

**MINUTES OF THE FIRST MEETING OF THE MIREMA SCHOOL HOUSES
MANAGEMENT COMMITTEE THAT TOOK PLACE ON WEDNESDAY 15TH APRIL 2026
AT WEZESHA A MEETING ROOM.**

MEMBERS PRESENT

1. IRENE OWINO - CHAIRPERSON
2. STEVE OKEMA
3. MONICAH KINYAGA
4. JUNE ZUNETTA
5. TERESIA WANGARI
6. ANN NJUGUNA
7. FREDRICK MWANGI
8. MARY MWANGI
9. LUKAS ASUGU
10. DAVID OSAWA
11. YVONNE ASIKA
12. EMMA MUTAI

AGENDA

1. CALL TO ORDER
2. HOUSE RE-DISTRIBUTION PER CLASS
3. HOUSE IDENTITY CREATION
4. UNIFORM ISSUANCE POLICY
5. AOB

MIN 1: CALL TO ORDER

The chairperson called the meeting to order at 9:57am and the meeting started with a prayer from Mr. David Osawa.

MIN 2: HOUSE RE-DISTRIBUTION PER CLASS

- The EAs confirmed that they were done with the re-distribution of the learners into the houses per class.
- It was agreed that going forward, Siblings should be allocated different houses.
- It was agreed that the EAs should have uploaded the new distribution to the Mzizi LMS software by the end of the First week of opening.
- It was agreed that allocation of the houses to new learners should be the responsibility of the EAs.
- There were concerns about Mzizi LMS not retaining the learners' houses information beyond one academic term. It was agreed that a member will reach out to the Mzizi team to align on that.
- The Mzizi LMS team confirmed that the information can be copied to the next academic term.
- It was agreed that the EAs should communicate to class managers to enforce the correct house T-Shirts.

MIN 3: HOUSE IDENTITY CREATION

- The members agreed that the House names should be retained as has been.
- Members agreed that more sensitization should be done for people to understand and internalize the house names.

- It was agreed that more emphasis should be put on the house names rather than relying on the colours.
- The names will be retained as:
 - Ndovu House for the Blue colour.
 - Kifaru House for Red colour
 - Nyati House for Green colour
 - Chui House for yellow colour
- It was suggested that icons representing the animals in the house names should be printed on the house t-shirts in the next batch of uniforms that will be shipped in.
- It was suggested that the school should have visual aids placed strategically to remind everyone of the names.
- It was agreed that the house slogs and chants should have learner input. This will be done after opening with the student representatives guided by the House Patrons.
- It was agreed that in the next student election, we should have posts for house captains.
- It was agreed that the EAs will present names of house patrons from their departments by Thursday, 30th April 2026.
- It was agreed that House patrons should come from Academic departments while Assistant House Patrons should be from Non - Academic departments.

MIN 4: UNIFORM ISSUANCE POLICY

- It was agreed that the uniforms department will issue uniforms to parents at least 24 hours after payment.
- Procurement will issue uniforms based on the information on the shared google sheets containing the learners' re-distribution information.
- It was agreed that the accounts department will be sharing the list of new learners who will have paid for uniforms with the EAs for house allocation in a shared google sheet document.
- The EAs will be updating the number of house vacancies with the Accounts department through the same shared google sheets document.

MIN 5: A.O.B

- It was agreed that EAs should present fully consolidated and signed lists to the accounts department by Saturday 18th April 2026 at 1:00pm.
- Feedback on the quality of fabric and design of the new House Tshirts and shorts was positive with members praising the good quality of the fabric.
- Uniforms department to share a list of learners with Non Fitting Uniforms with EAs as their uniforms will delay.

MIN 6: ADJOURNMENT

There being no other business the meeting was adjourned at 11:45am with a prayer from Ms. Yvonne Asika.

Minutes by: Name Date..... Signature.....

Confirmed by: Name Date..... Signature.....

Seconded by: Name Date..... Signature.....