

## Q1 2023 -12th March 2023

Attendees: Tanvir Sharif, Miano Njoka, Kenneth Muchina, Starlings Muchiri, Kenneth Muchina

Location: Online Conference Call

### Agenda

- Coordination between AHSEF and AHS OBC Secretariat.

### Notes

- Meeting was called to order by Sitati at 7.03pm Kenyan time.
- The main agenda of the meeting was brainstorming how we can improve the process of getting the information we need from the school to expedite disbursement from the different scholarship funds.
  - Starlings shared that the teachers are usually very busy with their other duties at the school and that he usually goes to the school to follow up on open issues.
  - He offered to follow up on any AHSEF related topics and recommended working directly with the Principal on any blocking issues.
- Needs-based scholarship
  - Mr. Malesi coordinates this at the school to get applications from the students and analyse the results. This has been working well.
- Sports Scholarship
  - Mr Karimi was previously the Games Master and is now the Deputy Principal.
  - Proposal was put forward to have Mr. Malesi be the point of contact for the Sports Scholarship as well. Starlings will follow up.
- Merit Scholarship
  - Mr. Malesi got the names for last year and can do this going forward
- One improvement we can make is to have a timeline for when we need information and seek it in good time. The board discussed a tentative timeline that will be used going forward pending confirmation with Mr. Malesi.
- Vetting of scholarship recipients
  - Students fill in an application form with information about family background e.g. parents work information, whether parents are alive or not, etc to determine need.
  - The form is signed by the chief, local priest, or other local official. If that's not done, the class teacher or sponsorship master does some verification.
- There being no other business the meeting was adjourned at 8.20pm Kenyan time.

### Action Items

- Starlings to check with Mr. Malesi on whether he can be the point of contact for Sports Scholarships and the best time to disburse funds to the school from the sports fund.