**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**WELFARE**

**INTERNAL MEMORANDUM**

**21ST JUNE, 2011**

**From: Chairman, Constitution Review Committee**

**To: The Committee Members**

**Subject: INAUGURAL MEETINGOF THE COMMITTEE**

The above subject refers.

Please be informed that the Inaugural Meeting of the Committee comes up as scheduled below:

**Date:** Wednesday 22nd June, 2011

**Time:** Students’ Break Time

**Venue:** Computer Room/Lab.

Your presence and punctuality is cordially requested for.

**Agenda**

1. Opening Prayer - Mrs. V. T. Osukoya

2. Welcoming members - Mr. M. B. Ajao

3. Official Inauguration - Dn. KayodeAkinola

4. Terms of Reference - Mr. M. B. Ajao

5. Other Matters/General - Members

6. Adjournment -

7. Closing Prayer - Mr. GbengaBamgbose

Mr. Moses BabatundeAjao

Convener

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**INTERNAL MEMORANDUM**

**May 31st, 2013.**

**From: Vice Principal (Admin)**

**To: The Principal**

**Subject: Request For Gas/Kerosene For Foods & Nutrition NECO Practicals**

Ma,

My students that are offering Foods and Nutrition will be having their cooking practicals on Thursday

6th June, 2013.

Please I do request for the sum of **#14,000 (fourteen thousand naira)** for the purchase of four gas

cylinders and 10 liters of kerosene for the practicals.

Thank you ma.

Mrs. L. A. Ndiulor.

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **June 26, 2013.**

**From: G. A. Counsellor**

**To: The Principal**

**Subject: REMINDER (G. A. CAMP ATTENDANCE AT AJARA)**

Ma,

This is to remind the Management of the letter written in respect of the G. A. camp on

the 10th of May, 2013.

The camp will come up between 16th – 18th August, 2013.

Please ma, since all the students concerned are our students, I plead that the school bus

convey them to the venue.

The Lagos Conferences charges for the camp is =N=1,900 excluding transportation.

Thanks for your usual cooperation.

Mrs. T. A. Obasi

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **June 26, 2013.**

**From: G. A. Counsellor**

**To: The Principal**

**Subject: G. A. Recognition and Coronation Service.**

Ma,

This is to bring to your notice that the G. A. Recognition and Coronation will hold on

 21st July, 2013.

The financial implications are:

1. Programme personnel 4,000
2. Gift to outstanding G. A (100 @ 150 each 15,000
3. G. A. colours decoration green, gold & white 1,800
4. Entertainment of invited guests drinks & meatpie 5,000

 **=N=25,800**

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Thanks for your usual cooperation.

Mrs. T. A. Obasi

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **June 27, 2013.**

**From: Store keeper**

**To: The Principal**

**Subject: Request for Gate Pass**

Ma,

The above request refers ma.

Please we need gate pass the one on ground now will not be enough for students,

when they are going for 3rd term holiday.

Please ma, consider it for approval.

Thank you ma.

Mrs. Adebanjo A. P.

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **June 27, 2013.**

**From: Store keeper**

**To: The Principal**

**Subject: Request for the Items Listed Below.**

 **Description.**

1. Letter Headed Paper.
2. Baptist Model High School official (small) envelope.
3. Exit Card.

Ma,

The above request refers ma.

At present we have just few packets that are available.

Please ma, consider it for approval.

Thank you ma.

Mrs. Adebanjo A. P.

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **June 27, 2013.**

**From: Store keeper**

**To: The Principal**

**Subject: Request for 3rd Term Exams Paper**

 **2012/2013 Academic Session**

Ma,

The above request refers ma.

The request for 3rd term exams papers detailed below.

 30 realms of double sheet

 30 realms of single sheet

 30 realms of objectives sheet.

Kindly consider it for approval.

Thank you ma.

Mrs. Adebanjo A. P.

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **October 18, 2013.**

**From: The computer room**

**To: The Principal**

**Subject: Request for internet subscription**

Ma,

The above request refers ma.

Kindly approve the sum of N 45,000 (forty five thousand naira) only for three months

subscription of internet service for the school.

Thank you, ma

Adebayo F.T.(Mrs.)

Computer Lab Assistance

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **October 18, 2013.**

**From: V. P. Academics**

**To: The Principal**

**Subject: PAYMENT OF ₦20,000 PENALTY FOR LATE PRESENTATION OF STUDENTS FOR MAY/JUNE 2014 WASSCE**

Ma,

I write to request for the sum of **₦20,000 (Twenty Thousand Naira) only**  as penalty for late presentation of students for May/June 2014 WASSCE for Ministry of Education clearance.

The Ministry of Education claimed to have issued a circular to commence clearance for WAEC registration from July to September, 2013 which was not received by the school.

There has never be a time in which private schools have processed registration at this stipulated time at the Ministry of Education.

Ironically, as at the time our school list was presented on October 7, 2013 WAEC is yet to float registration for 2014.

Thank you ma.

***Mr. Andrew, E.***

***V. P. Academics***

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **October 18, 2013.**

**From: The Principal, BMHS, Ijegun.**

**To: The Director of Education – LBSC, Obanikoro.**

**Subject: RE: ADDENDUM TO BMHS, IJEGUN 20TH ANNIVERSARY PROPOSAL.**

Dear Ma,

The above refers.

The following people were omitted for appreciation.

1. **Ex-Principals**
2. Mr. Oguntola, A. O. - 4yrs
3. Mrs. Adegoke, C. M - 4yrs
4. ***For Long Service Award.***
5. Mr. Eniayewu O. A. - 7yrs (seconded on request to Baptist Grammar

 School Agbowa in 2000/2001).

1. Mrs. Okudegbe M. E. - 8yrs ((seconded to Reagan Memorial School in

 2007.

1. Mrs. Amire, M. B. - 13yrs
2. Mrs. Ogundipe , A. O. - 10yrs
3. Mr. Lawal, A. O. - 12yrs
4. Mr. Adeosun, O. S. - 10yrs
5. **Award For Excellence For 3 or 4 Consecutive Years.**
	* + 1. Mrs. Ndiulor, L. A.

Please kindly consider their inclusion.

Thank you ma.

***Maduka, F. E.(Mrs.)***

 ***Principal***

 **October 25, 2013.**

The Director of Finance,

LBCS,

Obanikoro.

Dear Sir,

**RE: Inconvenience Allowance For Kitchen Staff/Hostel**

 **Masters/Mistresses/Gatemen/Maintenance Officer**

The above refers.

I humbly wish to request for the sum ₦92,000 (Ninety Two Thousand Naira) Only as inconvenience allowance for the following staff:

These staff came to work during the two days public holidays i.e Tuesday 15th and Wednesday 16th October, 2013.

 ₦

1. 8 cooks 2,000 x 8 x 2 = 32,000
2. Caterer 2,500 x 2 = 5,000
3. Maintenance Officer 2,500 x 2 = 5,000
4. Gatemen 2,000 x 5 x 2 = 20,000
5. 2 Housemasters & 1 Housemistress 3000 x 3x2 = 18,000
6. 3 House Officers 2,000 x 2 x 3 = 12,000

**Total:** ₦ **92,000**

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Thank you sir for your consideration.

***Maduka, F. E.(Mrs.)***

 ***Principal***

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **October 29, 2013.**

**From: Store keeper**

**To: The Principal**

**Subject: Projected for another Tie for the following classes.**

Ma,

The above request refers ma.

Please we need more ties for SS1 & SS2 classes.

 SS1 - 40pairs

 SS2 - 43pairs

Kindly consider it for approval ma.

Thank you ma.

Mrs. Adebanjo A. P.

**BAPTIST MODEL HIGH SCHOOL, IJEGUN**

**M E M O**

 **Nov. 8, 2013.**

**From: V. P. Admin.**

**To: The Principal**

**Subject: 20TH ANNIVERSARY CELEBRATION**

Ma,

Below are the items needed for the 20th Anniversary Celebration.

 ₦

1. Sweet corn - 20tins 4,000
2. Farrows - 20tins 4,000
3. Carrot 5,000
4. Spring onions 1,000
5. Green pepper 2,000
6. Green peas 1,000
7. Runner beans 1,000
8. Cake 10,000
9. Rice 10,000
10. Chicken 8 cartons 52,000

 **₦90,000**

**Drinks** ₦

28 crates of mineral 28,000

4 crates of malt 9,600

Souvenir 20,000

Biscuit/sweets/chocolates 3,000

 **₦60,600**

**Grand total: ₦150,600 (One Hundred and Fifty Thousand Six Hundred Naira Only.**

Kindly consider it for approval ma.

Thank you.

***Ndiulor, L. A.(Mrs.)***