**MINUTES OF THE IRINDI SECONDARY SCHOOL HELD ON 19TH MARCH, 2025 AT 7.30 A.M. IN THE STAFFROOM**

**MEMBERS PRESENT**

Mrs. Ngatia -Chairperson

Mr. Wainaina

Mr. Kariuki

Mr. Maina

Mr. Ndung’u

Mr. Gitonga

Mr. Kibungo

Ms. Gathoni

Ms. Munyiva

**MIN1/2025 PRELIMINARIES**

The meeting was called to order at 7.30 a.m. and opening prayers led by Mr. Maina and the chairperson welcomed the members.

**MIN 2/2025: REVISED TEACHER EVALUATION TOOLS**

1. Effective curriculum delivery
2. Leadership and responsibilities
3. Content mastery
4. Learner’s safety
5. Time management
6. Comprehensive learner centered environment
7. Ability to identify and nurture learner’s talents
8. Ability to promote the 3Rs (Reduce, Reuse and Recycle)
9. Ability to promote disciple, conflict management and resolution.
10. Promote guidance and counselling.
11. Integration and technology in teaching and learning
12. Ability to assess, retrieve and integrate ICT in teaching and learning.
13. Ability to engage learners through livestreaming of lessons
14. Ability to effectively use remote learning methodologies
15. Teacher professional development
16. Identification of professional gaps
17. Participate in professional community of practice
18. Engaging self-professional growth and development at least once a term.
19. Undertaking teacher induction, mentorship and coaching
20. Appropriate grooming

**MIN 3/2025: AOB**

Members noted that the standards are very effective to rate teachers and also the TPAD dummy 3.0 version is not time consuming when filling it.

**MIN 4/2025 ADJOURNMENT**

There being any other business, the meeting ended at 4.30 p.m. with prayers by Mr. Ndung’u S.N.

**Chairperson Secretary**

DATE: ……………………. DATE: …………………….

SIGN: …………………… SIGN: ……………………