPACT	-Attract large enrolment -Improved retention and transition to STD 1	
	VENUE	Ikapolok PS	60,700
<b>DATE</b>	<b>24-6-2016</b>		AMT
	ACTIVITY	Workshop on sounds	
	OUTPUT	ECD 40, HT 3, Instructor 1, 4 officials = 48 participants	
	OUTCOME	-Acquired skill is on vocal cords, tongue , teeth and lungs and how to help children -Develop lesson plans for ECD	
	EFFECTS	Well planned lessons	
	IMPACT	Proper pronunciations of sounds	
	VENUE	Kamusinga ACK	35,000
<b>DATE</b>	<b>15-7-2016</b>		AMT
	ACTIVITY	Income generating activity workshop	
	OUTPUT	42 ECD teachers, 3HT, 2 instructors, 4 officials	
	OUTCOME	-basket and jig saw skills were acquired -fireless cooker	
	EFFECTS	18 Basket were made	
	IMPACT	Participants received certificates	
	VENUE	Kimilili RC Boys	52,600
<b>DATE</b>	<b>23-9-2016</b>		AMT
	ACTIVITY	ECDE Meeting	
	OUTPUT	21 ECD, 1 HT, 1 BOM , 1 coördinator	
	OUTCOME	Evaluation of previous activities	
	VENUE		15,000
<b>TOTAL</b>			<b>174,800</b>

## 2. ACTIVITIES CARRIED OUT BY ECDE

### a. ECD TEACHERS MEETING AT EBWALIRO PRIMARY SCHOOL ON 20-5-16

The meeting discussed on the activities that were to be carried out in second term as follows:

- i. The jig saw and toy making activity at Ikapolok on 3-6-16 to be organized by Ikapolok ECD teachers and their head teacher and Mildred of Ebwaliro to source for two facilitators.
- ii. The schools to supplement the materials supplied by the Foundation by purchasing for their teachers; needles, scissors, threads, glue, cartoon boxes and brushes.
- iii. The 24-6-16 activity at Kamusinga to be managed by ECDE teachers at the school in conjunction with their head teacher and facilitation to be done by Mr. Waliaula and Mrs. Destaria Akinyi.
- iv. Activity on 15-7-16 at Kimilili RC Boys to be organized by the ECDE teachers at the school and their head teacher. Ebubole and Kimilili RC to source for facilitators. The schools to supplement with knitting-threads, one meter of black cloth, one meter of black polythene paper and one basket.
- v. Finally materials and beads that had been given to the ECDE by Marianne were given out to all schools that were represented.

### b. JIG SAW AND TOY MAKING AT IKAPOLOK ON 3-6-16

All schools but Ugolwe and Kibunde sent two ECDE teachers for the activity; at the end of the exercise each school had made one jig saw and two or more toys. Teachers were encouraged to continue with the exercise and produce as many jigsaws and toys as possible for easy management of the enlarged enrolment in ECDE that all the schools were experiencing.



### c. WORKSHOP ON SOUNDS CARRIED OUT AT KAMUSINGA ACK ON 24-6-16

The workshop was handled by the former Bungoma County programme office for ECDE. He articulated the following areas:

- Speech organs and their role in production of speech (vocal cord, tongue, teeth and lungs) and what the child gets (- concepts, skills and attitude).
- Qualities of a good ECDE/ lower primary teacher and keenness on termly programme of activities (schemes of work) and Daily programme of activities (Lesson plan).

- Qualities of a child friendly school.
  - Utilization of Local Materials in ECDE centres.
  - ECDE syllabus (the eleven objectives of ECDE and thirteen objectives of STD 1-3).
- The participants were very appreciative because most of them had been having problems in one area or the other. They promised to improve in the areas they had been weak.

d. INCOME GENERATING ACTIVITY WORKSHOP AT KIMILILI R.C. BOYS ON 15-7-16

This activity was carried out with the hope of imparting skills into all ECDE teachers in HFK family for the benefit of their schools and themselves. Most ECDE teachers are not paid by the government so are at the mercies of their head teachers who are not able to pay them because they are not financed for such payments. Therefore to empower the ECDE teachers in the family, this skill was given to them so that they could generate some money for their use in their ECDE section especially when they have to travel for workshops. Only two schools; Ugolwe and Ebwaliro did not send their teachers for the workshop. The skill was learnt and put in use immediately. Nearly all schools went back with a finished product.

At the end, certificate of completion was given to each teacher that participated. This was well received by the teachers who appreciated the assistance they received from HFH. They asked the coordinator to send their gratitude to Marianne and Roel.



e. MEETING AT LUNYU PRIMARY SCHOOL ON 23-9-16

The aim of the meeting was to get a feedback of the activities that had been carried out.

i. Jig saw

**Outcome:**

Those who attended went back and trained the rest of the ECDE teachers in their schools and neighbouring schools.

**Effect:**

Increase of jigsaws in all the ECDEs.  
Increase of population in the ECDEs.

**Impact:**

More motivated learners.  
Reduction in absenteeism.  
Enhancement of teachers creativity

ii. Sounds:

**Outcome:**

Those who attended went back and trained the rest of the ECDE teachers in their schools and neighbouring schools.

**Impact:**

Those teachers that had been wrongly instructed on sounds had the mistake corrected. The learners have advantage in languages.

iii. Fireless cookers:

**Outcome:**

Those who attended went back and trained the rest of the ECDE teachers in their schools.

**Effect:**

The trained teachers in each school have come together to make baskets for sell.

**Impact:**

The proceeds from the sales are to be used on transport by the teachers. Individual teacher to benefit from her production of baskets.

The next item on the agenda was a discussion on the next activity which was preferred to the fun day that had been planned for. This was continuity on income generating activities. It was, therefore, agreed that two teachers from every school would come to the workshop and they were to carry the necessary materials i.e. a board, threads, beads, cloth lining and needles.

Since no elections had been made for the last four years it was decided that new officials be elected then in readiness for next year. This was done as follows:

<b>Position</b>	<b>Name</b>	<b>School</b>
Chairman	Caleb Wanjala	Musembe
Ass. Chair	Everline Masibayi	Kaptola
Secretary	Pamela	Indangalasia
Ass. Secretary	Magdalene Omuse	Ikapolok
Treasurer	Christine Nyongesa	Hafoland

f. Income generating activity workshop at EARC Mumias on 14-10-16

The following activities were carried out:

- Beaded handbags
- Woollen chair covers
- Necklaces

**Outcome:**

Those who were trained were to go back and train their colleagues in their schools and if possible organize a workshop for other ECDE teachers in their locality.

**Effect:**

Those trained to make, produce and sell the items they were trained in possibly in large scale.

**Impact:**

Through the marketing of the mentioned items the ECD kit to have resources and to empower the ECD teachers who have been neglected and sometimes miss workshops due to lack of fare.





### 3. PROPOSAL FOR ECDE ACTIVITIES 2017

<b>DATE</b>	<b>27-1-2017</b>		<b>AMT</b>
	ACTIVITY	BENCH MAKING	
	OUTPUT	40 ECDE Teachers and coördinator	
	OUTCOME	-Training -Sharing information on early child training	
	EFFECTS	Acquire knowledge and materials	
	IMPACT	Improve standards early child training	2.000
	VENUE	Bungoma DEB	
<b>DATE</b>	<b>3-3-2017</b>		<b>AMT</b>
	ACTIVITY	LEADERSHIP AND WORK ETHICS	
	OUTPUT	60 ECDE teachers & 2 Facilitators and coordinators	
	OUTCOME	Acquire basic knowledge on how to train young children	
	EFFECTS	Good coordination between ECDE & Teachers	
	IMPACT	Smooth running of ECDE as part of the primary school	
	VENUE	Kibunde Primary School	35.000
<b>DATE</b>	<b>9-7-2017</b>		<b>AMT</b>
	ACTIVITY	EXHIBITION	
	OUTPUT	40 ECDE teachers, 2 assessors, 20 Head Teachers 2 Ministry officials and coordinator	
	OUTCOME	The best training materials by assessors	
	EFFECTS	Market the items to others schools	
	IMPACT	Improved training of ECDE children and teachers	
	VENUE	Kimilili RC Girls	45,000
<b>DATE</b>	<b>7-7-2017</b>	Bungoma North	<b>AMT</b>
<b>DATE</b>	<b>14-7-2017</b>	Mumias	
<b>DATE</b>	<b>21-7-2017</b>	Teso	
<b>DATE</b>	<b>28-7-2017</b>	Kimilili	
	ACTIVITY	ECDE education days for HFK children	
	OUTPUT	200 top class in each district	
	OUTCOME	Exposure of children and socialization	
	EFFECTS	Ability to narrate from children of their experience	
	IMPACT	Character building	
	VENUE	Bungoma North – Mumias – Teso – Kimilili	58,000
<b>DATE</b>	<b>15-9-2017</b>		<b>AMT</b>
	ACTIVITY	Review meeting	
	OUTPUT	40 ECDE Teachers	
	OUTCOME	Reports and feedback	
	EFFECTS	Achievements and challenges	
	IMPACT		
	VENUE	Ebubole PS	20,000
<b>TOTAL</b>			<b>160,000</b>

## VOCATIONAL TRAINING CENTRES ACTIVITIES

### 1. INTRODUCTION

Harambee Foundation Kenya Vocational Training Family comprises of 8 Vocational Training Centres (former Youth Polytechnics). They Include:

Name	Sub-county
• Naitiri Vocational Training Centre	Bungoma North
• Sinoko Vocational Training Centre	Bungoma North
• Sosio Vocational Training Centre	Kimilili
• Chebukwabi Vocational Training Centre	Kimilili
• Kamasielo Vocational Training Centre	Kimilili
• Sikhendu Vocational Training Centre	Trans-Nzoia
• Muliro Vocational Training Centre	Bungoma North
• Wabukhonyi Vocational Training Centre	Bungoma North

The Vocational Training Centres offer different craft courses and training programmes to the youth in the County/Country who fail to proceed to higher levels of education. Over the years, thousands of young people in the area have lost out on the various opportunities to train and improve their lives after fail to advance in their education.

### 2. FACTS AND FIGURES OF THE INSTITUTIONS

#### NAITIRI VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015 AND 2016

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY	99	2	101	82	0	82	183
CARPENTRY & JOINERY	12	0	12	7	0	7	19
BUILDING TECHNOLOGY	41	0	41	47	0	47	88
METAL PROCESSING	12	0	12	13	0	13	25
FASHION & DESIGN	2	81	83	3	74	77	160
AGRO BUSINESS	1	0	1	0	1	1	2
INFORMATION COMMUNICATION TECHN.	2	16	18	1	7	8	26
ELECTRICAL & ELECTRONICS	20	3	23	16	4	20	43
DRIVING	20	1	21	42	1	43	64
PLUMBING	0	0	0	3	0	3	3
HAIRDRESSING & BEAUTY THERAPY	0	7	7	0	33	33	40
<b>TOTAL</b>			<b>319</b>			<b>334</b>	<b>653</b>

**SINOKO VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015 & 2016**

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY	32	0	32	30	0	30	62
CARPENTRY & JOINERY	8	0	8	7	0	7	15
BUILDING TECHNOLOGY	36	0	36	30	0	30	66
FASHION & DESIGN	0	19	19	0	27	27	46
ELECTRICAL & ELECTRONICS	20	6	26	19	2	21	47
FOOD & BEVERAGE	0	9	9	0	7	7	16
ICT	4	9	13	11	11	22	35
PLUMBING	-	-	-	2	2	4	4
<b>TOTAL</b>			<b>143</b>			<b>148</b>	<b>291</b>

**SOSIO VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015&2016**

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY			54			43	97
CARPENTRY & JOINERY			5			4	9
BUILDING TECHNOLOGY			38			38	76
FASHION & DESIGN			60			52	112
ELECTRICAL & ELECTRONICS			30			24	54
PLUMBING			39			31	70
FOOD & BEVERAGE			21			13	34
<b>TOTAL</b>			<b>247</b>			<b>205</b>	<b>452</b>

**CHEBUKWABI VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015 &2016**

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY	12	0	12	9	0	9	21
CARPENTRY & JOINERY	3	0	3	0	0	0	3
BUILDING TECHNOLOGY	10	0	10	8	0	8	18
DRESSMAKING	1	21	22	1	12	13	35
ELECTRICAL & ELECTRONICS	7	1	8	10	2	12	20
PLUMBING	5	3	8	6	2	8	16
WELDING	3	0	3	0	0	0	3
HAIR DRESSING	0	2	2	0	2	2	4
<b>TOTAL</b>			<b>68</b>			<b>52</b>	<b>120</b>

**MULIRO VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015 & 2016**

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY	8	0	8	5	0	5	13
CARPENTRY & JOINERY	3	0	3	1	0	1	4
BUILDING TECHNOLOGY	0	0	0	4	0	4	4
DRESSMAKING	3	21	24	0	20	20	44
ELECTRICAL & ELECTRONICS	2	1	3	5	0	5	8
ICT	2	12	14	23	30	53	67
TOTAL	52			88			140

**WABUKHONYI VOCATIONAL TRAINING CENTRE TRAINEES ENROLLMENT 2015 & 2016**

COURSE	2015			2016			TOT
	M	F	T	M	F	T	
MOTOR VEHICLE TECHNOLOGY	23	1	24	20	0	20	44
CARPENTRY & JOINERY	2	0	2	3	0	3	5
BUILDING TECHNOLOGY	11	0	11	7	0	7	18
DRESSMAKING	1	60	61	1	40	41	102
ELECTRICAL & ELECTRONICS	7	3	10	13	2	15	25
PLUMBING	6	0	6	4	0	4	10
WELDING	3	0	3	4	0	4	7
HAIR DRESSING	1	7	8	0	10	10	18
ICT	2	7	9	0	1	1	10
DRIVING	4	0	4	0	0	0	4
TOTAL	138			105			243

**ENROLLMENT SUMMARY**

SCHOOL	2015	2016
NAITIRI VTC	319	334
SINOKO VTC	143	148
SOSIO VTC	247	205
CHEBUKWABI VTC	68	52
KAMASIELO VTC	No info	No info
SIKHENDU VTC	No info	No info
MULIRO VTC	52	88
WABUKHONYI VTC	138	105
TOTAL	967	932

From the above enrolment summary;

1. Enrolment of two vocational training centres was not captured. In Kamasielo VTC, the principal instructor was transferred and the new principal was unable to submit the information required. With Sikhendu VTC, the principal could not submit the data asked by the secretary of the family.
2. There was a drop in enrolment by 35 trainees in the six vocational training centres in 2016.

## ENROLLMENT PER TRADE IN THE PAST TWO YEARS

COURSE	Vocational Training Centre								TOT
	Nait	Sosi	Sino	Che	Kam	Sikh	Muli	Wab	
Motor Vehicle Techn.	183	97	62	21	0	0	13	44	420
Carpentry & Joinery	19	9	15	3	0	0	4	5	55
Building Technology	88	76	66	18	0	0	4	18	270
Metal Processing	25	0	0	3	0	0	0	7	35
Fashion & Design	160	112	46	35	0	0	44	102	499
Agribusiness	2	0	0	0	0	0	0	0	2
ICT	26	0	35	0	0	0	67	10	138
Electron & Electronics	43	54	47	20	0	0	8	25	197
Driving	64	0	0	0	0	0	0	4	68
Plumbing	3	70	0	16	0	0	0	10	99
Hairdressing & Beauty	40	0	0	4	0	0	0	18	62
Food and Beverage	0	34	16	0	0	0	0	0	50
<b>TOTAL</b>	<b>653</b>	<b>452</b>	<b>291</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>243</b>	<b>1899</b>

From the above table,

The most preferred courses include:

1. Fashion and Design
2. Motor Vehicle Mechanics
3. Building Technology

The least preferred courses include:

1. Agribusiness
2. Metal Processing
3. Food and Beverage
4. Carpentry and Joinery

## EXAMINATION RESULTS

ACADEMIC YEAR	SCHOOL	ENTRY	LEVEL	PASS	FAIL
2015			GRADE 3		
	NAITIRI VTC	88	G 3	87	1
	SINOKO VTC	41	G 3	41	0
	SOSIO VTC	55	G 3	54	1
	CHEBUKWABI VTC	47	G 3	45	2
	KAMASIELO VTC	-	-	-	-
	SIKHENDU VTC	-	-	-	-
	MULIRO VTC	13	G 3	13	0
	WABUKHONYI VTC	19	G 3	19	0
	<b>TOTAL</b>	<b>263</b>		<b>259</b>	<b>4</b>

From the table

In 2015 a total of 263 trainees sat for their final examination in the six Vocational Training Centres. 259 passed while 4 failed. These represents 98.47% pass.

In the same year a total of 967 trainees were admitted and therefore those who did the final examination represents 27.19%. This means 72.81% dropped out of training and therefore measures should be taken to correct the situation.

### GRADE 3 EXAMINATION ANALYSIS PER SUBJECT IN 2015

NO	SUBJECT	NAIT	SINO	SOSI	CHEB	KAMA	SIKH	MULI	WABU
1	MVT	27	13	3	-	-	-	-	4
2	C&J	1	4	1	-	-	-	-	1
3	BT	17	9	15	-	-	-	-	2
4	MP	7	0	2	-	-	-	-	1
5	F/D	27	6	15	-	-	-	13	8
6	AGRIBUS	0	0	0	-	-	-	-	0
7	ICT	0	0	0	-	-	-	-	0
8	ELECTRICAL	9	5	9	-	-	-	-	1
9	PLUMBING	0	0	4	-	-	-	-	2
10	HAIRDRESSING	0	0	0	-	-	-	-	0
11	F&B	0	4	6	-	-	-	-	0
TOTAL		88	41	55	47	-	-	13	19

### 3. HARAMBEE FOUNDATION KENYA YOUTH POLYTECHNIC FAMILY – PLAN ACTIVITIES 2016

DATE	19-5-2016		AMT
	ACTIVITY	Workshop on emerging issues (drugs, drop out, HIV AIDS)	
	OUTPUT	-20 Trainees each from 8 VTC -8 Deputy principal instructor	
	OUTCOME	Prepare a program with teacher's assistance to train others on the emerging issues.	
	EFFECTS	-Decrease in dropout rate -Increase in trainee retention. -Reduced indiscipline cases -Improved performance in examination.	
	IMPACT	-Sustained better performance in examination. -General trainee improvement in behaviour	
	VENUE	Wabukhonyi VTC	74,500
DATE	27-5-2016		AMT
	ACTIVITY	Workshop on leadership, organization and standards.	
	OUTPUT	-8 Trainees -8 D/Instructor -8 principal	-3 Instructors per VTC -2 Facilitators -2 officials of HFH
	OUTCOME	-Change the leadership style. -Come up with a constitution. -Laws, values, norms to guide the VTC family. -Reviewing of the strategic plan e.g. values, organization structure. -Commitment to work by the leaders.	
	EFFECTS	-Improved trainee's leadership -More and efficient leadership amongst the Instructors.	

	IMPACT	-Entire VTC Family to adhere to the norms, values, laws, etc. -Improved performance among the trainees -Developing a positive culture that identifies the VTC family.	
	VENUE	Sosio VTC	30.500
<b>DATE</b>	<b>10-6-2016</b>		AMT
	ACTIVITY	Seminar on G/C and special needs trainees	
	OUTPUT	-Instructors 2 per VTC, male and female. -8principal Instructor -EARC facilitation from Mumias	
	OUTCOME	-Establishing & improve G&C programmes in VTCs. -More integration of special need trainees.	
	EFFECTS	-Decrease in indiscipline cases. -Improved performance for special needs trainees. -Improved self-esteem among trainees with special needs.	
	IMPACT	General improvement in performance reduced dropouts and disciplined trainees.	
	VENUE	Sikhendu VTC	25,000
<b>DATE</b>	<b>15-9-2016</b>		AMT
	ACTIVITY	Harambee Foundation Day (community work)	
	OUTPUT	-Trainees in every VTC. -Instructors in every VTC.	
	OUTCOME	-Increased enrollment. - Community work by the trainees and Instructors. -Visiting the sick in nearby hospitals. -Visiting the nearby children homes	
	EFFECTS	Develop the passion of helping the needy in society.	
	IMPACT	Developing Patriotic citizens in society.	
	VENUE	Respective Institution	40,000
<b>DATE</b>	<b>14-10-2016</b>		AMT
	ACTIVITY	Workshop on maintenance for polytechnics	
	OUTPUT	-8 Principal Instructors -8 B.O.M Chairman -6 partners -Instructor in charge of stores.	-2 Facilitators -4 DQUASO -1 coordinator
	OUTCOME	-Principal Instructor to improve in management of resources in the Institution. -Manage Human Resource.	
	EFFECTS	Improved performance in VTC Trainees.	
	IMPACT	Overall improvement in VTC management	
	VENUE	Kamasielo VTC	31,500
<b>DATE</b>	<b>21-10-2016</b>		
	ACTIVITY	Exhibition	

	OUTPUT	-Trainees 2x6 per VTC =96 -8 Managers	-Instructors 6 per VTC -H/Teachers		
	OUTCOME	Trainees to develop projects and compete.			
	EFFECTS	-Best performing trainees to receive certificates. -Motivate others in the VTC -Improved quality of VTC products			
	IMPACT	-Good performance -Quality products.			
	VENUE	Sikhendu VTC		130,000	
				TOTAL	331,500

#### 4. ASSESSMENT OF OUTPUT, OUTCOME AND EFFECTS OF 2016 ACTIVITIES

##### a. WORKSHOP ON EMERGING ISSUES IN VOCATIONAL TRAINING

The workshop addressed the following issues:

- Financing of education  
Aim: The topic was aimed at assisting the trainees understand the reasons of paying school fees and embrace other sources of paying school fees e.g. Bursaries, loans from banks among other sources and improve collections.
- Examination Registration  
Aim: The topic was aimed at preparing trainees to pay examination fees on time and avoid missing on examination.
- Adult learning  
Aim: This was aimed at integrating adult learners in the system of vocational education.
- Youth and unemployment  
Aim: This topic was aimed at assisting the trainees to cultivate the entrepreneurial skills into viable business ventures to make profit.
- Early pregnancy, dropout rate and HIV/AIDS  
Aim: The topic was aimed at helping the trainees to organize themselves and put education as first priority. This means staying in school and avoiding circumstances leading to contracting HIV/AIDS.

##### Out put

A total of 1260 participants were planned to attend the workshop. However, a total of 115 participants were recorded from the 8 vocational training centres. A total cost of Ksh 44,000/= was spend translating into 60% of the budget. This 60% budget was used to achieve 71% of the output.

##### Outcome and Effects

- There was improved school fees payment in most of the family members: 75%.
- Examination registration was good even after the increasing examination fees by NITA.
- The training programme has been adjusted to accommodate the adult trainees, use of school uniforms be optional.
- There has been improved communication between instructors and trainees.
- Formation of a repair and maintenance club in Sosio VTC whose aim is to identify faulty machines, equipment that need repair.



- Reduced pregnancy cases as reported by the Principal Instructors.
- There has been voluntary HIV/AIDS testing.

b. WORKSHOP ON LEADERSHIP, ORGANISATION AND STANDARDS.

Aim

The overall aim of the workshop was meant to help trainees and the school administration to acquire skills of good leadership, organization and set standards within the family.

Output

A total of 52 participants were planned to attend the workshop. However, 58 turned up for the workshop and this translated into over 100% achievements.

Cost

The activity costed more than the planned amount of Ksh 30,500. The budget went up by Ksh 4,000/= due to the increased output.

Outcome/Effects

There was development of the constitution i.e. by-laws governing the vocational training family. The workshop resulted into information sharing among the different Principals of family Institutions. Leadership amongst trainees also improved as more specific roles were outlined to the different positions of the trainees' council.

Despite of the above outcomes and effects, the workshop needs to be repeated in 2017 to address specific strategic plan review and writing down standards of the family.

c. A SEMINAR ON GUIDANCE AND COUNSELLING AND SPECIAL NEEDS

Overall objective

At the end of the training the participants were expected to come up with vibrant guiding and counselling programmes in their institutions. The training was also meant to help instructors integrate trainees with special needs in the learning institutions.

Output

A total of 26 participants were planned for the seminar. However, a total of 58 participants attended the seminar. The extra participants came from the host Institution. They did not interfere with the budget allocation as they had their private lunch.

Outcome/Effects

The Instructors and Principals are able to identify trainees with special needs and guide them through the training. There is improved record keeping in the G/C Department.

There is general improvement in grade 3 performance results.

The seminar has led to less stressed trainees who mix well with others.

Remarks

The seminar has to be repeated so that the Instructors and Principals can be taught on the different ways of assessing trainees with special needs.

d. HARAMBEE FOUNDATION DAY (COMMUNITY WORK)

Overall objective

Harambee Foundation Day or community work day was meant to make the community be aware of the existence of vocational training Institutions, the courses offered and encourage them to allow the youth to be admitted in them. It was also meant to cultivate the heart of helping others in the society especially the needy ones. The activity was also meant to achieve increased enrolment in VTC'S

## Organisation

This activity was organized at the vocational training level. Each VTC identified an activity to be done in the community on a common day.

## Outcomes/Effects

- MULIRO VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of gate B market and Tree planting  
Trainees and instructors were very happy for the day's participation and thanked the Harambee Foundation Kenya to have planned and organized the activity. The activity was a reminder to the trainees that the activity was also part and parcel of the hidden curriculum. The cleaning up exercise was also beneficial to their health i.e. keeping the body fit. The Principal commended on tree planting as a way of conserving the environment for the future generations. The trainees and the public demanded a repeat of the event the following year. Muliro community demanded that the activity was done frequently to conserve the environment.
- NAITIRI VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of Karima Dispensary  
The trainees and Instructors were happy about the activity. They said that through such activities the community develops positive mind set towards vocational training.  
The nurse in charge thanked the VTC for the good work done and promised to source for labour from the Vocational training. Also the nurse had an opportunity to talk to the trainees on HIV/AIDS. The trainees then had an opportunity to test for HIV/AIDS. The community members present promised to seek for admission the following year.
- SOSIO VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of Kamukuywa Market  
The market officer thanked the vocational training centre for their positiveness of cleaning the market. The officer also commended that a similar exercise to be extended to other markets in the area. The Principal received positive comments from members of the public particularly when the event was covered on air by the local F.M Station (Sulwe FM). The market officer also advised the trainees to apply for the market stalls when
- SINOKO VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of Sinoko Dispensary  
The dispensary community was happy and thanked the school management for organizing the cleaning exercise. The nurse in charge also talked to the trainees the importance of Voluntary community work. The community also demanded for a similar exercise the following year.
- CHEBUKWABI VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of Chebukwabi Market  
The community appreciated the vocational training centre as a way of giving back to the community. The community also praised the exercise for improving the environmental cleanliness. Through the activity the relationship between the trainees, instructors and community improved. The activity also builds teamwork among trainees.

- WABUKHONYI VOCATIONAL TRAINING CENTRE  
**Activity:** Clearing of the bushes along the road leading to the training centre  
 The Ass. Chief appreciated the trainees involvement in the community work and encouraged them embrace the training with a positive attitude. He also urged the village elders to carry out a house to house campaign towards the improving the enrolment in the institution.  
 The board chairman encouraged the trainees to keep their environment clean both at the Institution and extend to their homes.  
 The community was grateful to the trainees for cleaning the bushes along the road as the bushes had been a hindrance to safe travel of the residents. They also said that the route was unsafe for children especially the girls.
- KAMASIELO VOCATIONAL TRAINING CENTRE  
**Activity:** Cleaning of Maeni Dispensary  
 The activity was praised by the management and the Principal to organize a similar exercise the following year.

## 5. MINUTES OF FAMILY MEETINGS

### a. MINUTES OF A MEETING OF HARAMBEE FOUNDATION KENYA VOCATIONAL TRAINING FAMILY HELD AT SOSIO VTC ON 14/10/2016 AT 12.45PM.

Those present:

Mr. David Limo	Mrs. Rose Langat
Mr. Christopher Mabonga	Mrs. Mary Nasimiyu
Mrs. Lucy Njeri	Mr. Elijah Kiring'a
Mr. Kennedy Lubisia.	

Apologies for absence were received from Mr. Bonface, who is attending an examination in Moi University Eldoret.

Agenda

Opening prayer

Identification of Activities for HFH Community Day

A.O.B

MIN 1 /10 /2016: OPENING PRAYER

The meeting begun with a word of prayer from Mrs. Lucy Njeri at 12.45pm.

MIN 2 /10 /2016: HFH COMMUNITY DAY ACTIVITIES.

After a brief discussion, the following activities were proposed by the principal instructors /deputy principals to be done by the Vocational Training Centers:

Sosio VTC – cleaning of Kamukuywa Market

Sinoko VTC –cleaning of Sinoko market.

Muliro VTC – tree planting in the training center and cleaning of gate B marketing center.

Wabukhonyi VTC –clearing of the bushes along the road leading to the training center.

Naitiri VTC – cleaning of Karima Dispensary.

Chebukwabi VTC – cleaning of Chebukwabi market.

Kamasielo VTC – visiting the sick in the neighborhood.

Sikhendu VTC - cleaning of Sikhendu Dispensary.

The Family also resolved that the activities were to take on 26/10/2016 and that the principals to give a report of the activities by 31/10/2016. The report to include the photos taken during the event as evidence and account all the monies given. The secretary to communicate with the Madam Tryphosa and give the feedback by 24/10/2016.

MIN 3/10/2016 A.O.B

The planned Exhibition was pushed to the following year due to the current states of the VTC's.

MIN 4 /10/ 2016 ADJOURNMENT.

There being no business to transact the meeting closed at 3.00pm with a word of prayer from Mr. Mabonga.

b. MINUTES OF A MEETING OF HARAMBEE FOUNDATION KENYA VOCATIONAL TRAINING FAMILY HELD AT SOSIO VTC ON 2/11/2016 AT 12.08PM.

Those present:

Mr. David Limo

Mrs. Rose Langat

Mr. Christopher Mabonga

Mr. Bonface

Apologies for absence were received from Mr. Julius Murage, who is holding a board of management, Mrs Mary Nasimiyu and Kennedy Lubisia who are attending a county government seminar at Kitale and Mrs. Lucy Njeri attending a funeral.

Agenda

1. Opening prayer
2. Previous minutes
3. Review of 2016 activities.
4. Programmed 2017 activities
5. A.O.B

MIN 1 /11/2016: OPENING PRAYER

The meeting begun with a word of prayer from Mr. Christopher Mabonga at 12.08 pm.

MIN 2 /11 /2016: PREVIOUS MINUTES

Minutes of the last meeting, held on 14<sup>th</sup> October 2016, were read out by the secretary and confirmed by the meeting.

Matters arising from the previous minutes

Sosio VTC – cleaning of Kamukuywa Market.

The activity took place on 27/11/2016 and not as earlier planned by the committee. The market officer thanked the gesture of the VTC in cleaning the market. The market officer further urged the VTC to extend a similar exercise to other markets in the area. The activity was covered on air by Sulwe FM.

Sinoko VTC –cleaning of Sinoko market.

The activity was changed to cleaning of Sinoko Dispensary.

Muliro VTC – tree planting in the training centre and cleaning of gate B market centre. The activity went on as planned.

Wabukhonyi VTC –clearing of the bushes along the road leading to the training centre. The date was changed to 27/11/2016; however the activity remained as planned.

Naitiri VTC – cleaning of Karima Dispensary.

The activity went on as planned. The nurse in charge thanked the VTC for the good work done. The trainees had an opportunity to test for HIV/AIDS.

Chebukwabi VTC – cleaning of Chebukwabi market.

The activity went on as planned. The community appreciated the VTC, as one way of giving back to the community.

Kamasielo VTC – visiting the sick in the neighbourhood.

This activity was changed to cleaning of Maeni Dispensary on 28/11/2016. The activity was praised by the management asked for a similar exercise to be organized in 2017.

Sikhendu VTC - cleaning of Sikhendu Dispensary.

The activity went as planned.

MIN 3/11/2016 REVIEW OF 2016.

The Family planned for six activities in 2016.

Workshop on emerging issues (drugs, drop out, HIV/AIDS).

Workshop on leadership, organization and standards.

Seminar on G/C and special needs trainees.

Harambee Foundation Day (community work)

Workshop on Maintenance for Polytechnics

Exhibition.

What was done:

1. Workshop on emerging issues (drugs, drop out, HIV/AIDS).
2. Workshop on leadership, organization and standards.
3. Seminar on G/C and special needs trainees.
4. Harambee Foundation Day (community work)

What was not done:

Workshop on Maintenance for Polytechnics

Exhibition.

Comments.

1. The two activities were not carried out as the programme delayed to start in third term. The activities have been moved into 2017.

2. Activity 3 and 4 to be repeated in 2017 due there importance and the positive impact created when the seminar was conducted. The participants requested for more sessions of the same. The public felt the community work should be extended to other areas/places.

Min 4/11/201 : ACTIVITIES FOR 2017.

DATE	22-2-2017		AMT
	ACTIVITY	Seminar on instructor preparedness of a practical lesson.	
	OUTPUT	-5 Instructors per VTCs in the family in key trades. -2 Facilitors	
	OUTCOME	Preparing a practical a scheme of work and lesson plan.	
	EFFECTS	-Improved teaching of practical lessons. -Improved performance among trainees.	
	IMPACT	Improved performance and teaching of trade practice.	
	VENUE	Sosio VTC	26,000

<b>DATE</b>	<b>17-5-2017</b>		<b>AMT</b>
	ACTIVITY	Seminar on G/C and special needs trainees.	
	OUTPUT	-2 Instructors per VTC. -8 Principal instructors -EARC facilitation.	
	OUTCOME	-Follow up on the establishment of the G/C programmes in the VTCs. -More integration of special need trainees.	
	EFFECTS	-Decrease in indiscipline cases. -Improved performance for special needs trainees. -Improved self-esteem among trainees with special needs.	
	IMPACT	General improvement in performance reduced dropouts and disciplined trainees.	
	VENUE	Sikhendu VTC	25,000
<b>DATE</b>	<b>14-7-2017</b>		<b>AMT</b>
	ACTIVITY	Workshop on maintenance for VTCs.	
	OUTPUT	-8 Principals -6 Partners - 1 Coordinator -Person in charge of stores.	-8 B.O.M chairman. -2 Facilitators -4 DQUASO
	OUTCOME	-Principal instructor to improve in the management of resources in the institution. -Manage Human Resource.	
	EFFECTS	Improved performance in the VTCs.	
	IMPACT	Overall improvement in the VTC management.	
	VENUE	Kamasielo VTC	31,500
<b>DATE</b>	<b>14-9-2017</b>		<b>AMT</b>
	ACTIVITY	Harambee Foundation Day(community work)	
	OUTPUT	-Trainees in the VTCs. -Instructors in every VTCs	
	OUTCOME	-Increased enrolment. -Community work by the trainees and instructors. -Visiting the sick in the nearby hospitals. -Visiting the nearby children homes.	
	EFFECTS	Developing the passion of helping the needy in the society.	
	IMPACT	Developing patriotic citizens in the society.	
	VENUE	Respective institution.	64,000
<b>DATE</b>	<b>12-10-2017</b>		
	ACTIVITY	Exhibition	
	OUTPUT	-Trainees 2x6 per VTC =96 -8 Managers	-Instructors 6 per VTC -Invited guests
	OUTCOME	Trainees to develop projects and compete.	
	EFFECTS	-Best performing trainees to receive certificates. -Motivate others in the VTC	

		-Improved quality of VTC products	
	IMPACT	-Good performance -Quality products.	
	VENUE	Naitiri VTC	130,000
TOTAL			276,500

MIN 5 /11/ 2016 ADJOURNMENT.

There being no business to transact the meeting closed at 3.00pm with a word of prayer from Mr. Mabonga.

**6. CONSTITUTION OF HARAMBEE FOUNDATION KENYA VTC FAMILY**

ARTICLE 01: NAME CLAUSE

Harambee Foundation Kenya Vocational Training Family.

ARTICLE 02: VISION

To produce skilled, knowledgeable and self-reliant person.

ARTICLE 03: MISSION

To empower members with appropriate knowledge, skills and attitude to realize their full potential in society.

ARTICLE 04: CORE VALUES

1. Hard work and commitment
2. Creativity and innovativeness
3. Integrity
4. Respect and trust
5. Self-driven
6. Transparency and accountability
7. Honesty

ARTICLE 05: OBJECTIVES

1. To mobilize tools and equipment for the family members
2. To promote quality training amongst the members
3. To promote innovativeness and creativity
4. To promote trainee follow up
5. Promote networking in institutions
6. To improve the infrastructure within the family
7. To promote unity amongst the members
8. To instil discipline amongst the members

ARTICLE 06: MEMBERSHIP

1. A vocational training centre that has a relationship with Harambee Foundation Kenya.
2. The family can recommend the exit of a member from the organisation.
3. Members shall register with Ksh 5,000/- (Five thousand only).

ARTICLE 07: MANAGEMENT

1. Office bearers
  - Chairperson
  - Secretary
  - Treasurer

2. Duties of the office bearers
  - Chairperson: Represent the family in official functions.  
Preside over all meetings.  
Sign all minutes of the family meetings.  
Delegate duties to members of the committee.  
Receive all external correspondence addressed to the group.
  - Secretary Take minutes of the meeting.  
Keeps record of family meetings minutes.  
Together with treasurer, to ensure family funds records are properly kept.
  - Treasurer Receive and disclose all money under the instructions of the coordinator/chairperson.  
Maintain cash records of family movies i.e. expenditures.  
Prepares financial records from time to time and submits them to the coordinator.
3. Duration of tenure
  - Duration in the office shall be three years.
  - The organization elections shall be through secret ballots.

**ARTICLE 08: FUNDING THE ORGANISATION**

1. Partners
2. Contribution from the members

**ARTICLE 09: MEETINGS**

There shall be two kinds of meetings:

1. Executive meetings
  - For planning and evaluating group activities
2. General meetings
  - Implement family activities and providing the way forward for future activities.
  - Quorum of all the meetings shall be two thirds of members present.

**ARTICLE 10: STANDARDS**

1. Promoting common examination among the family members.
2. Conducting trainees/graduates follow up.
3. Networking in the family.
4. Organizing exhibitions/songs/dance and poems.

**ARTICLE 11: ACCEPTANCE**

We the undersigned executive committee members of the family named herein do hereby accept and adopt these laws for and on behalf of Harambee Foundation Kenya V.T.C. family together with any changes or alterations that have been initiated or signed by us.

<u>DESIGNATION</u>	<u>ID NO</u>	<u>SIGN</u>	<u>DATE</u>
1. Chairman .....			
2. Secretary .....			
3. Treasurer .....			



## **PARTNERS MEETINGS AND ACTIVITIES**

### **1. PARTNERS MEETINGS**

a. MEETING AT JOHN WERE'S HOUSE ON 29-1-2016

The meeting's agenda was as follows:

- i. Report from The Meijers
- ii. Reports on projects
- iii. Programme for the Meijers while in Kimilili
- iv. Desks project 2016
- v. HFK registration and bank account.

The details of the meeting are found in the minutes of the same.

b. MEETING WITH THE MEIJERS AT TRYPHOSA'S HOUSE ON 15-2-2016

The agenda was as bellow:

- i. Report on the programme for the Meijers and on decisions made on quality of education activities.
- ii. Report from HFH
- iii. Report on HFK registration
- iv. Updates on ongoing projects

The details of the meeting are found in the minutes of the same.

c. MEETING WITH THE MEIJERS AT ELEGANT HOTEL BUNGOMA ON 1-3-2016

There was only one main agenda which was the future organization of HFK and the details are carried in the minutes of the meeting.

d. PARTNERS MEETING WITH THE MEIJERS ON 16-3-2016 AT THE MEIJERS HOME

The meeting discussed the way forward for HFK under the following agenda:

- i. Minutes of the previous two meetings.
- ii. Briefs on ongoing projects
- iii. Future of HFK
- iv. Evaluation of the Meijers' visit
- v. A.O.B

The details of the meeting are found in the minutes of the same.

### **2. PARTNERS MEETINGS WITH FAMILIES**

a. PRIMARY HEADS MEETING WITH THE CHAIRMAN HFK Mr. JOHN WERE AT EARC ON 27-1-2016.

This meeting was called due to the complacency that was being showed by the family. At the meeting it was agreed that another crucial meeting be held in the near future to iron out the challenges.

b. PARTNERS MEETING WITH PRIMARY AND YP LEADERS AT KIMILILI RC GIRLS ON 24-2-2016

This was an outcome of the first meeting with chairman HFK. Both the primary and polytechnics were presented. In the meeting the heads were castigated for taking the activities for granted and change was demanded from them. For that matter the partners put the activities on halt until an assurance was given by the families' clear vision and planning. The families accepted blame, apologized and promised to change. The following were points of attention:

- Information dissemination.
- Commitment to HFK education activities.
- Detailed reporting on the effect and impact of the activities given to each family.
- Need for school to show appreciation to HFK by playing an active role in the Foundation.
- The role of partners in HFK and their expectations of the heads in the family institutions.
- The budgets expected from each family.

At the end of the meeting it was clear that the families needed guidance on what format was to be used for reporting. This necessitated a plan for another meeting which was then scheduled for 2-3-2016 at the same venue.

c. PARTNERS MEETING WITH PRIMARY, YP'S AND ECDE LEADERS ON 2-3-16  
AT KIMILILI RC GIRLS

This resulted from an earlier meeting in which report format was to be given. The meeting was attended by three families namely, ECDE, primary and polytechnics. The main agenda of the meeting was format for reporting.

They were taken through the reporting format by partners, more so Albert. The format carried the following items;

- Activities
- Output(No. of participants across the board)
- Outcome(what the participants would do as a result of their participation)
- Effect( the beneficiaries benefits/ change realized)
- Impact( sustainable/ long term change or effect)

After giving details and example of each of the above, the participants were put in groups and asked to use the format to generate their 2016 budget. This was done and every family was to hand over the information to the coordinator for implementation from second term.

## ACTIVITIES CARRIED OUT DURING THE MEIJERS VISITS

DATE	ACTIVITY	PLACE	RESULTS
15-2-16	Held a meeting with partners	Tryphosa's house	The future of HFK and a programme for the Meijers were discussed.
17-2-16	Meeting with Mr. Tatwa	The Meijers'	Discussion and consultation.
18-2-16	Visit	Ndengelwa sec. school	Familiarized with the school administration and request placed by the school need for a library.
19-2-16	Meeting with Tryphosa	The Meijers'	Updates and consultation
22-2-16	Visit	St. Teresa Girls sec.  Kitai primary	Pushed for more commitment in the finishing up of the project  A courtesy call to the school and acknowledgement of request for ECD classrooms.
23-2-16	Meeting with Albert and Mr. Tatwa	The Meijers'	Updates and consultations
24-2-16	Meeting with Dr. Eseli, MP of Tongaren		Discussions on pending projects in the MP's jurisdiction.
25-2-16	Visit	Kamusinga ACK	Updates on the ongoing VC project were given
25-2-16	Visit	Kaptola sec.	Discussion on the ongoing project. The school was advised to put right the roofing problem before asking for second phase funding.
26-27/2/16	Visit Marta and John	EARC and John's home	Talked on finances with Martha and made discussions and consultations with John.
29-2-16	Visit	Lunyu primary	Witnessed effect of quality education activities on the school as evidence by progress in academics, agriculture and public relations.
1-3-16	Held a meeting with partners	Elegant Hotel	Review of consultations and way forward for HFK
2-3-16	Visit to Jane Wasike-	St. Theresa girls	Discussions on the school project and personal matters.
3-3-16	Meeting with Mr. Tatwa and Albert	The Meijers'	Discussions on HFK and consultations
4-7/3/16	Hosted visitors from Holland	The Meijers'	Discussions on HFH transition to HFK and evidences of work done
6-3-16	Mass and visit	Kocholia Church and Ikapolok primary	With the visitors attended mass at the church and visited Ikapolok vanished project.

8-3-16	Visit	Sosio Polytechnic Mitua Girls' sec	Assessment on the progress of the project Need for revision of the proposal for the ablution block
9-3-16	Visit	EARC Mumias	Exposed visitors from Holland to one of projects carried out by HFH
14-3-16	Meeting Albert and Mr. Tatwa	Albert's home	Discussions and consultation of HFK
15-3-16	Meeting with Mr. Tatwa	Tatwa's home	Discussions on HFK
16-3-16	Held a meeting with partners	The Meijers house	Discussions and way forward for HFK, thereafter visited Kaptola sec.
18-3-16	Visit	St. Luke's	Discussion with the principal
19-3-16	Meeting with officer in the office of the president		Discussion on the possibility of using the name Harambee for the Kenyan Foundation.
20-3-16	Meeting with Jacob, John and Jacob's Rotary club	Nairobi	Discussions on HFK activities and partnership.
1-10-16	HFH Meeting with partners and coordinator	EARC Mumias	Discussions on HFK activities and partnership.
3-10-16	Handover of Sosio YP dormitory	Sosio Polytechnic	The dormitory could now be used by female trainees. The facility to cause the females that come from a far and were discouraged by distance to enroll for trades at the polytechnic.
5-10-16	Handover of the Kaptola kitchen	Kaptola Secondary school in MT. Elgon	This was a big relief for the kitchen staff at the school and students who can now make and serve meals in a clean and hygienic environment. Because of the facility, time wastage will be curtailed.