

**GHANA: PUBLIC EXPENDITURE TRACKING SURVEYS (2007)**

**QUESTIONNAIRE FOR**

**PRIMARY SCHOOL HEADS**

**Section 1 IDENTIFICATION PARTICULARS**

	Name	ID/CODE: ...
<b>1.1. Region</b>		
<b>1.2. District</b>		
<b>1.3. EA base</b>		
<b>1.4. Primary school name</b>		
<b>1.5. The school code (EMIS)</b>		
<b>1.6. Date of Interview (DD/MM/YY)</b>		
<b>1.7. Start time of Interview (eg. 14:00)</b>		
<b>1.8. Operating Authority (see code below)</b>		

*Code for question 8: Government=1, Private=2*

**1.9 Characteristics of respondent**

*This section deals with information on the respondent.*

A. Are you in charge of this school?   
 1=Yes; 2=No

B. What is your job title at this school?  
 1=Head teacher  
 2=Assistant head teacher  
 3=Class Teacher

C. For how long have you been in charge of/working at this school?    
 Years Month

D. Sex of Respondent?  
 1=Male  
 2=Female

## Section 2 General Information

2	From School Heads	Academic Year of	
		2004/5	2005/6
2.1	Total number of classes in your school		
2.2	Number of classes in the following grades		
2.2a	Primary 1		
2.2b	Primary 2		
2.2c	Primary 3		
2.2d	Primary 4		
2.2e	Primary 5		
2.2f	Primary 6		
2.3a	Number of classrooms in your school		
2.3b	<i>Of which number of temporary ones<sup>a)</sup></i>		
2.4	Number of offices in your school		
2.5a	Number of pupil seating places in your school		
2.5b	<i>Of which number provided by the Government</i>		
2.6a	Number of pupil writing places in your school		
2.6b	<i>Of which number provided by the Government</i>		
2.7	Number of teachers' bungalows in your school		
2.8a	Number of chalkboards for classrooms in your school		
2.8b	Is there enough chalk available for teaching, yes=1, no=2		
2.9	Number of classrooms used for multi-grade teaching (If none write zero) <sup>b)</sup>		
2.10a	Total number of teachers in your school		
2.10b	<i>Of whom number of trained teachers</i>		
2.11a	Total number of pupils in your school		
2.11b	<i>Of whom number of female pupils</i>		
2.12a	Total number of dropouts in your school		
2.12b	<i>Of whom number of female pupils</i>		
2.13a	Total number of repeaters in your school		
2.13b	<i>Of whom number of female pupils</i>		
2.14a	Total number of pupils completed P6		
2.14b	<i>Of whom number of female pupils</i>		
2.15a	Total number of pupils proceeded to JSS1		
2.15b	<i>Of whom number of female pupils</i>		
2.16	Total number of <b>core</b> textbooks you have in your school		
2.17a	Total number of teacher's handbooks you have in your school		
2.17b	Total number of teachers notebooks in your school		
2.18	Source of drinking water for pupils in your school (codes)		
2.19	The way you keep your drinking water for pupils (codes)		

a) Temporary classroom: a classroom with a non permanent structure (thatch, grass roof, shed, open air) or in a borrowed space.

b) Multi-grades are classes where the same teacher teaches pupils in different grades in one classroom. For example, pupils in grade 1 and grade 2 are taught in the same classroom.

**Codes for supply of drinking water:** None=0, Pipe borne water=1 Sachet/bottled water=2, Borehole=3, Protected Well=4, Unprotected Well=5, River/Stream/Dugout/Pond/Dam=6, Others (specify)=7.

**Codes for way to keep drinking water:** None=0, Standing pipe=1, Cooler/pot=2, Bowl with cover=3, Bowl without cover=4, Polytank=5, Others (specify)=6.

### Section 3A Cash Incomes/Receipts for Academic Year 2005/06

Respondents: person who knows school budget					
<i>Capitation Grants</i>					
2.1	Did you receive capitation grants from DEO in:	Yes=1 No=2	Day (dd) received 1-31	Cheque =1 Cash =2 Direct deposit=3	¢
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				
M	Total Received: September 2005 to August 2006				

### 3.2: Other financial Support

All information should refer to academic year 2005/6. Data should be obtained from the school records.

	Question	Amount
A	Total PTA fees	
B	Fund raising	
C	Other (specify)	

3.3	Question	Number
A	Number of teachers who attended district organized in-service training	
B	Average duration of the training (days)	
C	Number of teachers who attended other in-service training	
D	Average duration of the training (days)	
E	Total Number of in service trainings	

### 3.4: Teachers Salaries paid by the Government

	Salaries received in:	Class-room Teachers		Non-teaching Staff	
		Number of Teachers	Total amount (Gross) ¢	Number of Non-teaching Staff	Total amount (Gross) ¢
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				

### Section 3B Expenditure Returns, September 2005 to August 2006

Respondents: person who knows school budget						
<i>Capitation Grants Expenditure Returns</i>						
	Did you spend capitation grants on the following activities/items between September 2005 and August 2006	Yes=1 No=2	Payment method: Cheque =1 Cash =2 Direct deposit=3 Mixed =4	Freq	Qty	Total value: ¢
3.5						
A	Enrollment drives					
B	Provision of teaching and learning materials					
C	School management (including T&T, stationary and sanitation					
D	Community and school relations					
E	Support to needy students					
F	School and cluster based in-service training					
G	Minor repairs					
H	Sports and culture levies					
I	Other (specify)					

## Section 4 Materials received between September 2005 and August 2006

4.1: Did you receive materials between September 2005 and August 2006 from Central Government/District Education Offices?

Yes=1, No=2 >>>>Section 5

From Central Government/District Education Offices

<i>Subject</i>	First batch		Second batch		Third batch		<i>Estimated unit value at the local market</i>
	<i>Number received</i>	<i>Dd/mm/yyyy received</i>	<i>Number received</i>	<i>dd/mm/yyyy received</i>	<i>Number Received</i>	<i>Dd/mm/yyyy received</i>	
<b>4.2 Text Books</b>							
a. English P1		/ /		/ /		/ /	
English P2		/ /		/ /		/ /	
English P3		/ /		/ /		/ /	
English P4		/ /		/ /		/ /	
English P5		/ /		/ /		/ /	
English P6		/ /		/ /		/ /	
b. Science P1		/ /		/ /		/ /	
Science P2		/ /		/ /		/ /	
Science P3		/ /		/ /		/ /	
Science P4		/ /		/ /		/ /	
Science P5		/ /		/ /		/ /	
Science P6		/ /		/ /		/ /	

**Section 4 Materials received between September 2005 and August 2006, continued**

From Central Government/District Education Offices, continued

<i>Subject</i>	First batch		Second batch		Third batch		<i>Estimated unit value at the local market</i>
	<i>Number received</i>	<i>Dd/mm/yyyy received</i>	<i>Number received</i>	<i>dd/mm/yyyy received</i>	<i>Number Received</i>	<i>Dd/mm/yyyy received</i>	
<b>4.2 Text Books, continued</b>							
c. Environmental Studies P1		/ /		/ /		/ /	
Environmental Studies P2		/ /		/ /		/ /	
Environmental Studies P3		/ /		/ /		/ /	
Social Studies P4		/ /		/ /		/ /	
Social Studies P5		/ /		/ /		/ /	
Social Studies P6		/ /		/ /		/ /	
d. Mathematics P1		/ /		/ /		/ /	
Mathematics P2		/ /		/ /		/ /	
Mathematics P3		/ /		/ /		/ /	
Mathematics P4		/ /		/ /		/ /	
Mathematics P5		/ /		/ /		/ /	
Mathematics P6		/ /		/ /		/ /	
<b>4.3. Stationary</b>							
e. Chalk (Boxes)		/ /		/ /		/ /	
f. Teachers Handbook/guide		/ /		/ /		/ /	
g. Teachers Notebook		/ /		/ /		/ /	

### Section 5: Other Information

Code	During the 2005/2006 academic year (excluding 2006/7)	5.1	5.2	5.3	5.4	5.5	5.6
		Did the school receive in-kind or cash support from any of the following organizations Yes=1 No=2  If no>>>> move to next organization	What kind of support? (see codes below)	Was there any repairs/rehabilitation carried out in the school by ..... Yes ....1 No.... 2	Are there any extra curriculum programs provided by .....  Yes...1 No... 2	Did the school receive any other equipment/furniture from. Yes 1 No...2	Any other support?  Yes...1, Specify No.....2
A	District Assembly						
B	MP's Common Fund						
C	Community						
D	NGOs						
E	Religious org/ Churches						
F	Local Benefactors						
G	Ghanaians living abroad						
H	Others (specify)						

Codes for Q5.2 : Cash=1, in-kind (Materials)=2, Labour services=3, Cash and in-kind=4, Cash and Labour=5, in-kind and Labour=6, Cash and in-kind and Labour=7, Other (specify) =8.

5.7. Are there any known school age children in the catchment area not attending school?

Yes.....1 No.....2 >>>>5.9

5.8 If yes please rank the reasons for not attending school in order of importance (Choose three reasons and tick accordingly)

Reasons		Most important	Second important	Third important
Code		1	2	3
A	Cannot afford payment for exercise books, school uniforms, and bags			
B	Transport and food for school too expensive			
C	School too far from place of residence			
D	The children's labour needed at home			
E	Marriage/pregnancy			
F	Lack of interests from parents for their children's education			
G	Parents incomes too low/unemployed			
H	Other (Specify)			

5.9 What do you think has happened to the following during the last 5 Years? (Select one per item)

		Improved	Worsened	No Change	Don't Know
Code		1	2	3	4
A	Parent Teacher Association (PTA)				
B	State of repair of classrooms				
C	Classroom space per pupil				
D	Availability of school desks/tables/chairs				
E	Availability of school supplies (text books, chalks, etc.)				
F	Quality of education				

### 5.10 Primary Education Access

Which of the following can best help more pupils have access to primary education?

(read responses and choose three in order of importance)

Responses		Most important	Second important	Third important
Code		1	2	3
A	Give more assistance to needy students			
B	Build more schools			
C	Build more classrooms for existing schools			
D	Others, specify			



### 5.11. Primary Education Quality

Which of the following do you think the Government can do to best improve the quality of Primary education? (read response and choose 3 in order of importance)

Response		Most important	Second important	Third important
		1	2	3
A	Increase the number of qualified teachers			
B	Improve relevance of curriculum			
C	Improve classroom conditions			
D	Reduce over crowding in classrooms			
E	Increase teachers' pay			
F	Other (specify)			

### 5.12: Other General Information about the School

	Question		
A	Distance to district headquarters	kilometres	
B	Access to official telephone in school	1=yes, 2=no	
C	If yes, telephone number for the official phone	number	
D	Access to personal telephone	1=yes, 2=no	
E	Access to radio in school	1=yes, 2=no	
F	Personal access to radio	1=yes, 2=no	
G	Access to newspaper in school	1=yes, 2=no	
H	Personal access to newspaper	1=yes, 2=no	
J	How long in minutes does it take to reach the nearest primary school	minutes	
K	By what means	1=Vehicle 2=Motor cycle 3=Bicycle 4=Foot (walking) 5=Animal 6=Canoe/boat	

### 5.13 Record keeping

	Question		
A	Do you keep records on funding	1=yes, 2=no	
B	Do you keep records on expenditure	1=yes, 2=no	
C	Does the School operate a bank account	1=yes, 2=no	
D	Did the School prepare budget for income and expenditure for the period 2005/6	1=yes, 2=no	

#### 5.14 Organization and Supervision

	Question		
A	Is there a School Management Committee (SMC) associated with this school?	1=yes, 2=no	
B	Is there a Parent Teacher Association (PTA) associated with this school?	1=yes, 2=no	
C	Who is represented on the SMC?		
	1. District Assembly (DA)	1=yes, 2=no	
	2. DEO's office	1=yes, 2=no	
	3. Parents	1=yes, 2=no	
	4. PTA representative	1=yes, 2=no	
	5 Headteacher	1=yes, 2=no	
	6. Teachers	1=yes, 2=no	
	7. Other (specify) status	1=yes, 2=no	
D	Who is represented on the PTA?		
	1. Parents	1=yes, 2=no	
	2. Headteacher	1=yes, 2=no	
	3. Teachers	1=yes, 2=no	
	4. Other (specify)	1=yes, 2=no	
E	Number of SMC meetings in 2005/2006	Number	
F	Number of PTA meetings in 2005/2006	Number	

#### 5.15 School decision making

		MULTIPLE ANSWERS ALLOWED		
A	Budget approved by	1=Head Teacher 2=Assist Head teacher		
B	Cheques signed by	3=SMC 4=PTA 5=Other (specify)		

#### 5.16: Support from Government

	Question			
A	Do you know the school's entitlement of capitation grant <b>per student</b> in 2005/6	Yes =1 No = 2		If yes, Value
B	Where did you first get the information on the capitation grant	1=newspaper 2=radio 3=DEO 4=other (specify)		
C	How often are you supposed to receive capitation grant per year?	No. of times per year		
D	Do you have access to written guidelines on capitation grant?	1=yes, 2=no		
E	In 2005/06, did you receive all your capitation grants?	1=yes >>> 5.17 2=no		
F	How much did the school receive as share of total entitlement?	%		
G	Did you complain or protest in order to receive the difference in capitation grant?	1=yes, 2=no >> 5.17		
H	To whom did you complain?	1=DEO, 2=DA 3=REO, 4=Other (specify) MULTIPLE ANSWERS ALLOWED		

### 5.17 Administration of Capitation Grants

A	Did you submit capitation grant expenditure returns in 2005/6 academic year?	1=yes, 2=no>>>>D	
B	If yes, how many returns were submitted in 2005/6	Number	
C	When was the last returns submitted?	Month, year (mm, yy)>>>>E	
D	Why did you not submit Capitation Grant returns in 2005/6	1=Did not know reports have to be submitted, 2=Not required to submit, 3= No Capitation Grants received 4=Records missing, 5=Other (specify)	
E	In 2005/6, did the district carry out supervision and monitoring visits to the school to assess the following:		
	1. If the money was properly spent	1=yes, 2=no	
	2. Compliance with guidelines	1=yes, 2=no	
	3. Financial accountability	1=yes, 2=no	
F	Who made the visits to verify	1=DEO 2=District Assembly 3=District inspector of schools 4=Circuit Supervisor 5=REO 6=Ministry of Education 7=Other (specify)	MULTIPLE ANSWERS ALLOWED
	1. If the money was properly spent		
	2. Compliance with guidelines		
	3. Financial accountability		
G	Do you display publicly		
	1. capitation grant received	1=yes, 2=no	
	2. total teachers' salaries received from district	1=yes, 2=no	
	3. daily attendance	1=yes, 2=no	
	4. school budget and expenditures	1=yes, 2=no	
	5. additional charges (PTA fees etc.)	1=yes, 2=no	
	6. copy of school report to DEO	1=yes, 2=no	
H	If yes, where is information displayed	1=Visible in Head Teacher's office 2= Visible in other staff's office 3=Visible on notice boards outside staff offices 4=Other (specify)	MULTIPLE ANSWERS ALLOWED
	1. capitation grant received		
	2. total teachers' salaries received from district		
	3. daily attendance		
	4. school budget and expenditures		
	5. additional charges (PTA fees, etc.)		
	6. copy of school report to DEO		
I	Frequency of displays	1=Termly 2= Quarterly 3=Semi annually 4=Annually 5=Other (specify)	
	1. capitation grant received		
	2. total teachers' salaries received from district		
	3. daily attendance		
	4. school budget and expenditures		
	5. additional charges (PTA fees, etc.)		
	6. copy of school report to DEO		

## Section 6. Enumerator's questions

This portion should be completed by the enumerator soon after the interview

Code	Question	Unit	2005/6
6.1	Time interview completed	e.g. 15.00 hours	
6.2	How many times did you visit this school in order to complete this questionnaire?	Number of visits	
6.3	Did you get the impression that the data were reported accurately and corresponds to the state of the school with respect to the following:	1=yes, accurately 2=reported numbers overstated, 3=reported numbers Understated	
	a. pupils		
	b. capitation grants		
	c. school		
	d. infrastructure		
	e. Teachers		
	f. Transport		
6.4	Were you able to obtain information on enrollment from the school records	1=yes, 2=no	
6.5	Condition of school		
	a. school building	1 = good condition 2 = in need of repair	
	b. environment/surrounding	1 = clean 2 = Dirty	
6.6	Respondent's name	Name	

### 6.7 VERIFY THAT THE INFORMATION WAS DISPLAYED AS REPORTED

	Information displayed		
A	daily attendance	1=Visible in Head Teacher's office 2=Visible in other staff's office 3=Visible on notice boards outside staff offices 4=Not displayed 5=Other (specify)	
B	total teachers salaries		
C	capitation grant received		
D	school budget and expenditures		
E	additional charges		
F	copy of school report to DEO		
G	Date of latest capitation grant received	month, year (mm, yy)	
H	Period for which capitation grant information is pasted	no. of months	

