

**GHANA PUBLIC EXPENDITURE TRACKING SURVEYS (2007)**  
**QUESTIONNAIRE FOR**  
**JUNIOR SECONDARY 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. Junior Secondary 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=Headmaster  
 2=Assistant headmaster  
 3=Class Teachers

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  | JSS 1   |                  |        |
| 2.2b  | JSS 2   |                  |        |
| 2.2c  | JSS 3   |                  |        |
| 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 student seating places in your school               |                  |        |
| 2.5b  | <i>Of which number provided by the Government</i>             |                  |        |
| 2.6a  | Number of student 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     |                  |        |
| 2.9a  | Total number of teachers in your school                       |                  |        |
| 2.9b  | <i>Of whom number of trained teachers</i>                     |                  |        |
| 2.10a | Total number of students in your school                       |                  |        |
| 2.10b | <i>Of whom number of female students</i>                      |                  |        |
| 2.11a | Total number of dropouts in your school                       |                  |        |
| 2.11b | <i>Of whom number of female students</i>                      |                  |        |
| 2.12a | Total number of repeaters in your school                      |                  |        |
| 2.12b | <i>Of whom number of female students</i>                      |                  |        |
| 2.13a | Total number of students completed JSS3                       |                  |        |
| 2.13b | <i>Of whom number of female students</i>                      |                  |        |
| 2.14a | Total number of students qualified to SSS/TECH/VOC            |                  |        |
| 2.14b | <i>Of whom number of female students</i>                      |                  |        |
| 2.15  | Total number of <b>core</b> textbooks you have in your school |                  |        |
| 2.16a | Total number of teacher's handbooks you have in your school   |                  |        |
| 2.16b | Total number of teachers notebooks in your school             |                  |        |
| 2.17  | Source of drinking water for students in your school (codes)  |                  |        |
| 2.18  | The way you keep your drinking water for students (codes)     |                  |        |

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

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).

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).

**Section 3A Cash Incomes/Receipts, September 2005 to August 2006**

| Respondents: person who knows school budget |  |               |                                    |  |   |
|---|--|---------------|------------------------------------|--|---|
| <i>Capitation Grants</i>                    |  |               |                                    |  |   |
| <b>3.1</b>                                  | Did you receive capitation grants from DEO in: | Yes=1<br>No=2 | Day ( <i>dd</i> )<br>received 1-31 | Cheque =1<br>Cash =2<br>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.

|   | <b>Question</b> | <b>Amount</b> |
|---|-----------------|---------------|
| A | Total PTA fees  |               |
| B | Fund raising    |               |
| C | Other (specify) |               |

| <b>3.3</b> | <b>Question</b>  | <b>Number</b> |
|------------|--|---------------|
| 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)<br>¢ | Number of non-teaching staff | Total amount (Gross)<br>¢ |
| 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<br>No=2 | Payment method:<br>Cheque =1<br>Cash =2<br>Direct deposit=3<br>Mixed =4 | Freq | Qty | Total value:<br>¢ |
| 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 From Central Government/District Education Offices

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

| Subject                    | First batch     |                     | Second batch    |                     | Third batch     |                     | Estimated unit value at the local market |
|----------------------------|-----------------|---------------------|-----------------|---------------------|-----------------|---------------------|--|
|                            | Number received | Dd/mm/yyyy received | Number received | dd/mm/yyyy received | Number Received | Dd/mm/yyyy received |  |
| <b>4.2 Text Books</b>      |                 |                     |                 |                     |                 |                     |  |
| a. English JSS1            |                 | / /                 |                 | / /                 |                 | / /                 |  |
| English JSS2               |                 | / /                 |                 | / /                 |                 | / /                 |  |
| English JSS3               |                 | / /                 |                 | / /                 |                 | / /                 |  |
| b. Science JSS1            |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Science JSS2               |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Science JSS3               |                 | / /                 |                 | / /                 |                 | / /                 |  |
| c. Soc Studies JSS1        |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Soc Studies JSS2           |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Soc Studies JSS3           |                 | / /                 |                 | / /                 |                 | / /                 |  |
| d. Mathematics JSS1        |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Mathematics JSS2           |                 | / /                 |                 | / /                 |                 | / /                 |  |
| Mathematics JSS3           |                 | / /                 |                 | / /                 |                 | / /                 |  |
| <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<br>Yes=1<br>No=2<br><br>If no>>>> move to next organization | What kind of support? (see codes below) | Was there any repairs/rehabilitation carried out in the school by .....<br>Yes ....1<br>No.... 2 | Are there any extra curriculum programs provided by .....<br><br>Yes...1<br>No... 2 | Did the school receive any other equipment/furniture from.<br>Yes 1<br>No...2 | Any other support?<br><br>Yes...1, Specify<br>No....2 |
| A    | District Assembly                                     |  |   |  |   |   |   |
| B    | MP's Common Fund                                      |  |   |  |   |   |   |
| C    | Community   |  |   |  |   |   |   |
| D    | NGOs  |  |   |  |   |   |   |
| E    | Religious org/<br>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 |
|---------|---|----------------|------------------|-----------------|
|         |   | 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 |
|---|--|----------|----------|-----------|------------|
|   |  | 1        | 2        | 3         | 4          |
| A | Parent Teacher Association (PTA)                           |          |          |           |            |
| B | State of repair of classrooms                              |          |          |           |            |
| C | Classroom space per student                                |          |          |           |            |
| D | Availability of school desks/tables/chairs                 |          |          |           |            |
| E | Availability of school supplies (text books, chalks, etc.) |          |          |           |            |
| F | Quality of education                                       |          |          |           |            |

### 5.10 Junior Secondary School education access

Which of the following can best help more students have access to Junior Secondary School education? (read responses and choose three in order of importance)

| Responses |  | Most important | Second important | Third important |
|-----------|--|----------------|------------------|-----------------|
|           |  | 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. Junior Secondary School education quality

Which of the following do you think the Government can do to best improve the quality of Junior Secondary School 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        | Others, 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 | Access to personal telephone                              | 1=yes, 2=no   |  |
| D | If yes, telephone number for the official phone           | number  |  |
| 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   |  |
| I | How long in minutes does it take to reach the nearest JSS | minutes   |  |
| J | By what means   | 1=Vehicle<br>2=Motor cycle<br>3=Bicycle<br>4=Foot (walking)<br>5=Animal<br>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)  | 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<br>2=Assist Head teacher |  |  |
| B | Cheques signed by  | 3=SMC<br>4=PTA<br>5=Other (specify)     |  |  |

#### 5.16 Support from Government

| Code | Question  |   |  |               |
|------|---|---|--|---------------|
| A    | Do you know the school's entitlement of capitation grant <b>per student</b> in 2005/6 | Yes =1<br>No = 2  |  | If yes, Value |
| B    | Where did you first get the information on the capitation grant                       | 1=newspaper<br>2=radio<br>3=DEO<br>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<br>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<br>2=no >>> 5.17  |  |               |
| H    | To whom did you complain?   | 1=DEO, 2=DA<br>3=REO, 4=Other (specify)<br>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 returns have to be submitted,<br>2=Not required to submit,<br>3= No Capitation Grants received<br>4=Records missing,<br>5=Other (specify) |                          |
| E | In 2005/6, did the district carry out supervision and monitoring visits to the schools 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<br>2=District Assembly<br>3=District inspector of schools<br>4=Circuit Supervisor<br>5=REO<br>6=Ministry of Education<br>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<br>2= Visible in other staff's office<br>3=Visible on notice boards outside staff offices<br>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<br>2= Quarterly<br>3=Sami annually<br>4=Annually<br>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<br>2=reported numbers overstated,<br>3=reported numbers understated |        |
|      | a. students   |   |        |
|      | 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<br>2 = in need of repair   |        |
|      | b. environment/surrounding  | 1 = clean<br>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<br>2=Visible in other staff's office<br>3=Visible on notice boards outside staff offices<br>4=Not displayed<br>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 posted | no. of months   |  |

